



**GLADSTONE CITY COUNCIL MEETING
CIVIC CENTER COUNCIL CHAMBERS
January 11, 2022 – 6:30 PM**

6:30 p.m.
CALL TO ORDER
ROLL CALL
FLAG SALUTE

The City of Gladstone is abiding by social distancing requirements during the coronavirus pandemic. This meeting will be open to the public virtually using the Zoom platform.

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/81372545145?pwd=NTBEeHITZ201VFZvaSt2RksvUjlUUT09>

Passcode: 670359

Or One tap mobile :

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If members of the public would like to comment on an agenda item, please email your comments to bannick@ci.gladstone.or.us prior to 12:00 p.m. (noon) on January 11, 2022.

The City Council will also have *Business from the Audience* at the end of the meeting. To speak during this time, please email bannick@ci.gladstone.or.us prior to 12:00 p.m. (noon) on January 11, 2022 with your name, topic of discussion and city of residence.

PRESENTATION- SWEARING- IN OF NEW GLADSTONE POLICE OFFICERS

- Officer Kaiden Crotchett
- Officer Mathew Pavey

AGENDA ADDITIONS OR CORRECTIONS

CONSENT AGENDA:

Minutes for December 14, 2021 were not transcribed in time for the packet deadline. They will be added to the February 8, 2022 Agenda

1. Approval of November Bank Balances
2. Budget Report for Period ending 11-30-2021
3. Approval of November Check Register

4. Legal Costs on Projects
5. Department Head Monthly Reports for December 2021

CORRESPONDENCE: None

PUBLIC HEARING:

6. REQUEST TO MODIFY THE CONDITIONS OF APPROVAL FOR THE PROPOSED PRESCHOOL AND DAYCARE FACILITY.

Consider an appeal request from Hillside Christian Church to modify conditions of approval at 6460 Glen Echo Ave; Tax Lot 22E17CC04000. Application being appealed is Z0483-21-C

REGULAR AGENDA:

7. 2021 YEAR IN REVIEW AND 2022 ANNUAL WORK PLAN

City Administrator Betz will provide a summary of progress in 2021 and outline areas of focus in 2022.

8. APPOINTMENTS TO CITY COMMISSIONS, BOARDS, AND COMMITTEES FOR 2022

- a) Traffic Safety Advisory Board – two application received for two vacant terms
- b) Senior Center Advisory Board – one application received for one vacant term

9. CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

BUSINESS CARRIED FORWARD –

BUSINESS FROM THE AUDIENCE

Visitors: This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others and must fill out a speaker card available in the back of the room prior to making a comment.

BUSINESS FROM THE COUNCIL -

Council Monthly Activity Reports
Preliminary City Council Agenda Planning Document for 2022

ADJOURN

Upcoming Meeting Dates:

- January 19, 2022 – Annual Volunteer Training/Orientation for Boards, Committees and Commissions 5:30 pm (Zoom)
- January 25, 2022- City Council Work Session 5:30 pm

MEETING ACCESSIBILITY SERVICES AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE

The Civic Center is ADA accessible. Hearing devices may be requested from the City Recorder at least 48 hours prior to the meeting. Individuals requiring other assistance must make their request know 48 hours preceding the meeting by contacting the City Recorder at bannick@ci.gladstone.or.us. Staff will do their best to respond in a timely manner and to accommodate requests.



CONSENT AGENDA

BANK BALANCES						
Month Ending Balance						
Bank	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021
LGIP -City Of Gladstone #4472	\$ 14,618,555.95	\$ 16,086,612.67	\$ 15,727,856.31	\$ 15,795,396.86	\$ 20,111,020.82	
LGIP - Urban Renewal Agency #4650	2,314,978.08	2,110,410.18	2,113,163.66	1,869,779.11	2,697,248.46	
Checking Accounts:						
General Fund	250,969.98	191,092.64	271,148.46	222,271.87	271,723.01	
Urban Renewal	18,506.22	18,506.29	18,506.36	18,506.43	17,815.43	
Municipal Court	60,381.25	49,724.11	45,789.54	51,611.98	39,544.94	
Totals	\$ 17,263,391.48	\$ 18,456,345.89	\$ 18,176,464.33	\$ 17,957,566.25	\$ 23,137,352.66	\$ -
Bank	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022
LGIP -City Of Gladstone #4472						
LGIP - Urban Renewal Agency #4650						
Checking Accounts:						
General Fund						
Urban Renewal						
Municipal Court						
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



City of Gladstone

Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 11/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - GENERAL FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
100-000-309999	BEGINNING FUND BALANCE	4,850,000.00	4,850,000.00	0.00	0.00	-4,850,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	4,850,000.00	4,850,000.00	0.00	0.00	-4,850,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
100-000-310010	CURRENT YEAR TAXES	9,300,726.00	9,300,726.00	3,772,175.29	3,772,175.29	-5,528,550.71	40.56 %
100-000-310050	PRIOR YEAR TAXES	90,000.00	90,000.00	10,133.28	15,836.17	-74,163.83	17.60 %
100-000-314045	TRANSIENT LODGING TAX	250,000.00	250,000.00	2,371.96	54,859.35	-195,140.65	21.94 %
	RptType: 3100 - LOCAL TAXES Total:	9,640,726.00	9,640,726.00	3,784,680.53	3,842,870.81	-5,797,855.19	39.86 %
RptType: 3110 - STATE SHARED TAXES							
100-000-310170	STATE REVENUE SHARING	260,000.00	260,000.00	36,761.65	36,761.65	-223,238.35	14.14 %
100-000-311010	ALCOHOL TAX REVENUE	451,282.00	451,282.00	18,004.91	57,163.45	-394,118.55	12.67 %
100-000-311015	MARIJUANA TAX	55,221.00	55,221.00	0.00	13,530.61	-41,690.39	24.50 %
100-000-311020	CIGARETTE TAX REVENUE	17,800.00	17,800.00	908.96	3,748.67	-14,051.33	21.06 %
	RptType: 3110 - STATE SHARED TAXES Total:	784,303.00	784,303.00	55,675.52	111,204.38	-673,098.62	14.18 %
RptType: 3120 - RIGHT OF WAY FEES							
100-000-312010	GLADSTONE DISPOSAL FRANCHISE FEE	250,000.00	250,000.00	0.00	33,357.70	-216,642.30	13.34 %
100-000-312025	PGE FRANCHISE FEES	800,000.00	800,000.00	0.00	0.00	-800,000.00	0.00 %
100-000-312030	NW NATURAL GAS FRANCHISE FEE	227,000.00	227,000.00	0.00	0.00	-227,000.00	0.00 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	276,000.00	276,000.00	36,982.53	36,982.53	-239,017.47	13.40 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	1,553,000.00	1,553,000.00	36,982.53	70,340.23	-1,482,659.77	4.53 %
RptType: 3130 - LICENSES AND PERMITS							
100-000-313010	BUSINESS LICENSE FEES	135,000.00	135,000.00	11,085.00	12,215.00	-122,785.00	9.05 %
100-000-313015	LIQUOR LICENSE RENEWALS	1,500.00	1,500.00	0.00	0.00	-1,500.00	0.00 %
100-000-313020	ALARM PERMITS	13,000.00	13,000.00	650.00	2,550.00	-10,450.00	19.62 %
100-000-313025	PARKING PERMITS	500,000.00	500,000.00	2,179.00	62,102.00	-437,898.00	12.42 %
	RptType: 3130 - LICENSES AND PERMITS Total:	649,500.00	649,500.00	13,914.00	76,867.00	-572,633.00	11.83 %
RptType: 3140 - CHARGES FOR SERVICES							
100-000-314010	RECREATION FEES	4,000.00	4,000.00	0.00	0.00	-4,000.00	0.00 %
100-000-314015	SENIOR CENTER BUILDING RENTAL FE...	7,500.00	7,500.00	20.00	110.00	-7,390.00	1.47 %
100-000-314020	PLANNING APPLICATION FEES	35,000.00	35,000.00	0.00	9,532.20	-25,467.80	27.23 %
100-000-314025	SOCIAL SERVICES CONTRACT	80,000.00	80,000.00	0.00	6,202.50	-73,797.50	7.75 %
100-000-314030	LIEN SEARCH FEES	8,000.00	8,000.00	270.00	2,070.00	-5,930.00	25.88 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	134,500.00	134,500.00	290.00	17,914.70	-116,585.30	13.32 %
RptType: 3150 - GRANTS							
100-000-315030	POLICE GRANTS	0.00	0.00	0.00	9,855.40	9,855.40	0.00 %
100-000-315040	FIRE GRANTS	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
100-000-315055	MARINE BOARD MAINTENANCE GRA...	10,800.00	10,800.00	0.00	0.00	-10,800.00	0.00 %
100-000-315065	WES/GOOD NEIGHBOR GRANT	100,000.00	100,000.00	0.00	52,500.00	-47,500.00	52.50 %
100-000-315080	OTHER GRANTS	2,512,000.00	2,512,000.00	0.00	1,368,672.14	-1,143,327.86	54.49 %
	RptType: 3150 - GRANTS Total:	2,672,800.00	2,672,800.00	0.00	1,431,027.54	-1,241,772.46	53.54 %
RptType: 3260 - FINES AND FORFEITURES							
100-000-326010	COURT FINES & FORFEITURES	705,000.00	705,000.00	31,484.83	154,555.21	-550,444.79	21.92 %
	RptType: 3260 - FINES AND FORFEITURES Total:	705,000.00	705,000.00	31,484.83	154,555.21	-550,444.79	21.92 %
RptType: 3301 - INTEREST							
100-000-330100	INTEREST	195,000.00	195,000.00	7,190.01	35,889.73	-159,110.27	18.40 %
	RptType: 3301 - INTEREST Total:	195,000.00	195,000.00	7,190.01	35,889.73	-159,110.27	18.40 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 11/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RptType: 3600 - MISCELLANEOUS							
100-000-360000	ALL OTHER GF RECEIPTS	70,000.00	70,000.00	1,917.59	9,248.39	-60,751.61	13.21 %
100-000-361016	FIRST RESPONDER SUPPLIES REIMB	10,000.00	10,000.00	0.00	1,739.00	-8,261.00	17.39 %
100-000-362212	TRAM TRIPS	10,000.00	10,000.00	60.10	376.20	-9,623.80	3.76 %
100-000-362213	MEAL DONATIONS	19,000.00	19,000.00	220.00	11,384.82	-7,615.18	59.92 %
RptType: 3600 - MISCELLANEOUS Total:		109,000.00	109,000.00	2,197.69	22,748.41	-86,251.59	20.87 %
RptType: 3700 - OTHER							
100-000-371000	SALE OF SURPLUS EQUIP/PROPERTY	30,000.00	30,000.00	1,702.00	20,666.97	-9,333.03	68.89 %
RptType: 3700 - OTHER Total:		30,000.00	30,000.00	1,702.00	20,666.97	-9,333.03	68.89 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:		21,323,829.00	21,323,829.00	3,934,117.11	5,784,084.98	-15,539,744.02	27.12 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
100-910-399205	TRANSFER IN FROM STREET FUND	367,284.00	367,284.00	0.00	0.00	-367,284.00	0.00 %
100-910-399228	TRANSFER IN FROM POLICE LEVY	135,023.00	135,023.00	0.00	0.00	-135,023.00	0.00 %
100-910-399229	TRANSFER IN FROM FIRE LEVY	72,243.00	72,243.00	0.00	0.00	-72,243.00	0.00 %
100-910-399390	TRANSFER IN FROM URBAN RENEWAL	490,814.00	490,814.00	0.00	207,765.02	-283,048.98	42.33 %
100-910-399730	TRANSFER IN FROM SEWER FUND	197,633.00	197,633.00	0.00	0.00	-197,633.00	0.00 %
100-910-399740	TRANSFER IN FROM WATER FUND	297,125.00	297,125.00	0.00	0.00	-297,125.00	0.00 %
100-910-399750	TRANSFER IN FROM STORM WATER	140,123.00	140,123.00	0.00	0.00	-140,123.00	0.00 %
RptType: 3990 - TRANSFERS IN Total:		1,700,245.00	1,700,245.00	0.00	207,765.02	-1,492,479.98	12.22 %
Department: 910 - TRANSFER IN Total:		1,700,245.00	1,700,245.00	0.00	207,765.02	-1,492,479.98	12.22 %
Revenue Total:		23,024,074.00	23,024,074.00	3,934,117.11	5,991,850.00	-17,032,224.00	26.02 %
Expense							
Department: 121 - ADMIN							
RptCategory: 40 - PERSONNEL SERVICES							
100-121-431010	CITY ADMINISTRATOR	366,948.00	366,948.00	14,290.66	70,661.86	296,286.14	19.26 %
100-121-431020	CITY RECRDR/HR MGR	278,663.00	278,663.00	7,633.00	38,165.00	240,498.00	13.70 %
100-121-431030	FINANCE DIRECTOR (.80)	213,506.00	213,506.00	0.00	0.00	213,506.00	0.00 %
100-121-431070	OFFICE ASSISTANT	134,971.00	134,971.00	5,703.00	28,515.00	106,456.00	21.13 %
100-121-431500	ACCOUNTING CLERK	166,217.00	166,217.00	6,926.40	34,632.00	131,585.00	20.84 %
100-121-450500	CAREER RECOGNITION PAY	9,942.00	9,942.00	378.69	1,893.45	8,048.55	19.04 %
100-121-470000	ASSOCIATED PAYROLL COSTS	685,014.00	685,014.00	18,347.18	94,236.80	590,777.20	13.76 %
RptCategory: 40 - PERSONNEL SERVICES Total:		1,855,261.00	1,855,261.00	53,278.93	268,104.11	1,587,156.89	14.45 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-121-500110	CONTRACTUAL & PROFESSIONAL SER...	125,000.00	125,000.00	15,385.00	69,367.50	55,632.50	55.49 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	82,000.00	82,000.00	0.00	15,117.00	66,883.00	18.44 %
100-121-500130	LEGAL FEES	200,000.00	200,000.00	5,024.20	29,230.71	170,769.29	14.62 %
100-121-500490	COUNCIL ACTIVITIES	25,000.00	25,000.00	661.14	661.14	24,338.86	2.64 %
100-121-500491	OUTSIDE AGENCY REQUESTS	47,000.00	47,000.00	0.00	2,000.00	45,000.00	4.26 %
100-121-500492	COUNTY PLANNING SERVICES CONTR...	160,000.00	160,000.00	0.00	9,763.67	150,236.33	6.10 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	229,609.00	229,609.00	0.00	23,478.45	206,130.55	10.23 %
100-121-510021	TOURISM PROMOTION/ACTIVITIES	78,086.00	78,086.00	46.14	2,566.14	75,519.86	3.29 %
100-121-520120	BANK CHARGES	8,250.00	8,250.00	329.05	1,799.41	6,450.59	21.81 %
100-121-520320	FLEET FUEL, MAINTENANCE & REPAIR	500.00	500.00	0.00	0.00	500.00	0.00 %
100-121-520400	OFFICE SUPPLIES & EQUIPMENT	37,000.00	37,000.00	1,088.99	4,679.77	32,320.23	12.65 %
100-121-520450	CITY NEWSLETTER	80,000.00	80,000.00	3,101.43	18,549.04	61,450.96	23.19 %
100-121-530000	FIRE & LIABILITY INSURANCE	395,000.00	395,000.00	0.00	181,319.51	213,680.49	45.90 %
100-121-530200	EMERGENCY MANAGEMENT	5,000.00	5,000.00	42.75	171.35	4,828.65	3.43 %
100-121-530210	ARPA FUNDING	2,512,000.00	2,512,000.00	10,000.00	10,000.00	2,502,000.00	0.40 %
100-121-540110	EMPLOYEE APPRECIATION	5,000.00	5,000.00	1,575.00	1,668.98	3,331.02	33.38 %
100-121-540120	PERSONNEL RECRUITMENT	26,000.00	26,000.00	485.00	2,857.82	23,142.18	10.99 %
100-121-540200	DUES & MEMBERSHIPS	60,000.00	60,000.00	51.50	9,400.80	50,599.20	15.67 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	45,000.00	45,000.00	350.00	734.00	44,266.00	1.63 %
100-121-540230	MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-121-542000	PUBLICATIONS & SUBSCRIPTIONS	15,000.00	15,000.00	890.61	1,355.91	13,644.09	9.04 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 11/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-121-560120	TELEPHONES	28,000.00	28,000.00	668.96	3,359.67	24,640.33	12.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		4,165,445.00	4,165,445.00	39,699.77	388,080.87	3,777,364.13	9.32 %
Department: 121 - ADMIN Total:		6,020,706.00	6,020,706.00	92,978.70	656,184.98	5,364,521.02	10.90 %
Department: 122 - INFORMATION TECHNOLOGY							
RptCategory: 40 - PERSONNEL SERVICES							
100-122-432010	IT MANAGER	219,612.00	219,612.00	9,278.00	45,948.00	173,664.00	20.92 %
100-122-470000	ASSOCIATED PAYROLL COSTS	110,882.00	110,882.00	4,578.58	22,746.23	88,135.77	20.51 %
RptCategory: 40 - PERSONNEL SERVICES Total:		330,494.00	330,494.00	13,856.58	68,694.23	261,799.77	20.79 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-122-500110	CONTRACTUAL & PROFESSIONAL	10,000.00	10,000.00	0.00	2,737.50	7,262.50	27.38 %
100-122-500210	COMPUTER/TECHNOLOGY SERVICE	212,811.00	212,811.00	0.00	18,333.87	194,477.13	8.62 %
100-122-520400	OFFICE SUPPLIES & EQUIPMENT	40,260.00	40,260.00	1,400.27	5,924.75	34,335.25	14.72 %
100-122-540220	TRAVEL, CONFERENCES & TRAINING	800.00	800.00	0.00	0.00	800.00	0.00 %
100-122-540300	SMALL TOOLS, EQUIPMENT & SAFETY	600.00	600.00	0.00	15.99	584.01	2.67 %
100-122-560110	CELL PHONES, PAGERS & RADIOS	65,330.00	65,330.00	3,037.15	15,319.70	50,010.30	23.45 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		329,801.00	329,801.00	4,437.42	42,331.81	287,469.19	12.84 %
RptCategory: 60 - CAPITAL OUTLAY							
100-122-661018	COMPUTER & EQUIPMENT RESERVE	96,635.00	96,635.00	329.98	1,174.01	95,460.99	1.21 %
RptCategory: 60 - CAPITAL OUTLAY Total:		96,635.00	96,635.00	329.98	1,174.01	95,460.99	1.21 %
Department: 122 - INFORMATION TECHNOLOGY Total:		756,930.00	756,930.00	18,623.98	112,200.05	644,729.95	14.82 %
Department: 124 - FACILITIES							
RptCategory: 40 - PERSONNEL SERVICES							
100-124-437050	PUBLIC WORKS SUPERVISOR	18,065.00	18,065.00	679.18	3,444.38	14,620.62	19.07 %
100-124-437070	UTILITY WORKER II	86,171.00	86,171.00	2,191.84	10,932.70	75,238.30	12.69 %
100-124-439011	SEASONAL HELP	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
100-124-450100	OVERTIME	3,200.00	3,200.00	0.00	9.21	3,190.79	0.29 %
100-124-470000	ASSOCIATED PAYROLL COSTS	62,791.00	62,791.00	1,593.39	9,420.06	53,370.94	15.00 %
RptCategory: 40 - PERSONNEL SERVICES Total:		190,227.00	190,227.00	4,464.41	23,806.35	166,420.65	12.51 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-124-500110	CONTRACTUAL & PROFESSIONAL SER...	140,000.00	140,000.00	5,560.13	25,502.14	114,497.86	18.22 %
100-124-520130	OPERATIONS, MAINTENANCE & REPA...	120,000.00	120,000.00	5,044.58	9,161.16	110,838.84	7.63 %
100-124-540220	TRAVEL, CONFERENCES& TRAINING	4,000.00	4,000.00	0.00	15.00	3,985.00	0.38 %
100-124-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	7,000.00	7,000.00	49.99	294.03	6,705.97	4.20 %
100-124-560100	UTILITIES	185,000.00	185,000.00	8,202.30	36,008.69	148,991.31	19.46 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		456,000.00	456,000.00	18,857.00	70,981.02	385,018.98	15.57 %
RptCategory: 60 - CAPITAL OUTLAY							
100-124-641000	FACILITY IMPROVEMENTS	320,000.00	320,000.00	7,907.86	47,379.90	272,620.10	14.81 %
100-124-641010	BUILDING REPAIR	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		340,000.00	340,000.00	7,907.86	47,379.90	292,620.10	13.94 %
Department: 124 - FACILITIES Total:		986,227.00	986,227.00	31,229.27	142,167.27	844,059.73	14.42 %
Department: 220 - COURT							
RptCategory: 40 - PERSONNEL SERVICES							
100-220-432020	MUNICIPAL COURT CLERK	135,602.00	135,602.00	5,593.93	27,969.65	107,632.35	20.63 %
100-220-432035	COURT ADMINISTRATOR	172,124.00	172,124.00	6,923.00	34,615.00	137,509.00	20.11 %
100-220-450500	CAREER RECOGNITION PAY	4,302.00	4,302.00	173.08	865.40	3,436.60	20.12 %
100-220-470000	ASSOCIATED PAYROLL COSTS	170,667.00	170,667.00	6,864.51	34,322.27	136,344.73	20.11 %
RptCategory: 40 - PERSONNEL SERVICES Total:		482,695.00	482,695.00	19,554.52	97,772.32	384,922.68	20.26 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-220-500110	CONTRACTUAL & PROFESSIONAL SER...	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
100-220-500132	PROSECUTING ATTORNEY	72,000.00	72,000.00	3,090.00	12,360.00	59,640.00	17.17 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	67,000.00	67,000.00	550.00	5,700.00	61,300.00	8.51 %
100-220-500136	MUNICIPAL COURT JUDGE	72,000.00	72,000.00	6,000.00	15,000.00	57,000.00	20.83 %
100-220-500137	PRO-TEM JUDGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
100-220-500138	JURY EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-220-500282	COURTROOM SECURITY	16,000.00	16,000.00	800.00	3,380.00	12,620.00	21.13 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-220-520120	BANK CHARGES	8,000.00	8,000.00	0.00	1,105.80	6,894.20	13.82 %
100-220-520400	OFFICE SUPPLIES & EQUIPMENT	24,740.00	24,740.00	1,134.08	2,049.31	22,690.69	8.28 %
100-220-540220	TRAVEL, CONFERENCES & TRAINING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		268,740.00	268,740.00	11,574.08	39,695.11	229,044.89	14.77 %
Department: 220 - COURT Total:		751,435.00	751,435.00	31,128.60	137,467.43	613,967.57	18.29 %
Department: 240 - POLICE							
RptCategory: 40 - PERSONNEL SERVICES							
100-240-432110	POLICE CHIEF	296,076.00	296,076.00	11,841.00	59,205.00	236,871.00	20.00 %
100-240-432130	POLICE LIEUTENANT	243,912.00	243,912.00	9,742.00	47,462.56	196,449.44	19.46 %
100-240-432140	POLICE DETECTIVE	335,616.00	335,616.00	14,746.26	74,374.82	261,241.18	22.16 %
100-240-432160	POLICE OFFICER	1,213,547.00	1,213,547.00	44,371.48	217,060.33	996,486.67	17.89 %
100-240-432170	POLICE SERGEANT	574,524.00	574,524.00	22,953.00	113,956.36	460,567.64	19.83 %
100-240-432182	PROPERTY ROOM TECHNICIAN	62,616.00	62,616.00	2,383.88	12,909.15	49,706.85	20.62 %
100-240-432185	POLICE RECORDS CLERK	119,256.00	119,256.00	4,919.00	24,595.00	94,661.00	20.62 %
100-240-450100	OVERTIME	267,000.00	267,000.00	13,015.30	105,795.11	161,204.89	39.62 %
100-240-450200	HOLIDAY PAY	25,000.00	25,000.00	1,387.24	3,649.80	21,350.20	14.60 %
100-240-450300	PROFICIENCY PAY	123,530.00	123,530.00	4,580.37	23,084.51	100,445.49	18.69 %
100-240-450500	CAREER RECOGNITION PAY	5,656.00	5,656.00	319.57	1,755.33	3,900.67	31.03 %
100-240-470000	ASSOCIATED PAYROLL COSTS	1,927,794.00	1,927,794.00	71,520.49	369,846.30	1,557,947.70	19.18 %
RptCategory: 40 - PERSONNEL SERVICES Total:		5,194,527.00	5,194,527.00	201,779.59	1,053,694.27	4,140,832.73	20.28 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-240-500110	CONTRACTUAL & PROFESSIONAL SER...	145,000.00	145,000.00	375.00	24,040.42	120,959.58	16.58 %
100-240-500284	PARK PATROL	14,600.00	14,600.00	0.00	5,691.50	8,908.50	38.98 %
100-240-500498	SHARE COST CCOM DISPATCH	145,000.00	145,000.00	0.00	0.00	145,000.00	0.00 %
100-240-510044	JUVENILE DIVERSION PROGRAM	9,500.00	9,500.00	0.00	0.00	9,500.00	0.00 %
100-240-520100	OPERATIONAL SUPPLIES AND EXPENS...	87,328.00	87,328.00	1,231.89	6,479.24	80,848.76	7.42 %
100-240-520112	FIREARMS/AMMUNITION	68,000.00	68,000.00	0.00	1,598.19	66,401.81	2.35 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	158,000.00	158,000.00	5,462.39	35,937.64	122,062.36	22.75 %
100-240-520345	RADAR MAINTENANCE REPLACEMENT	4,000.00	4,000.00	0.00	1,212.50	2,787.50	30.31 %
100-240-520400	OFFICE SUPPLIES & EQUIPMENT	36,400.00	36,400.00	515.59	6,182.65	30,217.35	16.99 %
100-240-540110	EMPLOYEE APPRECIATION	12,000.00	12,000.00	1,306.45	1,350.60	10,649.40	11.26 %
100-240-540200	DUES & MEMBERSHIPS	18,550.00	18,550.00	95.35	335.35	18,214.65	1.81 %
100-240-540220	TRAVEL, CONFERENCES & TRAINING	74,200.00	74,200.00	401.00	7,242.11	66,957.89	9.76 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	39,600.00	39,600.00	405.10	5,679.92	33,920.08	14.34 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	5,000.00	5,000.00	0.00	1,499.25	3,500.75	29.99 %
100-240-560120	TELEPHONES	20,200.00	20,200.00	819.74	4,117.39	16,082.61	20.38 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		837,378.00	837,378.00	10,612.51	101,366.76	736,011.24	12.11 %
RptCategory: 60 - CAPITAL OUTLAY							
100-240-651000	VEHICLES AND EQUIPMENT RESERVES	172,500.00	172,500.00	4,499.14	18,719.44	153,780.56	10.85 %
RptCategory: 60 - CAPITAL OUTLAY Total:		172,500.00	172,500.00	4,499.14	18,719.44	153,780.56	10.85 %
Department: 240 - POLICE Total:		6,204,405.00	6,204,405.00	216,891.24	1,173,780.47	5,030,624.53	18.92 %
Department: 250 - FIRE							
RptCategory: 40 - PERSONNEL SERVICES							
100-250-432210	FIRE CHIEF	268,716.00	268,716.00	10,741.00	53,705.00	215,011.00	19.99 %
100-250-432220	EXECUTIVE ASSISTANT	136,620.00	136,620.00	0.00	0.00	136,620.00	0.00 %
100-250-432240	FIRE CAPTAIN	569,088.00	569,088.00	14,901.00	109,129.87	459,958.13	19.18 %
100-250-432290	ON-CALL FIREFIGHTERS	635,264.00	635,264.00	15,062.50	100,853.41	534,410.59	15.88 %
100-250-450100	OVERTIME	64,070.00	64,070.00	9,901.65	50,404.67	13,665.33	78.67 %
100-250-470000	ASSOCIATED PAYROLL COSTS	935,446.00	935,446.00	24,357.77	152,687.01	782,758.99	16.32 %
100-250-470040	LIFE & DISABILITY INSURANCE	0.00	0.00	49.82	1,118.33	-1,118.33	0.00 %
RptCategory: 40 - PERSONNEL SERVICES Total:		2,609,204.00	2,609,204.00	75,013.74	467,898.29	2,141,305.71	17.93 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-250-500110	CONTRACTUAL & PROFESSIONAL SER...	82,000.00	82,000.00	822.78	23,965.76	58,034.24	29.23 %
100-250-500150	MEDICAL DIRECTOR CONTRACT	29,000.00	29,000.00	990.00	5,020.00	23,980.00	17.31 %
100-250-500498	SHARE COST CCOM DISPATCH	192,500.00	192,500.00	7,792.58	39,892.94	152,607.06	20.72 %
100-250-510022	FIRE GRANTS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %

