



**GLADSTONE CITY COUNCIL MEETING
CIVIC CENTER COUNCIL CHAMBERS
November 8, 2022 – 6:30 PM**

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

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85908248892?pwd=YkMrWU4wUXB0R3NVT0FQNmEvcUhvdz09>

Passcode: 458051

Or One tap mobile :

US: +17193594580,,85908248892#,,,,*458051# or +17207072699,,85908248892#,,,,*458051#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 719 359 4580 or +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 386 347 5053 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623

Webinar ID: 859 0824 8892

Passcode: 458051

If members of the public would like to comment on an agenda item (either virtually or in person) please email your comments to kratz@ci.gladstone.or.us prior to 12:00 p.m. (noon) on November 8, 2022.

The City Council will also have *Business from the Audience* at the end of the meeting. To speak during this time, (either virtually or in person) please email kratz@ci.gladstone.or.us prior to 12:00 p.m. (noon) on November 8, 2022 with your name, topic of discussion and city of residence.

(Zoom participant speaking instructions will be emailed to persons who request to speak and posted on the city's website)

AGENDA ADDITIONS OR CORRECTIONS

CONSENT AGENDA:

1. Approval of October 11, 2022 Regular Minutes
2. Approval of September Bank Balances
3. Budget Report for Period ending 09-30-2022
4. Approval of September Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for October 2022

7. Approval of an Agreement for City Prosecutor Services between the Cities of Gladstone and Molalla

CORRESPONDENCE: None

8. **REPORT – CLACKAMAS FIRE DISTRICT #1 UPDATE** – Fire Chief Nick Browne / Asst. Fire Chief Brian Stewart

REGULAR AGENDA:

9. **BANKING SERVICES CONTRACT FOR THE CITY OF GLADSTONE**

Consider approval of a banking services contract with US Bank for the City of Gladstone.

10. **ORDINANCE 1516 – AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTER 5.04, BUSINESS LICENSES**

Consider approval of Ordinance 1516 – amending GMC Chapter 5.04 – Business Licenses.

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

ADJOURN

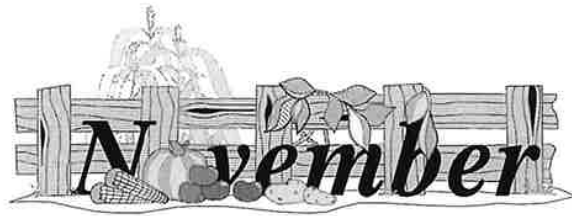
EXECUTIVE SESSION – ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection (a separate Zoom login will be provided to participants prior to the meeting)

Upcoming Meeting Dates:

- November 22, 2022 – City Council Work Session – 5:30 p.m.
- December 13, 2022- City Council Regular Meeting- 6:30 p.m.

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

GLADSTONE CITY COUNCIL MEETING MINUTES OF OCTOBER 11, 2022

Meeting was called to order at 6:30 P.M. – (Via Zoom and In Person)

ROLL CALL:

Mayor Tammy Stempel, Councilor Ripley, Councilor Alexander, Councilor Tracy, Councilor Todd, Councilor Hartman, Councilor Garlington

ABSENT:

None

STAFF:

Jacque Betz, City Administrator; Darren Caniparoli, Public Works Director; Chad Jacobs, City Attorney; Tami Bannick, City Recorder;

Mayor Stempel called the meeting to order and explained that the City is abiding by guidelines set forth in House Bill 2560, which requires that they make all meetings accessible remotely, through technologic means and provide the opportunity for the public to participate to the best of their ability. This meeting will be open to the public, both in person and virtually, using the Zoom platform. The Council members and staff will be in person, as well as those citizens who wish to attend in person. She went over the procedures that will be followed for the meeting and the meeting agenda.

AGENDA ADDITIONS OR CORRECTIONS:

There will be a discussion regarding the National Opioid Settlement Agreement during Business Carried Forward. Mayor Stempel would also like to add a statement from the Police Department.

CONSENT AGENDA:

1. Approval of September 13, 2022 Regular Meeting Minutes
2. Approval of August Bank Balances
3. Budget Report for Period ending 8-31-2022
4. Approval of August Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for September 2022

Councilor Hartman made a motion to approve the Consent Agenda. Motion was seconded by Councilors Alexander. Ms. Bannick took a roll call vote: Councilor Hartman – yes. Councilor Tracy – yes. Councilor Alexander – yes. Councilor Ripley – yes. Councilor Todd – yes. Councilor Garlington – yes. Mayor Stempel – yes. Motion approved with a unanimous vote.

CORRESPONDENCE:

None.

Mayor Stempel said for those members of the public who wished to speak the deadline for accepting comments was noon today. They allow three minutes for public comment unless there are special circumstances and additional time has been approved beforehand by staff.

She said a few words about the role of the City Council. She feels it is important for everyone to understand their limitations: they represent the citizens of Gladstone and not their own personal agendas and beliefs. There have been many times when a decision being made doesn't align with what they would like personally but have made a decision based on what is based on the City as a whole. That doesn't mean that their personal beliefs have changed; just that they listened and acted accordingly. There are laws and rules

they have to use as the basis of their decisions. They do not have the luxury of randomly making decisions, but instead they have to be consistent and take the path that is defensible. They appreciate everyone's time in participating in this process. Her goal is to keep the meeting respectful and engaging and she hopes everyone will help her do that.

7. **REPORT FROM CLACKAMAS FIRE DISTRICT #1:**

Brian Stewart said this is Fire Prevention Week and the theme they have adopted is "Fires Won't Wait – Plan Your Escape". This includes all aspects of creating a home fire escape plan and practicing the plan with all family members. He also advises that you "Close Before You Doze" – make sure the bedroom doors are closed.

This month they hosted a Firefighter For A Day training for local orthopedic physicians, surgeons, and physical therapists so they can learn more about the firefighters' tasks in conjunction with their injury contract.

There were a series of fires along the Johnson Creek/Springwater Corridor – their investigators worked along with law enforcement to help rectify that.

They added fifteen new firefighters yesterday. They will be attending the academy.