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100-250-520122	FIRE PREVENTION & INVESTIGATION	5,000.00	5,000.00	0.00	270.00	4,730.00	5.40 %
100-250-520124	FIRST RESPONDER SUPPLIES	55,650.00	55,650.00	2,456.24	13,340.42	42,309.58	23.97 %
100-250-520200	BLDG MAINTENANCE & SUPPLIES	86,300.00	86,300.00	4,159.52	20,071.12	66,228.88	23.26 %
100-250-520320	FLEET FUEL, MAINTENANCE & REPAIR	134,200.00	134,200.00	2,810.40	16,615.97	117,584.03	12.38 %
100-250-520400	OFFICE SUPPLIES & EQUIPMENT	0.00	0.00	4.21	11.08	-11.08	0.00 %
100-250-540130	PHYSICAL EXAMINATIONS	26,000.00	26,000.00	333.94	2,275.95	23,724.05	8.75 %
100-250-540200	DUES & MEMBERSHIPS	5,000.00	5,000.00	0.00	135.00	4,865.00	2.70 %
100-250-540224	EMS TRAINING & RECERTIFICATION	15,000.00	15,000.00	627.90	627.90	14,372.10	4.19 %
100-250-540225	FIREFIGHTER TRAINING	65,000.00	65,000.00	49.99	7,026.68	57,973.32	10.81 %
100-250-540301	UNIFORMS AND SAFETY EQUIPMENT	25,000.00	25,000.00	0.00	141.90	24,858.10	0.57 %
100-250-560110	CELL PHONES, PAGERS, RADIOS	36,000.00	36,000.00	0.00	19,680.00	16,320.00	54.67 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		806,650.00	806,650.00	20,047.56	149,074.72	657,575.28	18.48 %
RptCategory: 60 - CAPITAL OUTLAY							
100-250-641000	FACILITY IMPROVEMENTS	350,000.00	350,000.00	0.00	6,798.82	343,201.18	1.94 %
RptCategory: 60 - CAPITAL OUTLAY Total:		350,000.00	350,000.00	0.00	6,798.82	343,201.18	1.94 %
Department: 250 - FIRE Total:		3,765,854.00	3,765,854.00	95,061.30	623,771.83	3,142,082.17	16.56 %
Department: 526 - PARKS							
RptCategory: 40 - PERSONNEL SERVICES							
100-526-437049	PUBLIC WORKS DIRECTOR	46,111.00	46,111.00	1,855.60	9,278.00	36,833.00	20.12 %
100-526-437050	PUBLIC WORKS SUPERVISOR	81,292.00	81,292.00	3,056.32	15,499.75	65,792.25	19.07 %
100-526-437051	PW OPERATIONS MANAGER	19,919.00	19,919.00	0.00	0.00	19,919.00	0.00 %
100-526-437055	PW ADMIN ASSISTANT	20,695.00	20,695.00	869.45	4,673.28	16,021.72	22.58 %
100-526-437070	UTILITY WORKER, JOURNEY	144,436.00	144,436.00	2,191.84	11,417.41	133,018.59	7.90 %
100-526-437071	UTILITY WORKER II	86,171.00	86,171.00	4,962.00	24,810.00	61,361.00	28.79 %
100-526-439011	SEASONAL HELP	100,000.00	100,000.00	1,620.50	20,000.89	79,999.11	20.00 %
100-526-450100	OVERTIME	11,000.00	11,000.00	15.52	741.82	10,258.18	6.74 %
100-526-450500	CAREER RECOGNITION PAY	285,143.00	285,143.00	0.00	0.00	285,143.00	0.00 %
100-526-470000	ASSOCIATED PAYROLL COSTS	0.00	0.00	6,696.64	37,368.48	-37,368.48	0.00 %
RptCategory: 40 - PERSONNEL SERVICES Total:		794,767.00	794,767.00	21,267.87	123,789.63	670,977.37	15.58 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-526-500110	CONTRACTUAL & PROFESSIONAL SER...	20,400.00	20,400.00	2,273.48	17,214.41	3,185.59	84.38 %
100-526-520120	BANK CHARGES	0.00	0.00	102.92	2,736.73	-2,736.73	0.00 %
100-526-520130	OPERATIONS, MAINTENANCE & REPA...	145,000.00	145,000.00	3,709.62	45,267.43	99,732.57	31.22 %
100-526-520132	HAZARDOUS TREE REMOVAL	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00 %
100-526-520220	EQUIPMENT OPERATION/MAINTENA...	0.00	0.00	0.00	225.06	-225.06	0.00 %
100-526-520320	FLEET FUEL, MAINTENANCE & REPAIR	45,000.00	45,000.00	962.62	6,487.95	38,512.05	14.42 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	663.31	1,025.97	3,974.03	20.52 %
100-526-540220	TRAVEL, CONFERENCES & TRAINING	3,500.00	3,500.00	0.00	68.00	3,432.00	1.94 %
100-526-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	20,000.00	20,000.00	293.62	2,977.34	17,022.66	14.89 %
100-526-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
100-526-560100	UTILITIES	70,000.00	70,000.00	2,270.94	19,795.74	50,204.26	28.28 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		381,900.00	381,900.00	10,276.51	95,798.63	286,101.37	25.08 %
RptCategory: 60 - CAPITAL OUTLAY							
100-526-660100	EQUIPMENT REPLACEMENT RESERVES	87,344.00	87,344.00	0.00	0.00	87,344.00	0.00 %
100-526-676050	SYSTEM IMPROVEMENTS & PROJECTS	799,285.00	799,285.00	11,095.00	20,553.75	778,731.25	2.57 %
RptCategory: 60 - CAPITAL OUTLAY Total:		886,629.00	886,629.00	11,095.00	20,553.75	866,075.25	2.32 %
Department: 526 - PARKS Total:		2,063,296.00	2,063,296.00	42,639.38	240,142.01	1,823,153.99	11.64 %
Department: 527 - RECREATION							
RptCategory: 40 - PERSONNEL SERVICES							
100-527-435110	FIELD MAINTENANCE CREW	32,000.00	32,000.00	0.00	0.00	32,000.00	0.00 %
100-527-435120	PLAYGROUND AIDES	28,000.00	28,000.00	0.00	0.00	28,000.00	0.00 %
100-527-470000	ASSOCIATED PAYROLL COSTS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
RptCategory: 40 - PERSONNEL SERVICES Total:		66,000.00	66,000.00	0.00	0.00	66,000.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-527-510062	SUMMER PROGRAMS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
100-527-510064	SPECIAL EVENTS	5,000.00	5,000.00	0.00	-100.00	5,100.00	-2.00 %

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100-527-520136	MAINTENANCE & SUPPLIES	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	10,200.00	10,200.00	0.00	-100.00	10,300.00	-0.98 %
	Department: 527 - RECREATION Total:	76,200.00	76,200.00	0.00	-100.00	76,300.00	-0.13 %
Department: 528 - SENIOR CENTER							
	RptCategory: 40 - PERSONNEL SERVICES						
100-528-435210	COMMUNITY SERVICES MANAGER	0.00	0.00	7,633.00	12,212.89	-12,212.89	0.00 %
100-528-435240	TRAM DRIVER	61,903.00	61,903.00	3,216.47	16,616.08	45,286.92	26.84 %
100-528-435250	NUTRITION CATERER	49,406.00	49,406.00	2,660.63	11,618.18	37,787.82	23.52 %
100-528-435280	CENTER ASSISTANT	113,713.00	113,713.00	5,286.60	20,066.46	93,646.54	17.65 %
100-528-435295	BUILDING MONITOR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
100-528-450500	CAREER RECOGNITION PAY	1,857.00	1,857.00	76.57	420.03	1,436.97	22.62 %
100-528-470000	ASSOCIATED PAYROLL COSTS	126,157.00	126,157.00	7,336.33	27,254.66	98,902.34	21.60 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	363,036.00	363,036.00	26,209.60	88,188.30	274,847.70	24.29 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-528-500110	CONTRACTUAL & PROFESSIONAL SER...	0.00	0.00	0.00	584.32	-584.32	0.00 %
100-528-510075	NUTRITION PROGRAM SUPPLIES	40,000.00	40,000.00	1,234.05	1,669.47	38,330.53	4.17 %
100-528-520140	TRAM EXPENSES	14,500.00	14,500.00	95.82	527.04	13,972.96	3.63 %
100-528-520190	MISCELLANEOUS EQUIPMENT	8,250.00	8,250.00	0.00	728.97	7,521.03	8.84 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	9,360.00	9,360.00	272.95	852.90	8,507.10	9.11 %
100-528-520320	FLEET FUEL, MAINTENANCE & REPAIR	2,750.00	2,750.00	0.00	395.25	2,354.75	14.37 %
100-528-520400	OFFICE SUPPLIES & EQUIPMENT	13,000.00	13,000.00	672.76	1,366.43	11,633.57	10.51 %
100-528-540200	DUES & MEMBERSHIPS	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00 %
100-528-540230	MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	200.00	0.00 %
100-528-560120	TELEPHONES	7,000.00	7,000.00	128.40	648.84	6,351.16	9.27 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	98,260.00	98,260.00	2,403.98	6,773.22	91,486.78	6.89 %
	Department: 528 - SENIOR CENTER Total:	461,296.00	461,296.00	28,613.58	94,961.52	366,334.48	20.59 %
Department: 529 - LIBRARY							
	RptCategory: 50 - MATERIAL AND SERVICES						
100-529-500110	CONTRACTUAL & PROFESSIONAL SER...	418,180.00	418,180.00	0.00	0.00	418,180.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	418,180.00	418,180.00	0.00	0.00	418,180.00	0.00 %
	Department: 529 - LIBRARY Total:	418,180.00	418,180.00	0.00	0.00	418,180.00	0.00 %
Department: 600 - DEBT SERVICE							
	RptCategory: 70 - DEBT SERVICE						
100-600-720040	DEBT PRINCIPAL	340,168.00	340,168.00	0.00	167,571.00	172,597.00	49.26 %
100-600-730040	DEBT SERVICE - INTEREST	150,646.00	150,646.00	0.00	40,194.02	110,451.98	26.68 %
	RptCategory: 70 - DEBT SERVICE Total:	490,814.00	490,814.00	0.00	207,765.02	283,048.98	42.33 %
	Department: 600 - DEBT SERVICE Total:	490,814.00	490,814.00	0.00	207,765.02	283,048.98	42.33 %
Department: 990 - CONTINGENCY							
	RptCategory: 90 - OTHER						
100-990-910000	CONTINGENCY FUNDS	1,028,731.00	1,028,731.00	0.00	0.00	1,028,731.00	0.00 %
	RptCategory: 90 - OTHER Total:	1,028,731.00	1,028,731.00	0.00	0.00	1,028,731.00	0.00 %
	Department: 990 - CONTINGENCY Total:	1,028,731.00	1,028,731.00	0.00	0.00	1,028,731.00	0.00 %
	Expense Total:	23,024,074.00	23,024,074.00	557,166.05	3,388,340.58	19,635,733.42	14.72 %
	Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	3,376,951.06	2,603,509.42	2,603,509.42	0.00 %

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Fund: 205 - ROAD AND STREET FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
205-000-309999	BEGINNING FUND BALANCE	2,900,000.00	2,900,000.00	0.00	0.00	-2,900,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	2,900,000.00	2,900,000.00	0.00	0.00	-2,900,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
205-000-310060	VEHICLE REGISTRATION FEES	370,000.00	370,000.00	22,077.72	89,540.29	-280,459.71	24.20 %
	RptType: 3100 - LOCAL TAXES Total:	370,000.00	370,000.00	22,077.72	89,540.29	-280,459.71	24.20 %
RptType: 3110 - STATE SHARED TAXES							
205-000-310140	STATE HIGHWAY TAXES	1,817,551.00	1,817,551.00	81,259.55	402,966.50	-1,414,584.50	22.17 %
	RptType: 3110 - STATE SHARED TAXES Total:	1,817,551.00	1,817,551.00	81,259.55	402,966.50	-1,414,584.50	22.17 %
RptType: 3120 - RIGHT OF WAY FEES							
205-000-312050	RIGHT OF WAY - TELECOM	375,000.00	375,000.00	55,878.33	56,144.17	-318,855.83	14.97 %
205-000-312055	RIGHT OF WAY - OTHER	200,000.00	200,000.00	76.50	153.00	-199,847.00	0.08 %
205-000-312060	ROW LICENSES & APP FEES	1,500.00	1,500.00	0.00	235.00	-1,265.00	15.67 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	576,500.00	576,500.00	55,954.83	56,532.17	-519,967.83	9.81 %
RptType: 3141 - SDC							
205-000-314075	TRANSPORTATION SDC'S	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
RptType: 3600 - MISCELLANEOUS							
205-000-360000	ALL OTHER ROAD/STREET RECEIPTS	60,000.00	60,000.00	2,820.00	10,385.00	-49,615.00	17.31 %
	RptType: 3600 - MISCELLANEOUS Total:	60,000.00	60,000.00	2,820.00	10,385.00	-49,615.00	17.31 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,744,051.00	5,744,051.00	162,112.10	559,423.96	-5,184,627.04	9.74 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
205-910-399730	TRANSFER IN FROM SEWER FUND	430,925.00	430,925.00	0.00	0.00	-430,925.00	0.00 %
205-910-399740	TRANSFER IN FROM WATER FUND	282,000.00	282,000.00	0.00	0.00	-282,000.00	0.00 %
205-910-399750	TRANSFER IN FROM STORM WATER	104,100.00	104,100.00	0.00	0.00	-104,100.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	817,025.00	817,025.00	0.00	0.00	-817,025.00	0.00 %
	Department: 910 - TRANSFER IN Total:	817,025.00	817,025.00	0.00	0.00	-817,025.00	0.00 %
	Revenue Total:	6,561,076.00	6,561,076.00	162,112.10	559,423.96	-6,001,652.04	8.53 %
Expense							
Department: 305 - ROAD AND STREET							
RptCategory: 40 - PERSONNEL SERVICES							
205-305-437049	PUBLIC WORKS DIRECTOR	46,112.00	46,112.00	1,855.60	9,278.00	36,834.00	20.12 %
205-305-437050	PUBLIC WORKS SUPERVISOR	81,292.00	81,292.00	3,056.32	15,499.74	65,792.26	19.07 %
205-305-437051	PW OPERATIONS MANAGER	44,817.00	44,817.00	0.00	0.00	44,817.00	0.00 %
205-305-437055	PW ADMIN ASSISTANT	46,564.00	46,564.00	1,956.27	8,963.01	37,600.99	19.25 %
205-305-437070	UTILITY WORKER, JOURNEY	378,527.00	378,527.00	10,715.55	66,651.26	311,875.74	17.61 %
205-305-439011	SEASONAL HELP	50,000.00	50,000.00	0.00	15,473.68	34,526.32	30.95 %
205-305-450100	OVERTIME	8,000.00	8,000.00	34.94	2,304.94	5,695.06	28.81 %
205-305-450500	CAREER RECOGNITION PAY	0.00	0.00	294.27	1,520.32	-1,520.32	0.00 %
205-305-470000	ASSOCIATED PAYROLL COSTS	374,085.00	374,085.00	12,830.29	74,186.25	299,898.75	19.83 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,029,397.00	1,029,397.00	30,743.24	193,877.20	835,519.80	18.83 %
RptCategory: 50 - MATERIAL AND SERVICES							
205-305-500110	CONTRACTUAL & PROFESSIONAL SER...	46,000.00	46,000.00	468.98	3,391.71	42,608.29	7.37 %
205-305-520130	OPERATIONS, MAINTENANCE & REPA...	600,000.00	600,000.00	3,236.71	70,266.23	529,733.77	11.71 %
205-305-520172	STREET LIGHT MAINTENANCE	200,000.00	200,000.00	6,542.44	32,655.24	167,344.76	16.33 %
205-305-520176	TRAFFIC SIGNAL MAINTENANCE	16,000.00	16,000.00	0.00	2,839.34	13,160.66	17.75 %
205-305-520178	STREET SIGN MAINTENANCE	100,000.00	100,000.00	0.00	497.33	99,502.67	0.50 %
205-305-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	0.00	111,828.57	-111,828.57	0.00 %
205-305-520320	FLEET FUEL, MAINTENANCE & REPAIR	65,000.00	65,000.00	2,154.46	6,387.84	58,612.16	9.83 %
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	211.47	619.10	4,380.90	12.38 %
205-305-540220	TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
205-305-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	40,000.00	40,000.00	116.07	1,295.77	38,704.23	3.24 %
205-305-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	0.00	2,832.00	2,168.00	56.64 %
205-305-560100	UTILITIES	2,500.00	2,500.00	54.29	267.39	2,232.61	10.70 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,084,500.00	1,084,500.00	12,784.42	232,880.52	851,619.48	21.47 %
RptCategory: 60 - CAPITAL OUTLAY							
205-305-660100	EQUIPMENT REPLACEMENT RESERVES	622,000.00	622,000.00	0.00	0.00	622,000.00	0.00 %
205-305-675056	BIKEWAY & SIDEWALK IMPROVEMENT	90,175.00	90,175.00	0.00	0.00	90,175.00	0.00 %
205-305-676050	SYSTEM IMPROVEMENTS & PROJECTS	1,581,935.00	1,581,935.00	62,140.25	91,652.79	1,490,282.21	5.79 %
205-305-678090	RESERVE FROM SDC'S	550,570.00	550,570.00	0.00	0.00	550,570.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		2,844,680.00	2,844,680.00	62,140.25	91,652.79	2,753,027.21	3.22 %
Department: 305 - ROAD AND STREET Total:		4,958,577.00	4,958,577.00	105,667.91	518,410.51	4,440,166.49	10.45 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
205-920-899100	TRANSFER OUT TO GENERAL FUND	367,284.00	367,284.00	0.00	0.00	367,284.00	0.00 %
205-920-899730	TRANSFER OUT TO SEWER FUND	278,405.00	278,405.00	0.00	0.00	278,405.00	0.00 %
205-920-899740	TRANSFER OUT TO WATER	278,405.00	278,405.00	0.00	0.00	278,405.00	0.00 %
205-920-899750	TRANSFER OUT TO STORM	278,405.00	278,405.00	0.00	0.00	278,405.00	0.00 %
RptCategory: 89 - TRANSFERS OUT Total:		1,202,499.00	1,202,499.00	0.00	0.00	1,202,499.00	0.00 %
Department: 920 - TRANSFER OUT Total:		1,202,499.00	1,202,499.00	0.00	0.00	1,202,499.00	0.00 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
205-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
RptCategory: 90 - OTHER Total:		400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
Department: 990 - CONTINGENCY Total:		400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
Expense Total:		6,561,076.00	6,561,076.00	105,667.91	518,410.51	6,042,665.49	7.90 %
Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):		0.00	0.00	56,444.19	41,013.45	41,013.45	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 228 - POLICE LEVY FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
228-000-309999	BEGINNING FUND BALANCE	140,000.00	140,000.00	0.00	0.00	-140,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	140,000.00	140,000.00	0.00	0.00	-140,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
228-000-310020	CURRENT LEVY TAX	1,416,016.00	1,416,016.00	574,697.93	574,697.93	-841,318.07	40.59 %
228-000-310050	PRIOR YEAR TAXES	16,000.00	16,000.00	1,543.82	2,412.67	-13,587.33	15.08 %
	RptType: 3100 - LOCAL TAXES Total:	1,432,016.00	1,432,016.00	576,241.75	577,110.60	-854,905.40	40.30 %
RptType: 3301 - INTEREST							
228-000-330100	INTEREST	2,000.00	2,000.00	268.51	296.11	-1,703.89	14.81 %
	RptType: 3301 - INTEREST Total:	2,000.00	2,000.00	268.51	296.11	-1,703.89	14.81 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:		1,574,016.00	1,574,016.00	576,510.26	577,406.71	-996,609.29	36.68 %
Revenue Total:		1,574,016.00	1,574,016.00	576,510.26	577,406.71	-996,609.29	36.68 %
Expense							
Department: 245 - POLICE LEVY							
RptCategory: 40 - PERSONNEL SERVICES							
228-245-432160	POLICE OFFICER	167,808.00	167,808.00	7,888.09	39,640.80	128,167.20	23.62 %
228-245-432165	SCHOOL RESOURCE OFFICER	167,808.00	167,808.00	7,542.85	37,933.50	129,874.50	22.61 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	138,070.00	138,070.00	5,695.00	28,475.00	109,595.00	20.62 %
228-245-432195	EXECUTIVE ASSISTANT	148,644.00	148,644.00	5,981.00	29,905.00	118,739.00	20.12 %
228-245-450100	OVERTIME	40,000.00	40,000.00	1,018.35	5,072.12	34,927.88	12.68 %
228-245-450200	HOLIDAY PAY	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
228-245-450300	PROFICIENCY PAY	52,860.00	52,860.00	1,552.55	8,051.02	44,808.98	15.23 %
228-245-450500	CAREER RECOGNITION PAY	3,428.00	3,428.00	225.68	1,144.98	2,283.02	33.40 %
228-245-470000	ASSOCIATED PAYROLL COSTS	471,308.00	471,308.00	20,612.93	106,343.78	364,964.22	22.56 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,197,926.00	1,197,926.00	50,516.45	256,566.20	941,359.80	21.42 %
RptCategory: 50 - MATERIAL AND SERVICES							
228-245-500498	SHARE COST CCOM DISPATCH	152,250.00	152,250.00	12,064.08	60,320.44	91,929.56	39.62 %
228-245-510032	SRO EXPENSES	4,000.00	4,000.00	185.94	480.05	3,519.95	12.00 %
228-245-510040	K-9 EXPENSES	14,000.00	14,000.00	0.00	1,137.23	12,862.77	8.12 %
228-245-510041	SWAT PROGRAM	8,200.00	8,200.00	0.00	0.00	8,200.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	178,450.00	178,450.00	12,250.02	61,937.72	116,512.28	34.71 %
Department: 245 - POLICE LEVY Total:		1,376,376.00	1,376,376.00	62,766.47	318,503.92	1,057,872.08	23.14 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
228-920-899100	TRANSFER OUT TO GENERAL FUND	133,842.00	133,842.00	0.00	0.00	133,842.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	133,842.00	133,842.00	0.00	0.00	133,842.00	0.00 %
Department: 920 - TRANSFER OUT Total:		133,842.00	133,842.00	0.00	0.00	133,842.00	0.00 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
228-990-910000	CONTINGENCY FUNDS	63,798.00	63,798.00	0.00	0.00	63,798.00	0.00 %
	RptCategory: 90 - OTHER Total:	63,798.00	63,798.00	0.00	0.00	63,798.00	0.00 %
Department: 990 - CONTINGENCY Total:		63,798.00	63,798.00	0.00	0.00	63,798.00	0.00 %
Expense Total:		1,574,016.00	1,574,016.00	62,766.47	318,503.92	1,255,512.08	20.24 %
Fund: 228 - POLICE LEVY FUND Surplus (Deficit):		0.00	0.00	513,743.79	258,902.79	258,902.79	0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 229 - FIRE LEVY FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
229-000-309999 BEGINNING FUND BALANCE	255,000.00	255,000.00	0.00	0.00	-255,000.00	0.00 %
RptType: 3000 - BEG FUND BAL. Total:	255,000.00	255,000.00	0.00	0.00	-255,000.00	0.00 %
RptType: 3100 - LOCAL TAXES						
229-000-310020 CURRENT LEVY TAX	645,536.00	645,536.00	261,770.98	261,770.98	-383,765.02	40.55 %
229-000-310050 PRIOR YEAR TAXES	8,000.00	8,000.00	703.21	1,098.96	-6,901.04	13.74 %
RptType: 3100 - LOCAL TAXES Total:	653,536.00	653,536.00	262,474.19	262,869.94	-390,666.06	40.22 %
RptType: 3301 - INTEREST						
229-000-330100 INTEREST	5,000.00	5,000.00	205.86	642.06	-4,357.94	12.84 %
RptType: 3301 - INTEREST Total:	5,000.00	5,000.00	205.86	642.06	-4,357.94	12.84 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	913,536.00	913,536.00	262,680.05	263,512.00	-650,024.00	28.85 %
Revenue Total:	913,536.00	913,536.00	262,680.05	263,512.00	-650,024.00	28.85 %
Expense						
Department: 255 - FIRE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
229-255-432230 TRAINING CAPTAIN	208,666.00	208,666.00	8,394.65	41,174.45	167,491.55	19.73 %
229-255-439010 PART TIME	49,508.00	49,508.00	0.00	0.00	49,508.00	0.00 %
229-255-470000 ASSOCIATED PAYROLL COSTS	155,388.00	155,388.00	7,369.93	34,749.49	120,638.51	22.36 %
RptCategory: 40 - PERSONNEL SERVICES Total:	413,562.00	413,562.00	15,764.58	75,923.94	337,638.06	18.36 %
RptCategory: 50 - MATERIAL AND SERVICES						
229-255-500110 CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
229-255-520126 SCBA & TURNOUT MAINTENANCE	20,000.00	20,000.00	0.00	2,253.57	17,746.43	11.27 %
229-255-520365 EQUIPMENT TESTING & SERVICE	20,000.00	20,000.00	2,674.60	2,674.60	17,325.40	13.37 %
229-255-520400 OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	0.00	421.49	5,578.51	7.02 %
229-255-560110 CELL PHONES, PAGERS, RADIOS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	72,000.00	72,000.00	2,674.60	5,349.66	66,650.34	7.43 %
RptCategory: 60 - CAPITAL OUTLAY						
229-255-660116 FIRE APPARATUS	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
229-255-660120 FIRE, EMS & EXTRICATION EQUIPME...	102,000.00	102,000.00	0.00	4,686.98	97,313.02	4.60 %
229-255-661012 TURN-OUTS & SCBA RESERVE	105,000.00	105,000.00	0.00	0.00	105,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:	307,000.00	307,000.00	0.00	4,686.98	302,313.02	1.53 %
Department: 255 - FIRE LEVY Total:	792,562.00	792,562.00	18,439.18	85,960.58	706,601.42	10.85 %
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
229-920-899100 TRANSFER OUT TO GENERAL FUND	71,611.00	71,611.00	0.00	0.00	71,611.00	0.00 %
RptCategory: 89 - TRANSFERS OUT Total:	71,611.00	71,611.00	0.00	0.00	71,611.00	0.00 %
Department: 920 - TRANSFER OUT Total:	71,611.00	71,611.00	0.00	0.00	71,611.00	0.00 %
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
229-990-910000 CONTINGENCY FUNDS	49,363.00	49,363.00	0.00	0.00	49,363.00	0.00 %
RptCategory: 90 - OTHER Total:	49,363.00	49,363.00	0.00	0.00	49,363.00	0.00 %
Department: 990 - CONTINGENCY Total:	49,363.00	49,363.00	0.00	0.00	49,363.00	0.00 %
Expense Total:	913,536.00	913,536.00	18,439.18	85,960.58	827,575.42	9.41 %
Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	244,240.87	177,551.42	177,551.42	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 390 - URBAN RENEWAL FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
390-000-309999	BEGINNING FUND BALANCE	2,240,000.00	2,240,000.00	0.00	0.00	-2,240,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	2,240,000.00	2,240,000.00	0.00	0.00	-2,240,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
390-000-310010	CURRENT YEAR TAXES	2,074,839.00	2,074,839.00	824,174.81	824,174.81	-1,250,664.19	39.72 %
390-000-310050	PRIOR YEAR TAXES	30,000.00	30,000.00	2,272.20	4,234.96	-25,765.04	14.12 %
	RptType: 3100 - LOCAL TAXES Total:	2,104,839.00	2,104,839.00	826,447.01	828,409.77	-1,276,429.23	39.36 %
RptType: 3150 - GRANTS							
390-000-315080	OTHER GRANTS	26,000.00	26,000.00	0.00	0.00	-26,000.00	0.00 %
	RptType: 3150 - GRANTS Total:	26,000.00	26,000.00	0.00	0.00	-26,000.00	0.00 %
RptType: 3301 - INTEREST							
390-000-330100	INTEREST	0.00	0.00	1,022.34	5,278.25	5,278.25	0.00 %
	RptType: 3301 - INTEREST Total:	0.00	0.00	1,022.34	5,278.25	5,278.25	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,370,839.00	4,370,839.00	827,469.35	833,688.02	-3,537,150.98	19.07 %
	Revenue Total:	4,370,839.00	4,370,839.00	827,469.35	833,688.02	-3,537,150.98	19.07 %
Expense							
Department: 410 - URBAN RENEWAL							
RptCategory: 50 - MATERIAL AND SERVICES							
390-410-500110	CONTRACTUAL & PROFESSIONAL SER...	154,000.00	154,000.00	691.00	691.00	153,309.00	0.45 %
390-410-500120	MUNICIPAL AUDIT CONTRACT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
390-410-530000	FIRE & LIABILITY INSURANCE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	199,000.00	199,000.00	691.00	691.00	198,309.00	0.35 %
RptCategory: 70 - DEBT SERVICE							
390-410-730030	DEBT SERVICE PRINCIPAL	929,881.00	929,881.00	0.00	458,092.00	471,789.00	49.26 %
390-410-730040	DEBT SERVICE - INTEREST	147,235.00	147,235.00	0.00	43,708.33	103,526.67	29.69 %
	RptCategory: 70 - DEBT SERVICE Total:	1,077,116.00	1,077,116.00	0.00	501,800.33	575,315.67	46.59 %
RptCategory: 89 - TRANSFERS OUT							
390-410-899100	TRANSFER OUT TO GENERAL FUND	490,814.00	490,814.00	0.00	207,765.02	283,048.98	42.33 %
	RptCategory: 89 - TRANSFERS OUT Total:	490,814.00	490,814.00	0.00	207,765.02	283,048.98	42.33 %
	Department: 410 - URBAN RENEWAL Total:	1,766,930.00	1,766,930.00	691.00	710,256.35	1,056,673.65	40.20 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
390-990-910000	CONTINGENCY FUNDS	2,603,909.00	2,603,909.00	0.00	0.00	2,603,909.00	0.00 %
	RptCategory: 90 - OTHER Total:	2,603,909.00	2,603,909.00	0.00	0.00	2,603,909.00	0.00 %
	Department: 990 - CONTINGENCY Total:	2,603,909.00	2,603,909.00	0.00	0.00	2,603,909.00	0.00 %
	Expense Total:	4,370,839.00	4,370,839.00	691.00	710,256.35	3,660,582.65	16.25 %
	Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	0.00	0.00	826,778.35	123,431.67	123,431.67	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 730 - SEWER FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
730-000-309999	BEGINNING FUND BALANCE	2,320,000.00	2,320,000.00	0.00	0.00	-2,320,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	2,320,000.00	2,320,000.00	0.00	0.00	-2,320,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
730-000-314050	OAK LODGE SANITARY	1,785,000.00	1,785,000.00	70,403.02	352,328.79	-1,432,671.21	19.74 %
730-000-314055	TRI-CITY SERVICE DISTRICT	6,050,000.00	6,050,000.00	248,241.08	1,254,945.57	-4,795,054.43	20.74 %
730-000-314080	CONNECTION FEES	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	7,845,000.00	7,845,000.00	318,644.10	1,607,274.36	-6,237,725.64	20.49 %
RptType: 3141 - SDC							
730-000-314110	SEWER SDCS	20,000.00	20,000.00	0.00	5,849.28	-14,150.72	29.25 %
730-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	243.72	243.72	0.00 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	0.00	6,093.00	-13,907.00	30.47 %
RptType: 3600 - MISCELLANEOUS							
730-000-360000	ALL OTHER SEWER RECEIPTS	4,000.00	4,000.00	0.00	285.00	-3,715.00	7.13 %
	RptType: 3600 - MISCELLANEOUS Total:	4,000.00	4,000.00	0.00	285.00	-3,715.00	7.13 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	10,189,000.00	10,189,000.00	318,644.10	1,613,652.36	-8,575,347.64	15.84 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
730-910-399205	TRANSFER IN FROM ROAD & STREET ...	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	Department: 910 - TRANSFER IN Total:	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	Revenue Total:	10,467,405.00	10,467,405.00	318,644.10	1,613,652.36	-8,853,752.64	15.42 %
Expense							
Department: 703 - SEWER							
RptCategory: 40 - PERSONNEL SERVICES							
730-703-431500	ACCOUNTING CLERK	30,606.00	30,606.00	1,173.00	5,865.00	24,741.00	19.16 %
730-703-437049	PUBLIC WORKS DIRECTOR	46,111.00	46,111.00	1,855.60	9,278.00	36,833.00	20.12 %
730-703-437050	PUBLIC WORKS SUPERVISOR	70,147.00	70,147.00	3,235.85	15,018.94	55,128.06	21.41 %
730-703-437051	PW OPERATIONS MANAGER	44,817.00	44,817.00	0.00	0.00	44,817.00	0.00 %
730-703-437055	PW ADMIN ASSISTANT	46,564.00	46,564.00	1,956.27	8,963.01	37,600.99	19.25 %
730-703-437070	UTILITY WORKER, JOURNEY	129,372.00	129,372.00	5,960.79	30,380.65	98,991.35	23.48 %
730-703-437071	UTILITY WORKER II	117,444.00	117,444.00	4,139.70	22,464.43	94,979.57	19.13 %
730-703-439011	SEASONAL HELP	40,000.00	40,000.00	2,334.00	15,160.21	24,839.79	37.90 %
730-703-450100	OVERTIME	10,000.00	10,000.00	34.94	1,087.13	8,912.87	10.87 %
730-703-450500	CAREER RECOGNITION PAY	0.00	0.00	201.39	1,012.13	-1,012.13	0.00 %
730-703-470000	ASSOCIATED PAYROLL COSTS	287,061.00	287,061.00	12,007.98	58,965.64	228,095.36	20.54 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	822,122.00	822,122.00	32,899.52	168,195.14	653,926.86	20.46 %
RptCategory: 50 - MATERIAL AND SERVICES							
730-703-500110	CONTRACTUAL & PROFESSIONAL SER...	61,000.00	61,000.00	468.98	11,673.30	49,326.70	19.14 %
730-703-500452	SDC PASS THROUGH TO TCSD	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
730-703-500456	OAK LODGE SANITARY DISTRICT	1,128,937.00	1,128,937.00	0.00	186,123.78	942,813.22	16.49 %
730-703-500458	WATER ENVIRONMENT SERVICES (W...	2,738,092.00	2,738,092.00	113,617.44	457,550.16	2,280,541.84	16.71 %
730-703-520120	BANK CHARGES	36,000.00	36,000.00	2,329.36	13,175.75	22,824.25	36.60 %
730-703-520130	OPERATIONS, MAINTENANCE & REPA...	115,000.00	115,000.00	2,750.29	6,709.06	108,290.94	5.83 %
730-703-520320	FLEET FUEL, MAINTENANCE & REPAIR	55,000.00	55,000.00	1,774.46	9,214.40	45,785.60	16.75 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	8,000.00	8,000.00	360.85	1,008.12	6,991.88	12.60 %
730-703-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	627.12	3,320.48	12,679.52	20.75 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	541.33	541.33	4,458.67	10.83 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	20,000.00	20,000.00	1,174.49	3,163.01	16,836.99	15.82 %
730-703-540400	DUMPING, HAULING, GARBAGE	5,500.00	5,500.00	659.96	1,400.02	4,099.98	25.45 %
730-703-560100	UTILITIES	6,500.00	6,500.00	110.42	530.28	5,969.72	8.16 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	4,205,029.00	4,205,029.00	124,414.70	694,409.69	3,510,619.31	16.51 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY							
730-703-660100	EQUIPMENT REPLACEMENT RESERVES	665,000.00	665,000.00	0.00	0.00	665,000.00	0.00 %
730-703-676050	SYSTEM IMPROVEMENTS & PROJECTS	3,352,732.00	3,352,732.00	183,127.57	301,045.47	3,051,686.53	8.98 %
730-703-678090	RESERVE FROM SDC'S	393,964.00	393,964.00	0.00	0.00	393,964.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		4,411,696.00	4,411,696.00	183,127.57	301,045.47	4,110,650.53	6.82 %
Department: 703 - SEWER Total:		9,438,847.00	9,438,847.00	340,441.79	1,163,650.30	8,275,196.70	12.33 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
730-920-899100	TRANSFER OUT TO GENERAL FUND	197,633.00	197,633.00	0.00	0.00	197,633.00	0.00 %
730-920-899205	TRANSFER OUT TO ROAD & STREET F...	430,925.00	430,925.00	0.00	0.00	430,925.00	0.00 %
RptCategory: 89 - TRANSFERS OUT Total:		628,558.00	628,558.00	0.00	0.00	628,558.00	0.00 %
Department: 920 - TRANSFER OUT Total:		628,558.00	628,558.00	0.00	0.00	628,558.00	0.00 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
730-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
RptCategory: 90 - OTHER Total:		400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
Department: 990 - CONTINGENCY Total:		400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
Expense Total:		10,467,405.00	10,467,405.00	340,441.79	1,163,650.30	9,303,754.70	11.12 %
Fund: 730 - SEWER FUND Surplus (Deficit):		0.00	0.00	-21,797.69	450,002.06	450,002.06	0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 11/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 740 - WATER FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
740-000-309999	BEGINNING FUND BALANCE	3,868,000.00	3,868,000.00	0.00	0.00	-3,868,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	3,868,000.00	3,868,000.00	0.00	0.00	-3,868,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
740-000-314060	WATER SERVICE REVENUE	5,200,000.00	5,200,000.00	199,944.15	1,279,021.59	-3,920,978.41	24.60 %
740-000-314080	WATER SERVICE CONNECTIONS	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	5,210,000.00	5,210,000.00	199,944.15	1,279,021.59	-3,930,978.41	24.55 %
RptType: 3141 - SDC							
740-000-314110	WATER SDC'S	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
	RptType: 3141 - SDC Total:	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	9,128,000.00	9,128,000.00	199,944.15	1,279,021.59	-7,848,978.41	14.01 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
740-910-399205	TRANSFER IN FROM ROAD & STREET ...	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	Department: 910 - TRANSFER IN Total:	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	Revenue Total:	9,406,405.00	9,406,405.00	199,944.15	1,279,021.59	-8,127,383.41	13.60 %
Expense							
Department: 704 - WATER							
RptCategory: 40 - PERSONNEL SERVICES							
740-704-431500	ACCOUNTING CLERK	36,727.00	36,727.00	1,407.60	7,038.00	29,689.00	19.16 %
740-704-437049	PUBLIC WORKS DIRECTOR	46,111.00	46,111.00	1,855.60	9,278.00	36,833.00	20.12 %
740-704-437050	PUBLIC WORKS SUPERVISOR	72,273.00	72,273.00	3,308.41	15,506.54	56,766.46	21.46 %
740-704-437051	PW OPERATIONS MANAGER	44,817.00	44,817.00	0.00	0.00	44,817.00	0.00 %
740-704-437055	PW ADMIN ASSISTANT	46,564.00	46,564.00	1,956.27	8,963.01	37,600.99	19.25 %
740-704-437070	UTILITY WORKER, JOURNEY	145,818.00	145,818.00	4,848.06	22,414.73	123,403.27	15.37 %
740-704-437071	UTILITY WORKER II	238,650.00	238,650.00	4,169.92	16,375.69	222,274.31	6.86 %
740-704-439011	SEASONAL HELP	40,000.00	40,000.00	0.00	5,119.76	34,880.24	12.80 %
740-704-450100	OVERTIME	10,000.00	10,000.00	87.55	733.33	9,266.67	7.33 %
740-704-450500	CAREER RECOGNITION PAY	0.00	0.00	31.22	145.42	-145.42	0.00 %
740-704-470000	ASSOCIATED PAYROLL COSTS	434,079.00	434,079.00	8,108.76	41,214.76	392,864.24	9.49 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,115,039.00	1,115,039.00	25,773.39	126,789.24	988,249.76	11.37 %
RptCategory: 50 - MATERIAL AND SERVICES							
740-704-500110	CONTRACTUAL & PROFESSIONAL SER...	71,000.00	71,000.00	1,528.73	23,882.81	47,117.19	33.64 %
740-704-500240	METER READING CONTRACT	65,000.00	65,000.00	2,206.08	11,025.28	53,974.72	16.96 %
740-704-500425	WHOLESALE WATER	1,300,000.00	1,300,000.00	1,280.78	257,053.42	1,042,946.58	19.77 %
740-704-520120	BANK CHARGES	36,000.00	36,000.00	2,259.37	12,860.80	23,139.20	35.72 %
740-704-520130	OPERATIONS, MAINTENANCE & REPA...	300,000.00	300,000.00	3,479.65	27,231.50	272,768.50	9.08 %
740-704-520162	LABORATORY WATER TESTS	40,000.00	40,000.00	2,565.00	6,180.00	33,820.00	15.45 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REP...	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
740-704-520320	FLEET FUEL, MAINTENANCE & REPAIR	45,000.00	45,000.00	1,488.24	8,948.41	36,051.59	19.89 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	360.84	1,008.07	4,991.93	16.80 %
740-704-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	627.12	3,320.48	12,679.52	20.75 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	10,000.00	10,000.00	541.33	541.33	9,458.67	5.41 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	20,000.00	20,000.00	2,452.07	5,658.79	14,341.21	28.29 %
740-704-540400	DUMPING, HAULING, GARBAGE	10,000.00	10,000.00	660.07	3,792.04	6,207.96	37.92 %
740-704-560100	UTILITIES	55,000.00	55,000.00	1,551.33	8,808.14	46,191.86	16.01 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	2,014,000.00	2,014,000.00	21,000.61	370,311.07	1,643,688.93	18.39 %
RptCategory: 60 - CAPITAL OUTLAY							
740-704-660100	EQUIPMENT REPLACEMENT RESERVES	279,000.00	279,000.00	0.00	0.00	279,000.00	0.00 %
740-704-676050	SYSTEM IMPROVEMENTS & PROJECTS	4,051,396.00	4,051,396.00	16,220.26	59,737.12	3,991,658.88	1.47 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
740-704-678090	RESERVE FROM SDC'S	609,610.00	609,610.00	0.00	0.00	609,610.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	4,940,006.00	4,940,006.00	16,220.26	59,737.12	4,880,268.88	1.21 %
	RptCategory: 70 - DEBT SERVICE						
740-704-720040	2005 BONDED DEBT/PRINCIPAL	331,000.00	331,000.00	0.00	165,000.00	166,000.00	49.85 %
740-704-730040	2005 BONDED DEBT/INTEREST	27,235.00	27,235.00	6,811.20	15,255.90	11,979.10	56.02 %
	RptCategory: 70 - DEBT SERVICE Total:	358,235.00	358,235.00	6,811.20	180,255.90	177,979.10	50.32 %
	Department: 704 - WATER Total:	8,427,280.00	8,427,280.00	69,805.46	737,093.33	7,690,186.67	8.75 %
	Department: 920 - TRANSFER OUT						
	RptCategory: 89 - TRANSFERS OUT						
740-920-899100	TRANSFER OUT TO GENERAL FUND	297,125.00	297,125.00	0.00	0.00	297,125.00	0.00 %
740-920-899205	TRANSFER OUT TO ROAD & STREET F...	282,000.00	282,000.00	0.00	0.00	282,000.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	579,125.00	579,125.00	0.00	0.00	579,125.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	579,125.00	579,125.00	0.00	0.00	579,125.00	0.00 %
	Department: 990 - CONTINGENCY						
	RptCategory: 90 - OTHER						
740-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	Department: 990 - CONTINGENCY Total:	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	Expense Total:	9,406,405.00	9,406,405.00	69,805.46	737,093.33	8,669,311.67	7.84 %
	Fund: 740 - WATER FUND Surplus (Deficit):	0.00	0.00	130,138.69	541,928.26	541,928.26	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 750 - STORM WATER FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
750-000-309999	BEGINNING FUND BALANCE	1,040,000.00	1,040,000.00	0.00	0.00	-1,040,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	1,040,000.00	1,040,000.00	0.00	0.00	-1,040,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
750-000-314060	STORM REVENUE	1,898,000.00	1,898,000.00	75,586.05	377,808.30	-1,520,191.70	19.91 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	1,898,000.00	1,898,000.00	75,586.05	377,808.30	-1,520,191.70	19.91 %
RptType: 3141 - SDC							
750-000-314110	STORMWATER SDC'S	11,000.00	11,000.00	0.00	0.00	-11,000.00	0.00 %
	RptType: 3141 - SDC Total:	11,000.00	11,000.00	0.00	0.00	-11,000.00	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	2,949,000.00	2,949,000.00	75,586.05	377,808.30	-2,571,191.70	12.81 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
750-910-399205	TRANSFER IN FROM ROAD & STREET ...	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	Department: 910 - TRANSFER IN Total:	278,405.00	278,405.00	0.00	0.00	-278,405.00	0.00 %
	Revenue Total:	3,227,405.00	3,227,405.00	75,586.05	377,808.30	-2,849,596.70	11.71 %
Expense							
Department: 705 - PUBLIC WORKS DIRECTOR							
RptCategory: 40 - PERSONNEL SERVICES							
750-705-431500	ACCOUNTING CLERK	30,606.00	30,606.00	1,173.00	5,865.00	24,741.00	19.16 %
750-705-437049	PUBLIC WORKS DIRECTOR	46,111.00	46,111.00	1,855.60	9,278.00	36,833.00	20.12 %
750-705-437050	PUBLIC WORKS SUPERVISOR	70,147.00	70,147.00	3,235.84	14,858.92	55,288.08	21.18 %
750-705-437051	PW OPERATIONS MANAGER	44,817.00	44,817.00	0.00	0.00	44,817.00	0.00 %
750-705-437055	PW ADMIN ASSISTANT	46,564.00	46,564.00	1,956.20	8,962.84	37,601.16	19.25 %
750-705-437070	UTILITY WORKER, JOURNEY	0.00	0.00	4,503.00	22,999.77	-22,999.77	0.00 %
750-705-437071	UTILITY WORKER II	103,980.00	103,980.00	0.00	0.00	103,980.00	0.00 %
750-705-439011	SEASONAL HELP	40,000.00	40,000.00	0.00	11,685.60	28,314.40	29.21 %
750-705-450100	OVERTIME	5,000.00	5,000.00	34.94	780.54	4,219.46	15.61 %
750-705-450500	CAREER RECOGNITION PAY	0.00	0.00	30.31	141.17	-141.17	0.00 %
750-705-470000	ASSOCIATED PAYROLL COSTS	180,486.00	180,486.00	6,514.64	33,962.48	146,523.52	18.82 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	567,711.00	567,711.00	19,303.53	108,534.32	459,176.68	19.12 %
RptCategory: 50 - MATERIAL AND SERVICES							
750-705-500110	CONTRACTUAL & PROFESSIONAL SER...	41,000.00	41,000.00	583.52	8,383.19	32,616.81	20.45 %
750-705-520120	BANK CHARGES	36,000.00	36,000.00	2,329.36	13,176.32	22,823.68	36.60 %
750-705-520130	OPERATIONS, MAINTENANCE & REPA...	65,000.00	65,000.00	1,336.30	4,721.13	60,278.87	7.26 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPAIR	20,000.00	20,000.00	2,665.58	10,133.88	9,866.12	50.67 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	360.84	1,007.99	3,992.01	20.16 %
750-705-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	627.32	3,321.51	12,678.49	20.76 %
750-705-540220	TRAVEL, CONFERENCES & TRAINING	4,000.00	4,000.00	58.34	58.34	3,941.66	1.46 %
750-705-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	11,000.00	11,000.00	1,332.91	3,751.25	7,248.75	34.10 %
750-705-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	659.97	959.94	4,040.06	19.20 %
750-705-560100	UTILITIES	3,000.00	3,000.00	54.30	267.42	2,732.58	8.91 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	206,000.00	206,000.00	10,008.44	45,780.97	160,219.03	22.22 %
RptCategory: 60 - CAPITAL OUTLAY							
750-705-660100	EQUIPMENT REPLACEMENT RESERVES	115,000.00	115,000.00	0.00	0.00	115,000.00	0.00 %
750-705-676050	SYSTEM IMPROVEMENTS & PROJECTS	1,894,471.00	1,894,471.00	24,233.90	63,158.17	1,831,312.83	3.33 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	2,009,471.00	2,009,471.00	24,233.90	63,158.17	1,946,312.83	3.14 %
	Department: 705 - PUBLIC WORKS DIRECTOR Total:	2,783,182.00	2,783,182.00	53,545.87	217,473.46	2,565,708.54	7.81 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
750-920-899100	TRANSFER OUT TO GENERAL FUND	140,123.00	140,123.00	0.00	0.00	140,123.00	0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 11/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
750-920-899205	TRANSFER OUT TO ROAD & STREET F...	104,100.00	104,100.00	0.00	0.00	104,100.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	244,223.00	244,223.00	0.00	0.00	244,223.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	244,223.00	244,223.00	0.00	0.00	244,223.00	0.00 %
Department: 990 - CONTINGENCY							
	RptCategory: 90 - OTHER						
750-990-910000	CONTINGENCY FUNDS	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
	Department: 990 - CONTINGENCY Total:	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
	Expense Total:	3,227,405.00	3,227,405.00	53,545.87	217,473.46	3,009,931.54	6.74 %
	Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	22,040.18	160,334.84	160,334.84	0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 11/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 801 - MUNICIPAL COURT TRUST FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
801-000-309999 BEGINNING FUND BALANCE	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
RptType: 3000 - BEG FUND BAL. Total:	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
RptType: 3260 - FINES AND FORFEITURES						
801-000-326020 CITY OF GLADSTONE FINES/FEES	735,000.00	735,000.00	21,619.65	150,315.30	-584,684.70	20.45 %
801-000-326030 CLACKAMAS COUNTY FINES/FEES	22,000.00	22,000.00	1,171.78	7,045.59	-14,954.41	32.03 %
801-000-326040 STATE OF OREGON FINES/FEES	85,000.00	85,000.00	3,996.35	28,395.92	-56,604.08	33.41 %
801-000-326050 RESTITUTION	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
801-000-326060 BOND	5,000.00	5,000.00	263.20	-5,222.28	-10,222.28	104.45 %
RptType: 3260 - FINES AND FORFEITURES Total:	850,000.00	850,000.00	27,050.98	180,534.53	-669,465.47	21.24 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	890,000.00	890,000.00	27,050.98	180,534.53	-709,465.47	20.28 %
Revenue Total:	890,000.00	890,000.00	27,050.98	180,534.53	-709,465.47	20.28 %
Expense						
Department: 220 - COURT						
RptCategory: 50 - MATERIAL AND SERVICES						
801-220-500500 CITY OF GLADSTONE FINES & FEES	735,000.00	735,000.00	31,384.83	152,163.07	582,836.93	20.70 %
801-220-500510 CLACKAMAS COUNTY FINES & FEES	22,000.00	22,000.00	1,415.96	6,998.55	15,001.45	31.81 %
801-220-500520 STATE OF OREGON FINES & FEES	85,000.00	85,000.00	5,580.75	29,129.95	55,870.05	34.27 %
801-220-500530 RESTITUTION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
801-220-500540 BOND - COURT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
801-220-500550 ALL OTHER FEES & FINES	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	890,000.00	890,000.00	38,381.54	188,291.57	701,708.43	21.16 %
Department: 220 - COURT Total:	890,000.00	890,000.00	38,381.54	188,291.57	701,708.43	21.16 %
Expense Total:	890,000.00	890,000.00	38,381.54	188,291.57	701,708.43	21.16 %
Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	-11,330.56	-7,757.04	-7,757.04	0.00 %
Report Surplus (Deficit):	0.00	0.00	5,137,208.88	4,348,916.87	4,348,916.87	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	3,376,951.06	2,603,509.42	2,603,509.42
205 - ROAD AND STREET FUND	0.00	0.00	56,444.19	41,013.45	41,013.45
228 - POLICE LEVY FUND	0.00	0.00	513,743.79	258,902.79	258,902.79
229 - FIRE LEVY FUND	0.00	0.00	244,240.87	177,551.42	177,551.42
390 - URBAN RENEWAL FUND	0.00	0.00	826,778.35	123,431.67	123,431.67
730 - SEWER FUND	0.00	0.00	-21,797.69	450,002.06	450,002.06
740 - WATER FUND	0.00	0.00	130,138.69	541,928.26	541,928.26
750 - STORM WATER FUND	0.00	0.00	22,040.18	160,334.84	160,334.84
801 - MUNICIPAL COURT TRUST FUND	0.00	0.00	-11,330.56	-7,757.04	-7,757.04
Report Surplus (Deficit):	0.00	0.00	5,137,208.88	4,348,916.87	4,348,916.87