They had an open house with Happy Valley on Saturday. This Saturday they will hold one from 1 – 3 P.M. at the Oak Grove station. Everyone is welcome to attend. There will be one at the Eagle Creek station on October 31st.

Their crews will be handing out helmets and candy on Halloween.

Kirk Stempel said the fire station remodel project is ongoing – they hung sheet rock today. There was a total of 222 calls for service for Engine 22 and 141 calls in the City of Gladstone.

Councilor Garlington asked if the Fire Prevention Week included the schools – they are able to engage with the schools in a limited capacity. She asked if there is money in the budget to fix the side of their building. Ms. Betz said they will at least be putting a fresh coat of paint on that.

REGULAR AGENDA

8. **CONTRACT FOR 3J CONSULTING TO PROVIDE PLANNING AND ZONING SERVICES TO THE CITY OF GLADSTONE:**

This is to consider approval of a personal services contract and authorizing the City Administrator to sign the agreement. Ms. Betz said for many years Clackamas County has provided Planning and Zoning services for Gladstone. One of the City's strategic goals last year was to go out for a request for proposals to see if there were any interested firms that would like to provide that service. They received five proposals. They formed a selection committee. They interviewed two of the firms that they felt rose to the top of the list. It was a unanimous decision to select 3J Consulting. They are hoping that 3J will also be able to assist with long-term projects. The amount they are asking the Council to approve is \$100,000 each fiscal year. They will enter into an initial 2-year contract to see how the agreement goes. Heather Austin will be the primary Planner for the City of Gladstone.

Councilor Ripley asked if this would have any effect on the Planning Commission. Ms. Betz said they will still be a governing body, and now instead of Joy Fields reporting to them, Heather Austin will do that work. This will help them by getting a firm that can do more than just the

current planning projects. Councilor Todd asked if this would speed up the projects. Ms. Betz believes it will help streamline the process. The building permit process will still be done through the County. Councilor Garlington asked if we pay them per project. Ms. Betz said it would be on an hourly basis and will not exceed the amount in the budget. One of the steps the City will have to go through, if this is approved, will be to adopt the Land Use Fees in December.

Councilor Alexander made a motion to approve the Personal Service Contract between the City of Gladstone and 3J Consulting for Planning and Zoning Services and authorizing the City Administrator to sign the agreement. Motion was seconded by Councilor Garlington. Ms. Bannick took a roll call vote: Councilor Alexander – yes. Councilor Tracy – yes. Councilor Hartman – yes. Councilor Todd – yes. Councilor Garlington – yes. Councilor Ripley – yes. Mayor Stempel – yes. Motion passed with a unanimous vote.

BUSINESS CARRIED FORWARD:

Follow-up discussion regarding the National Opioid Settlement Agreement:

Ms. Betz said she is looking for guidance from the Council. They had a work session in August and Clackamas County talked about their substance use and overdose prevention initiative. There are multiple cities in Clackamas County that are receiving funds because of this national opioid crisis and the settlement agreement. Because this information was provided at a work session she couldn't get an action from the Council, so she is asking if they would like the City to move forward, working with Clackamas County, to utilize the City's \$7,000 that they will receive each year towards assisting with the opioid crisis. If approved, she and Mr. Jacobs will work with Clackamas County and the agreement would come back to the City Council at a future date and it would include items regarding how they would like to see the funds used.

Mayor Stempel asked for a consensus. All the Councilors agreed to move forward on this.

Councilor Alexander read a statement from our Police Chief and staff:

Ms. Betz met with Lieutenant Gerkman and Chief Schmerber and here are some clarifications from listening to comments from Lisa Halcom from the 9/13 Council meeting. At no point did anyone report using the word "faggot". Lieutenant Gerkman spoke to participants at Happy Rock Coffee that night multiple times and told them protestors were not committing crimes. He also reviewed the video on site, during which time there were no crimes being committed or any language being used towards protected classes. No police officer heard any biased words, and no one blocked the sidewalks. We warned the protestors that they cannot obstruct right-of-way or any pathway and they needed to remain on public property. If Ms. Halcom or anyone else wants to file a report that reflects otherwise, then they can contact Chief Schmerber or Lieutenant Gerkman. Library Director Mitzi Olson confirmed that the Library closed an hour early because she only had two female employees working. She said if she had known this was going to happen she would have scheduled another employee and stayed open. She said the police were very helpful and assisted patrons to drop off books. The Police Department will meet with Mitzi to go over protocols should this happen again. In regard to the vandalism that occurred with Lisa's van, it is still under investigation, and we confirmed that Officer Hutchison has provided Ms. Halcom several updates on the incident. We also provided her crime prevention tips. The Gladstone Police Department must respect the constitutional rights of all people - liberty, equality, and justice. The Police Department has no agreements or affiliations with the Proud Boys. The priority is to maintain public safety for our community and those involved. Our ability to prohibit activities is very limited, and as the government, we need to be careful in attempting to do so, even if we strongly disagree with the message being shared. The Police Department has not received or heard a video outside of the one Lieutenant Gerkman viewed that night during the

protest. The only other information we have is that Officer Hutchison reached out again to Ms. Halcom regarding the investigation and received no response. Chief Schmerber also reached out via email to Ms. Halcom and did not get a response. Chief Schmerber has a meeting with County Library staff next week to discuss the exclusion process in the event this issue should occur again.

He said our police are doing a great job and too often only one side of the story gets told. He thinks that needed to be read into the record so we have both sides.