CHECK REGISTER FOR NOVEMBER 2021

Check Date	Check No.	Vendor	Amount	Line Item Description
11/01/2021	91330 - 91333	UB Refund Checks	488.76	UB Refund Checks - PW
11/04/2021	117	Amy Lindgren Law, LLC	3,000.00	Municipal Court Judge - CT
11/04/2021	118	Lundquist, Kyndre	3,090.00	Municipal Court Prosecutor - CT
11/04/2021	91334	Benz Air Engineering Co. Inc.	490.00	MB Park RR Hand Dryers - PW
11/04/2021	91335	Bud's Towing Inc	418.00	Towing Service -PD
11/04/2021	91336	Canon Financial Services, Inc.	1,058.26	Copier Leases/Usage - IT
11/04/2021	91337	Cascade Centers, Inc.	39.10	Employee Assistance Program - FD
11/04/2021	91338	Clackamas County Administration	2,000.00	Racial Research Justice Survey - Admin
11/04/2021	91339	Clackamas ESD	2,019.89	Off-Site Data Storage - IT
11/04/2021	91340	Code Publishing Inc.	114.80	Municipal Code Updates - Admin
11/04/2021	91341	Gold Wrench	152.75	Vehicle Maintenance - PD
11/04/2021	91342	J. Thayer Co.	58.89	Office Supplies - Admin
11/04/2021	91343	Jill Tate	292.50	Transcription - Admin
11/04/2021	91344	John Southgate LLC	2,550.00	Professional Fees - Admin
11/04/2021	91345	Lexipol LLC	1,420.00	PoliceOne Academy Annual Fee - PD
11/04/2021	91346	Mr. Belvedere's Janitorial	2,330.00	Janitorial Service - PW
11/04/2021	91347	Northwest Natural Gas	683.28	Natural Gas Usage - All Depts.
11/04/2021	91348	Occupational Safety, Health & Wellness LLC	1,822.06	Vaccination Clinic/Exposure Services - FD
11/04/2021	91349	Office Depot	263.14	Office Supplies - Admin/SC/CT
11/04/2021	91350	Oregon City Police	600.00	Background Investigations - FD
11/04/2021	91351	Portland General Electric	6,644.14	Electrical Usage - All Depts
11/04/2021	91352	Radar Shop	259.00	Radar Unit Maintenance - PD
11/04/2021	91353	Smith-Wagar Brucker Consulting Inc.	9,085.00	Financial Consulting - Admin
11/04/2021	91354	Verizon Wireless	2,948.01	Cell Phones/Data Lines - IT
11/04/2021	91355	VSS International, Inc.	52,142.46	Slurry Seal Contract - PW
11/04/2021	91356	Water Environment Services	113,591.16	Sewer Billing - PW
11/08/2021	119	US Bank	26,185.45	P-Card Purchases - All Depts.
11/10/2021	91357	Payroll Check	1,440.90	Payroll Check
11/12/2021	91358	Payroll Check	1,842.48	Payroll Check
11/18/2021	91359	8x8, Inc.	1,834.27	Monthly Phone Service - IT
11/18/2021	91360	AIMS Companies	1,060.00	Sewer CCTV - PW
11/18/2021	91361	Airgas USA LLC	80.89	Oxygen Cylinders - FD
11/18/2021	91362	Allstream	139.75	Land Lines - PW
11/18/2021	91363	AM Construction Supply, Inc.	299.99	Road Maintenance Supplies - PW
11/18/2021	91364	Amazon Capital Services	51.98	Office Supplies - Admin/CT
11/18/2021	91365	Aramark	315.56	Coverall/Mat Rental - PW
11/18/2021	91366	AutoZone, Inc	18.68	Vehicle Maintenance Supplies - PD
11/18/2021	91367	Backflow Management Inc	22.00	Letters Mailed - PW
11/18/2021	91368	BMS Technologies	1,881.56	Printing/Mailing Utility Bills - PW
11/18/2021	91369	Bravo Land Care & Maintenance	945.00	Landscape Maintenance - PW
11/18/2021	91370	Brian Lowry Trucking LLC	2,400.00	Materials Delivery - PW
11/18/2021	91371	BridgePay Network Solutions, LLC	163.90	UB Online Payment Fees - PW
11/18/2021	91372	BridgeTower OpCo, LLC	153.90	Bid Publication - FD
11/18/2021	91373	Buel's Impressions Printing	115.00	Business Card Printing - PD
11/18/2021	91374	Cenveo Worldwide Limited	94.40	Payroll Envelopes - Admin
11/18/2021	91375	Cintas First Aid Lockbox	690.27	Waterbreak/First Aid Supplies - PD/Admin/PW
11/18/2021	91376	City Wide Tree Service Inc.	1,440.00	Tree Removal - PW
11/18/2021	91377	Comcast	102.93	Digital TV/Internet - IT
11/18/2021	91378	Core & Main LP	337.68	Meter Boxes - PW
11/18/2021	91379	Edge Analytical, Inc.	30.00	Water Testing - PW
11/18/2021	91380	Environment Science Associates	7,115.00	MB Park Conceptual Plan - PW
11/18/2021	91381	Extreme Products	48.93	Uniforms - PD
11/18/2021	91382	General Tree Service	200.00	Weed Control - PW
11/18/2021	91383	Gold Wrench	704.47	Vehicle Maintenance - PD
11/18/2021	91384	Ian Jeffrey Slavin	900.00	Indigent Defense - CT
11/18/2021	91385	Industrial Tire Service	205.67	Tire Repair - PW
11/18/2021	91386	Iselin Architects, PC	1,009.87	Professional Fees - FD
11/18/2021	91387	League of Oregon Cities	20.00	Job Posting - Admin
11/18/2021	91388	North Clackamas County	37,074.55	Water Usage - PW
11/18/2021	91389	NTA Contracting, Inc.	133,398.53	Clackamas Blvd. Contruction - PW

CHECK REGISTER FOR NOVEMBER 2021

Check Date	Check No.	Vendor	Amount	Line Item Description
11/18/2021	91390	Oak Lodge Water Services	93,720.61	Water/Sewer Services - PW
11/18/2021	91391	Occupational Safety, Health & Wellness LLC	43.00	Immunization Clinic - PW
11/18/2021	91392	Office Depot	899.67	Office Supplies - Admin/CT/SC
11/18/2021	91393	Oil Re-Refining Co.	337.50	Compressor Maintenance - PW
11/18/2021	91394	One Call Concepts Inc	110.40	Utility Notifications - PW
11/18/2021	91395	Oregon Association of Water Utilities	1,150.00	Annual Membership - PW
11/18/2021	91396	Oregon DMV	12.00	Driving Records - PD
11/18/2021	91397	Oregon Patrol Service	800.00	Courtroom Security - CT
11/18/2021	91398	Owen Equipment Company	22.86	Vacto Hose Parts - PW
11/18/2021	91399	Pacific Mobile Structures, Inc.	498.00	Mobile Office Rental - PW
11/18/2021	91400	Pamplin Media Group	2,136.61	Newsletter Printing - Admin
11/18/2021	91401	Pape Material Handling	10,718.35	Vactor Truck Repairs - PW
11/18/2021	91402	Paramount Pest Control Inc	156.00	Pest Control - PW
11/18/2021	91403	Pitney Bowes	2,679.84	Postage - All Depts
11/18/2021	91404	Providence Health Services Oregon	410.00	Employee Physicals - Admin
11/18/2021	91405	Referral Refrigeration Inc.	300.00	Freezer Repair - PW
11/18/2021	91406	Satcom Global Ltd.	42.75	Satellite Phone Access - PD
11/18/2021	91407	Secure Pacific Corporation	1,640.00	SC Alarm Maintenance - PW
11/18/2021	91408	Society of St. Vincent de Paul	10,000.00	ARPA Funding Distribution - Admin
11/18/2021	91409	Stein Oil Co. Inc.	5,355.00	Gasoline - PW/PD/SC/FD
11/18/2021	91410	Traffic Safety Supply Co. Inc.	1,271.80	Street Maintenance Supplies - PW
11/18/2021	91411	TransUnion Risk and Alternative	91.80	Data Research - PD
11/18/2021	91412	Walter E. Nelson Co.	596.30	Park Maintenance Supplies - PW
11/18/2021	91413	Watts Heating & Cooling	4,210.00	PW Heater Replacement - PW
11/24/2021	120	Beery Elsner & Hammond LLP	12,442.03	Legal Fees - Admin
11/24/2021	121	Cycle Express	30.00	Stickers - FD
11/24/2021	122	Metereaders	2,206.08	Metereading - PW
11/24/2021	91415	Barney & Worth, Inc.	7,557.86	Professional Fees - PW
11/24/2021	91416	Buel's Impressions Printing	80.00	Business Card Printing - PD
11/24/2021	91417	Cascade Form Systems	181.50	Business Cards - Admin/SC
11/24/2021	91418	Clackamas County Finance Department	33,335.67	Dispatch/Planning/Signal Maint - PD/FD/Adm/PW
11/24/2021	91419	Curtis, L. N. Co.	87.00	Uniforms - PD
11/24/2021	91420	General Tree Service	210.00	Tree Maintenance - PW
11/24/2021	91421	Gold Wrench	742.30	Vehicle Maintenance - PD
11/24/2021	91422	Jill Tate	270.00	Transcription - Admin
11/24/2021	91423	Mr. Belvedere's Janitorial	2,330.00	Janitorial Service - PW
11/24/2021	91424	National Hose Testing	2,674.60	Hose/Ladder Testing - FD
11/24/2021	91425	Pacific Office Automation Inc	254.18	Copier Leases/Usage - IT
11/24/2021	91426	Platt Electric Supply	66.13	Lithium Batteries - PW
11/24/2021	91427	Pollardwater	339.60	Water Testing Supplies - PW
11/24/2021	91428	Portland General Electric	5,925.60	Street Light Electric Usage - PW
11/24/2021	91429	Sisul Engineering	3,058.50	Professional Fees - PW
11/24/2021	91430	Stein Oil Co. Inc.	4,233.49	Gasoline - PW/PD/SC/FD
11/24/2021	91431	United States Postal Service	1,075.43	Newsletter Postage - Admin
11/30/2021	91432 - 90433	Payroll Checks	7,298.05	Payroll Checks
10/28/2021	123	Cycle Express	2,000.00	Office Rent - FD
11/29/2021	91434	Maxwell Rentals	1,050.00	Apartment Rental - FD
11/30/2021	124	HRA VEBA Plan	4,010.53	Employer VEBA contribution
11/30/2021	125	IAFF Local 1159	327.54	IAFF Union Dues
11/30/2021	126	ICMA-Rc	6,223.51	Voluntary Payroll Deferred Comp
11/30/2021	91435	Axa Equi-Vest	6,998.46	Voluntary Payroll Deferred Comp
11/30/2021	91436	CIS Trust	74,194.36	Monthly Health Insurance
11/30/2021	91437	Clackamas Community Federal Credit Union	1,188.66	GPA Union Dues
11/30/2021	91438	Equitable	1,714.16	Non-PERS Retirement Pmt
11/30/2021	91439	Equitable Financial Life Insurance Co.	106.00	Non-PERS Retirement Pmt
11/30/2021	91440	Gladstone Fire Department	400.00	Fire Members House Dues
11/30/2021	91441	Oregon AFSCME Council #75	1,022.53	AFSCME Union Dues

\$ 750,721.07

CHECK REGISTER FOR NOVEMBER 2021

Check Date	Check No.	Vendor	Amount	Line Item Description
<u>Urban Renewal Fund Checks:</u>				
	5529	Void		
11/15/2021	5530	City of Gladstone	691.00	Reimbursement for Legal Fees
Total November 2021 Checks:			<u>\$751,412.07</u>	

ATTORNEY CHARGES

Attorneys:	July, 2021	Aug, 2021	Sept, 2021	Oct, 2021	Nov, 2021	Dec, 2021	Totals
City Charter	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Elections	869.50	392.00	147.00	147.00	-		1,555.50
Finance	-	-	-	-	73.50		73.50
General	916.50	294.00	-	-	663.30		1,873.80
Civic Center Project	-	-	-	-	-		-
Meeting Attendance	-	-	-	-	-		-
Governance/City Council	3,409.72	931.00	1,053.50	2,303.00	171.50		7,868.72
Meeting Attendance	1,095.90	955.50	-	1,573.30	441.00		4,065.70
Intergovernmental	-	-	514.50	-	1,445.50		1,960.00
Meeting Attendance	-	-	-	-	-		-
Land Use/ Community Development	-	-	-	-	-		-
Meeting Attendance	-	-	-	-	-		-
Parks & Recreation	23.50	926.94	-	-	-		950.44
Personnel/Labor	399.50	1,461.00	-	6,448.25	1,425.90		9,734.65
Public Records & Meetings	258.50	49.00	1,943.00	269.50	147.00		2,667.00
Public Safety	-	-	-	1,161.98	1,347.50		2,509.48
Public Works	868.50	850.29	1,555.75	-	-		3,274.54
Real Property Transactions	-	-	-	-	-		-
Risk Management/Litigation	-	-	-	539.00	-		539.00
Rights of Way-Telecommunications	-	-	-	-	-		-
Urban Renewal	-	-	691.00	-	-		691.00
Total	\$ 7,841.62	\$ 5,859.73	\$ 5,904.75	\$ 12,442.03	\$ 5,715.20	\$ -	\$ 37,763.33

Attorneys:	Jan, 2022	Feb, 2022	Mar, 2022	Apr, 2022	May, 2022	June, 2022	Totals for Year
City Charter							\$ -
Elections							1,555.50
Finance							73.50
General							1,873.80
Civic Center Project							-
Meeting Attendance							-
Governance/City Council							7,868.72
Meeting Attendance							4,065.70
Intergovernmental							1,960.00
Meeting Attendance							-
Land Use/ Community Development							-
Meeting Attendance							-
Parks & Recreation							950.44
Personnel/Labor							9,734.65
AFSCME							-
GPA							-
Fire							-
City Administration							-
Personnel Handbook							-
Meeting Attendance							-
Public Records & Meetings							2,667.00
Public Safety							2,509.48
Public Works							3,274.54
Real Property Transactions							-
Risk Management/Litigation							539.00
Rights of Way-Telecommunications							-
Urban Renewal							691.00
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,763.33



Public Works

Staff Report for December 2021

Report Date : December 31, 2021
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Darren Caniparoli, Public Works Director

PARKS:

Our Parks have been constantly hit with vandalism and graffiti, a pointless crime which is costly to taxpayers. Day after day crews are working to clean up surfaces which are being “tagged” with graffiti, while working to repair damage which is being caused for no other reason than to just break things.