BUSINESS FROM THE AUDIENCE:

Donna Erbs said today we have what seems to be a barely acknowledged crisis on our hands – the terrifying and abusive behavior of Proud Boys and similar people. Whether it is the repeated targeting and harassment of local business owners and their customers or the intimidation of library workers and patrons, just to name a couple. Her concern for the wellbeing of her fellow Clackamas County residents grows each day. She knows for a fact that many marginalized communities are targeted, harassed, and assaulted. If you are Jewish, as she is, LGBTQ, as she is, a unionist, as she is, or a person of color she thinks you are at risk. When she sees swastikas and slurs painted on Jewish community buildings or when she sees flyers such as this one handed out in the community she is saddened, and she is furious. She has no expectation of changing the minds of those who seek power and satisfaction to the easy targeting of those they perceive as other, but she is angry when the list of hate and bias crimes in Clackamas County receiving media attention gets this long in just one year, yet she doesn't see any coordinated and effective response from City and County officials to this horror and terror. These are just the ones getting media coverage and not the ones that don't make the news and not the ones that people are too frightened to report. As a citizen of this County and as a patron of Gladstone businesses and services she demands a swift and coordinated plan using education and enforcement to end this relentless abuse of people in this City and County. She welcomes the Council's engagement and offered her experience and expertise to this body and/or the County Commission with the sincere intention of working collectively towards solutions.

Nancy Slavin said when her family first moved to Clackamas County they lived in Gladstone. Their child started at John Wetten and attended public school here until seventh grade, danced for many years at Grand Finale, and they still patronize many businesses and have many friends here. For almost twenty years she was a violence prevention coordinator and educator in small communities just like this one. She knows what hate-filled people are capable of and she's seen their violence escalate when they do not get intervention. The Council and Gladstone P.D. have received dozens of reports of intimidation, harassment, vandalism, tire slashing, car keying, and outright physical violence. She's asking this Council to take meaningful action to stop the Proud Boys and others like them in Gladstone from fermenting further trauma and divisiveness. A coordinated community response is, in fact, the solution to fostering community safety. Many residents won't speak publicly about the Proud Boys for fear of becoming targets or experiencing further acts of violence or because sadly they think it's futile to try. Businesses are losing customers, and a few will likely leave or close down. Lost tax revenues, empty store fronts will be the result of this City's failing to hold the primary aggressors accountable. There are not two equal sides to this group's behavior. Several reported incidents could be considered hate crimes for most who have been targeted are from marginalized communities, but no such charges have been made. Also, Gladstone Police have not reported to the State all incidents of bias, such as the anti-Semitic flyers. The City can be held liable if any lawsuits are filed against the Department, so it behooves you to encourage the P.D. to implement their own protocols, like through 18.2 in the Gladstone Police Department manual that says they will protect community safety, show compassion and understanding for victims and witnesses and make reasonable efforts to provide support and information, which she understands has not happened. Other cities have responded to hate groups like this by requiring and denying permits or enforcing simple County codes like Ordinance 05-2013 that says disruptive behavior on Clackamas County Library property is actually contrary to public health, safety, and welfare. But on August 24th police chose not to disperse those Proud Boys on that

property and instead watched the Library close down early, as Councilor Alexander said. What's weird is she actually understands the Proud Boys' feelings of powerlessness and subsequent worry about becoming obsolete as a middle-aged white woman, but the real problem with the scarcity we all feel comes from those who hoard power at the top. She wants to thank the few City Councilors who have heard citizen pleas and who do things like organize mutual aid for residents as climate change and its social and economic impacts reign down on us all. She is also here to help Gladstone foster its wellbeing and she hopes you will too.

Jeanette DeCastro (via Zoom) said she has friends in Gladstone and has really enjoyed her visits there. There was a publicized incident on August 24th. She was not present, but it's her understanding that a group of people chose to yell abuse at a private event at Happy Rock Coffee, a drag queen bingo night. She finds that incredibly troubling. In the Gladstone vision and core values for 2021-2022 the number one goal listed by the Council was our city will be safe. She has the expectation that dedicated public servants such as the Councilors would take every step needed to achieve their goals. They are not lofty or aspirational. They're a fantastic road map for what needs to be your next steps. Achieving all of those goals is what the community of Gladstone and all of Clackamas County deserves, and especially safety. Safety includes the ability to live, work, and visit and be free from bias incidents. As a side note, bias incidents used to be called intimidation, so that's what she will call them. Intimidation is absolutely unacceptable. Her problem is not with specific people – it's with the terrible behavior shown on August 24th. And there have been other documented occasions. There's a troubling pattern of neglecting safety in Gladstone in favor of a very few individuals and their loud voices. That's usually called bullying. Communities need to live, work, and thrive together. The difficult truth is that means leadership must make it crystal clear that intimidating behavior would not be tolerated. She has heard folks on Council call graffiti disgusting. She totally agrees. Harassment and intimidation are also especially disgusting. It's her expectation and recommendation that the Council will speak out together against bias incidents. It's her expectation that the Council will manage City operations within their purview and take every step possible to enforce consequences for illegal behavior and intimidation.

BUSINESS FROM THE COUNCIL

Councilor Hartman:

She, Councilor Tracy, and Ms. Betz attended the League of Oregon Cities' fall conference last week. They went to their own seminars, but she hopes to draft up some notes from some that she attended. One of those was touring some homeless villages/transition shelters that were put up by St. Vincent DePaul. It was amazing to see what can work when we all work together. They also looked at building blocks for integrating diversity, equity, and inclusion work into City business. She learned about more access for people with disabilities.

She said they have a responsibility to uphold the law and the State law is to report bias incidents, so while it might not be a crime, bias incidents are important to report. It will be noted that the police report did get amended on September 20th, so there were bias incidents reported.

Councilor Tracy:

He said during the League of Oregon Cities conference he spoke to quite a few other Councilors who are experiencing some of these issues in their towns. He encouraged everyone to get out and vote. That is what is going to be what changes the power structure up here. He said he doesn't think he's ever been met with a more corrupt Council than the Council at the time he got elected and the way that that appointment happened almost six years ago. He said the voters are the ones who can change this because otherwise they are going to be running your city.

Councilor Ripley:

He agreed with Councilor Tracy on getting out and voting. He said that's the best way to get things done. He thanked everyone for showing up to the meeting.

Councilor Todd:

She thanked everyone who attended the meeting today and spoke. She knows it's difficult to speak out in these scenarios and she wants them to know they are being heard. She also suggested everyone votes.