- Continued trash pick-up throughout all City Parks.
- Winterizing of all outdoor drinking fountains.
- New park bench installed at Cross Park, bench was damaged.
- Continued with leaf clean-up within parks, mulching and clearing walking paths.
- Installation of safety straps on “JennSwing” at Max Patterson Park, this part has been held up for months’ due supply chain issues.
- Preparations made for high river flow at the Meldrum Bar Park Boat Ramp.



After several incidents of the door on the Men’s bathroom being kicked and damaged it finally broke and had to be replaced. Installation of a new door has been completed additionally the bathroom received a new coat of paint and a thorough scrub down to remove the graffiti from bathroom stalls. The bathrooms will remain locked during the winter months to combat costly vandalism.



Park clean-up remains a high priority, keeping pathways clear and safe for our park visitors to walk on while they enjoy the parks even in our colder temperatures.



Crews responded to a call from a concerned business owner regarding a leaning tree over the stairs near High Rocks. Crews utilized the backhoe to pull the tree over and then cut up the tree and removed the debris from the area.

In preparation for high waters crews removed trash cans at the Meldrum Bar Boat Ramp. We do not always have advanced warnings to rising waters, so when we do we try our best to take advantage and clear the area. This helps minimize garbage getting into our waterways but also helps with the clean-up that has to be done after the water recedes.



STREETS:

- New street signage for Zone 1 is being prepared for installation, which will start in January.
- Traffic sign inventory is being created for City Zones 6, 7 and 8.
- Sign cleaning and inspection in Area's 1, 2, 3, 4, and 5 is still ongoing
- The Public Works Dept. placed "High Water" and "Road Closed" signage near the wetlands on Glen Echo Ave. While this is a County roadway we assist in management of signage in a "good neighbor effort" to advise our residents of roadway safety matters.
- Cold patched pothole repairs in multiple locations.



PGE assisted the Public Works Department again this year in hanging our Holiday lights along Portland Avenue.

Thank you PGE!





Winter weather was upon us over the holidays, crews prepared vehicles to be able to respond without delay. Crews shifted to 24 hr. coverage for one day and remained on-call for days following. Crews treated City roadways with sand and de-icer as per the inclement weather map, fortunately roadways within the City fared well during this weather event.



FACILITIES:

- HVAC winter maintenance for the Civic Center.
- Fire sprinkler system's air pressure was recalibrated and repaired at the Civic Center.
- Generators at all facilities were topped off with fuel in preparation for winter weather.
- Holiday lights were put up on the trees surrounding the Gladstone Civic Center.
- New facility signage for Public Works and the Senior Center was installed. City parks and other wayfinding signs were also installed throughout the city.



The Facilities Dept. has been busy at the Gladstone Senior Center doing miscellaneous project, some larger than others. The Senior Center has been re-keyed; ADA door entrance buttons have been recalibrated for synchronized opening of the entry doors. New vertical blinds were installed in the Community Services Managers office and a sprinkler valve box was installed, which we have been patiently waiting for since spring.



FLEET:

- The Sander and Plow have been installed on dump truck vehicle #49.
- De-Icer equipment has been installed on the flatbed vehicle #47.
- Completed fleet certification with DEQ for emissions compliance.
- Backhoe vehicle #62 had two new tires put on.
- Heat sensor installed in vehicle #42.



WATER:

- Utility billing service orders.
- Hazard meter box repairs, meter maintenance ongoing.
- Utility locates, GIS map updates ongoing.
- Routine coliform sampling, system chlorine residual sampling ongoing.
- Routine pumpstation/reservoir inspections ongoing.
- Replaced a leaking $\frac{3}{4}$ " galvanized iron service line on W. Clackamas Blvd.
- Repaired a damaged $\frac{3}{4}$ " copper service line on E. Dartmouth.
- Repaired a leaking $\frac{3}{4}$ " black poly material service line on Columbia Ave.
- Winterized pump stations and key areas of distribution system.
- Replaced Webster and Kirkwood reservoir autodialer alarm backup batteries. The backup batteries power the autodialer alarm to tone out the pager in case of a pumpstation failure alarm.



Crews work to repair a broken 6" transite water main and replaced a $\frac{3}{4}$ " copper water service at 500 E. Kenmore Ave.





Crews repaired a broken 4" cast iron water main and replaced a ¾" galvanized iron service line on Beatrice Ave.



SEWER:

- Locates/GIS map updates ongoing.
- Routine monitoring of flowmeter and Smartcover telemetry.
- Monitoring recently installed bypass diversions in Portland Avenue manholes to help reduce sanitary sewer overflows (SSO's) by alleviating flows from the undersized W. Clackamas Blvd. 15" mainline.
- Currently reviewing recent CCTV inspection reports as part of a larger internal project to make the entire sanitary sewer system accessible for maintenance.
- Routine line cleaning ongoing Barton pump station basin.
- Troubleshooting flow meter/rain gage performance issues. These instruments play key roles in monitoring how rainfall affects flows in the 15" W. Clackamas Blvd sewer line, which is connected to sanitary sewer overflows (SSO's) into the Clackamas river.

STORM:

- Locates/GIS map updates ongoing.
- Catch basin/headwall cleaning to mitigate flooding.
- Completed City-wide street sweeping.
- Currently reviewing recent CCTV inspection reports as part of a larger internal project to make the entire storm system accessible for maintenance.
- Working with the Streets Dept. The Annual Leaf Pick-up Program was completed mid-December. We fine-tuned the program, this year's leaf pick-up program ran smoothly and we look forward to continuing this service for the community.



The Public Works office received a call regarding a chemical smell coming from a storm drain, crews responded to the location to investigate the report. Upon arrival crews found an illicit discharge of hydraulic fluid onto the street from a private storm drain on Scott Ln. Crews placed mitigation barriers surrounding the affected area to protect the City storm system. Crews contacted Code Enforcement for assistance to determine the source, locate the responsible party and hold them accountable for cleaning up the spill.

SAFETY TRAINING:

- Public Works Department wide training for: Proper Operations for Sanding Equipment, Snow Plow, and De-Icing equipment.

ADMINISTRATION:

- Working with DEQ and Clackamas County Co-permittees to revise NPDES stormwater permit mercury TMDL (Total Maximum Daily Load) implementation plan to address updated EPA/DEQ standards.
- Reviews and processing of responses to all Building Permit applications from Clackamas County. Submitting Building Permit Release Letters to the County Building Permit Division.
- Working with Oak Lodge Water Services to update and clarify our IGA (intergovernmental agreement)
- Monitor progress on DEQ MAO (Mutual Agreement Order) requirements: Working with WES on an I & I (inflow & infiltration) project, maintaining compliance with DEQ MAO
- Working on OHA (OR Health Authority) state drinking water program and 2019 water system survey deficiencies corrective actions.
- Water system risk/resiliency plan and emergency response plans for EPA and State Drinking Water Services compliance.
- Evergreen Ln Storm Line project, easement for survey obtained and we are awaiting the survey documents to proceed.
- Working with Regional Water Providers Consortium partners on emergency preparedness.
- Beginning phases of the Barclay storm/street upgrade project, 100% drawings have been received. Bid packet is being completed for the RFP process.
- Working with Brown and Caldwell engineers to develop water system unidirectional flushing (UDF) maintenance plan/program.
- North Clackamas Watershed Project stakeholder interviews/planning
- Developing water/sewer/storm system maintenance standards.
- Review of Webster and Kirkwood reservoir cleaning inspections reports.
- Public Works is working along with the Gladstone Fire Dept. to manage the RFP for the Gladstone Fire Station Remodel Project.
- ROW Permit audits with our local utility companies and Franchise holders.
- ROW Permit management: Identifying and working on resolutions regarding unlicensed contractors working within our ROW under permit issued to Franchise holders.
- Development inspections and Plan reviews for 6 developments projects.
- Project Data Collection: As-Builts and Stormwater Management Agreements.
- Contech Engineered Solutions, stormwater structure agreement
- Developed a "Scope of Work" for City wide janitorial contract and completed a contract for services with a QRF.

The Measure of a man's real character is what he would do if he knew he would never be found out.

~ Thomas Babington Macaulay

Gladstone Fire Department

Monthly Report: December 2021

Report Date: January 4th, 2022
To: City Administrator Jacque Betz
Cc: City Council
From: Fire Chief Rick Huffman

To end the year, the Gladstone Fire Department responded to 117 emergency 911 calls in December. A summary of critical EMS responses (blue) and fire related calls (red) are listed to the right:

911 Call Type	December
Start Time	End Time
2021-12-01 00:00:00	2021-12-31 23:59:59
ABDOMINAL PAIN DELTA	1
ALFC - COMMERCIAL FIRE ALAR	3
ALFR - RESIDENTIAL ALARM	1
BREATHING PROBLEMS DELTA	4
CHEST PAIN DELTA	4
CONVULSIONS/SEIZURES DELTA	3
DIABETIC PROBLEMS DELTA	1
FALLS DELTA	1
HEART PROBLEMS/AICD DELTA	1
HEMORRHAGE/LACERATION DELTA	4
SICK PERSON DELTA	2
TASK - TASK FORCE	1
UNCONSCIOUS/FAINTING DELTA	4
UNKNOWN PROBLEM DELTA	1

As the month ended, we entered another spike in COVID exposures and infections. To date, we have no known exposure of COVID to firefighters from an emergency scene. All fire department personnel exposures have been from off-duty situations. New CDC guidelines for Health Care Providers has been more supportive of our staffing needs, but we do not want any of our personnel to be sick or have our response capability reduced. "Pandemic fatigue" aside, we need to continue precautions!



Jeff's smile as he started his retirement!

One of the most personal COVID impacts to the Gladstone Fire Department was the death of long-time Gladstone Firefighter Jeff Smith. Jeff had a 26-year career with the Gladstone Fire Department and retired in 2019 as the acting Fire Chief. Jeff died on December 26th from complications to COVID. Jeff was very active in training firefighters through the region and helped many young people get started as firefighters. Jeff helped me transition to Fire Chief here and he shared many stories of Gladstone with me. Jeff had his well-deserved retirement shortened by this devastating virus – Rest in Peace Jeff!



*Factoid:
Jeff designed our current logo & patch!*

Change of Command Ceremony, May 2019



Christmas Holiday 2021

The pandemic has definitely increased the need for some to wish for a little help during the holidays, especially for their kids.

Firefighter Izaak Thoman (pictured to the right) led the efforts this year to make that wish come true for many Gladstone families.

The following is a summary from Izaak on the Gladstone Firefighter's Association Toy and Food drive efforts for Christmas 2021:

Gladstone Toy and Food Drive 2021 conclusion/summary

It was a great success this year and thank you to all who made this happen and contributed to make the holidays brighter for some local families.

This year we distributed to a total of 78 families which were located in Gladstone, Oak Grove, Milwaukie and Clackamas.

There were a total of 165 Children, ages ranged from under a year old all the way up to 18 years of age.

We served a total of 134 Adults for a grand total of 199 people that we helped this year.

A gigantic thank you to Pat McMahon for volunteering his help and organizing us to receive a toy donation from KPTV Fox 12/Les Schwab. Thank you to him for collecting toys/food in his Santa and the Seagrave in Gladstone in December. I would also like to thank him for collecting donations in town from the barrels throughout the month.



Thank you to the shift crews who were able to help out and collect toys/food from the barrels in town while on shift.

A special thank you to John Cerda for bringing tons of extra boxes for us to use for distributing food and toys and also it was much appreciated that he was able to help with the U-Haul and go and get the food from the Sunshine Division with me and load and unload it at the high school.

A thank you to Eric Leibner and his two daughters who were able to go get the donations from KPTV Fox 12/Les Schwab with me and from Eastside Athletic club in the U-Haul and load and unload it one of the days.

Izaak Thoman, Gladstone Firefighter

The return of the Holiday lunch at Gladstone Senior Center was a big success and Tiffany Kirkpatrick (our new Community Service Manager) did an outstanding job! The Police Chief and myself helped serve meals and wished community members a happy holiday. It was great to talk with everyone!





Gladstonians, Senior Center employees, volunteers and elected officials all had a great time celebrating the holiday with good food, music and non-zoom interactions!

We also ended December with colder than normal winter weather. The Gladstone Emergency Management Team: Police Chief (acting City Administrator) John Schmerber, Public Works Director Darren Caniparoli, Community Service Manager Tiffany Kirkpatrick and myself met twice daily to monitor weather, road conditions and impacts to Gladstone. I can report that Public Works was able to keep city streets open and Tiffany and staff were able to maintain many senior services and meal deliveries (with the all-wheel drive help of the Police Chief). We also were able to activate the Gladstone Emergency Resource Center (located at the Senior Center) to maintain updated information and any needed resources to the community.

During any future city-wide emergency or severe weather event, the first place to look for information is the Gladstone web site, social media sites and at the Gladstone Senior Center (when activated as the Emergency Resource Center). Additionally, news radio and TV stations should be monitored and will give additional information.

I wish all of Gladstone Leadership and community members a Happy New Year!

Be safe and for additional winter weather emergency preparation, go to [Ready.gov](https://www.ready.gov).

Rick Huffman, Fire Chief
City of Gladstone Fire Department

The following reports are from our Fire Captains, summarizing fire department operations:

A-Shift

Battalion Chief Tighe Vroman (Temporary A-Shift Captain)

For the month of December, A-Shift ran 35 calls. Emergency calls on A-Shift consisted of primarily emergency medical responses, along with some vehicle accidents and fire responses. The vehicle accidents were of minor to moderate severity with minor occupant injuries. Both fire responses required no extinguishment activity, but did require positive pressure ventilation to remove smoke from the structures. One fire call resulted from HVAC technicians repairing a burned up furnace blower motor, and the other fire response was a cooking fire, which did not spread beyond the stove area. A handful of the emergency medical calls were critical in nature, with two patients being emergency transports to the hospital, and the other being a cardiac arrest where the patient was transported to the hospital after a prolonged resuscitation effort.

COVID continues to be a concern as the Omicron variant spreads throughout our area. We responded to a number of patients who were either confirmed COVID positive, or suspected COVID positive. We have also

had some of our personnel contract COVID and the challenge has, and continues to be, keeping it from spreading within our existing workforce.

Significant calls for the month of December:

- Mutual Aid to Clackamas Fire on Cardiac Arrest- Gladstone SQ390 was dispatched to assist Clackamas Fire and AMR on a patient that was having breathing difficulty and then went into cardiac arrest. This call occurred in Clackamas Fire's area, just outside of the Gladstone Fire border. The Gladstone squad was requested for extra manpower once the patient went into cardiac arrest, and was fortunate to be staffed with two paramedics for that shift. SQ390 participated in the resuscitation effort for about 40 minutes with the other emergency crews, before the patient was transported emergently by the ambulance to the hospital.

As the Training Officer, I instructed or assisted with two formal drills for Gladstone Fire this month. Our first drill covered the 800 MHz radio change from analog to digital, along with a refresher on how our radio communications system works and emergency procedures for various system failures, should they occur. The same training session also reviewed our new medication and controlled substance tracking system operation for the general Gladstone Fire population, as we went live with the new system.

The second training session was an EMS drill taught by our Physician Advisor, Dr. Marc Houston. We reviewed endocrine system and diabetic issues and emergencies, which is one of many required topics that is necessary Continuing Education training to recertify out EMT and Paramedic certifications. The class was a great review, and brought up many good points to consider when responding on patients with these medical problems.

Aside from training activities, there were a number of other projects that we worked on this month. The primary project was the transition from the analog radio system to the digital radio system. There were some last minute equipment changes and reprogramming that needed to occur before the transition in early December, which I was able to complete. While Gladstone Fire was ready and prepared for this transition, it was ultimately postponed by the WCN/C800 group due to an interoperability issue on the law enforcement side. It has been rescheduled for January 11th.

The other projects included logistics work with personal protective equipment, radios, and uniform wear. We placed an order for new T-shirts and sweatshirts for all of our GFD personnel, as most everyone was in need of uniform wear. Large T-shirts and sweatshirts are all on backorder, so we are still awaiting their arrival. There were also a number of emergency medical supply needs, so multiple orders were placed to maintain our equipment supply. I assisted Chief Huffman with a number of administrative items, including the process for bringing on temporary staff starting in January, and working with C-COM and Clackamas Fire regarding CAD implications if we were to change our unit status to a staffed Advanced Life Support unit.

Last, I continue to do contact tracing for COVID exposures, especially with our own personnel. Please make sure to be extra diligent with cleaning, and PPE/mask use. The omicron variant is more contagious than previous variants, and we want to keep our staff (each other) as healthy as possible. Keep at it, and take care of yourselves.

B-Shift

Captain Kirk Stempel

The month of December was somewhat quiet for any special operations. Crews took advantage of fine tuning their rope skills which included knots and building systems.

PIO Duties

The month of December, the emphasis was again on fireplace safety and the dangers of carbon monoxide poisoning due to the improper use of generators and other fueled equipment. We did see some difficult winter weather come through Gladstone and constant, updated messages were sent out. Just after Christmas, the Gladstone Fire Department family suffered a huge heartbreak, retired Chief Jeff Smith lost his battle with COVID. This was extremely difficult for myself, as Jeff was not only my mentor for over 15 years, but a dear friend. Jeff touched many lives in the fire service and the City of Gladstone, and he will be dearly missed.

Operations

For the month, B shift ran the routine medical calls mostly with a traffic crash or two thrown in. Our time was spent working on our skills to include pulling hose lines and forcing doors. These skills are extremely important on the fire ground and must be able to be performed flawlessly at any time of the day or night.



C-Shift

Captain Richard Newton



For the month of December Gladstone Fire Department (GFD) responded on 111 calls, of those calls C-shift responded on 41 calls. For the year of 2021 GFD responded on 1725 call for service. This was an increase of 20 plus calls from last year. On C-shift we continued with providing great service to the citizens of Gladstone and the surrounding areas. C-shift worked on forcible entry and ladder skills, along with EMS during the month of December.



Operations:

GFD has ordered three adaptor whips so that we can have District #1 Rehab fill our SCBA bottles on scenes. The plan will be to have one on each engine and possibly the squad. There will be more to follow in the next month or so.

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Gladstone Police Department

Monthly Report

December 2021





GLADSTONE POLICE DEPARTMENT CHIEF'S MONTHLY REPORT TO CITY ADMINISTRATOR AND COUNCIL



CHIEF'S REPORT

December 2021

Greetings,

As you read through this month's report, you will see your police department was very active again. Our focus is always ensuring community safety and part of that is traffic safety. Officers again were out conducting grant funded traffic awareness and enforcement focusing on speeding, distracted driving and impaired driving. Although we are out there, each driver has an obligation to drive responsibly and obey the laws. If you choose not to, you may have to explain your reasons why to the officer that stops you.

December is also the beginning of the holiday season. Officers participated in events such as "shop with a cop" which proved to be very successful. Students from John Wetten Elementary School joined other students from around the county to participate in the program. What a great experience for both the kids and members of the Gladstone Police Department along with participating law enforcement agencies in Clackamas County.

I would like to personally thank all the community members who stopped by to say hi and drop off all the goodies for the officers. It is wonderful to work for such a supportive community, thank you.

Finally, the City of Gladstone experienced severe weather with temperatures dipping into the low 20's and included ice and snow. Your Emergency Management Team was activated for the purpose of ensuring the community safety, roads that were maintained and passable and directing the Senior Center to act as both the Senior Center and Resource Center. We believe that the strategy was successful but we also learned a couple things to increase effectiveness. Overall we believe the development and implementation worked well and will get even better as time goes on.

Enjoy your update and I hope everyone has a safe and peaceful 2022!

Sincerely

John Schmerber, Chief of Police





**GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT**

DECEMBER 2021

"Respect ~Service ~Character ~Passion"



GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	473	6,561	7,044	-6.86%	Driving While Suspended	22
Officer Initiated Incidents	385	6,117	5,367	13.97%	Speeding	17
Total Number of Incidents	858	12,678	12,411	2.15%	Driving Uninsured	14
Police Reports Filed	252	3,803	3,024	25.76%	Fail to Carry Proof of Insurance	11
Traffic Contacts	212	3,118	3,037	2.67%	Fail to Display License Plates	8
Citations Issued (Charges)	111	2,149	1,074	100.09%	ALARM ADMINISTRATION REPORT	
Parking Citations	1	178	N/A	0.00%		
DUII	1	32	18	77.78%	Renewals Billed	0
Community Policing Contacts	13	249	139	79.14%	Renewal Fees Collected	\$600.00
Murders	0	0	0	0.00%	Senior Exempt Permits	0
K9 Deployments	6	31	55	-43.64%	New Permits Issued	3
Tow Releases	0	37	6	516.67%	False Alarms w/No Permit	2
					1st False Alarm Events	6
					2nd False Alarm Events	1
					3rd False Alarm Events	1
					5th False Alarm	1
					False alarm fees collected	\$250.00
					False alarm fees billed	\$300.00



GLADSTONE POLICE DEPARTMENT MONTHLY ACTIVITY REPORT

DECEMBER 2021

"Respect ~Service ~Character ~Passion"



SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATAGORIES	HOURS
Abuse/Neglect	0	26	24	8.33%	Cover Short Shift	192.00
Accident/Injury or Fatal	1	19	17	11.76%	Court	27.00
Accident/Property Damage	8	85	70	21.43%	Training	7.00
Assault	2	30	45	-33.33%	Presentations/Meetings	4.00
Burglary	3	35	32	9.38%	Traffic Grant	45.25
Domestic Disputes	19	181	246	-26.42%	Special Assignment	44.00
Drugs/Narcotics	2	37	52	-28.85%	K9	12.75
Disturbance-Fights-Noise	11	191	187	2.14%	SRO	0.00
Forgery/Fraud	2	95	116	-18.10%		
Hit and Run	5	71	49	44.90%		
Ordinance Violations	8	169	331	-48.94%		
Runaway/Missing	6	67	79	-15.19%		
Sex Offense	2	39	33	18.18%		
Suicide	8	96	88	9.09%		
Suspicious Person or Circumstance	39	805	690	16.67%		
Thefts	28	245	245	0.00%		
Trespass/Prowler	11	162	192	-15.63%		
Vandalism	15	132	109	21.10%		
Vehicles Recovered	3	36	19	89.47%		
Vehicles Stolen	6	59	50	18.00%		
Death(Not Suicide/Murder)	0	17	20	-15.00%		

**Coded at time of dispatch, not final disposition



**GLADSTONE POLICE DEPARTMENT
BIAS MONTHLY REPORT TO
CITY ADMINISTRATOR AND COUNCIL**



BIAS MONTHLY REPORT

Reported by: Lieutenant Tim Gerkman

December 2021

Bias Crimes and Incidents. The definition of a Bias crime can be found in the Oregon Revised Statutes at:

166.155 (Bias Crime in the second degree)

166.165 (Bias Crime in the first degree)

No Bias Incidents this month



GLADSTONE POLICE DEPARTMENT CODE ENFORCEMENT MONTHLY REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT

Prepared by Sean Boyle

November & December 2021

2	ANIMAL COMPLAINTS
22	COMMUNITY CONTACTS - Public Contacts and Ordinance Inquires
1	CIVIL
8	DETAILS –
18	FOLLOW UPS
1	NOISE COMPLAINT
8	ORDINANCE VIOLATIONS
7	PARKING COMPLAINTS
6	PREMIS CHECKS
4	PROPERTY CALLS
3	GPD / GFD ASSISTS

80 TOTAL CALLS

I have been working with City Hall on wrapping up proposed code changes for Business Licenses and Home Occupation Permits.

NEW CASES

There were 4 particular cases of note to be mentioned due to the nature of the violations and complexity of the resolutions to be reached.

19900 Mcloughlin Blvd – This is the former US Bank location. Site has been remodeled to be used as a used car dealership. Renovations to include complete remodel of the previous building, floor plan expansion and removal of landscaping was completed without the proper permits and land use approval. We have been in contact with the property owner and are coordinating efforts with Clackamas County to bring the renovations into compliance.





GLADSTONE POLICE DEPARTMENT CODE ENFORCEMENT MONTHLY REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT Continued.....

420 Portland Avenue – This location added what appears to be a covered smoking and eating area. Do to the nature of the constructions it appears that building permits were required. Coordinating with Clackamas County to bring the property owner into compliance.



1015 Edgewater Road – It appears the property owner was excavating without required permits and may have been pushing debris into the Clackamas River. While the work was being completed the property owner struck a pressure release valve on a 32" water main belonging to the North Clackamas County Water Commission releasing untold gallons of drinking water. We are coordinating efforts with Clackamas County for enforcement as a majority of the violation occurred outside the city limits.

6500-BLK Caldwell Rd – Gladstone Public Works received a complaint regarding an illicit discharge on Scott Lane and the source was traced to an address on Caldwell Road which is being remodeled after fire damage. We have been in contact with the contractor to identify and eliminate the source of the discharge. The company is working with public works to implement a cleanup.





GLADSTONE POLICE DEPARTMENT DETECTIVES MONTHLY REPORT TO CHIEF AND COUNCIL



DETECTIVES MONTHLY REPORT

Prepared by Detective Gilliam

December 2021

New Cases Assigned: 0

Cases Cleared: 1

1. 21-023936 – Rape (case suspended due to victim recanting her allegation)

Current Caseload: 5

1. 21-013791 – Child Sexual Abuse Material
2. 21-005931 – Elderly Criminal Mistreatment
3. 21-021379 – Attempted Murder
4. 21-023424 – Unauthorized Use of a Vehicle
5. 21-023334 – Juvenile Sexual Abuse

Notes/Highlights (chronological order):

1. 1-hour EMT training webinar on cultural and racial equity in EMS: *Disparities in EMS Care* (01 Dec)
2. 14-hour live webinar titled *New Detective Training* taught by Dolan Consulting Group (13-14 Dec)
3. Clackamas County Child Abuse Multi-Disciplinary Team monthly meeting (16 Dec)
4. Drafted curriculum and training outlines for upcoming department in-service training courses (16 Dec)

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GLADSTONE POLICE DEPARTMENT DETECTIVES MONTHLY REPORT TO CHIEF AND COUNCIL



DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

December 2021

New Cases Assigned:

1. 21-026160 Sexual Abuse. Assigned 12/3/21
2. 21-027265 Encouraging Child Sexual Abuse. ODOJ Referral 12/15/21
3. 21-028043 Manufacture of Controlled Substance. OCPD assistance request on 12/25/21

Current Caseload:

1. 21-020227 Encouraging Child Sexual Abuse. ODOJ Referral 09/02/21
2. 21-021533 Sexual Abuse. Assigned 10/04/21
3. 21-021448 Sexual Abuse. Assigned 10/11/21
4. 21-023120 Rape and Strangulation. Assigned 10/27/21
5. 21-026160 Sexual Abuse. Assigned 12/3/21

Cases Cleared:

1. 20-024100 Elder Financial Abuse. Case forwarded to the Clackamas County District Attorney's Office for prosecution on 12/10/21.
2. 21-011179 Rape I. Case closed at victim's request due to lack of probable cause.
3. 21-028043 Manufacture of Controlled Substance. Assisted OCPD execute search warrants on 12/25/21
4. 21-027265 Encouraging Child Sexual Abuse. Case closed. Single CSAM file was not knowingly accessed or viewed, a key component of ORS 163.687

Sex Offender Registrations Completed: 0



GLADSTONE POLICE DEPARTMENT

K9 MONTHLY REPORT TO CHIEF AND COUNCIL



K9 MONTHLY REPORT

Prepared by: Officer Olson

December 2021

K9 Nanuk is a five year-old German Shepherd born in Slovakia. At seven weeks old K9 Nanuk was sold to a man in Germany who started training K9 Nanuk. In Germany in order to breed a dog they must achieve a sport title. In Germany the primary sport is schutzhund. schutzhund training is comprised of three separate parts, they are obedience, tracking, and protection work. You can accomplish three levels of titles from this training. K9 Nanuk was imprinted with the beginning knowledge in schutzhund training however he was sold at a young age and he had not achieved a title. Most working dogs are sold to kennels where police agencies purchase them with some sport dog training up to titled dogs in sport training. The training is then adapted to police work.