Councilor Garlington:

She also thanked everyone for coming and sharing their stories. She said it hurts that people feel fear. She sent out an email to the City Administrator asking that they have a sign-in sheet at meetings. She said she got followed home last month – all the way to her house. She said it doesn't feel good. She thanked the GEMS people for the Red Cross class – it was really interesting. She said when there is an emergency there is nobody in this room that's going to think on their toes as much as what a list on the inside of a closet door would do for your family. You're going to be grateful for the list in case you need to pack up and leave in a hurry.

She thanked Ms. Betz and Mayor Stempel for all their hours of hard work, talking to people, talking to Clackamas County and keeping the Library in Gladstone in the talks. The Board of County Commissioners has authorized the \$6 million for the Gladstone building and additional \$9 million for the Oak Grove building through their ARPA funds. She said it's exciting that we are going to have another building in our town that makes our town look that much better. That's when people want to come here, put up a business and be part of this community and we want to welcome people and businesses in our community. That's what makes us look good.

She said one thing people can do is a food drive – it doesn't have to be big. Clean out your cupboards and take food to the food bank. Walk door-to-door with your kids, showing them how to volunteer. If you can't do that, then volunteer at any food distribution center.

She thanked everyone who does everything to make Gladstone a better place.

Councilor Alexander:

He also encouraged everyone to get out and vote.

He also commented on people watching their houses. He said they all have family members that have done something that you don't want to be associated with. He said they need to make that distinction from now on that this is Tammy Stempel – that's Debbie Lum and saying "the Mayor's sister" is getting old.

Mayor Stempel:

She said the Food Pantry is open from 3-6 on Thursdays at the Hillside Christian Fellowship Church off Glen Echo – located in the back portable buildings. The number of families and homebound seniors they are serving is growing every week and growing in leaps and bounds. They are still looking for volunteers and donations (especially pasta, spaghetti sauce, cereal, and snacks). They are also providing food to a lot of the residents at Tukwila Springs as well. If anyone wants to drop off food she is there with the prep crew on Wednesdays from 2 – 3:30 P.M. She wanted to thank the people at Hillside Christian Fellowship Church – they don't charge them anything. Last Thursday, in a two-hour period, they served 134 families.

The Parks and Recreation Board meeting went over an update on projects at Robin Hood Park – the basketball court has been restriped and the new backboard/net should be installed next month. The vendor for the play equipment will be meeting with Public Works in January to go over options. The Board reviewed the 10-year Park Capital Improvements Plan. The expansion of the Nature Park parking area should be done by the end of the year.

The C4 executive committee met and they were updated on I-205. The environmental assessment for I-205 should be completed and presented in December. At that point the public comment period opens. She said it's going to be a very short period (30-45 days) so they need everyone to weigh in on what they think of tolling. They are still committed to finding regional solutions for homelessness and how to connect more people with the support services. The County is considering jurisdiction-specific housing conversations – they will be working on that in the next two months. Tri Met is doing their outreach for future services – “Forward Together” – they have an online comment portal that ends October 31st. The site is: Trimet.org/forward/survey. She encouraged anyone who would like enhanced services or anyone with comments to weigh in.

The GEMS meeting on September 22nd was the Be Ready Red Cross event. They will be offering a CPR class this month. In November they will have a class on emergency food prep. The Red Cross recommends a go bag per person for a minimum of three days, but realistically you should look more at two weeks. Make sure to consider your pets' needs in your go bags. One gallon of water per person per day is what you should have available.

They are still planning the Halloween event. They are going to close down part of Portland Avenue again and have a big party on Halloween from 4 – 8 P.M. If anyone wants to participate with a trunk or treat or a booth, contact Hailey at City Hall.

Mayor Stempel asked for a motion to adjourn the meeting.

ADJOURN:

Councilor Hartman made a motion to adjourn the meeting. Motion was seconded by Councilor Tracy. Ms. Bannick took a roll call vote: Councilor Hartman – yes. Councilor Tracy – yes. Councilor Alexander – yes. Councilor Ripley – yes. Councilor Todd – yes. Councilor Garlington – yes. Mayor Stempel – yes. Motion passed unanimously.

Meeting was adjourned at 7:21 P.M.

Approved by the Mayor this _____ day of _____, 2022.

ATTEST:

Tamara Stempel, Mayor

Tami Bannick, City Recorder

BANK BALANCES

Month Ending Balance

Bank	Month Ending Balance					
	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022
LGIP -City Of Gladstone #4472	\$ 22,697,073.96	\$ 24,578,837.64	\$ 23,532,324.71			
LGIP - Urban Renewal Agency #4650	2,293,904.57	2,088,277.26	2,063,083.14			
Checking Accounts:						
General Fund	529,506.05	244,390.81	239,693.07			
Urban Renewal	530,928.01	22,279.25	22,279.35			
Municipal Court	42,419.76	41,658.48	36,498.39			
Totals	\$ 26,093,832.35	\$ 26,975,443.44	\$ 25,893,878.66	\$ -	\$ -	\$ -
Bank	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023
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: 2022-2023 Period Ending: 09/30/2022

	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total 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	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	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	4,583,300.53	0.00	0.00	4,583,300.53	-4,717,425.47 49.28 %
100-000-310050	PRIOR YEAR TAXES	90,000.00	90,000.00	38,392.58	0.00	0.00	38,392.58	-51,607.42 42.66 %
100-000-314045	TRANSIENT LODGING TAX	250,000.00	250,000.00	161,568.24	3,343.03	5,861.43	167,429.67	-82,570.33 66.97 %
	RptType: 3100 - LOCAL TAXES Total:	9,640,726.00	9,640,726.00	4,783,261.35	3,343.03	5,861.43	4,789,122.78	-4,851,603.22 49.68 %
RptType: 3110 - STATE SHARED TAXES								
100-000-310170	STATE REVENUE SHARING	260,000.00	260,000.00	145,537.67	0.00	0.00	145,537.67	-114,462.33 55.98 %
100-000-311010	ALCOHOL TAX REVENUE	451,282.00	451,282.00	225,061.16	20,294.54	20,294.54	245,355.70	-205,926.30 54.37 %
100-000-311015	MARIJUANA TAX	55,221.00	55,221.00	43,376.05	4,546.06	4,546.06	47,922.11	-7,298.89 86.78 %
100-000-311020	CIGARETTE TAX REVENUE	17,800.00	17,800.00	9,896.18	712.27	1,673.81	11,569.99	-6,230.01 65.00 %
	RptType: 3110 - STATE SHARED TAXES Total:	784,303.00	784,303.00	423,871.06	25,552.87	26,514.41	450,385.47	-333,917.53 57.42 %
RptType: 3120 - RIGHT OF WAY FEES								
100-000-312010	GLADSTONE DISPOSAL FRANCHISE FEE	250,000.00	250,000.00	121,293.22	0.00	0.00	121,293.22	-128,706.78 48.52 %
100-000-312025	PGE FRANCHISE FEES	800,000.00	800,000.00	434,901.64	0.00	0.00	434,901.64	-365,098.36 54.36 %
100-000-312030	NW NATURAL GAS FRANCHISE FEE	227,000.00	227,000.00	129,677.43	0.00	0.00	129,677.43	-97,322.57 57.13 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	276,000.00	276,000.00	145,973.30	0.00	0.00	145,973.30	-130,026.70 52.89 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	1,553,000.00	1,553,000.00	831,845.59	0.00	0.00	831,845.59	-721,154.41 53.56 %
RptType: 3130 - LICENSES AND PERMITS								
100-000-313010	BUSINESS LICENSE FEES	135,000.00	135,000.00	80,280.00	1,090.00	1,865.00	82,145.00	-52,855.00 60.85 %
100-000-313015	LIQUOR LICENSE RENEWALS	1,500.00	1,500.00	805.00	0.00	0.00	805.00	-695.00 53.67 %
100-000-313020	ALARM PERMITS	13,000.00	13,000.00	9,515.00	550.00	1,725.00	11,240.00	-1,760.00 86.46 %
100-000-313025	PARKING PERMITS	500,000.00	500,000.00	115,012.00	8,383.00	38,655.00	153,667.00	-346,333.00 30.73 %
	RptType: 3130 - LICENSES AND PERMITS Total:	649,500.00	649,500.00	205,612.00	10,023.00	42,245.00	247,857.00	-401,643.00 38.16 %
RptType: 3140 - CHARGES FOR SERVICES								
100-000-314010	RECREATION FEES	4,000.00	4,000.00	7,127.28	-770.58	-235.21	6,892.07	2,892.07 172.30 %
100-000-314015	SENIOR CENTER BUILDING RENTAL FEES	7,500.00	7,500.00	2,295.00	1,127.50	1,566.25	3,861.25	-3,638.75 51.48 %
100-000-314020	PLANNING APPLICATION FEES	35,000.00	35,000.00	32,757.20	650.00	1,770.00	34,527.20	-472.80 98.65 %
100-000-314025	SOCIAL SERVICES CONTRACT	80,000.00	80,000.00	46,613.46	0.00	0.00	46,613.46	-33,386.54 58.27 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-000-314030 LIEN SEARCH FEES	8,000.00	8,000.00	6,560.55	180.00	900.00	7,460.55	-539.45	93.26 %
RptType: 3140 - CHARGES FOR SERVICES Total:	134,500.00	134,500.00	95,353.49	1,186.92	4,001.04	99,354.53	-35,145.47	73.87 %
RptType: 3141 - SDC								
100-000-314110 PARK SDC FEES	0.00	0.00	0.00	3,669.38	3,669.38	3,669.38	3,669.38	0.00 %
100-000-314111 SDC REIMBURSEMENT FEE	0.00	0.00	0.00	392.67	392.67	392.67	392.67	0.00 %
RptType: 3141 - SDC Total:	0.00	0.00	0.00	4,062.05	4,062.05	4,062.05	4,062.05	0.00 %
RptType: 3150 - GRANTS								
100-000-315030 POLICE GRANTS	0.00	0.00	53,030.01	0.00	910.00	53,940.01	53,940.01	0.00 %
100-000-315040 FIRE GRANTS	50,000.00	50,000.00	200.00	0.00	0.00	200.00	-49,800.00	0.40 %
100-000-315055 MARINE BOARD MAINTENANCE GRANT	10,800.00	10,800.00	0.00	0.00	0.00	0.00	-10,800.00	0.00 %
100-000-315065 WES/GOOD NEIGHBOR GRANT	100,000.00	100,000.00	52,500.00	0.00	0.00	52,500.00	-47,500.00	52.50 %
100-000-315080 OTHER GRANTS	62,685.00	62,685.00	167,240.72	0.00	62,500.00	229,740.72	167,055.72	366.50 %
RptType: 3150 - GRANTS Total:	223,485.00	223,485.00	272,970.73	0.00	63,410.00	336,380.73	112,895.73	150.52 %
RptType: 3160 - DEBT SERVICE PROCEEDS								
100-000-381000 OFS-DEBT PROCEEDS	5,000,000.00	5,000,000.00	5,000,000.00	0.00	0.00	5,000,000.00	0.00	100.00 %
RptType: 3160 - DEBT SERVICE PROCEEDS Total:	5,000,000.00	5,000,000.00	5,000,000.00	0.00	0.00	5,000,000.00	0.00	100.00 %
RptType: 3260 - FINES AND FORFEITURES								
100-000-326010 COURT FINES & FORFEITURES	705,000.00	705,000.00	334,115.89	22,391.51	95,268.45	429,384.34	-275,615.66	60.91 %
RptType: 3260 - FINES AND FORFEITURES Total:	705,000.00	705,000.00	334,115.89	22,391.51	95,268.45	429,384.34	-275,615.66	60.91 %
RptType: 3301 - INTEREST								
100-000-330100 INTEREST	195,000.00	195,000.00	115,153.03	35,710.23	91,102.32	206,255.35	11,255.35	105.77 %
RptType: 3301 - INTEREST Total:	195,000.00	195,000.00	115,153.03	35,710.23	91,102.32	206,255.35	11,255.35	105.77 %
RptType: 3600 - MISCELLANEOUS								
100-000-360000 ALL OTHER GF RECEIPTS	71,813.00	71,813.00	35,602.95	853.92	12,054.21	47,657.16	-24,155.84	66.36 %
100-000-361016 FIRST RESPONDER SUPPLIES REIMB	10,000.00	10,000.00	10,221.25	0.00	0.00	10,221.25	221.25	102.21 %
100-000-362115 SENIOR CENTER MISC. INCOME	0.00	0.00	0.00	1,092.20	1,092.20	1,092.20	1,092.20	0.00 %
100-000-362212 TRAM TRIPS	10,000.00	10,000.00	5,133.55	666.00	2,599.00	7,732.55	-2,267.45	77.33 %
100-000-362213 MEAL DONATIONS	19,000.00	19,000.00	18,518.38	1,142.80	4,413.80	22,932.18	3,932.18	120.70 %
RptType: 3600 - MISCELLANEOUS Total:	110,813.00	110,813.00	69,476.13	3,754.92	20,159.21	89,635.34	-21,177.66	80.89 %
RptType: 3700 - OTHER								
100-000-371000 SALE OF SURPLUS EQUIP/PROPERTY	30,000.00	30,000.00	21,902.15	0.00	24,200.00	46,102.15	16,102.15	153.67 %
RptType: 3700 - OTHER Total:	30,000.00	30,000.00	21,902.15	0.00	24,200.00	46,102.15	16,102.15	153.67 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	23,876,327.00	23,876,327.00	12,153,561.42	106,024.53	376,823.91	12,530,385.33	-11,345,941.67	52.48 %
Department: 910 - TRANSFER IN								
RptType: 3990 - TRANSFERS IN								
100-910-399205 TRANSFER IN FROM STREET FUND	458,255.00	458,255.00	176,444.00	0.00	0.00	176,444.00	-281,811.00	38.50 %
100-910-399228 TRANSFER IN FROM POLICE LEVY	133,842.00	133,842.00	53,052.00	0.00	0.00	53,052.00	-80,790.00	39.64 %
100-910-399229 TRANSFER IN FROM FIRE LEVY	71,611.00	71,611.00	25,843.00	0.00	0.00	25,843.00	-45,768.00	36.09 %
100-910-399390 TRANSFER IN FROM URBAN RENEWAL	490,814.00	490,814.00	245,403.57	0.00	210,278.45	455,682.02	-35,131.98	92.84 %