Officer	K9 Deployments GPD	K9 Deployments Other Agencies	K9 Training Hours
Olson	3	3	20

This month K9 Nanuk tracked and located two suspects in Gladstone. The first one was a domestic violence suspect that ran from the scene. K9 Nanuk tracked for the suspect and located him hiding in a garbage can. The second one K9 Nanuk tracked a suspect that ran from a stolen car and located him hiding in another car.

K9 Nanuk and I were able to do a demo for the first time since the beginning of 2020 introducing him to children at the 2021 Clackamas County Shop with a Cop event.





GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT

Prepared by Sgt. Okerman

December 2021

12/2

Officers responded to an in progress domestic violence call. When the first officer arrived he found the male half hitting the female half while in their vehicle. The officer ran over and pulled the female to safety. The male fled on foot. Officers set up containment and K9 Nanuk came to the scene. He tracked to where the suspect was hiding in a trash can. The suspect gave up when barked at by Nanuk and was taken into custody. The suspect was lodged at the jail and the female was given assistance for the night as she lives several hours away.

12/8

An erratic female walked into a business and caused a scene. When police arrived they were able to de-escalate the subject and learned she was suffering a mental health crisis and wanted to go to a hospital. An ambulance was called for the subject and they received the help they were looking for.

12/9

An officer tried to stop a suspicious person who ran from them on a previous night. The subject ran again this night but left behind a bicycle. The bicycle was collected and held at the police department for the subject so it would not get stolen.

12/15

Three vehicles were involved in a crash on McLoughlin Blvd in front of Walgreens. No injuries were reported.

12/16

A USPS driver witnessed a package theft from a porch. They tried to stop the suspect by blocking their vehicle but the suspect was able to flee. Officers checked the area but could not locate the vehicle.

Officers executed a search warrant on a room at the Holiday Inn. This was related to a previous arrest. Officers located and seized many items of evidence. Addition charges were developed and the investigation is ongoing.

12/21

Two catalytic converters were reported stolen. One from a vehicle while parked at Meldrum Bar Park and the other from a vehicle parked at the Honda dealership overnight.



GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT Continued.....

12/23

A burglary was reported to a garage at Rivergreens Apartments. It is unknown how the suspect made entry but items were stolen from the garage and the car parked inside the garage.

Drug activity was reported at a residence on W Arlington St. The anonymous caller reported hearing people at the residence talking about a stolen car. Officers responded to the residence and located a stolen car in the driveway of the residence. No one answered the door at the residence at that time. An investigation is ongoing.

A vehicle ran into an underground electrical box on River Ln. The suspect drove off before officers arrived. Officers investigated but could not locate the suspect. Wires were exposed in the box and arced when the box was moved. As a reminder, DO NOT touch down or exposed wires.

12/24

An officer received a call from a resident who wanted to bring a friend to the police department so they could turn themselves in on a warrant. The subject could not be arrested and taken to the jail due to county COVID protocol. The subject was issued a citation with a new court date.

12/25

MERRY CHRISTMAS!

12/30

A subject walked into Taco Bell and began taking photos of employees. When asked to leave by staff he refused to leave. When the officers first arrived the subject squared off and became confrontational. When additional officers arrived the subject decided to leave on his own.

12/31

A transient female was dancing around in and out of traffic on McLoughlin Blvd. Officers located her and convinced her to stay out of the road. Officers provided the subject a beanie as she did not have one and it was cold out.





GLADSTONE POLICE DEPARTMENT PATROL UNIT MONTHLY REPORT TO CHIEF AND COUNCIL



PATROL UNIT MONTHLY REPORT

Prepared by: Sergeant Leake

December 2021

12-03-21

Officers were dispatched to a cold burglary at KB Teriyaki on McLoughlin. The suspect entered through a broken window and stole three cash registers. Camera footage identified the suspect as a male who has been involved in several burglaries similar to this one in Gladstone and Oregon City.

12-09-21

Officers took a theft report of a catalytic converter from an address at W Fairfield St. This is a common theft that officers have been facing.

12-24-21

Officers were dispatched to a suspicious vehicle stopped in the middle of the road near a residence on Valley View DR. The driver was reported to be slumped in the front seat. Officers arrived and blocked the vehicle in from the front and rear. Officers walked up to attempt to wake up the driver and saw a handgun sitting on the center console next to his right hand. They also noticed there was a newly cut catalytic converter and burglar tools in the back of the rented U-Haul pickup. The male was taken into custody without further incident. The handgun was found to be a BB gun that looked realistic.

12-30-21

Officers made another traffic stop on a vehicle bearing no license plates or trip permit. The driver was driving with a suspended license. There was drug paraphernalia and suspected meth in baggies in plain sight. A criminal amount of narcotics and burglar tools were found in the vehicle. One subject had a warrant and was transported to jail. Officers found over 4 grams of meth, scales, baggies and security tags from stolen merchandise taken from stores. They also found magnets used as anti-theft devices to defeat the security tags.



GLADSTONE POLICE DEPARTMENT RECORDS UNIT MONTHLY REPORT TO CHIEF AND COUNCIL



RECORDS UNIT MONTHLY REPORT

Reported by: Executive Assistant Kristi Walls

December 2021

December was a busy month finishing up year-end reports and preparing for the new year.

We received some extra special help from K9 Nanuk.



You can view the 2020 annual report on our web page at
[Monthly Reports | Gladstone, Oregon](#)

We gave away 1 bicycle helmet this month. The police department has a free bicycle helmet program for anyone who needs one. Adults and/or children. Just stop by the Police Department Monday through Friday from 9:00am – 4:00pm.

Happy New Year!





GLADSTONE POLICE DEPARTMENT

SRO MONTHLY REPORT TO CHIEF AND COUNCIL



SCHOOL RESOURCE OFFICER MONTHLY REPORT

Prepared by: Officer Graves

December 2021

The School Resource Program (SRO) is a valuable partnership between the Gladstone School District and the Gladstone Police Department. The SRO investigates incidents which occur on the properties of all schools within Gladstone city limits (Kraxberger Middle School, John Wetten Elementary School, Gladstone High School), as well as the Administrative offices for the district.

The SRO concentrates on the schools and is an "on-site" officer at all schools in the Gladstone School District. This allows a regular patrol officer to focus on the rest of the city. Officer Graves is currently in this assignment. He deals with a wide range of issues, such as attendance, assaults, child abuse, thefts and gangs. He also conducts interventions, gives presentations to faculty and students, and meets with parents about issues.

	This Month	Year to Date
Student Interventions	0	1
Assist Faculty with Problem	2	11
Meeting/Assist Family/Parents/Guardians	1	3
Classroom Presentations	0	0
Welfare Check/Home Check	0	5
Gang Affiliation Contacts	0	0

December 4th Gladstone PD participated in the Annual Shop with a Cop through the Clackamas County Benevolent Fund. GPD took 12 student picked by school counselors and administration. We took the kids to a local restaurant for breakfast before a busy day of shopping. A generous Gladstone citizen paid the entire bill when it was time to leave. Then it was off to Fred Meyer for shopping. Fun was had by all!!

December 8th SRO Graves helped serve the traditional holiday meal at John Wetten Elementary. SRO Graves was in charge of deserts this year.

December 15th. SRO Graves was notified of a possible threat to GHS via TikTok. SRO Graves was able to quickly determine there was no threat to GHS and this was a national trend on TikTok that many school districts were dealing with.



GLADSTONE POLICE DEPARTMENT

SRO MONTHLY REPORT

TO CHIEF AND COUNCIL



SCHOOL RESOURCE OFFICER

MONTHLY REPORT Continued

December 16th a note was found in the bathroom of Lake Oswego High School indicating a possible student with a gun with threats of a shooting. SRO Graves and other SRO's from around the county went and assisted with the incident. It was later determined not to be a creditable threat.

School was out for the 2nd half of the month of December for winter break.





GLADSTONE POLICE DEPARTMENT TRAINING UNIT MONTHLY REPORT TO CHIEF AND COUNCIL



TRAINING UNIT MONTHLY REPORT

Prepared by: Sergeant Okerman

December 2021

The training unit strives to keep all Police Department members updated on legal and training issues. This is no small task considering that to maintain certification as a Police Officer in Oregon you must meet minimum requirements based on required annual or semi-annual training mandates. We also strive to send Officer's to training that may not be required, but relate to a particular Officer's field of expertise or for purposes of career development.

Officer	Training	Mandatory State/Federal	Hours
Fich	Investigations	No	24
Total			24

Detective Fich attended a three day Advanced Investigations training. He learned additional skills which will allow GPD to be better and faster at collecting evidence in major crimes. This will also allow GPD to be more self-sufficient.

Officer Crotchett continued his pre-academy training focusing in the areas of Criminal Law, Procedure Law, Traffic Law/enforcement, Patrol Procedures, and computer systems.

New officer Matthew Pavey started 12/27. He began new employee training and will continue with training next month.

Both new officers are expected to complete pre-academy training by the end of January so they can begin Field Training before going to the academy.



City of Gladstone Monthly Report December 2021

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR TOTALS
Customer Service Counter Contacts	1	0	0	0	0	1	1	1	1	0	0	1	5
Customer phone/email Contacts	52	74	56	37	63	57	55	71	58	41	81	56	701
Building Permits with Land Use Review	1	5	5	2	2	2	1	3	4	1	4	3	33
Pre-application Conferences	1	1	0	0	0	1	0	2	0	2	0	0	7
Administrative Decisions	1	1	1	0	0	0	1	0	0	1	2	0	7

PLANNING COMMISSION ACTIONS/DECISIONS

- December meeting canceled.

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- None

PRE-APPLICATION CONFERENCES

- NONE

ADMINISTRATIVE PERMITS

- NONE

BUILDING PERMITS WITH LAND USE REVIEW

NOVEMBER			
Date	Address	Building Permit #	Description
12/03/21	420 W ARLINGTON	B0611421	Home Renovation
12/15/21	430 W Arlington	B0575221	Sign
12/29/21	17917 OATFIELD	B0727821	Home Renovation

FUTURE ITEMS/PROPERTY UPDATES

Date	Topic
	None

GLADSTONE MUNICIPAL COURT FROM DECEMBER 2021

General Court Information from December 2021

- 55 traffic citations filed
- 85 violations disposed
- 0 misdemeanors filed
- 7 misdemeanors disposed
- 82 charges were placed on a payment plan
- 37 warrants were issued
- 15 payment reminders were mailed to defendants
- 0 driver's licenses were requested suspended
- 6 driver's licenses were released
- 47 cases were sent to collections
- 0 Jury trial was held
- \$30,290.00 in violation fees assessed
- \$17,573.05 in violation fees paid
- \$3,786.00 in misdemeanor fees assessed
- \$1,834.12 in misdemeanor fees paid
- \$420.79 collected with Department of Revenue
- \$9,790.41 collected with The Western Agency

	Traffic Issued 2019	Traffic Issued 2020	Traffic Issued 2021	Traffic Viol Disp 2019	Traffic Viol Disp 2020	Traffic Viol Disp 2021	Misd. Issued 2019	Misd. Issued 2020	Misd. Issued 2021	Misd. Disp. 2019	Misd. Disp. 2020	Misd. Disp. 2021	Parking 2019	Parking 2020	Parking 2021
Jan	122	66	96	174	63	197	19	14	6	17	10	14	4	4	3
Feb	151	74	49	133	52	117	17	8	5	9	3	8	2	1	2
Mar	78	41	157	95	40	87	17	3	6	17	0	10	5	6	3
Apr	66	15	107	71	2	137	20	6	6	6	0	6	6	1	8
May	58	96	92	37	6	173	19	9	5	13	0	6	2	1	9
Jun	64	56	177	35	99	93	18	12	5	2	6	7	1	1	49
Jul	103	31	146	76	79	254	16	17	21	10	12	4	7	42	45
Aug	63	45	101	52	79	199	19	4	7	13	16	10	8	15	19
Sep	69	40	127	60	75	144	11	4	7	16	7	7	3	4	12
Oct	101	87	55	44	70	199	11	18	2	15	4	10	9	4	4
Nov	50	75	70	72	42	87	17	8	8	13	5	3	7	2	8
Dec	44	138	55	23	116	85	1	4	0	8	6	7	5	3	1
Total	969	764	1232	872	723	1772	185	107	78	139	69	92	59	84	163

GLADSTONE MUNICIPAL COURT FROM DECEMBER 2021

TRAFFIC FINE & FEES ASSESSED AND PAID BY YEAR

	Traffic Fees Assessed 2019	Traffic Fees Assessed 2020	Traffic Fees Assessed 2021	Traffic Fees Paid 2019	Traffic Fees Paid 2020	Traffic Fees Paid 2021
Jan	62,173.00	15,262.31	51,046.00	28,973.67	12,033.23	16,230.42
Feb	33,666.05	12,164.00	31,940.00	24,608.32	13,100.56	32,689.75
Mar	22,064.00	10,352.00	22,844.00	20,162.83	13,679.23	16,401.78
Apr	16,306.00	140.00	39,964.84	30,546.05	31,774.84	40,979.85
May	32,791.91	1,215.00	50,745.00	19,997.76	14,868.25	22,791.29
Jun	18,497.75	26,875.00	28,460.00	18,540.84	22,791.29	23,934.76
July	18,739.12	22,818.60	22,818.60	19,663.75	27,548.18	43,103.86
Aug	10,945.79	15,771.00	53,950.00	14,700.39	19,930.32	26,648.20
Sept	14,670.00	18,286.00	44,225.00	14,280.38	22,475.85	25,539.13
Oct	13,528.00	16,418.00	47,026.00	19,153.57	15,460.94	28,491.79
Nov	23,328.00	11,270.00	26,505.00	13,156.70	26,560.94	21,086.93
Dec	5,495.00	27,703.00	30,290.00	23,002.35	34,966.66	17,573.05
Total	\$272,204.62	\$178,274.91	\$449,814.44	\$246,786.61	\$255,190.29	\$315,470.81

MISDEAMNOR FINE & FEES ASSESSED AND PAID BY YEAR

	Misdemeanor Fees Assessed 2019	Misdemeanor Fees Assessed 2020	Misdemeanor Fees Assessed 2021	Misdemeanor Fees Paid 2019	Misdemeanor Fees Paid 2020	Misdemeanor Fees Paid 2021
Jan	16,748.50	8,068.00	13,698.48	10,315.17	9,339.58	7,346.08
Feb	10,875.25	1,752.43	5,511.00	9,955.57	4,835.81	5,267.95
Mar	28,158.17	0.00	4,308.00	9,856.19	4,128.28	10,012.54
Apr	7,019.95	0.00	4,128.28	8,667.79	8,813.88	14,939.91
May	6,620.32	0.00	4,737.00	7,002.92	8,813.88	5,646.16
Jun	5,178.05	1,992.00	9,960.01	12,325.76	12,771.61	5,179.63
July	11,949.16	12,876.95	4,381.00	6,553.99	5,587.53	6,741.67
Aug	8,637.73	9,304.00	14,716.00	5,527.01	5,567.12	10,463.60
Sept	11,491.97	3,123.09	30,584.00	10,621.29	8,472.56	6,507.01
Oct	9,066.34	2,223.80	5,546.00	7,588.17	6,807.68	9,914.75
Nov	9,739.00	3,536.00	5,463.00	7,506.15	4,474.00	5,557.93
Dec	5,908.47	2,919.00	3,786.00	4,987.86	8,249.10	1,834.12
Total	\$131,392.91	\$45,795.27	\$106,818.77	\$100,907.87	\$70,233.27	\$89,411.35

Monthly Report Date: January 4th, 2021

To: City Administrator, Jacque Betz

From: Community Services Manager, Tiffany Kirkpatrick, MA

This month, the center started serving hot meals in the dining room. We also have been able to provide hot meals to our homebound participants in the community. This month we also received and delivered beautiful hand sewn Holiday stockings filled with personal care and other goodies and gift card to our homebound community seniors. These gifts were delivered by the Sew + So group as well as Jal Duncan, co-President of the Gladstone Senior Foundation, who attached gift cards donated by the Foundation, to all the stockings. Jal and Bonnie Duncan drove around Gladstone to deliver gifts to our seniors.

This was a highlight for our homebound seniors in December. The Gladstone Senior Foundation also gifted the center a catered holiday party on the 23rd, as well as live entertainment. We had over 60 seniors in attendance, as well has over 15 volunteers from the community, city council, and foundation. We have much to be grateful for here, and we could never thank the community enough for supporting our population of seniors. All program updates, goals and data collection **could not have been met without a team (both volunteer/staff) and community response and approach.**

Current Staffing: 1. Manager 2. Office/Program Assistant II. 3. Nutrition Assistant
4. Bus driver (*currently on sick leave*) 5. On-call bus driver

Food Program/Home Deliveries and Volunteers)

1. We **delivered 712 meals** in December to seniors in the community. Of those participants receiving home meals (**30 HBM**), **27 participants received a hearty weekly food boxes** prepared by Michelle Prusso, our Nutrition Coordinator. We served 273 hot meals at the center in the dining room. Over the month, **100 food boxes** were sourced, prepped and delivered to the community of Gladstone, primarily by the Nutrition Coordinator and volunteers.
2. The center continues to have a highly attentive volunteer staff who delivered a total of to our homebound/or food insecure participants. We currently have **30 regular volunteers**. We reported **201.75 volunteer hours over the month and 7 new volunteers and 8 volunteer applications pending**, for the center.

Services

- 1) The center captured **231 Info and Assistance calls** coming in about a number of inquiries regarding program/service needs, transportation, follow-up etc.
- 2) The center handled **75 reassurance calls** out into the community to assist participants, gather resource info to assist, follow-up with other organizations/businesses that provide services. As well as **5 case management** calls to direct plan, support and assist our senior participants navigate the system.

Emergency Resource Center

We had our first inclement weather week of becoming a center for community resource. The team worked on messages to the public on a daily basis during the ice/snow week, via social media, all city wide emails, and city website. We had 2x daily meetings to assess city, department needs/concerns and general communication. The center maintained our services to anyone who came in for hot meals as well as driving meals to the homebound without incident.

Other stats:

Total number of participants/guests into the center in December 2021. - 474

NO Covid-19 cases

Areas of Focus initiated/activated by Community Services Manager:

- ✓ Build/foster new relationships with Oregon Chapter of the Alzheimer's Association to provide a series of educational classes to Gladstone Community.
- ✓ Work with AARP to provide Tax assist for elders- scheduled for Feb-April via drop-off at the center
- ✓ Work on an agreement to **renew winter classes** at the center through the Community School partnership.
- ✓ Continuing to work with Chief John and Chief Rick, and Darrin for mapping a plan for Emergency Resource Center needs (training/education/supplies/ communications plan)
- ✓ Weekly check-ins with staff to assess weekly tasks (highlights and intentions)
- ✓ Work to maintain the Tram driver position, but at the FTE we need during the rest of this fiscal year (June 30th).
- ✓ Work with the Nutrition Coordinator position on maintaining the FOOD BOX program and coordinating the volunteers, by increasing FTE to 40hrs/week (till June 30th, 2022) and increasing volunteer usage to assist with the Food Box program. We will continue to work on getting community support to take over the program or commit to assisting.

Holiday event- SEE ATTACHED PICS

Staff and volunteers hand plated and served catered meals (Buster BBQ) in the dining during the Holiday party. A raffle of gift baskets and gift card was called out by our Foundation President and handed out the Chief John and Chief Rick to those participants with numbers in the dining during the meal service.

Dining Services started by Dec. 1st, Wednesday, and will continue on Tuesday, Wednesday and Thursday each week, between 11:45am-12:45pm. The suggested donation is \$3.

Holiday party was a smashing success!





PUBLIC HEARING

City of Gladstone Staff Report

Report Date: January 4, 2022
Meeting Date: January 11, 2022
To: City Administrator, Jacque Betz
From: Joy Fields

AGENDA ITEM

Appeal to approval conditions for Conditional Use Application Z0483-21-C.

History/Background

The applicant met with planning staff Joy Fields, and engineering staff Pat Sisul in September of 2020 for a pre-application conference (Z0078-20). The applicant then submitted a land use application for a Conditional Use on October 20, 2021. Staff reviewed the application and determined that it was a complete application on October 26th. A staff report was crafted with findings about how the application met, or could be conditioned to meet, the zoning requirements and criteria identified in the Gladstone Municipal Code (GMC). Planning Commission considered staff's findings and recommendations and heard public testimony including concerns expressed in the public hearing. Planning Commission slightly modified the recommendations staff made related to the special conditions of approval to address the concerns over traffic and included those items related to Chapter 17.70 of the GMC.

The use of land for a daycare and preschool is a conditional use for property that is zoned R7.2 and has the potential to impact the neighborhood's traffic, noise, and infrastructure significantly more than the use as a single family home. Therefore, the Gladstone Municipal Code provides the Planning Commission with the authority to grant or deny an application with special conditions. These conditions may include, but are not limited to, the following:

- (a) Limiting the hours, days, place and manner of operation;
- (b) Requiring design features that minimize environmental impacts such as noise, vibration, smoke, dust, fumes and glare;
- (c) Requiring increased setbacks, lot area, lot depth and lot width;
- (d) Limiting building height, size, lot coverage and location on the site;
- (e) Designating the size, number, location and design of vehicle access points;
- (f) Requiring street right-of-way to be dedicated and streets to be improved;
- (g) Requiring landscaping, screening, drainage and surfacing of parking and loading areas;
- (h) Limiting the number, size, location, height and lighting of signs;
- (i) Regulating the location and intensity of outdoor lighting;
- (j) Requiring a sight-obscuring fence or hedge to screen the conditional use from adjacent to or nearby property;
- (k) Construction of off-site transportation improvements to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and
- (l) Upgrade or construct public facilities to city standards.

The special conditions of approval for the application Z0483-21-C to change the use of the property at 6460 Glen Echo Ave included:

1. **Landscaping** - To ensure sufficient landscaping and screening from neighboring residential properties 17.70.010 (2) (g)
2. **Signage** - To meet the provisions of Subsection 17.52
3. **Lighting** - To provide adequate street lighting per 17.70.010 (2)(i)

4. **ADA Access** - To comply with the provisions of the Americans with Disabilities Act (ADA) per GMC 17.70.010 (2) (l),
5. **Sidewalks**. To partially implement the goal of the 2017 Transportation System Plan and meet the provisions of 17.70.010(2)(f)
6. **Water** - To ensure the system was in good repair and adequate per 17.70.010(2) (l)
7. **Sanitary Sewer** - To ensure the system was in good repair and adequate 17.70.010(2)(l)
8. **Easements** - To ensure water, sewer, and stormwater infrastructure were within an easement for City access per 17.70.010 (2) (l).
9. **Construction Plans and Pre-construction Conference** - To ensure compliance with 17.42.030
10. **Outdoor Play Area** - To meet the size requirements per 17.62.030
11. **Licenses** - As required per 17.62.050(2).
12. **Parking lot and Traffic Management** - To comply with the requirements in 17.48.040(2) and address the public's concerns about traffic.

Sidewalks are considered street improvements, and easements for City access to stormwater infrastructure are essential for the maintenance of the public facilities. Therefore, these were two of the special conditions of approval recommended by staff and required by the Gladstone Planning Commission in the approval of Z0483-21-C. The applicant objected to the special conditions of approval and has appealed the decision of approval.

Proposal

The approval of Z0483-21-C included the requirement that the applicant provide sidewalks along Glen Echo to match the existing sidewalks adjacent to the subject property to the southwest.

The applicant appealed this condition of approval because:

1. "Unreasonable cost: Engineering, permitting, preparation and installation for 170 feet of public sidewalk as well as ancillary improvements to the curb roadway and gutter could very well cost \$90,000 to \$100,000 according to the civil engineer we consulted.
2. Very few of the users of our service would be coming on foot. Therefore they would not be using the sidewalk and our conditional use request would not increase the foot traffic on the street.
3. The section of the city code dealing with conditional use, states that "conditions that are found necessary to protect the best interests of the surrounding area" can be added to the Conditional Use approval. Since, in this case, there are no other sidewalks on either side of Glen Echo St., except on one small section on either side of Tyrone Way, we do not feel that adding a side walk in this one section will add much of any value to the community."

The approval of Z0483-21-C also included the special condition of approval to provide the City of Gladstone with 15 feet of storm drainage easement along the rear of the parking lot in conformance with Subsection 2.0024 of the City of Gladstone Public Works Design Standards.

The applicant appealed this condition of approval because they found it to be vague.

In land use decisions, staff often include notes about other items the applicant should be aware of, but that are not requirements of the zoning regulations in chapter 17 of the Gladstone Municipal Code. System Development Charges (SDC fees) from the Public Works Department are one of those items that applicants should be aware of since they may impact the feasibility of a development. The applicant does not believe SDC fees are warranted for the provision of daycare and preschool services. This item cannot be appealed through this land use hearing because it is not a condition of approval for Z0483-21-C and was included solely as an advisory note.

Options

Option 1: Be consistent with the Planning Commission's decision and continue to require sidewalk at 6460 Glen Echo Ave along the northern edge of the property abutting Glen Echo Ave and continue to require a 15 foot storm drain easement, at the location identified by the City Public Works Department.



Option 2 – Deviate from the Planning Commission’s approval and allow the property at 6460 Glen Echo Ave to be used for a daycare and preschool to serve a total of 50 children without installing a sidewalk

along Glen Echo Ave, but require them to provide the 15 foot storm drainage easement in coordination with the Public Works Department.

Option 3 – Deviate from the Planning Commission’s approval and allow the property at 6460 Glen Echo Ave to be used for a daycare and preschool to serve a total of 50 children without installing a sidewalk along Glen Echo Ave, and without providing the 15 foot storm drainage easement to the City of Gladstone.

Cost Impact

There is no direct cost to the City for either granting the appeal or denying the appeal of the special conditions of approval.

Recommended Staff Action

Staff recommends that City Council maintain the approval of allowing a daycare and preschool at Hillside Christian Church with the special conditions of installing the sidewalk along 6460 Glen Echo Ave and the granting of a 15 foot storm drainage easement to the City. The reason staff recommends requiring the sidewalk includes:

- Sidewalks support the proposed daycare and preschool land use in addition to improving access to the existing High School and benefiting general residents by adding about 140 feet of sidewalk to the inventory of sidewalks in Gladstone.
- The 2017 Transportation System Plan identifies Glen Echo Ave as a location for sidewalks and the installation of sidewalks along the property at 6460 Glen Echo Ave will be one step towards implementing the TSP.
- During TriMet’s presentation to the Planning Commission in 2019, they indicated that their current policy is only to install new bus stops if the stop is served by sidewalks on both sides of the road. If Gladstone wishes to have transit service provided by TriMet along Glen Echo Ave, staff understand that sidewalks will be essential and even though this will result in only about 140 feet of sidewalk, the development of any sidewalks inside Gladstone City Limits increase pedestrian access to alternative transportation opportunities.

While the language in the approval of Z0483-21 may be vague on the exact location of where the easement should be located, the City staff can help guide the applicant in finding where the existing storm drainage infrastructure is located and identifying where the easement will need to be located to maintain the existing system.

Department Head

Signature



Date 01/04/2022

City Administrator

Signature

Date



Gladstone planning services are provided by Clackamas County. Submit all land use applications and correspondence to: Clackamas County Planning Division, 150 Beavercreek Road, Oregon City, OR 97045
Phone: 503-742-4510 E-Mail: jfields@clackamas.us

APPEAL REQUEST

NOTE: Appeal must be accompanied by a fee of \$250. Additional information may be attached in support of the appeal.

<i>For staff use only:</i>	
Date Received: _____	By: _____
Fee: \$ _____ File No. _____	Appeal Hearing Date _____

Name of Appellant: _____
Last *First*

Mailing Address: _____ Phone: _____
City State Zip

File Number of the Application being Appealed: _____ Date of the Decision being Appealed: _____

Site Address or Legal Description of the Property that is the Subject of the Appeal: _____

If this is an appeal of a Planning Commission decision, indicate how you appeared before the Planning Commission:

_____ Oral Testimony _____ Written Testimony

Describe the decision or condition of approval being appealed:_____

Identify the reasons for the appeal: _____

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge and belief.

Russell Sanford
Appellant's signature

Date _____

and Dave Morris

Appellant's name (print)

Our thanks to the Planning Commission for their approval of our Conditional Use Change application. Given the need for quality child care in the Gladstone area (and many other areas as well) we are sure that the leadership of Gladstone does not want to put any undue burdens on Hillside Christian Church, which is a small non-profit who desires to serve the community and the families therein. We are investing thousands of dollars to improve the current facility to make it I-4 occupancy compatible and installing a quality play area that will be open to the entire community.

We, therefore, respectfully ask that our request for review would be thoughtfully considered and approved.

Condition: Sidewalks | stated as: "(. . . conditional use may be granted subject to additional conditions . . .) Sidewalks along Glen Echo Avenue shall be installed and conform to current City and/or ADA standards."

Reason for Appeal:

1. Unreasonable cost: Engineering, permitting, preparation and installation for 170 feet of public sidewalk as well as ancillary improvements to the curb roadway and gutter could very well cost \$90,000 to \$100,000 according to the the civil engineer we consulted.
2. Very few of the users of our service would be coming on foot. Therefore they would not be using the sidewalk and our conditional use request would not increase the foot traffic on the street.
3. The section of the city code dealing with conditional use, states that "conditions that are found necessary to protect the best interests of the surrounding area" can be added to the Conditional Use approval. Since, in this case, there are no other sidewalks on either side of Glen Echo St., except on one small section on either side of Tyrone Way, we do not feel that adding a side walk in this one section will add much of any value to the community.

Condition: Easements | stated as: "The project shall grant the following easements as applicable per 17.70.010(2)(l):

An additional 15 feet of storm drainage easement shall be granted to the City of Gladstone along the rear of the parking lot in conformance with Subsection 2.0024 of the City of Gladstone Public Works Design Standards;"

Reason for Appeal:

We are not asking, at this time, that this requirement be rescinded, our concern is with the vagueness of the request. Without a map or detailed explanation, we do not know where, exactly, this additional easement starts or ends or how it will effect the future use of this part of the subject property. We are asking for further clarity so that we can decide if an easement makes sense with our future plans.

System Development Charges | stated as: "SDC's may be required due to the change of use of the property. . ."

Note: The applicant wanted to make two facts clear about the addition of a day care center and preschool to the uses of this facility.

1. The day care center and preschool will not be the primary use of the facility. It will only utilize 1/4 - 1/3 of the building. Therefore the primary use, as a place of worship and center for service, will not change.
2. Instruction, education, and care of individuals from birth to death is an important part of the mission of Hillside Christian. Therefore, even though we needed, by city code, to request this additional conditional use, we continue to maintain that the functions of a pre-school and daycare are part of our core mission so the underlying use of this building will not change--fulfilling the mission and purpose of the non-profit known as Hillside Christian Fellowship.
3. Since there is not change, we do not believe an SDC is warranted but if one is levied, we would suggest that it would be calculated based on the percentage of the building being utilized by this function, not the whole.