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100-910-399730	288,604.00	288,604.00	94,264.00	0.00	0.00	94,264.00	-194,340.00	32.66 %
100-910-399740	388,096.00	388,096.00	142,686.00	0.00	0.00	142,686.00	-245,410.00	36.77 %
100-910-399750	231,094.00	231,094.00	67,286.00	0.00	0.00	67,286.00	-163,808.00	29.12 %
RptType: 3990 - TRANSFERS IN Total:	2,062,316.00	2,062,316.00	804,978.57	0.00	210,278.45	1,015,257.02	-1,047,058.98	49.23 %
Department: 910 - TRANSFER IN Total:	2,062,316.00	2,062,316.00	804,978.57	0.00	210,278.45	1,015,257.02	-1,047,058.98	49.23 %
Revenue Total:	25,938,643.00	25,938,643.00	12,958,539.99	106,024.53	587,102.36	13,545,642.35	-12,393,000.65	52.22 %

Expense

Department: 121 - ADMIN

RptCategory: 40 - PERSONNEL SERVICES

100-121-431010	CITY ADMINISTRATOR	366,948.00	366,948.00	177,666.38	15,837.47	47,497.16	225,163.54	141,784.46	61.36 %
100-121-431020	CITY RECRDR/HR MGR	278,663.00	278,663.00	91,596.00	8,178.00	24,534.00	116,130.00	162,533.00	41.67 %
100-121-431030	FINANCE DIRECTOR (.80)	110,412.00	110,412.00	0.00	0.00	0.00	0.00	110,412.00	0.00 %
100-121-431070	OFFICE ASSISTANT	134,971.00	134,971.00	68,436.00	6,109.00	18,327.00	86,763.00	48,208.00	64.28 %
100-121-431500	ACCOUNTING CLERK	166,217.00	166,217.00	83,456.28	7,066.40	21,434.65	104,890.93	61,326.07	63.10 %
100-121-450500	CAREER RECOGNITION PAY	9,942.00	9,942.00	4,544.28	708.67	2,029.03	6,573.31	3,368.69	66.12 %
100-121-470000	ASSOCIATED PAYROLL COSTS	619,601.00	619,601.00	229,363.10	19,619.15	59,258.51	288,621.61	330,979.39	46.58 %
RptCategory: 40 - PERSONNEL SERVICES Total:		1,686,754.00	1,686,754.00	655,062.04	57,518.69	173,080.35	828,142.39	858,611.61	49.10 %

RptCategory: 50 - MATERIAL AND SERVICES

100-121-500110	CONTRACTUAL & PROFESSIONAL SERVICE	293,507.00	293,507.00	262,317.62	15,627.50	40,228.75	302,546.37	-9,039.37	103.08 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	82,000.00	82,000.00	39,315.00	0.00	0.00	39,315.00	42,685.00	47.95 %
100-121-500130	LEGAL FEES	200,000.00	200,000.00	103,300.80	13,061.70	17,255.69	120,556.49	79,443.51	60.28 %
100-121-500490	COUNCIL ACTIVITIES	25,000.00	25,000.00	1,489.72	1,206.57	3,530.91	5,020.63	19,979.37	20.08 %
100-121-500491	OUTSIDE AGENCY REQUESTS	47,000.00	47,000.00	2,000.00	0.00	0.00	2,000.00	45,000.00	4.26 %
100-121-500492	COUNTY PLANNING SERVICES CONTRACT	160,000.00	160,000.00	54,288.86	11,955.09	14,561.36	68,850.22	91,149.78	43.03 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	292,294.00	292,294.00	60,805.30	3,525.00	3,525.00	64,330.30	227,963.70	22.01 %
100-121-510021	TOURISM PROMOTION/ACTIVITIES	78,086.00	78,086.00	25,629.38	4,400.00	10,150.00	35,779.38	42,306.62	45.82 %
100-121-520120	BANK CHARGES	8,250.00	8,250.00	4,678.50	465.15	1,292.59	5,971.09	2,278.91	72.38 %
100-121-520320	FLEET FUEL, MAINTENANCE & REPAIR	500.00	500.00	63.86	0.00	7.99	71.85	428.15	14.37 %
100-121-520400	OFFICE SUPPLIES & EQUIPMENT	37,000.00	37,000.00	9,384.81	269.87	2,233.78	11,618.59	25,381.41	31.40 %
100-121-520450	CITY NEWSLETTER	80,000.00	80,000.00	40,277.76	2,026.00	8,409.00	48,686.76	31,313.24	60.86 %
100-121-530000	FIRE & LIABILITY INSURANCE	395,000.00	395,000.00	209,636.02	0.00	173,060.31	382,696.33	12,303.67	96.89 %
100-121-530200	EMERGENCY MANAGEMENT	5,000.00	5,000.00	502.23	42.75	128.25	630.48	4,369.52	12.61 %
100-121-540110	EMPLOYEE APPRECIATION	5,000.00	5,000.00	2,473.96	80.37	101.47	2,575.43	2,424.57	51.51 %
100-121-540120	PERSONNEL RECRUITMENT	26,000.00	26,000.00	6,710.32	623.97	760.97	7,471.29	18,528.71	28.74 %
100-121-540200	DUES & MEMBERSHIPS	60,000.00	60,000.00	12,098.12	135.00	10,048.36	22,146.48	37,853.52	36.91 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	45,000.00	45,000.00	3,199.65	1,841.35	5,941.35	9,141.00	35,859.00	20.31 %
100-121-540230	MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00 %
100-121-542000	PUBLICATIONS & SUBSCRIPTIONS	15,000.00	15,000.00	3,239.72	250.18	559.38	3,799.10	11,200.90	25.33 %
100-121-560100	UTILITIES	28,000.00	28,000.00	0.00	0.00	0.00	0.00	28,000.00	0.00 %

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100-121-560120 TELEPHONES	0.00	0.00	8,006.83	670.06	2,010.18	10,017.01	-10,017.01	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	1,884,637.00	1,884,637.00	849,418.46	56,180.56	293,805.34	1,143,223.80	741,413.20	60.66 %
Department: 121 - ADMIN Total:	3,571,391.00	3,571,391.00	1,504,480.50	113,699.25	466,885.69	1,971,366.19	1,600,024.81	55.20 %
Department: 122 - INFORMATION TECHNOLOGY								
RptCategory: 40 - PERSONNEL SERVICES								
100-122-432010 IT MANAGER	219,612.00	219,612.00	110,894.00	9,467.00	28,401.00	139,295.00	80,317.00	63.43 %
100-122-470000 ASSOCIATED PAYROLL COSTS	110,882.00	110,882.00	54,741.28	4,633.30	13,900.22	68,641.50	42,240.50	61.90 %
RptCategory: 40 - PERSONNEL SERVICES Total:	330,494.00	330,494.00	165,635.28	14,100.30	42,301.22	207,936.50	122,557.50	62.92 %
RptCategory: 50 - MATERIAL AND SERVICES								
100-122-500110 CONTRACTUAL & PROFESSIONAL	10,000.00	10,000.00	4,990.00	0.00	2,889.00	7,879.00	2,121.00	78.79 %
100-122-500210 COMPUTER/TECHNOLOGY SERVICE	212,811.00	212,811.00	88,845.29	9,179.95	34,448.36	123,293.65	89,517.35	57.94 %
100-122-520400 OFFICE SUPPLIES & EQUIPMENT	40,260.00	40,260.00	15,650.82	1,541.76	3,734.63	19,385.45	20,874.55	48.15 %
100-122-540220 TRAVEL, CONFERENCES & TRAINING	800.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00 %
100-122-540300 SMALL TOOLS, EQUIPMENT & SAFETY	600.00	600.00	15.99	117.98	251.05	267.04	332.96	44.51 %
100-122-560110 CELL PHONES, PAGERS & RADIOS	65,330.00	65,330.00	36,816.83	2,749.61	8,100.80	44,917.63	20,412.37	68.75 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	329,801.00	329,801.00	146,318.93	13,589.30	49,423.84	195,742.77	134,058.23	59.35 %
RptCategory: 60 - CAPITAL OUTLAY								
100-122-661018 COMPUTER & EQUIPMENT RESERVE	96,635.00	96,635.00	4,376.97	0.00	479.96	4,856.93	91,778.07	5.03 %
RptCategory: 60 - CAPITAL OUTLAY Total:	96,635.00	96,635.00	4,376.97	0.00	479.96	4,856.93	91,778.07	5.03 %
Department: 122 - INFORMATION TECHNOLOGY Total:	756,930.00	756,930.00	316,331.18	27,689.60	92,205.02	408,536.20	348,393.80	53.97 %
Department: 124 - FACILITIES								
RptCategory: 40 - PERSONNEL SERVICES								
100-124-437050 PUBLIC WORKS SUPERVISOR	18,065.00	18,065.00	8,288.34	727.59	2,182.77	10,471.11	7,593.89	57.96 %
100-124-437070 UTILITY WORKER II	86,171.00	86,171.00	27,310.25	2,347.89	7,043.67	34,353.92	51,817.08	39.87 %
100-124-439011 SEASONAL HELP	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00 %
100-124-450100 OVERTIME	3,200.00	3,200.00	158.38	0.00	0.00	158.38	3,041.62	4.95 %
100-124-470000 ASSOCIATED PAYROLL COSTS	62,791.00	62,791.00	21,079.74	1,673.76	5,021.02	26,100.76	36,690.24	41.57 %
RptCategory: 40 - PERSONNEL SERVICES Total:	190,227.00	190,227.00	56,836.71	4,749.24	14,247.46	71,084.17	119,142.83	37.37 %
RptCategory: 50 - MATERIAL AND SERVICES								
100-124-500110 CONTRACTUAL & PROFESSIONAL SERVICE	140,000.00	140,000.00	67,962.88	7,712.15	14,718.42	82,681.30	57,318.70	59.06 %
100-124-520130 OPERATIONS, MAINTENANCE & REPAIRS	120,000.00	120,000.00	22,137.86	279.24	5,904.04	28,041.90	91,958.10	23.37 %
100-124-540220 TRAVEL, CONFERENCES & TRAINING	4,000.00	4,000.00	90.00	0.00	0.00	90.00	3,910.00	2.25 %
100-124-540300 SMALL TOOLS, EQUIPMENT & SAFETY SUP	7,000.00	7,000.00	1,055.81	639.49	858.34	1,914.15	5,085.85	27.35 %
100-124-560100 UTILITIES	185,000.00	185,000.00	97,210.73	7,566.61	21,630.48	118,841.21	66,158.79	64.24 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	456,000.00	456,000.00	188,457.28	16,197.49	43,111.28	231,568.56	224,431.44	50.78 %
RptCategory: 60 - CAPITAL OUTLAY								
100-124-641000 FACILITY IMPROVEMENTS	320,000.00	320,000.00	44,947.21	-45,630.92	0.00	44,947.21	275,052.79	14.05 %
100-124-641005 PUBLIC WORKS FACILITY CONSTRUCTION	4,949,000.00	4,949,000.00	51,101.39	6,600.00	11,854.05	62,955.44	4,886,044.56	1.27 %