Final Note: It is important to remember that we wish to serve the under served and needy families in our community. We plan to apply to provide state subsidized care. However, the more costs there are in preparing our facility, the more we will be forced to charge the families we serve. It has been observed that one of the reasons that child care costs are prohibitive to many families is because of the cost of government regulations on the industry. We request that you help us keep our start up costs lower so that we can serve these families more effectively.



Agenda Item No. 3

PC Meeting Date: 11/16/21

DECISION: CONDITIONAL USE

Application No.: Z0483-21-C;
Applicant: Dave Morris, Hillside Christian Fellowship
Project Location: 6460 GLEN ECHO AVE; Tax Lot 22E17CC04000
Project Description: Modify the use of the existing 12,017 square foot building to provide a day care and a preschool. Proposal includes site development including outdoor play area and screening.

SUMMARY OF DECISION

The Planning Commission APPROVED of the Conditional Use application Z0483-21-C with the following findings and special conditions in support of approval: (1) Landscaping; (2) Signage; (3) Lighting; (4) ADA Access; (5) Sidewalks; (6) Water; (7) Sanitary Sewer; (8) Easements; (9) Construction Plans and Pre-construction Conference; and (10) Outdoor play area (11) Licenses; (12) Parking Lot.

The subject property, is comprised of one tax lot (22E17CC04000), that is approximately 2 acres in size and is served by City water, storm sewer and sewer. The property has historically been used as a church. The proposal is to continue the church use and add a day care center and preschool for a total of 50 students with up to 6 staff.

The property at one time was a total of 4.5 acres in size and was used as a church and school. The school was approved for an expansion in 2007, with additional classrooms to serve 300 students (Z0116-07-D, C). The previous school playground was on the part of the property that was involved in a property line adjustment in 2016 (Z0459-16) and then subdivided into 10 residential lots (Glen Echo Estates – Z0461-16). Therefore, the outdoor playground used by the previous school is no longer available for current, or future uses.

The proposed project would involve the use of the site on weekdays for indoor classrooms and outdoor play areas associated with a day care center and preschool to serve a total of 50 students

with 6 staff. The proposed use is different from the previously approved conditional use because the project site is smaller and the proposed student body is significantly less.

As proposed and conditioned, planning staff find the application consistent with all applicable standards from Title 17 of the Gladstone Municipal Code (GMC) and are recommending the Planning Commission approve this Conditional Use application. The standard of review for the proposed project is the City of Gladstone's Municipal Code Zoning and Development Title 17.

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APPENDIX: SUBSTANSIVE FILE DOCUMENTS

A. Application Materials (Narrative, Site Plan)

B. Comments Received (Fire)

I. REQUEST FOR COMMENTS

Sent to: Property owners within two hundred fifty (250) feet of the subject property, City of Gladstone, Public Works, Gladstone Fire, Gladstone PD, Engineering, and Gladstone Disposal.

Responses Received: Comments were received directly from Gladstone Public Works that addressed both public works concerns and engineering concerns. Comments were also received from Clackamas Fire District on behalf of Gladstone fire. No additional comments were received from the Gladstone Police Department.

II. STANDARD CONDITIONS

1. **Expiration.** This approval shall remain valid for one year following the date of approval per 17.70.040. If the approved use has not commenced by that date, this approval shall expire unless a time extension is granted pursuant to chapter 17.66.015(4) of the Gladstone Municipal Code.
2. **Interpretation.** Any questions of intent or interpretation of any condition will be resolved by the Planning Director for the City of Gladstone,
3. **Assignment.** The permit may be assigned to any qualified person, provided assignee files with the City Planning Department an affidavit accepting all terms and conditions of the permit.
4. **Terms and Conditions Run with the Land.** These terms and conditions shall be perpetual, and it is the intention of the Commission and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.
5. **Building Permits.** The applicant shall obtain required building permits from Clackamas County for any work requiring permits including but not limited to grading permits. The applicant shall comply with requirements of the permits.

III. RECOMMENDED SPECIAL CONDITIONS OF APPROVAL

1. **Landscaping.** A site obscuring row of landscaping shall be planted along the northeastern property boundary to screen the adjacent residential properties from headlights and noise caused by the day care center and preschool traffic. A final landscaping plan shall be submitted to Planning staff for approval and the addition to the file prior to planting.
2. **Signage.** All signs shall meet the provisions of Subsection 17.52 of the GMC. Sign designs were not included with the submittal package. Therefore, a sign permit shall be filed separately for the replacement of the existing sign if needed.
3. **Lighting.** The project shall provide adequate street lighting per 17.70.010 (2)(i) as determined by the Public Works Director. The project shall submit a photometric analysis and lighting plan to

City of Gladstone Public Works that conforms to Illuminating Engineering Society (IES) standards, except as modified by the City. Any required streetlights shall be acquired through Portland General Electric and energized under PGE Option A.

4. **ADA Access.** This approval is subject to the development complying with the provisions of the Americans with Disabilities Act (ADA) per GMC 17.70.010 (2) (1), including provisions for curb ramps, circulation within the site, and appropriate grades to the public entrances of the building.
5. **Sidewalks.** Sidewalks along Glen Echo Avenue shall be installed and conform to current City and/or ADA standards, new ADA compliant sidewalks and driveways shall be constructed to address the following:
 - Match the width of the existing improvements;
 - If the public sidewalk must swing around an obstruction, such as a turning lane, water meter, or street tree, adequate right-of-way shall be dedicated for the sidewalk to remain within the public right-of-way. Right-of-way dedication shall be prepared using an approved City of Gladstone right-of-way dedication deed form.
6. **Water.** The proposed development shall meet all water system requirements pursuant to the requirements of the Gladstone Public Works Design Standards and the Oregon Health Authority. Water meter sizing calculations are required to verify adequate water meter size per 17.70.010(2)(1). These calculations are typically based on a fixture count. These calculations shall be submitted to the City at the time of plan review.
7. **Sanitary Sewer.** The proposed development shall meet all sanitary sewer requirements pursuant to Clackamas County Water Environment Services (WES) and the requirements of the Gladstone Public Works Design Standards. The existing sanitary sewer main and building lateral integrity need to be verified by television inspection submitted to the Public Works Department. The existing sewer main and building lateral will have to be brought up to current standards of the City of Gladstone, if determined to be necessary by City of Gladstone Public Works per 17.70.010(2)(1).
8. **Easements.** The project shall grant the following easements as applicable per 17.70.010(2)(1):
 - An additional 15 feet of storm drainage easement shall be granted to the City of Gladstone along the rear of the parking lot in conformance with Subsection 2.0024 of the City of Gladstone Public Works Design Standards;
 - An additional 8 feet of Public Utility Easement shall be granted to the City of Gladstone along Glen Echo Ave.
 - Adjustment of the water meter will be needed to fit the new curb & sidewalk. Granting additional public waterline easements to the City around these structures shall be completed if the adjusted location needs additional right-of-way for the water meter to be completely contained in a public right-of-way in accordance with Subsection 2.0024, Easements, of the Gladstone Public Works Design Standards.

Easements shall be prepared using an approved City of Gladstone easement form and a copy of the recorded easement shall be provided to City of Gladstone Public Works prior to the pre-construction meeting.

9. **Construction Plans and Pre-construction Conference.** Plans detailing the installation of public and private utilities, site grading, and other public and private site improvements shall be submitted to the City of Gladstone Public Works Department for review and approval per Section 17.42.030. The design, location, and planned installation of all roadways, natural gas, power, street lighting, telephone, cable television, storm water, water, and sanitary sewer provisions are subject to approval by the appropriate agency/utility service provider. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon. Once grading/construction plans are ready to be approved by the City of Gladstone, a Pre-Construction Conference with final sign-off on the Construction Plans is required.
10. **Outdoor Play Area.** To provide 3,000 square feet of outdoor play area for the 30 preschool students required per 17.62.030 the amount of play area will have to be increased. Final plans for the outdoor play area shall be provided to the Planning staff for inclusion in file Z0483-21.
11. **Licenses.** All applicable licenses required by the appropriate agencies for the use described in the application shall be maintained per 17.62.050(2).
12. **Parking lot and Traffic Management.** The markings on the pavement have to be updated to ensure the traffic enters on the SW and circles the building to leave by the NW exit. The lane markings shall comply with the requirements in 17.48.040(2). The applicant shall also submit a traffic management plan to reduce overflow onto Glen Echo Avenue during peak traffic periods, including High School release times. The plan shall be provided to the Planning staff for inclusion in file Z0483-21.

IV. NOTES:

1. **Erosion Control.** A sediment and Erosion Control Permit may be required from WES prior to commencing site work if there is more than 800 square feet of soil disturbance.
2. **System Development Charges (SDC's).** SDC's may be required due to the change of use of the property. The project shall provide all relevant information needed to calculate the SDC's to the Public Works Director. SDC calculation methodology is located on the Public Works page of the City of Gladstone website.
3. **Building Permits.** Clackamas County Building Department will provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical Permits for this project.
4. **Right of Way Permits.** Prior to initiating work within the right of way, the applicant will need a permit from the Gladstone Public Works Department.

V. FINDINGS

The City of Gladstone Planning finds:

A. PROJECT LOCATION AND PROPOSED DEVELOPMENT

The subject property is comprised of tax lot 22E17CC04000, that is approximately 2 acres in size located at 6460 Glen Echo Ave. The site is approximately 1,000 feet northeast of Portland Ave and approximately 100 feet northeast of the intersection of Tryon Way and Glen Echo Ave. The subject property is zoned R-7.2 - Single-Family Residential District (R7.2). The proposed project would involve changing the use of the existing 12,017 square foot building to provide space for classrooms and indoor recreational space. Day care centers and nursery schools are subject to the Conditional Use procedures in the R-7.2 Zoning District.

B. R-7.2—SINGLE-FAMILY RESIDENTIAL DISTRICT PER CHAPTER 17.10

17.10.040 Conditional uses allowed.

In an R-7.2 zoning district, the following uses and their accessory uses are allowed subject to GMC Chapter 17.70 (Conditional Uses):

- (1) Multi-family dwelling, three- to eight-unit complexes on a collector or minor arterial.*
- (2) Church and associated buildings and structures.*
- (3) Fire station or similar public use necessary to provide service or preserve public safety in the area.*
- (4) Community center, day care center.*
- (5) Nursing homes and homes for the aged.*
- (6) School and associated buildings, structures and facilities.*
- (7) Utility facility; provided, that no outside storage is involved.*
- (8) Group homes.*
- (9) Planned unit development (PUD).*

Finding: The uses proposed in Z0483-21 are conditional uses allowed in the R7.2 Zone with land use review. This criterion is met.

C. CONDITIONAL USE FINDINGS PER CHAPTER 17.70

17.70.010 Authorization to grant or Deny.

(1) Approval Criteria. A conditional use may be approved, pursuant to GMC Division VII (administrative procedures), if the applicant demonstrates that the proposed use:

- (a) Is listed as a conditional use in the underlying zoning district or is authorized pursuant to GMC Chapter 17.74 (authorization of similar uses);*
- (b) Is suitable for the proposed site, considering size, shape, location, topography, existence of improvements and natural features;*
- (c) Is timely, considering the adequacy of transportation systems, public facilities and services existing or planned for the area affected by the use;*

Finding: The proposed use of a church, day care center, and preschool (nursing school) are identified as a conditional uses in the underlying zoning district. The site has been used as a church for over 50 years and at other times has had schools and other church associated uses. The site is relatively flat with a large parking lot behind the church building. There is screening from adjacent residential neighborhoods provided on the east and west sides from fencing and on the south by dense woods located at the rear of the property. There is flat open grassy area near the front of the property on the southwest side of the building that is large enough to provide the needed outdoor play area for the day care center with additional space for the preschool play area. Additional space for outdoor play is also available at the rear of the property.

The applicant provides that the proposal is timely because reports in the press and anecdotal evidence indicate there are fewer day care centers and preschools open for business, especially with the St Stephen's pre-school on Gloucester St Closing on June 5, 2021. The proposal is also timely because it has existing connection to public services and will update connections to those services as needed to ensure adequate public facilities as required by the conditions of approval.

The applicant provided a traffic generation letter as part of the application. The applicant anticipates a total of 205 trips from the combined service of the day care center and preschool. With the staggered start times, the applicant anticipates 41 vehicle trips between 7:30 and 8:30 am for the day care center and 62 trips between 8:30 am and 9:30 am for the preschool with a similar trip generation in the afternoon during staggered pick-up times. The trip generation has not been verified by a traffic engineer. These criterion can be met as conditioned.

d) *The location, size, and functional characteristics of the proposal are such that it can be made reasonably compatible with and have a minimal impact on livability and appropriate development of properties in the area and neighborhoods surrounding the subject site.*

Finding: The site has been used as a church and associated uses for about 50 years. The associated uses at one time included a school approved to serve 300 student. This structure has been part of the neighborhood for many years and there are no plans to increase the footprint or height of the existing building. The existing landscape will be maintained, and/or modified for additional screening purposes. Therefore, the visibility of the site shall be similar to what it has been historically. The proposal includes installing a playground, which the applicant proposes will be an asset to the community. With all of the factors above, staff find that the proposed use will compatible with the surrounding neighborhood and will have minimal impact on the livability of the community. These criterion are met as conditioned.

e) *Satisfies the policies of the comprehensive plan that apply to the proposed use.*

Excerpts from Gladstone Comprehensive Plan

Land Use Planning

Residential Uses:

2. Allow churches, schools and similar facilities in residential areas only when and where compatible with surrounding uses.

Low Density Residential:

Appropriate uses include, but are not limited to, single family and two-family dwellings, churches, schools, day-care centers, community centers, nursing homes, home occupations, and similar uses.

Low density residential districts should be served by local streets. Non-residential uses should be located on collectors or minor arterials to minimize noise and traffic impact. Day care centers and community centers should be located at or near the intersection of minor arterials and collectors.

Pedestrian paths and trails, open spaces, view points, utility easements, and retention of trees should be encouraged.

Finding: Allowing a day care center, preschool and church on the subject property is consistent with the land use planning goals for low density residential areas. Glen Echo Avenue is classified as a Collector in the 2017 Transportation System Plan. The subject property is within 1,400 feet of the intersection of a collector (Glen Echo Ave) and an arterial (Oatfield Rd), therefore, the comprehensive plan goal of locating day care centers in low density residential districts at, or near the intersection of minor arterials and collectors is met. The retention of the trees at the rear of the property along with the granting of easements for utilities and the development of sidewalks, are in line with the goal identified above. As conditioned, this criterion is met.

17.70.010 Authorization to grant or deny.

2) Conditions of Approval. In addition to the specific requirements of this title, including those set forth in GMC Chapter 17.62 (special uses), and the comprehensive plan, approval of a conditional use may be granted subject to additional conditions that are found necessary to protect the best interests of the surrounding area or the city as a whole. These conditions may include, but are not limited to, the following:

- (a) Limiting the hours, days, place and manner of operation;*
- (b) Requiring design features that minimize environmental impacts such as noise, vibration, smoke, dust, fumes and glare;*
- (c) Requiring increased setbacks, lot area, lot depth and lot width;*
- (d) Limiting building height, size, lot coverage and location on the site;*
- (e) Designating the size, number, location and design of vehicle access points;*
- (f) Requiring street right-of-way to be dedicated and streets to be improved;*
- (g) Requiring landscaping, screening, drainage and surfacing of parking and loading areas;*
- (h) Limiting the number, size, location, height and lighting of signs;*
- (i) Regulating the location and intensity of outdoor lighting;*
- (j) Requiring a sight-obscuring fence or hedge to screen the conditional use from adjacent to or nearby property;*
- (k) Construction of off-site transportation improvements to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and*
- (l) Upgrade or construct public facilities to city standards.*

Finding: As proposed and conditioned, changing the use of the existing church building to include a day care center and preschool to serve a total of 50 children, meet the comprehensive plan and public service requires. The special use requirements are discussed below. The special conditions of approval proposed by staff include options to meet the above example conditions: These criterion are met as conditioned.

D. SPECIAL USE FINDINGS PER CHAPTER 17.62

Churches, schools, and Day care centers have individual sections within 17.62

17.62.010 applicability.

The standards of this chapter shall apply to applications for development of special uses.

Finding: These sections apply to this application.

17.62.020 Church.

A church, hospital, nursing home or home for the aged may exceed the maximum building height standard of the zoning district in which it is located if the city Fire Department reports that it possesses sufficient fire-fighting capability to provide emergency response to a building of the height proposed; if the total floor area of the building does not exceed one and one-half times the area of the site; and if the front, side, street side and rear setbacks are each equal to a minimum of two-thirds of the height of the building.

Finding: The property at 6460 Glen Echo Ave is zoned R-7.2. The proposal to change the use of the existing building to include a Day Care and Nursery School does not include an increase in height for the existing church building. Therefore, this does not apply to this application and is for informational purposes only.

17.62.030 Schools and associated buildings, structures and facilities.

(1) Nursery Schools. Nursery schools shall provide and maintain at least 100 square feet of outdoor play area per child. A sight-obscuring fence at least four feet but not more than six feet in height shall separate the play area from abutting lots.

Finding: The subject property is approximately 2 acres, and the proposal is to have a total of 30 students in the nursery school (otherwise known as a preschool). The proposal includes approximately 1,282 feet of outdoor play area. For 30 preschool children, the outdoor play area will have to meet or exceed 3,000 square feet. The play area for the preschool will have to be behind the mainline of the building to allow for a four foot fence. As conditioned, this criterion can be met.

17.62.050 Day care centers.

(1) Submittal Information. An application for a day care center shall include the following:

- (a) A description of the proposed use including the maximum number of day care persons to be served, number of staff, and estimated days and hours of operation;*
- (b) A site plan showing existing or proposed structures and improvements, including landscaping, play yards and parking areas, and locations of structures and improvements on adjacent properties;*
- (c) Either structural details and/or plans, or a statement acceptable to the fire department indicating the structure either does or can meet applicable fire safety standards.*

(2) General Requirements. Day care centers shall comply with the following requirements:

- (a) All applicable licenses required by the appropriate agencies for the use described in the application shall be maintained.*
- (b) The following design standards shall be considered pursuant to GMC Chapter 17.80 (design review):*

- (A) Compatibility of appearance with the surrounding area;*
- (B) Provision of usable on-site open space appropriate to the needs of children served by the day care center; and*
- (C) Clearly defined property boundaries.*

Finding: The application provided a description of the proposed use including that the maximum number of day care persons to be served will be twenty (20), with three (3) staff in addition to the current church staff that have offices in the existing church. The explanation included the estimated days and hours of operation to be Monday through Friday 8:00 am to 6:00 pm. The application also provide description of the proposed playground adjacent to the SW side of the building. Chapter 17.80 is not applicable to this application because there is no site development outside of the required playground equipment and fencing that are exempt from design review per 17.80.021(1). Also churches, day care centers and preschools are all considered Places Of Public Assembly per 17.48.030 and the day care center and preschool use requires less parking than that of a church. The existing 43 parking spaces provided on site exceeds the parking requirements for the combined use of a day care center and preschool that require 12 parking spaces for 6 staff per 17.48.030 Table 1. Therefore, design review is not required per 17.80.021(j). These criterion are met as conditioned.

Parking and Access

Chapter 17.48 of the GMC regulates off-street parking and loading for all development permits.

Section 17.48.040(1)(a) *requires parking and loading areas to be paved with asphalt and/or concrete meeting city standards, maintained adequately for all-weather use and so drained as to avoid flow of water across public sidewalks.*

Finding: The site currently has a paved parking lot per the site plans and aerial images. The applicant proposes to no change to the existing parking lot except for the direction of traffic flow. There are currently no sidewalks, but sidewalks are proposed as a special condition of approval. The design and plans for the sidewalks will be reviewed by the Public Works Office prior to construction to ensure they are adequately designed to meet city standards. This criterion is met as conditioned.

Section 17.48.040(1)(b) *requires parking and loading areas to be screened from abutting residential properties.*

Finding: The proposal is to maintain and plant landscape buffers along the parking and vehicle areas. The applicant notes that fencing, trees, or Arborvitae will be added along the property line for light and sound screening. This is especially important on the northeast side of the property due to the direction of traffic. As conditioned this criterion is met.

Section 17.48.040(2)(a) *states that required parking spaces must be located within two hundred feet of the building or use they are required to serve.*

Section 17.48.040(2)(b) *states that required parking shall be provided in the same zoning district.*

Finding: Site plan shows the parking spaces provided are within 50 feet of the building they will serve and are located on the same tax lot. These criterion are met.

Section 17.48.040(2)(d) requires groups of more than four parking spaces to be permanently marked and so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.

Finding: Site plan submitted with the application shows the location and indicates how the parking areas will be marked. The markings shall meet the City of Gladstone Design Standards. Special Condition #9 requires a pre-construction conference with the Gladstone Public Works Department who will be signing off on the project prior to the issuance of building permits. This criterion is met as conditioned.

Section 17.48.040(2)(f), and (g) establish the minimum width of access aisles and the minimum dimensions of parking spaces.

Finding: Site plan shows the location and dimensions of the existing parking spaces. The proposed plan did not appear to include a change to the existing access aisles or parking spaces. However, the site plan shows the traffic flow opposite from the pavement markings seen in the 2020 aerial image so the pavement markings will need to be modified to ensure the traffic from the day care center and preschool do not back up into the road. This criterion is met as conditioned.

Section 17.48.050 establishes requirements for bicycle parking for new multi-family and new commercial developments.

Finding: The proposed use is neither multi-family nor a new commercial development. This criterion is not applicable and is included for informational purposes only.

Signs

Chapter 17.52 of the GMC establishes sign requirements.

Finding: Sign designs for the replacement of the current sign was not included in the application. This criterion is met with Special Condition #2.

Clear Vision

Chapter 17.54 of the GMC establishes clear vision requirements.

Finding: The property being developed is not located on the corner of two intersecting streets or a street and a railroad. This criteria is not applicable and is included for informational purposes only.

E. DESIGN REVIEW CONSISTENCY – PER CHAPTER 17.62.050 (2)(B)

Design Review

Chapter 17.80 of the Gladstone Municipal Code (GMC) establishes the requirements for design review. Pursuant to Subsection 17.80.021(1), This chapter shall apply to new structures; additions to existing structures; site development, such as grading, parking lot construction or commercial/industrial use of an undeveloped property; change of use; and major remodeling, with the following exceptions:

(j) Changes of use where:

(A) The proposed change is not from a residential, commercial/industrial or institutional use to a use in a different one of these categories;

(B) The new use is not required by this title to have a greater number of off-street parking spaces than the previous use or at least the minimum number of off-street parking spaces required by this title for the new use currently exists. However, where applicable parking requirements are not identified in Table 1 of GMC Section 17.48.030 (standards for developments subject to design review) or where on-street parking is proposed to fulfill a portion of the minimum off-street parking requirement, design review shall be required;

Finding: The proposed installation of playground equipment and site maintenance does not trigger design review. The change of use from a church to a church with a day care center and preschool does not trigger design review because a church, day care center and preschool are all categorized as Places of Public Assembly and the day care center and preschool use requires less parking than that of a church. The existing 43 parking spaces provided on site exceeds the parking requirements for the combined use of a day care center and preschool that require 12 parking spaces for 6 staff per 17.48.030 Table 1. Therefore, design review is not required per 17.80.021(j). This is informational only.

As such, the Planning Commission APPROVED the Conditional Use Application No. Z0483-21-C.

Approved at public hearing on November 17, 2021

Signed this 18th day of November, 2021



Michael Milch, Planning Commission Chair

Pursuant to Section 17.92.020 of the Gladstone Municipal Code, the decision of the Planning Commission may be appealed to the City Council within 15 days of the mailing of the Planning Commission's written decision. In order to appeal a decision of the Planning Commission, a party must have appeared orally or in writing before the Planning Commission. The filing fee for the appeal is \$250.00. If no appeal is filed within 15 days, the decision of the Planning Commission shall be final.

EXHIBITS

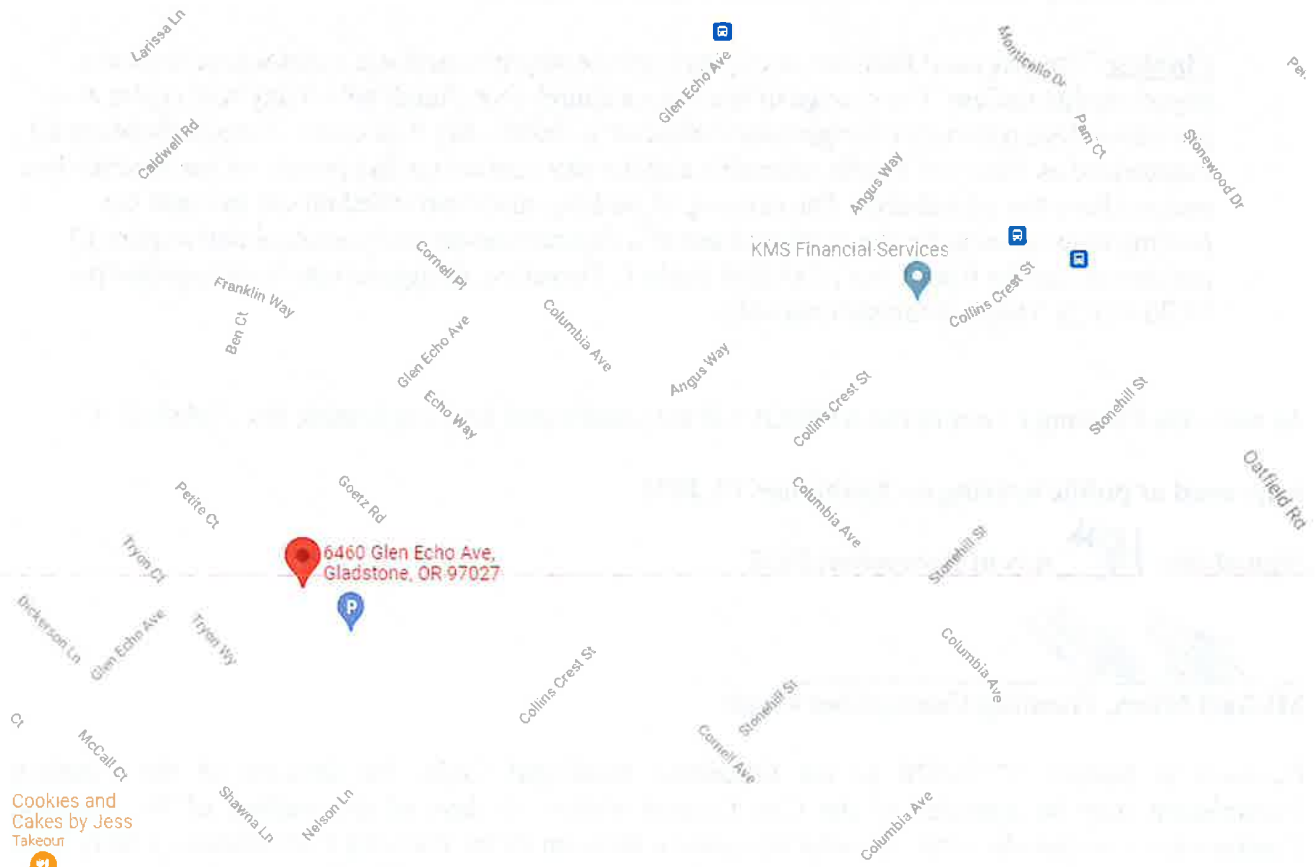


EXHIBIT 1
Location Map
Z0483-21-C

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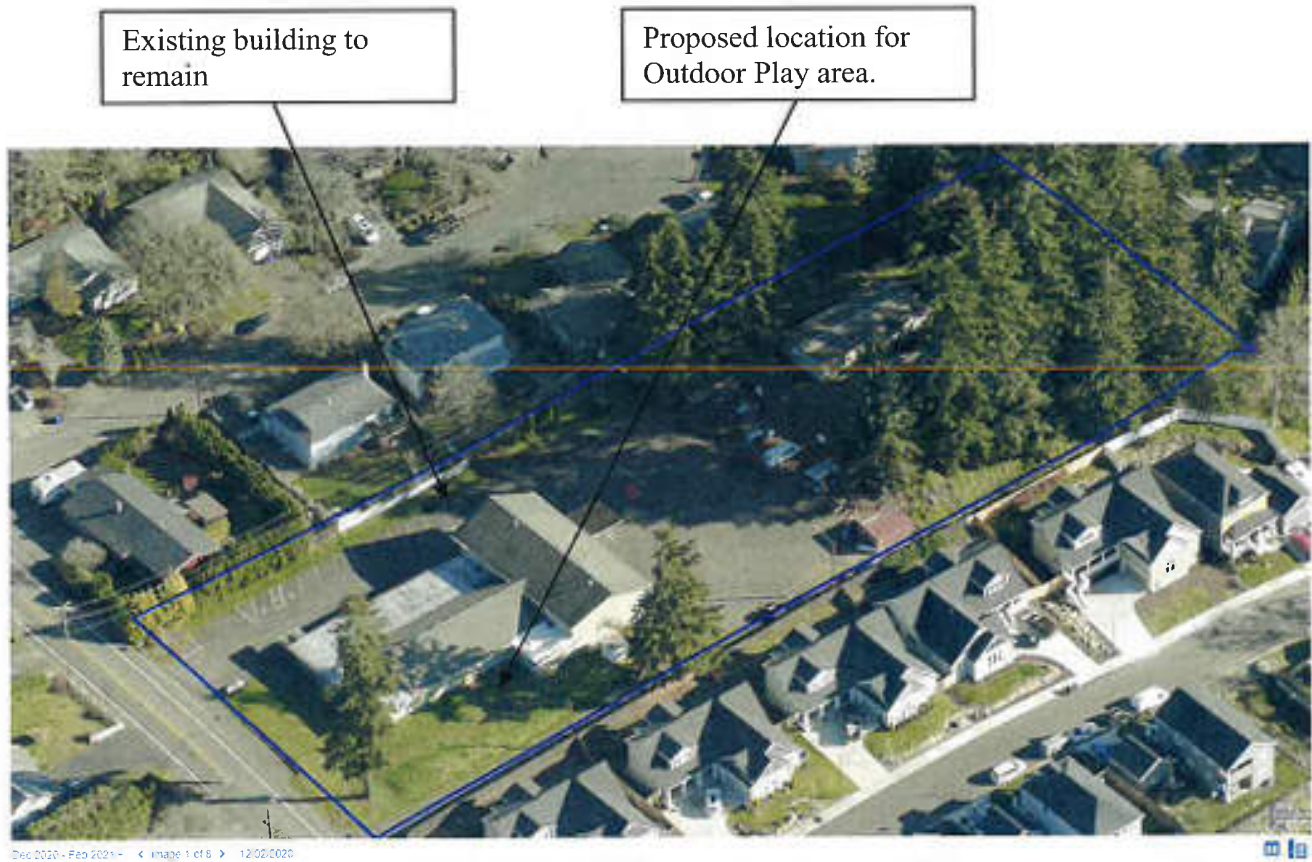


EXHIBIT 2
Aerial Image
Z0483-21-C

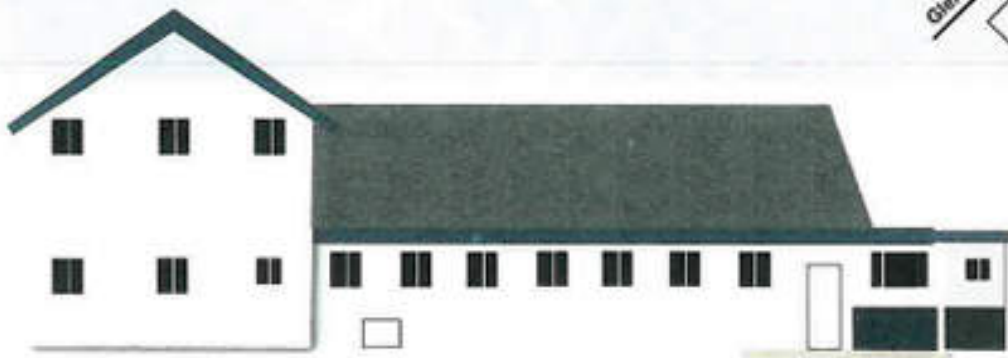
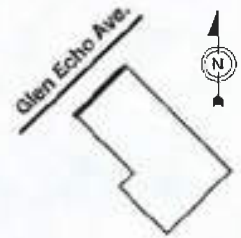
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**HILLSIDE CHRISTIAN FELLOWSHIP GLADSTONE
6460 GLEN ECHO AVE. GLADSTONE OR**

Scale = 1" = 12'4"
Maximum Width: 84'3"
Maximum Length: 130'9"
Maximum Height: 44'



Front Elevation Facing Glen Echo



Left Elevation from
Glen Echo

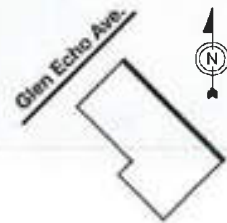
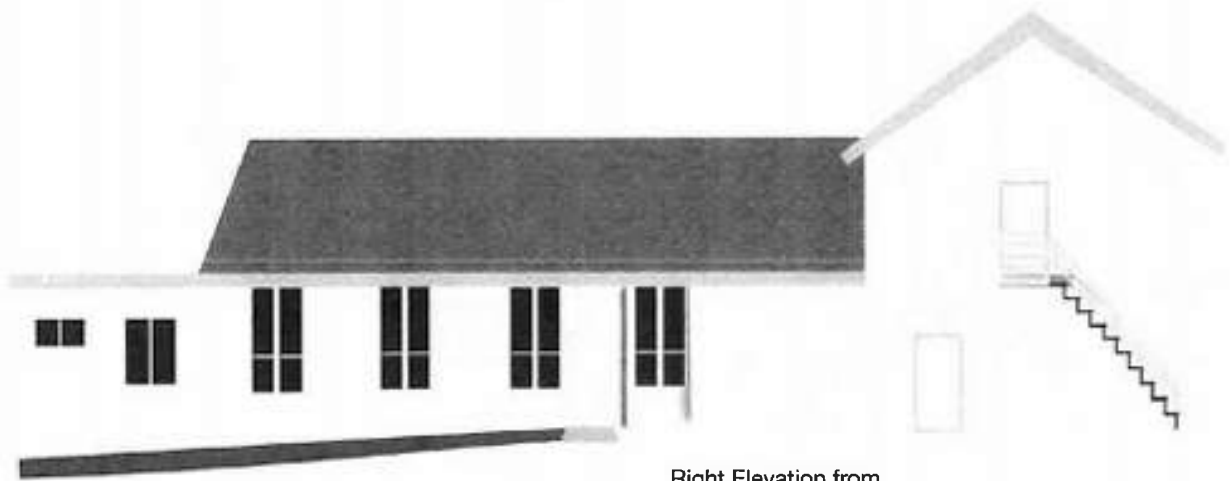
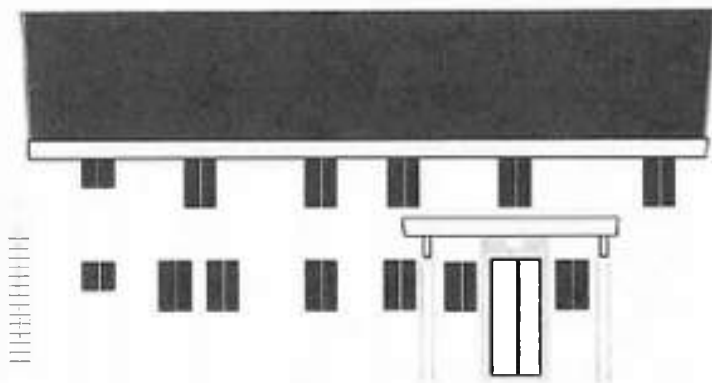


EXHIBIT 3
Exterior Renderings
Z0483-21-C



Right Elevation from
Glen Echo



Rear Elevation Facing Away from
Glen Echo

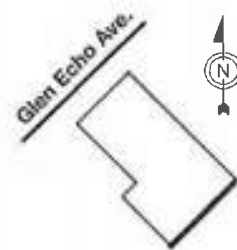


EXHIBIT 3 Cont.
Exterior Renderings
Z0483-21-C

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GLADSTONE PLANNING COMMISSION MEETING MINUTES OF NOVEMBER 16, 2021

Meeting was called to order at approximately 6:30 P.M. (via Zoom/In-Person)

ROLL CALL:

Chair Michael Milch, Commissioner Andriel Langston, Commissioner Labonte, Commissioner Poole, Commissioner Mersereau, Commissioner Patrick Smith

ABSENT:

Commissioner Natalie Smith

STAFF:

Jacque Betz, City Administrator; Joy Fields, Senior Planner; John Southgate, Consultant; Tami Bannick, City Recorder

CONSENT AGENDA:

1. Approval of October 19, 2021 Meeting Minutes

Commissioner Langston made a motion to approve the Consent Agenda. Motion was seconded by Commissioner Mersereau. Motion passed unanimously.

REGULAR AGENDA:

2. Monthly Planning Report – October 2021:

Ms. Fields said there were 41 phone calls/emails, one building permit with land use review, two pre-application conferences, and one administrative decision. The building permit was for an interior remodel of an existing building on Portland Avenue (Fire Department). The land use application was for a cell tower equipment modification (replacing existing antenna/additions to the structure on top of the tower) on an existing cell tower. There was a zoning verification request for a property on McLoughlin Boulevard. The pre-application conferences included the Gladstone Library and a potential sub-division in Clackamas County's jurisdiction that included a parcel in Gladstone (the piece in Gladstone will not be divided).

Commissioner Poole made a motion to approve the Planning Report. Motion was seconded by Commissioner Pat Smith. Motion passed unanimously.

3. PUBLIC HEARING – FILE Z0483-21-C; CONDITIONAL USE FOR PROPOSED DAY CARE AND PRESCHOOL IN AN EXISTING 12,017 SQ. FT. BUILDING WITH NO EXTERIOR MODIFICATIONS. PROPOSAL INCLUDES SITE DEVELOPMENT WITH THE ADDITION OF A PLAYGROUND AND SITE OBSCURING FENCING AND LANDSCAPING. 6460 GLEN ECHO AVENUE (HILLSIDE CHRISTIAN FELLOWSHIP):

Chair Milch went over the procedures to be followed for a public hearing. He said this is an item in which they will be receiving public testimony. Public testimony will be called for in three groups: testimony in favor of the proposal, testimony opposed to the proposal, and neutral testimony. He went over the procedure for those who wish to participate.

He opened the public hearing at 6:45 P.M.

He asked if any member of the Planning Commission intended to abstain from participation in this hearing for any reason – none did. He asked if any member of the Planning Commission has a

conflict of interest regarding this issue – none did. He asked if any member of the Planning Commission had any ex parte contact, including visits to the site, or any contacts they've had with people involved or people who have an opinion about this issue that were outside of the normal hearing process. None of the Commissioners had any ex parte contacts. Commissioner Pat Smith has visited the site. Commissioner Langston has driven by the site many times. Commissioner Labonte has driven by the site numerous times. Commissioner Mersereau has driven past the site several times. Commissioner Poole lives close by and has visited the site. Chair Milch drives by the site frequently.

Chair Milch asked if there were any challenges to any of the declarations or anyone who believes that a Commissioner should not participate in this hearing – there were none.

Chair Milch reminded everyone that in this kind of land use hearing if you testify you must raise all issues you wish to address at this hearing. If your issue is not raised at this hearing it cannot be raised later in any appeal. Your comments should state why the application should or should not be approved and include your proposed modifications you believe are necessary for approval according to the standards. Because this is the initial evidentiary hearing state law grants any party the right to request a continuance of this hearing or ask that the record remain open after the hearing is closed. If you do not raise specific issues at the final evidentiary hearing or by the close of the record or fail to provide statements or evidence to allow the local government or its designee to respond to the issue you will not be able to appeal the decision to the Land Use Board of Appeals based on that particular issue. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government or its designee to respond to the issue precludes an action for damages in circuit court. Ms. Fields went over the staff report. The site is in the R-7.2 single-family residential zoning district. It is approximately 1,000 feet from the intersection with Portland Avenue and approximately 1,400 feet from the intersection with Oatfield Road. The applicant is requesting a conditional use to allow a day care and pre-school to operate in the existing church building. This zoning district allows day cares and pre-schools (sometimes referred to as "nursery schools" in the code) as a condition use. This property does not have any evidence of any of the environmental overlays. Notice was sent to property owners within 250 feet of the property, as required by the GMC, and the City of Gladstone. Comments were received from Public Works and Engineering, and the Fire Department.

The church/buildings have been on the property for approximately 50 years. The building has not been used for day care or pre-school in more than 12 months, so this is a "change of use" on the property. Design review is not required because the uses that are being proposed do not require additional parking. The property exceeds the minimum lot area. Ms. Fields went over an aerial view of the property, the proposal, considerations (traffic, water/sewer, location size, etc.), etc. The proposal is for a total of 50 students being served by the day care and pre-school combined. They anticipate approximately 205 trips per day at standard times for day care/pre-school.

The conditions of approval include the construction of sidewalks for the safety of the students who are walking to the day care/pre-school and residents walking on Glen Echo. Ms. Fields went over the other conditions of approval: landscaping, signage, lighting, ADA access, water, sanitary sewer, easements, outdoor play area, parking lot, etc. There is no proposed addition or modification to the building.

Staff finds the application consistent with all applicable standards from Title 17 of the GMC and are recommending approval of this Conditional Use application.

Commissioner Mersereau asked what the plan was regarding the play area size requirement. Ms. Fields said that the day care use does not have a playground size requirement. So a playground that is sized to meet the pre-school attendees of 30 would be adequate to also serve the day care if they have standard time outside. There is a special condition of approval to meet the play area requirements of 3,000 sq. ft.

Commissioner Poole said that having sidewalks on Glen Echo would be a dramatic improvement. He asked if there is any flexibility regarding the 100 sq. ft./per student requirement. Ms. Fields said that the applicant walked the grassy area of the property and found at least 3,000 sq. ft. that is usable for the play area. Commissioner Poole said that traffic considerations are the only sticking point he sees in this.

PUBLIC TESTIMONY:

Chair Milch read the script regarding the guidelines for public testimony.

Clair Coy said her biggest concern is the amount of increased traffic/speeding it will bring to the roads during the same times as the high school. She recently did a traffic study in front of her home, which is across the street from this site. They used a radar gun to conduct the study at different times and provided this information to the Police Department in the hopes that they would patrol during heavier traffic times. The response from the Police Department was "Your area doesn't have an issue with speeding". She said their study proved that cars *are* speeding. She expects laws to be enforced. She feels that changing the speed limit to 20 MPH, since it will be a school zone, would be helpful, but only if it was enforced. She also has concerns about back-ups on Glen Echo during drop-off/pick-up times. She would like to ask for a traffic impact analysis as one of the approval conditions.

Commissioner Langston made a motion to close the public hearing. Motion was seconded by Commissioner Mersereau. Motion passed with a unanimous vote. Public Hearing was closed.

The applicant was not present to give a rebuttal to public testimony.

Ms. Fields said the traffic impact analysis is usually requested by the Public Works Director and he did not request one. However, the Planning Commission can have whatever conditions of approval that they see fit. Chair Milch asked if a 20 MPH speed limit is required since it's a privately owned day care/pre-school. Ms. Fields was not sure.

Commissioner Pat Smith said he is aware that the Police Department *does* do traffic enforcement on Glen Echo. Commissioner Poole feels that the timing of traffic is the biggest consideration here. Commissioner Langston asked Ms. Fields what a traffic control study entails. She said it's typically a calculation based on models/modeling. Chair Milch asked if this is the first of a two-part presentation. Ms. Fields said she didn't go over the next steps in her presentation. This is a conditional use application - they are looking at the use itself. Because they are not proposing to modify the building or develop the site, they are not required to do a design review application. The placement of playground equipment and maintenance of landscaping/fencing doesn't trigger design review. She doesn't anticipate that they will be seeing another land use application. She went over the list of recommended special conditions of approval.

Commissioner Pat Smith had concerns about using the forested area for a play area because he feels it would not be safe. Ms. Fields said the applicant assured her that they have enough grassy area to the southwest of the building to serve as a play area, so they won't be using the wooded area. Commissioner Langston asked if this is approved tonight would it generate a requirement for an

inspection/review of the play area by building inspectors? Ms. Fields was not sure if they would be required to have a building permit for a playground. They would have to provide evidence that they have met the conditions of approval. It was agreed that it would have been nice for the applicant to be in attendance for this meeting to answer some questions.

There was discussion regarding adding/revising conditions of approval to reflect concerns from the public and Commissioners. It was agreed to add: "Applicant shall submit a traffic management plan to reduce overflow onto Glen Echo during peak traffic periods" to the staff report. Commissioner Poole doesn't want to see their release times coincide with the high school's. He feels that a fence around the playground should be taller if it's next to the street/right-of-way. Ms. Fields said the fence has to be between 4-6 feet in height and the play area must be behind the main line of the building.

Commissioner Pat Smith made a motion to approve application Z0483-21-C with amendments to be added by the County's Planner. Motion was seconded by Commissioners Poole and Mersereau. Discussion: Commissioner Labonte asked if there will be an assessment on the trees/dangerous limbs in the back. Commissioner Langston believes the State will review the situation. Motion passed with a unanimous vote.

4. BRIEFING ON HOUSING CODE & POLICY AMENDMENTS. UPDATE ON CITY PROJECT TO AMEND ZONING CODE AND COMPREHENSIVE PLAN TO CREATE MORE HOUSING CHOICES, TO IMPLEMENT THE GLADSTONE MUNICIPAL CODE AUDIT (2019), THE DOWNTOWN REVITALIZATION PLAN (2017), AND HB 2001.

John Pheanis from MIG gave a presentation regarding the zoning code updates project. The City wants to meet future growth needs by creating more opportunities for housing choice. The zoning code needs to be updated based on recent legislation for Middle Housing. HB 2001 requires cities to have an updated compliant zoning code by June 30, 2022. They are also taking a look at the Downtown Revitalization Plan. They want to involve the community and decision makers in drafting new code standards.

He went over the project process. They are in step 2 now. They have two committees involved in the process: Technical Advisory Committee and a Needed Housing Advisory Committee.

He went over the community engagement strategy/goals.

He went over the guiding documents/policies they will be using: Housing Needs Analysis (2020), Downtown Revitalization Plan (2017), Code Audit (2019), and State legislation (HB 2001) (2019). The City currently has deficits of capacity for housing in all plan designations. The middle housing types are duplexes, triplexes, quadplexes, townhomes, and cottage clusters. He went over the typical elements of clear and objective standards (siting standards and design standards). He went over the Downtown Overlay Zone project/process. The community forum is coming up and will be in conjunction with the Housing Project community forum. They are planning a formal Planning Commission Work Session in February to talk more about specifics pertaining to changes in the zoning code. Part of this process will include a transportation consultant to look at potential transportation impacts related to permitted density. They are hoping to have the Final Downtown Overlay Zoning District completed by summer of 2022. There will be a community forum later this fall/early winter to review the draft code amendments.

Chair Milch said they have a concern about updating the ADU requirements. He hopes they will be working with them to look at the size restrictions. He asked if it would be possible for someone



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: January 4, 2022
Meeting Date: January 11, 2022
To: City Council
Via:
From: Jacque M. Betz, City Administrator

AGENDA ITEM

City Council Goals; a year in review for 2021 and areas of focus for 2022.

PROPOSAL

In March 2021 the City Council adopted goals for the years 2021 and 2022. A copy of the goals is included in this packet. In an effort to prioritize for a future with forecasted financial resources, the City management team met December 14, 2021 to review the prior year goals and to update the City's work plan for 2022.

The City of Gladstone is a thriving organization that has made great strides in the past five years. Gladstone provides its local citizens the following services: police and fire protection services, water, storm water, planning and some economic development, library services (in partnership with the County), parks, some recreation, roads, and sewer.

Gladstone is a unique challenge with a lot of potential yet suffers from lack of deferred maintenance and capital improvement projects for over 30 years. Our streets need repaired, our sewer and water infrastructure is in dire need of replacements, and the City is not able to provide emergency service levels demanded in a Metro area. The management team in Gladstone is poised and committed to improve the quality of services and livability that citizens have come to expect and desire. As you read through the report to understand our progress, there are additional items that emerged in 2021 that are noteworthy;

- In February 2021 the City of Gladstone faced yet another disaster that would stress local resources. The Clackamas County region was hit by a significant winter ice storm that blanketed trees, roadways and power lines, shutting down electricity to nearly a quarter-million PGE customers. Additionally, inch-thick ice on streets and highways resulted in a record number of crashes, countless abandoned vehicles, and many stranded motorists.

Clackamas County officials declared a county, state of emergency. The City's emergency management team (Fire Chief, Police Chief, Public Works Director, and myself) worked tirelessly and were an invaluable part of the response in assisting with information sharing and overall coordination efforts. Creatively, we were able to establish a storm debrief drop-off system designed to help citizens to remove debris from private property in an expedited manner. Natural Disasters are expected to continue and the management team is committed to improving our preparedness and response, internally and with the elected officials.

- In the summer of 2021 the City Council explored a citywide ban on fireworks due to extreme weather conditions, and ultimately decided that education on firework safety was a more effective approach.
- With the passage of the Federal Stimulus Package, Gladstone learned they will receive \$2.7 million that is available for revenue replacements to provide essential government services. The City Council held a work session on the use of ARPA funds and this will continue to be a priority in 2022.

- The City Hired a new Public Works Director and Community Services Manager.
- Elected officials and staff remain active with opposing the proposed I-5 tolling and Regional Mobility Pricing Project. Tolling hurts local economies, reduces the quality of life in residential neighborhoods, and will have a negative consequence on businesses and families in Gladstone. The City is the process of scheduling ODOT to provide a presentation on the proposed tolling in early 2022.

Recommended Staff Action

No action is required; this report is for informational purposes only.

Department Head
Signature

Date


City Administrator
Signature

Date

CITY OF GLADSTONE CITY COUNCIL GOALS

2021-2022



The Gladstone City Council has adopted goals to better serve citizens for the next two years. The priority projects will be undertaken within available and forecasted financial resources. The City's vision and core values and recent accomplishments are highlighted below.

Commitment as Elected Leaders:

- Listen to each other and our community
- Be good stewards
- Be accountable
- Be honest
- Be consistent
- Encourage collaboration
- Respect one another, staff and community members
- Achieve good governance for Gladstone
- To be transparent

Gladstone City Council



PRIORITY PROJECTS: 2021-2022

Here are some of the amazing projects coming soon...

Facilities: Return to pre-COVID operations City-wide as allowed by federal, state, and county officials.

Affordable Housing and Redevelopment: Prioritize and take the next steps of the City's Community Development initiatives including:

- Implementation of the City's Downtown Revitalization Plan (2017).
- Complete the Housing Code Audit (2019) and make changes mandated by HB 2001.
- Complete and adopt the Housing Needs Analysis and the Community Engagement Strategy.

Parks: Secure Resources to support Gladstone City Parks:

- Construct and implement parking fee station at Meldrum Bar Park.
- Complete Site Plan at Meldrum Bar Park.
- Max Patterson Parks Pickleball Courts Renovation Project.
- Shelter rental fees at Meldrum Bar.

Facilities: Initiate the planning, design, financing and construction of a Public Works Facility upgrade to meet critical facility requirements and support increased demands and staff needs.

Sustain current service levels in the Gladstone Fire Department and its ability to meet Standards of Cover Objectives.

Other Projects: Restart the Charter Review Process.

Gladstone Vision and Core Values

Our City will be...

Safe

Healthy

Engaged

Livable

Vibrant

Thriving

Highly Qualified

Accountable

Financially Stable

Continually Improving



City Council Goals 2021-2022 Year in Review for 2021 and Areas of Focus for 2022

- Return to pre-COVID-19 operations City-wide as allowed by federal, state, and county officials
 - The COVID crisis has shown what we can achieve when government enables staff and elected officials to innovate and create new services locally. If the City had not completed the new city hall and police department it would have been difficult to keep employees working and services provided efficiently.
 - Adaptive measures were put into place to keep our employees safe as possible while allowing operations to continue.
 - The City reported to the Council that we received (and expended) a total funding allotment of \$383,313 from the Coronavirus Aid, Relief, and Economic Security (CARES Funding) issued by the federal government. Overall the funding was hugely beneficial to the City, employee's protection, and assistance to Gladstone businesses and residents.
 - With the passage of the Federal Stimulus Package, Gladstone's allocation will be approximately \$2,700,000. It will be available for revenue replacement to provide essential government services and the City will continue to strategize the usefulness of the funds with the elected officials and community.
 - With the elimination of the senior center manager position due to the COVID pandemic, it provided the City an opportunity to assess the services we provide to the community and to enhance those services for a broader population in Gladstone. Therefore, the City retained a community services manager. An additional benefit is that when the senior center is an emergency resource center the community services manager receives direction from the Incident Emergency Manager.
 - City events are looking to return Spring of 2022.

- Prioritize and take the next steps of the City's community development initiatives including:
 - Implementation of the City's Downtown Revitalization Plan (2017)
 - The City retained the services of MIG to implement the Downtown Revitalization Plan by creating a new zoning overlay. This will encourage mixed-use development, including needed housing.
 - A Transportation Planning Rule Analysis will also be completed as part of the zoning overlay.
 - The City will involve the community and decision makers in drafting new code standards.
 - This work will be completed by June 30, 2022.
 - Completing the Housing Code Audit (2019) and make changes mandated by HB 2001
 - Through a competitive process the City retained MIG to update the zoning code based on recent legislation for Middle Housing. This will meet future growth needs by creating more opportunities for housing choice.
 - The City Council appointed citizens to an ad-hoc *Needed Housing Advisory Committee* to assist with this project.
 - The City will also involve the community and decision makers in understanding potential changes and housing needs.
 - The new zoning requirements will be adopted by June 30, 2022.
 - Complete and adopt the Housing Needs Analysis and the Community Engagement Strategy
 - The City completed and adopted the 2021-2041 Housing Needs Analysis and the Community engagement strategy in March 2021.
 - The forecasts demand for 321 new dwelling units, from 4,573 in 2021 to 4894 in 2041.
 - Gladstone currently has deficits of capacity for housing in all plan designations (low, mid and high density).
- Secure resources to support Parks Board Work Plan and increase level of service
 - Construct and implement parking fee station at Meldrum Bar Park
 - Parking fee station was implemented in June 2021. Revenues currently offset implementation expenses. New revenue for parks is expected to be generated in the next couple years.

- Site Plan at Meldrum Bar Park
 - The city hired a consultant (ESA) to complete the site plan. It will be completed by May 2022.
- Update user fees for sports at Meldrum Bar Park
 - The City has formed a unified user fees group that will convene in January 2022. This group includes elected officials, members of the Parks and Recreation Board and representatives from all the sports user groups in Gladstone. Recommendations will come back to City Council March 2022.
- Max Patterson Parks Pickleball Courts Renovation Project
 - This was a successful public/private partnership with the Pickleball Club to resurface the courts and replace the fence. This project was completed September 2021.
- Shelter rental fees at Meldrum Bar
 - This goal is a carry over into 2022 and will be dependent on staff resources.
- Initiate the planning, design, financing, and construction of a Public Works Facility upgrade to meet critical facility requirements and support increased demands and staff needs
 - Ballot Measure 3-570 City of Gladstone: Authorization to Construct and Incur Debt for Public Works Facility was approved by the voters in November 2021.
 - The City has retained a project manager and will complete project setup & organization by April 2022.
 - The City anticipates the borrowing/financing documents to come before the City Council in March/April 2022.
 - Progressive Design-Build selection will be complete by July 2022.
 - Design Development/Design Build Amendment will be complete by November 2022.
 - Final Design and Construction will be complete by September 2023.
- Sustain current service levels in the Gladstone Fire Department and its ability to meet Standards of Cover objectives
 - At the September 2021 workshop Council gave direction to research long term service level options, which will be the focus in 2022.

➤ Restart the Charter Review Process

- Ballot Measure 3-569 City of Gladstone Home Rule Charter was approved by the voters in November 2021.
- This new Charter is based on the League of Oregon Cities Model Charter and the work of the City of Gladstone Charter Review Commission (2016). It contains charter provisions unique and important to Gladstone.
- The new Charter is in the process of being codified and will be updated on the City's website, once effective.



Areas of Focus for Departments

In all departments, the areas of focus are classified two ways:

1. First, those projects where City Council consideration and action are identified. These represent major policy decisions needed by the Council and are expected to take time on Council agendas for consideration and decision-making, as well as receiving and considering public input. They are indicated below as the following:

- ❖ Policy direction needed from Council

2. Second are the major projects to be undertaken in 2021-22 by each Department as part of their operational work and authority. These do not need specific Council action other than possible consideration in the budget process. However, they will require time and financial resources within each Department. They are indicated below as the following:

- ✓ 2021-22 Operational projects within each Department

Public Works

- ❖ Oak Lodge Water Services permanent IGA.
 - ⊖ The city is in the process of negotiating a permanent IGA with Oak Lodge Water Services. This will continue through 2022.
- ❖ Maintain Utility (water, sewer and stormwater) rate sustainability to continue addressing capital needs and develop a five-year plan.
 - ⊖ The City purchased financial forecasting software that contains a capital planning component. Our utilities are now stable with an annual inflationary increase rate.

Complete Projects already in the works

- Sewer DEQ Mutual Agreement Order (MAO) requirements and sewer system improvements, Including Inflow & Infiltration (I&I) Study
 - Final I&I report is complete and will come to Council in a work session in late January 2022.
 - Report will be turned over to DEQ by August 2022.

- The City will enter into an agreement with WES to reduce I&I in our system.
- Design for the I&I project – Need to start the design so we can repair the issues in the later part of 2022 first part of 2023.
- W Clackamas Blvd. Sewer/Water Project
 - Complete as of November 2021. Overall costs \$434,336.24. This included the additional paving.
 - It is important to note that since this project has been complete, the City has not experienced any sewer overflows into the river. Gladstone had three overflows this time last year. This is outstanding.
- E. Clackamas One-Way project
 - Complete as of July 2021.
- Community Development Block Grant (CDBG) ADA Ramp Projects
 - Waiting on County to get bids from contractors. June 2022.
- Barclay/Portland Storm Line Project
 - 100% Designed, obtaining engineering estimate Request for Proposals (RFP) in Feb/March 2022
- Evergreen Storm line replacement – waiting on easements from the county.
- Webster & Cason Pedestrian Crossing improvement project, TSP Project P40
 - Currently budgeted, should be complete by June 2022.
- 82nd Street Pump Station Replacement in 2022.
- Street Pavement and Maintenance Projects in 2022
- Annual Slurry Seal of city streets in 2022

Senior Center

- ❖ Return to pre-COVID-19 operations at the Senior Center
 - Dining services have reopened December 2021
 - Classes will return January 2022 and expanded to new class offerings
 - Usage of the bus for trips started December 2021
- ❖ Complete an assessment to consider expansion of services to a broader segment of the population.

- With the creation of the Community Services Manager (CSM), this will be a focus for 2022.
- ✓ Review and revise Nutrition Coordinator Position.
 - Expand the role to include Volunteer coordination.
- ✓ Provide expanded services, programs and activities
 - Food box program was created during COVID closure. The program has grown to the point of becoming an increasingly productive center program for Gladstone homebound residents. The Nutrition Coordinator's FTE will increase temporarily to accommodate this program coordination as well as the time it will take to seek other community collaborators, orgs or individuals who can potentially lead the Food box program.
 - Publicize the Emergency Resource Center through communications/public relations messaging to the public and create partnerships/resource connections (Food Bank, Red Cross).
 - Create partnerships/collaborators to provide more learning, skills-based, programs/services. (Creative Living/Aging/Wellness/Life Course work).
 - Build/nurture media relationship to enhance the center's image and the community's awareness and understanding of the center and its vision- (possible Aging Column with the editor; monthly Aging/Creative Living/Personal Narratives focus in the newsletter or other media source).
 - Increase recreation/exercise programming
- ✓ Create new revenue streams for the Senior Center
 - Through grant seeking efforts
- ✓ Expand inter-generational programs
 - Review the Center's staffing needs, based on program expansions.
 - Start discussions with Gladstone community, Advisory and City council to change the name of the center to reflect a more intergenerational community center setting.
 - Discussions and creation of a work plan/work-group to brainstorm the inter-generational concepts and types of intergenerational services/programs we can implement.
 - Recruit an additional Advisory Council member (possibly someone connected to children/youth/teen program as we need representation for inter-generational concept/brainstorming).

Fire Department

Completed in 2021:

- ✓ Placed new fire engine in service (manufacturing delays due to COVID impacts)
- ✓ Able to staff fire engine with 3 firefighters for majority of year.
- ✓ Initiated IGA for Fire Marshall services & Fire Investigations.
- ✓ Fire Station Remodel process started.
- ✓ Coordinated Emergency Management impacts of COVID, Ice Storm and Heat Wave.
- ✓ Initiated fact finding for contracting fire & emergency services.
- ✓ Implemented job-share with Clackamas County for Admin Assistant.
- ✓ Staffing, recruitment and retention continues to be a challenge.

Areas of Focus for 2022:

- ❖ Continue to implement initiatives in the adopted Gladstone Fire Department Strategic Plan and Standards of Cover.
- ❖ Explore options to continue fire & emergency services effectively and affordably.
- ❖ Update Municipal Code to reflect current organization and service level.

Police Department

- ❖ Accreditation to be completed by the end of 2021
 - Was complete before requirement, on May 4, 2021.
- ✓ Continue to work towards completing our current strategic plan which also includes;
 - Specialized training in de-escalation and communication along with tactics that support.
 - All officers have had updated training and will be continued, and ongoing as part of training program.
 - Please see the attached Exhibit "A" – Gladstone Police Department Strategic 1-3 Year Plan for specific updates.
 - Complete phase 2 once COVID restrictions lift.
 - Late spring 2022.
 - Update current plan involving community input.
- ✓ Mindfulness and Resiliency
 - Develop in 2022

- ✓ Review and bring Ordinance 1508, Exclusionary Process into compliance with current case law.
 - Complete March 9, 2021 by council.
- ✓ Continue updating Gladstone Municipal Code
 - Ongoing as we see codes that need updated. Working with City administration on title 17 zoning.
- ✓ Continue training with school regarding school safety; postponed due to COVID.
 - School Resource Officer (SRO) fulltime in schools and continuing to work with school officials on continuing education.
- ✓ Full Implementation of Neighbors Helping Neighbors program.
 - Started during ice storm clean up February 2021 and fully operational as of June 2021.
- ✓ Prepare and complete curriculum for a citizen's academy and implement when COVID restrictions are lifted.
 - Although this program has not started, our first Community Academy is going to be held in October 2022.
- ✓ Include career development goals that are individual specific to our current employee evaluation forms.
 - Went into effect January 2020. Command personnel is seeking this information during the evaluation of all employees.
- ✓ Create of a Landlord Forum – Offered to local apartment owners/property managers as a means of networking and gaining training.
 - Scheduled 2022.
- ✓ Enhance GPD's media strategy.
 - Ongoing development. Currently using Facebook and twitter and providing weekly updates about education.
- ✓ Replace the current speed cart.
 - Replaced 2021, currently deployed 24/7. ODOT provided \$5,000 towards the full cost of the trailer, total cost roughly \$13,000.

Finance

- ❖ Complete Biennium Budget for 2021-2023
 - Complete and implemented July 1 2021.
- ❖ Banking Request for Proposals
 - Will be complete by the end of 2022.
- ✓ Complete Cost Allocation Plan

- Refine method of calculation.
- Determine all costs to be distributed (Admin, HR, Finance, IT, etc.).
- Determine Drivers for distribution (budget dollars, Full Time Employee's, equipment).
- **Complete with budget 21/23.**
- ✓ Financial Forecasting
 - Review available template of in-house developed plan for adaption to Gladstone
 - Review options for purchase and available funding.
 - **Determined software package was most effective method and is purchased and being implemented.**
 - Strategize with management staff anticipated revenue and expenditure growth and reductions, capital reserves and planned improvements, and fund balance reserve requirements.
 - **Once implementation complete, will strategize on these issues**
 - Incorporate development of a capital Equipment and Improvement Plan
 - **Accumulate all necessary Information to develop this plan and incorporate into the budget process**
- ✓ Comprehensive Annual Financial Report (CAFR) Development
 - **Changed name to ACFR. To be determined 2022**
- ✓ **Administer the spending of the ARPA Grant funding (\$2.7 million received over two years) utilizing the US Treasury Guidelines. Finance will be responsible for ensuring timely Federal reporting, and compliance with Single Audit Guidelines that will be reviewed during the annual audit procedures.**

Administration

- ❖ Assist the City Council with recruitment for a Municipal Judge
 - **This is complete. The City Council entered into a contract for services with Amy Lindgren and Judge Lindgren is doing a phenomenal job.**
- ❖ Trolley Trail Bridge- strategize next phase, which is the preliminary design, engineering, and environmental.
 - **The abandoned Trolley Trail Railroad Bridge collapsed in 2014. The replacement bridge will cross the Clackamas River in the City of Gladstone at the same location. The City completed the Trolley Trail Bridge Feasibility Study prior to COVID. The outcome included five alternatives which were vetted to the community for public feedback.**
 - **In 2020 the City received notice of intent to receive \$1,228,800 to complete the design, engineering, and environmental phase. The City's match requirement is \$140,000 and is in the current budget.**
 - **City staff met with Metro, ODOT Federal highways, and Clackamas County staff in April 2021 to outline the process for completing the next phase.**

- COVID has impacted the timeline. In December 2021, the City was notified that ODOT Federal highways is finalizing an intergovernmental agreement that will need to come to City Council for approval. This can be expected in late winter or early spring in 2022.
- ❖ Review/Modify Chapter 5.04 Business Taxes, Licenses and Regulations and Chapter 17.78 Home Occupation and Short Term Rentals.
 - ⊖ Internal review complete, City Council will review in February 2022
- ❖ Modify Chapter 2.12 City Administrator Duties (remove Library Director, Fire Marshal, Public Works Supervisor, and add Fire Chief, Public Works Director).
 - ⊖ Complete in 2022
- ❖ Modify Chapter 8.16.060 Succession of Authority (Change the order so Fire Chief is before Police Chief).
 - ⊖ Complete in 2022
- ✓ Budget for and recruit for human resources manager.
 - This position is in the budget and recruitment will begin in March 2022.
- ✓ Emergency Management Training for elected officials
 - The City will continue to provide training opportunities for the elected officials.
 - An Emergency Management Tabletop Exercise will be scheduled June 2022
- ✓ Coordinate with Clackamas County on demolition of old City Hall in preparation for new Library.
 - City staff and Clackamas County will coordinate demolition of the old city hall likely in late spring/early summer of 2022.
- ✓ Continue participation on the Gladstone Library Planning Task Force with Clackamas County.
 - This is ongoing and the city administrator has kept the City Council updated on the new Gladstone Library Project. The City has a great partnership with the County and looks forward to the construction of the new library.
- ✓ Participate on the Clackamas County Library District Task Force.
 - This has been on pause since COVID and unknown when meetings will resume.
- ✓ Update Employee Personnel Handbook in 2021
 - Continue to be in the works and will likely be completed when the new human resources manager is hired.

Additional Areas of focus for 2022

- ❖ Contract negotiations (AFSCME and Gladstone Police Association July 1, 2022).
- ❖ Update Community School IGA with Gladstone School District (with Senior Center).
- ❖ 82nd Street Pump Station (with Public Works)
- ❖ Street Pavement and Maintenance Projects (with Public Works)
- ❖ Spend ARPA funds (with various departments, including transient lodging tax revenue)
- ❖ Request for Proposal (RFP) for Auditing Services (with Finance).
- ✓ Citywide Training- Harassment, Diversity Equity Inclusion, Safety and Risk Management.
- ✓ Review franchise agreements with city attorney (in conjunction with the ROW ordinance) to assure revenues in general fund.
- ✓ Planning services Request for Proposals (RFP)
- ✓ Sidewalk Grant Program (with Public Works)
- ✓ Opioid Settlement Agreement Remediation Uses in Gladstone.
- ✓ The finance consultant contract expires December 2022. It is anticipated that the City will need to recruit for a finance director in fall of 2022.

Muni-Court

- ✓ Department of Revenue- The court currently has to look at each file manually and decide if the case should be sent to the Department of Revenue for collections. The entire process is done by entering the defendant's information into a spreadsheet and then uploading the information one by one into the department of Revenue's directory. The court would like to have this automated with the current court program.
 - The online program with DOR has changed and we are able to add cases as needed without having to upload a comma delimited spreadsheet. If staff locates a case that needs to go to DOR the process is easy and able to be done in just a few minutes.
- ✓ Electronic transfers of abstracts to Department Motor Vehicles (DMV). This is a cost reduction as currently we are required to print them and mail them first class on a weekly basis.
 - This has been an ongoing process with COVID and staff will continue to monitor in 2022.
- ✓ Purging documents that have exceeded the Oregon Records Retention Schedule.

- This has been completed and we are up to date.

Information Technology (IT)

- ✓ Start working on IT help desk system
 - In Progress should be completed before end of 2022.
- ✓ Start work on backup domain controller
 - In Progress should be completed before end of 2022.
- ✓ Start work on intranet – internal computer network used for sharing information easily within all City departments.
 - In Progress should be completed before end of 2022.
- ✓ Develop an equipment replacement cycle
 - Completed but not fully funded so will be replacing a smaller amount of equipment. We intend on updating the operating system on 2 out of 3 of our servers as they reach end of life in October 2023. Domain Controller – Netmotion Server. The Tyler Tech server will be replaced in early in the next biennium cycle.

**STRATEGIC PLAN
EXHIBIT "A"**

**PHASE 1 GLADSTONE POLICE DEPARTMENT
STRATEGIC 1-3 YEAR PLAN**

February 2nd 2020

Introduction:

The Gladstone Police Department's 2020 Strategic Plan was developed by members of the Gladstone Police Department and included a facilitator, City Council Liaison participation and an outside agency preparing to start their own planning process. This plan was the start of a culture shift here at GPD. GPD has many talented people working for the police department who are very passionate about the Gladstone Community and their roles within the community. Developing a culture that embodies the four values of GPD was critical and essential to the success of the police department and we embrace these values and strive daily to live up to those expectations.

The Strategic Plan for the Gladstone Police Department has 3 phases. The first phase involved internal personnel focusing on four specific topics. Leadership / Succession, Code Enforcement, Traffic Safety and Training. Three of the four topics were specific to my hiring on May 20, 2019 and a priority to the city. While the 4th, training, was not included as a priority, in order to accomplish the tasks, training must be included. There was a 5th priority, Community Engagement, that we did not focus on during the development of this plan. The reasons for that is it is built into our new culture as required by every member of the organization. Engaging with our community is a fundamental and foundational piece of policing as outlined in 21st Century Policing. It occurs daily, we will always look for new opportunities and it will be measured through evaluations.

Phase 2 of the plan was set to include community members focusing on the same topics with likely a couple at large topics the community may want to include. Unfortunately, due to COVID-19 and the restrictions that accompanied the disease, we were unable to meet with the public. Although GPD continues to press forward, once restrictions are lifted we will invite the community to participate in phase 2.

Phase 3 is implementation. GPD has already moved into phase 3 and I have highlighted GPD's current status.

Chief's promise to the organization:

I will provide all members of the organization with mentorship, the mission and guardrails required to do their job and will empower them to accomplish tasks required of them.

Empowerment Defined:

Allowing members of the organization to make decisions and act within the boundaries of the overall goals and objectives of the organization. Simply put, set the guardrails and get out of their way and allow them to do their jobs!

GPD MOTTO: *Developed by Chief John Schmerber and expected by all members*

- Be Kind
- Be Ready
- Know where you should be
- Know what you should be doing

GPD Values: *Developed by all department members*

1. **RESPECT:** Our Oath, Legitimacy, Our Community, Accountability
2. **SERVICE:** Professional at all times, Value All, Compassion for those we serve, Utilize best practices, training and education.
3. **CHARACTER:** Honesty and Integrity, demonstrate moral and ethical principles, Remain true to our values, Authentic.
4. **PASSION:** Team Work, To be the best in our profession, Do the right thing for the right reason, Represent the City of Gladstone Honorably.

OUTCOMES sought during planning session:

- What is GPD's plan addressing our stated goals!
- Recognize City Values and Goals!
- Review GPD Values
- Provide suggestions on how (who) to get community involved!

FOCUS OF STRATEGIC PLAN GOALS: Increase effectiveness and efficiencies in;

1. Leadership / Succession
2. Code Enforcement
3. Traffic Safety
4. Training

Leadership / Succession:

☐ Train for the job above (Command College, Supervisory Course, Mentorship)

- Mentorship is occurring daily. Supervisors mentoring through daily evaluation of employees work product.
- Daily discussions on topics that involve controversy and what GPD's response may or may not be and why based on our organizational values.
- Supervisory personnel have and continues to attend Command Training
- Sgt. Hill and Sr. Officer Hutchinson attended the Metro Sgt's Academy in 2021. Officer Olson and Detective Lee will be eligible to attend the academy in 2022.
- Bi-Weekly Command Meetings addressing personnel and other issues surrounding the police department. Great opportunity for the Chief and Lieutenant to mentor command personnel.
- Ongoing!

☐ Job shadow (when there is interest)

- Ongoing!

☐ Patrol to work with Det. on major case (experience)

- This has occurred on several occasions. There has been continuous interaction between patrol and detectives sharing advice, tips and collaboration on cases.
- Ongoing!

☐ Hire the right people

- Since May 20th, 2019, GPD has made the following hires that have been very successful, Executive Assistant, Lieutenant, 2 Sergeants and 3 Officers.
- In a year, GPD will be in the position to promote within and will no longer need to go outside to hire command positions with possible exception of the Chief.
- Ongoing development!

☐ Training (Host to make cost effective)

- OPM = Use "Other People's Money", Grants, etc...
- College Units = Certifications
- COVID has prevented GPD from hosting training but does have place holders in place depending on when restrictions are lifted.

- In 2022, I will work to bring college credit classes to Gladstone for Officer Participation.
- Ongoing!

Traffic Safety:

☐ Education

- COVID has prevented GPD from face to face education.
- Currently utilizing Twitter and Facebook for messages twice a week.
- Ongoing!

☐ Social Media

- Twitter and Facebook are used to message our community.
- Ongoing!

☐ Car Seat installation – Oregon Impact/GPD

- GPD volunteer is scheduling two car seat clinics in 2022.

☐ Bike rodeos / Helmet fitting – Oregon Impact / GPD

- GPD received two bike helmet grants this year and one more has been approved for 2022.
- Free bike helmet coupons are handed out on a continuous basis and social media is being used to promote the free bike helmet program.
- Spring of 2022 GPD will host the bike rodeo.

☐ Cross Walk Education and Enforcement – Missions through grant funding

- GPD conducted 4 crosswalk enforcement missions in 2021 and have received grant money to conduct additional missions in 2022. Social media has been used to educate community members of the enforcement.

☐ Speed Enforcement – overtime missions – grant funded

- Daily activity by on duty personnel.
- Multiple grant funded overtime missions were conducted.
- GPD did receive additional grant funding for 2021 and 2022.

☐ Partner with other agencies to conduct traffic missions

- GPD participated in two multi agency traffic missions in 2021.
- GPD will be hosting a multi-agency traffic mission in January of 2022.

☐ Utilize decoys or phantom cars

- GPD must be more consistent using phantom cars in 2022!
- ☐ Purchase a new Radar Trailer
- Completed in 2021.
- ☐ Utilize Traffic Safety Committee for feedback and direction
- Ongoing!

Code Compliance: “The Gladstone Way”

- ☐ Patrol involvement
 - Focus for patrol has been parking issues and abandoned vehicles. Patrol has made a significant impact in both these areas.
- ☐ Abandoned Vehicles
 - Code enforcement has made a significant impact in this area and continues to work to rid the city of abandoned vehicles.
- ☐ Debris
 - Continues issue during the spring and summer months. GPD aims to address issues timely and educate homeowners.
- ☐ Tall grass and weeds
 - Same as Debris, GPD aims to address issues timely and educate homeowners.
- ☐ Parking
 - Patrol and Code Enforcement will handle these calls.
- ☐ Trailers
 - GPD addresses these issues through enforcement and education.
 - Homeless
 - Proactive
 - Services and resources
 - GPD works closely
 - Neighbors Helping Neighbors
 - Volunteer work group to help Gladstone seniors and disabled or those in need.

Click or tap here to enter text.

Training:

- ☐ All required training to maintain certifications
 - All required training for employees have been met for 2020 / 2021.
- ☐ Officer Wellness (mindfulness)
 - Program development to occur in 2022.
- ☐ Peer Support – GPD certified
 - GPD’s Peer Support is fully trained and operational.
 - Peer support includes 2 Sergeants and 3 Officers.
 - Chaplains led the charge in helping develop the process.
 - TIP has also been brought into the group as a resource for community members.
- ☐ Sgt’s Academy
 - 2 GPD officers attended in 2021 and 2 more will be scheduled in 2022.
- ☐ Tactical Medical (GPD Certified)
 - Training received through GFD fire and Detective Gilliam.
- ☐ HNT (GPD)
 - GPD no longer participating on county team and may look internally only.
- ☐ Detectives Academy (Development for Patrol)
 - ON line classes have been taken and completed.
 - Additional training to occur in 2022.
- ☐ Crime Prevention
 - Program not developed or set up at this time.
 - Ongoing!
- ☐ Critical Incident Management
 - Not completed. Utilizing FEMA however COVID has prevented.
 - Table top to be scheduled in 2022 that includes GFD.
 - Table top for Emergency Management to be scheduled in 2022.
- ☐ Crisis Intervention Training (All of GPD)

- With the exception of the new hires, all officers are CIT trained. 2 new officers to attend in 2022.

☐ Advanced SRO

- GPD intends to send the SRO in 2022 to advanced training.

☐ Command Schools (Sgt's and Above)

- Although limited in 2021, command did receive training and will do in person training in 2022.

City of Gladstone Staff Report

Report Date: January 4, 2022
Meeting Date: January 11, 2022
To: Mayor and City Council
From: Jacque Betz, City Administrator

AGENDA ITEM:

Appointment to the Traffic Safety Advisory Board

History/Background:

At the November 9, 2021 City Council meeting, staff requested Council advise how to proceed with the appointment process for Boards, Commissions and Committees for 2022. The Council agreed to accept applications and appoint them at the regular council meeting. Staff also advised City Councilors are welcome to contact the applicant and ask additional questions prior to appointment.

Please be advised there are two (2) vacant terms on the Traffic Safety Advisory Board, one term to expire 12-31-2022 and the other 12-31-2024. There are currently five committee members, Nathan Page, Mike Wiley, Yvonne McNeil, Jeffrey Johnson and Andrew Labonte.

Notice of the committee vacancy was advertised in the City newsletter and on the city's website and social media. As of this date applications to the Traffic Safety Advisory Board have been received from:

- Mindy Proski
- Scott Lemon

Options:

- 1) Appoint one Traffic Safety Advisory Board member to term that expires 12-31-2022 and one that expires 12-31-2024.
- 2) Do not appoint Traffic Safety Advisory Board member.
- 3) Continue to advertise for vacant position.

Cost Impact:

No impact.

Department Head Signature

Date: 01/05/2022


City Administrator Signature
Date: 01/05/2022

CITY OF GLADSTONE
APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



- | | |
|---|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Park & Recreation Advisory Board |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Senior Center Advisory Board |
| <input checked="" type="checkbox"/> Traffic Safety Advisory Board | <input type="checkbox"/> Audit Committee |

NAME: Mindy Proski

ADDRESS: 1510 Harvard Ave. Gladstone, OR 97027

TELEPHONE: (HOME) N/A (WORK/CELL) 503-421-6463

EMAIL: Mindarella70@msn.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 17 years

OCCUPATION/EMPLOYER (state your specific line of business):
I am a Business Data Analyst III at OHSU's School of Nursing. I have been there for 16 years. I am in charge of several database applications and run/analyze complex reports.

DESCRIBE YOUR ACTIVITIES
AND INTERESTS:
I grew up in Gladstone and live here again with my spouse and children. We love living at the confluence of the Clackamas and Willamette rivers and spend much time canoeing, swimming, and hiking around the area. I also love to garden, do crafts and read.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS
AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:
I do not have any experience being on a city council or advisory board. I do have experience being on boards at OHSU, including the Diversity Advisory Group. I am also the treasurer of the Kraxberger Middle School PFO (Parent and Faculty Organization).

Are you a Registered Voter?

☒ YES ☐ NO

Have you ever applied for a Position Before?

☒ YES ☐ NO

If yes, when? September 2021 What Board, Commission or Committee? Gladstone School Board

Why would you like to serve on this Board, Commission or Committee?

(Attach additional materials or information if you wish).
I would like to take a more active role in my community. I do a lot of volunteering in the schools, which I love, but I feel like I could also be useful on a board. Traffic safety is very important to all residents and I believe I would be a productive member of this board.

SIGNATURE: _____ DATE: 1/3/2022

Please note: The information submitted in this application may be subject to public records law and will be included in a publicized City Council packet.

CITY OF GLADSTONE
APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



_____ Budget Committee _____ Park & Recreation Advisory Board
_____ Planning Commission _____ Senior Center Advisory Board
_____ Traffic Safety Advisory Board _____ Audit Committee

NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (WORK/CELL) _____

EMAIL: _____

HOW LONG HAVE YOU LIVED IN GLADSTONE: _____

OCCUPATION/EMPLOYER (state your specific line of business): _____

DESCRIBE YOUR ACTIVITIES
AND INTERESTS: _____

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS
AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: _____

Are you a Registered Voter?

_____ _____
YES NO

Have you ever applied for a Position Before?

_____ _____
YES NO

If yes, when? _____ What Board, Commission or Committee? _____

Why would you like to serve on this Board, Commission or Committee?

(Attach additional materials or information if you wish). _____

SIGNATURE: _____ DATE: _____

Please note: The information submitted in this application may be subject to public records law and will be included in a publicized City Council packet.

CITY OF GLADSTONE
Serving on a Board, Commission or Committee



- **MEMBERSHIP – Application and Interview Process:**

Most advisory boards, commissions and committees require meeting at least once a month during the evening, except for Senior Center Advisory Board (daytime hours). Currently meetings are held via ZOOM per the Governor’s COVID Executive Order. However, the City is transitioning to hybrid and/or in person meetings. Some boards also require investment of time outside of the meetings. Most boards have written bylaws that address the residency requirements and should be reviewed prior to submitting an application. Interested applicants are encouraged to attend board meetings prior to interviewing to serve.

A comprehensive list of current boards, committees and commissions, as well as applications to apply for membership are available on the City’s website: <https://www.ci.gladstone.or.us/community/page/community-application-forms>. After reviewing applications for qualification criteria, interviews are scheduled. City staff will call or email applicants to discuss the interview and possible appointment or other participation opportunities.

- **APPOINTMENTS**

Membership on City advisory boards, commissions, and committees are open to all interested residents subject to the qualifications determined by each individual board, commission or committee as necessary for the conduct of its business. There shall be no discrimination of applicants based on race, color, religion, sex, age, national origin, physical or mental disability, marital status, familial status, or membership in any other group protected by law in accordance with applicable federal, state and local laws. Appointments are generally made by the Mayor and City Council as a whole during a regular City Council meeting. Appointees are not required to attend the meeting.

- **TERMS OF OFFICE**

The terms of appointment of most members shall, regardless of the date of appointment, expire on the last day of December of the year in which the term ends. Term lengths vary according to the bylaws of each board, and occasionally an applicant will be appointed to fulfill a vacancy created by resignation of a previous member.

Each vacancy is to be filled through appointment and reappointment following a recruitment process for the vacant position. Incumbents desiring reappointment must reapply during the recruitment process; they are not automatically reappointed.

City of Gladstone Staff Report

Report Date: January 4, 2022
Meeting Date: January 11, 2022
To: Mayor and City Council
From: Jacque Betz, City Administrator

AGENDA ITEM:

Appointment to the Gladstone Senior Center Advisory Board-PLACEHOLDER.
If Mindy Proski is appointed to the Traffic Safety Advisory Board, this item will become moot.

History/Background:

At the November 9, 2021 City Council meeting, staff requested Council advise how to proceed with the appointment process for Boards, Commissions and Committees for 2022. The Council agreed to accept applications and appoint them at the regular council meeting. Staff also advised City Councilors are welcome to contact the applicant and ask additional questions prior to appointment.

Please be advised there is one (1) vacant term on the Gladstone Senior Center Advisory Board, to expire 12-31-2022. There are currently six committee members, Josie Whitaker, Roxanne McMullin, Evelyn Johannesen, Sylvia Kelner, Nancy Turner, and Simona Gherghisan.

Notice of the committee vacancy was advertised in the City newsletter and on the city's website and social media. Ms. Proski indicated that if she was not selected for the Traffic Safety Advisory Board, then she would like to be considered for the Senior Center Advisory Board. Due to time constraints she is not be willing to serve on both committees at this time.

- Mindy Proski

Options:

- 1) Appoint Senior Center Advisory Board member to term that expires 12-31-2022.
- 2) Do not appoint Senior Center Advisory Board member.
- 3) Continue to advertise for vacant position.

Cost Impact:

No impact.

Department Head Signature
Date: 01/05/2022


City Administrator Signature
Date: 01/05/2022

CITY OF GLADSTONE
APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



- | | |
|---|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Park & Recreation Advisory Board |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Senior Center Advisory Board |
| <input checked="" type="checkbox"/> Traffic Safety Advisory Board | <input type="checkbox"/> Audit Committee |

NAME: Mindy Proski

ADDRESS: 1510 Harvard Ave. Gladstone, OR 97027

TELEPHONE: (HOME) N/A (WORK/CELL) 503-421-6463

EMAIL: Mindarella70@msn.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 17 years

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DESCRIBE YOUR ACTIVITIES
AND INTERESTS:
I grew up in Gladstone and live here again with my spouse and children. We love living at the confluence of the Clackamas and Willamette rivers and spend much time canoeing, swimming, and hiking around the area. I also love to garden, do crafts and read.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS
AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:
I do not have any experience being on a city council or advisory board. I do have experience being on boards at OHSU, including the Diversity Advisory Group. I am also the treasurer of the Kraxberger Middle School PFO (Parent and Faculty Organization).

Are you a Registered Voter?

☒ YES ☐ NO

Have you ever applied for a Position Before?

☒ YES ☐ NO

If yes, when? September 2021 What Board, Commission or Committee? Gladstone School Board

Why would you like to serve on this Board, Commission or Committee?

(Attach additional materials or information if you wish).

I would like to take a more active role in my community. I do a lot of volunteering in the schools, which I love, but I feel like I could also be useful on a board. Traffic safety is very important to all residents and I believe I would be a productive member of this board.

SIGNATURE: _____ DATE: 1/3/2022

Please note: The information submitted in this application may be subject to public records law and will be included in a publicized City Council packet.

City of Gladstone
Staff Report

Report Date: January 5, 2022
Meeting Date: January 11, 2022
To: Mayor and City Council

Agenda Item:

City Administrator Employment Agreement

**CITY COUNCIL
MONTHLY
ACTIVITY
REPORTS**

MAYOR TAMMY STEMPEL

DECEMBER 2021 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

- 12/1/2021 - Food Pantry
- 12/2/2021 - C4 Meeting
- Check in with Staff Prior to Vacation
- 12/3/2021 - Citizen Meeting - Infrastructure
- 12/10/2021 - Start Review of Council Packet
- 12/13/2021 - C4 Executive Committee Meeting
- Parks and Rec Meeting
- Check in with Jacque
- 12/14/2021 - City Council Meeting
- 12/15/2021 - Food Pantry
- 12/16/2021 - Food Pantry
- 12/18/2021 - Toy and Food Drive
- 12/19/2021 - Citizen Meeting – Code Enforcement
- 12/22/2021 - Food Pantry
- 12/24/2021 - Citizen Meeting – Code Enforcement
- 12/28/2021 - Citizen Meeting – Vacancies

**Throughout the month review of social media, responses to email, phone conversations with regional elected officials and staff, and other direct phone calls.

NOTES

**PRELIMINARY
CITY COUNCIL
AGENDA
PLANNING
DOCUMENT**

January 19, 2022 Annual Volunteer Training for Committees, Commissions, and Boards 5:30 pm			
	Via zoom		
January 25, 2022 City Council Worksession 5:30 PM			
	I/I Source Identification and Rehabilitation Project City Infrastructure	PWD Caniparoli, CA Betz, FC Brucker	
	Update on Fire Services options?	FC Huffman/CA Betz	
February 8, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings Department Head Monthly Reports (Jan) 		
Possible executive session	Collective Bargaining Agreements; AFSCME and GPA	HRC McDonald/CA Betz/CA Driscoll	
Presentation Tent.	Presentation from ODOT on the I-205 Tolling		
	Consider acceptance of the 2020-21 fiscal audit	FC Brucker/CA Betz	
	Budget Resolution Transfer to accept DLCD Grant Funds and the new Community Services Manager Position.	FC Brucker/CA Betz	
	Gladstone Library Update and annual report	LD Olson	
	Lease Agreement with Clackamas County for the new library located at 525 Portland Avenue	CA Driscoll/CA Betz	
	Approve resolution to reimburse expenditures (prior to issuance of the obligations) from proceeds of tax exempt obligations for new Public Works Facility	FC Brucker, CA Betz	
	Discussion to modify Chapter 5.04 Business Taxes, Licenses, regulations and Chapter 17.78 Home Occupation and Short Term Rental	CR Bannick/CCO Boyle/CA Driscoll	

Gladstone City Council Preliminary Agendas

February 22, 2022 City Council Worksession 5:30 PM			
	Code Enforcement Strategies	Chief Schmerber	
	Officer Involved Shooting –Lessons Learned	Chief Schmerber	
March 8, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings <ul style="list-style-type: none"> Department Head Monthly Reports (Feb) 		
	Resolutions to borrow/incur debt for the new public works facility	CA Betz/FC Brucker	
	IGA between water Environmental Services and City of Gladstone for regional inflow and infiltration reduction	PWD Caniparoli, CA Betz, CA Jacobs	
	Unified Sports User Fees Subcommittee Recommendations	PWD Caniparoli/CA Betz	
March 22, 2022 City Council Worksession 5:30 PM			
April 12, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings Department Head Monthly Reports (March) 		
April 26, 2022 City Council Worksession 5:30 PM			

Gladstone City Council Preliminary Agendas

May 10, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings Department Head Monthly Reports (April) 		
May 24, 2022 City Council Work Session 5:30 PM			
	Gladstone Downtown Revitalization Plan Overlay Zone	MIG/CA Betz/JS	
June 14, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings Department Head Monthly Reports (May) 		
June 28, 2022 City Council Worksession 5:30 PM			

July 12, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings Department Head Monthly Reports (June)		
	Progressive-Design Build Selection for new Public Works Facility		
July 26, 2022 City Council Worksession 5:30 PM			
August 9, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings Department Head Monthly Reports (July)		
August 23, 2022 City Council Worksession 5:30 PM			

September 13, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (August) 		
September 27, 2022 City Council Worksession 5:30 PM			
October 11, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (September) 		
October 25, 2022 City Council Worksession 5:30 PM			

November 8, 2022 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings Department Head Monthly Reports (October) 		
November 22, 2022 City Council Worksession			
	No Work session Thanksgiving week		
December 13, 2022 City Council Regular Meeting 6:30 PM			
	<ul style="list-style-type: none"> Financials Legal costs on projects Minutes from previous Council meetings Department Head Monthly Reports (December) 		
December 27, 2022 City Council Worksession 5:30 PM			
	No Work session, holiday		

To Bet Set			
	Approve the IGA with Metro for Phase II of the Trolley Trail Bridge environmental and engineering.	CA Betz	
	Replacement of public works equipment	PWD Caniaproli	
	RFP Banking Services Recommendation	FC Brucker	
	Modify Chapter 2.12 City Administrator Duties(clean up department head language)	CA Betz, HRC McDonald	
	Ordinance to modify Chapter 8.16.060 Succession of Authority	CA Betz, FC Huffman	
	Rinearson Natural Area Project Update	Gary Howard/Evan Ocheltree	
	Adopt the Meldrum Bar Park Site Plan	PWD Caniparoli/CA Betz	
	Adopt Title 17 Zoning Code Changes per HB 2001	CA Betz/MIG/Southgate	
	Adopt Downtown Revitalization Plan Overlay District	CA Betz/MIG/Southgate	