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100-124-641010 BUILDING REPAIR	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:	5,289,000.00	5,289,000.00	96,048.60	-39,030.92	11,854.05	107,902.65	5,181,097.35	2.04 %
Department: 124 - FACILITIES Total:	5,935,227.00	5,935,227.00	341,342.59	-18,084.19	69,212.79	410,555.38	5,524,671.62	6.92 %
Department: 220 - COURT								
RptCategory: 40 - PERSONNEL SERVICES								
100-220-432020 MUNICIPAL COURT CLERK	135,602.00	135,602.00	67,127.16	5,707.23	17,121.69	84,248.85	51,353.15	62.13 %
100-220-432035 COURT ADMINISTRATOR	172,124.00	172,124.00	84,464.00	7,417.00	22,251.00	106,715.00	65,409.00	62.00 %
100-220-450100 OVERTIME	4,302.00	4,302.00	0.00	0.00	0.00	0.00	4,302.00	0.00 %
100-220-450500 CAREER RECOGNITION PAY	0.00	0.00	2,111.64	222.51	667.53	2,779.17	-2,779.17	0.00 %
100-220-470000 ASSOCIATED PAYROLL COSTS	170,667.00	170,667.00	82,846.44	7,091.36	21,274.22	104,120.66	66,546.34	61.01 %
RptCategory: 40 - PERSONNEL SERVICES Total:	482,695.00	482,695.00	236,549.24	20,438.10	61,314.44	297,863.68	184,831.32	61.71 %
RptCategory: 50 - MATERIAL AND SERVICES								
100-220-500110 CONTRACTUAL & PROFESSIONAL SERVICE	1,000.00	1,000.00	288.00	0.00	22.75	310.75	689.25	31.08 %
100-220-500132 PROSECUTING ATTORNEY	72,000.00	72,000.00	39,540.00	7,000.00	10,500.00	50,040.00	21,960.00	69.50 %
100-220-500134 ATTORNEYS FOR INDIGENT CLIENTS	67,000.00	67,000.00	15,100.00	0.00	3,400.00	18,500.00	48,500.00	27.61 %
100-220-500136 MUNICIPAL COURT JUDGE	72,000.00	72,000.00	36,000.00	3,000.00	6,000.00	42,000.00	30,000.00	58.33 %
100-220-500137 PRO-TEM JUDGE	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00 %
100-220-500138 JURY EXPENSES	2,000.00	2,000.00	51.95	0.00	0.00	51.95	1,948.05	2.60 %
100-220-500282 COURTROOM SECURITY	16,000.00	16,000.00	12,672.40	676.00	1,352.00	14,024.40	1,975.60	87.65 %
100-220-520120 BANK CHARGES	8,000.00	8,000.00	5,109.74	1,569.26	1,569.26	6,679.00	1,321.00	83.49 %
100-220-520400 OFFICE SUPPLIES & EQUIPMENT	24,740.00	24,740.00	4,207.21	222.65	775.84	4,983.05	19,756.95	20.14 %
100-220-540220 TRAVEL, CONFERENCES & TRAINING	3,000.00	3,000.00	336.25	0.00	0.00	336.25	2,663.75	11.21 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	268,740.00	268,740.00	113,305.55	12,467.91	23,619.85	136,925.40	131,814.60	50.95 %
Department: 220 - COURT Total:	751,435.00	751,435.00	349,854.79	32,906.01	84,934.29	434,789.08	316,645.92	57.86 %
Department: 240 - POLICE								
RptCategory: 40 - PERSONNEL SERVICES								
100-240-432110 POLICE CHIEF	296,076.00	296,076.00	142,904.52	12,686.00	38,058.00	180,962.52	115,113.48	61.12 %
100-240-432130 POLICE LIEUTENANT	243,912.00	243,912.00	115,713.49	9,940.00	29,820.00	145,533.49	98,378.51	59.67 %
100-240-432140 POLICE DETECTIVE	335,616.00	335,616.00	178,659.63	10,786.17	40,983.57	219,643.20	115,972.80	65.44 %
100-240-432160 POLICE OFFICER	1,213,547.00	1,213,547.00	566,934.69	38,256.03	148,778.04	715,712.73	497,834.27	58.98 %
100-240-432170 POLICE SERGEANT	574,524.00	574,524.00	277,280.75	16,375.00	64,648.28	341,929.03	232,594.97	59.52 %
100-240-432182 PROPERTY ROOM TECHNICIAN	62,616.00	62,616.00	33,305.80	1,857.39	6,148.23	39,454.03	23,161.97	63.01 %
100-240-432185 POLICE RECORDS CLERK	119,256.00	119,256.00	59,028.00	4,919.00	14,757.00	73,785.00	45,471.00	61.87 %
100-240-450100 OVERTIME	267,000.00	267,000.00	244,764.85	13,680.04	49,673.72	294,438.57	-27,438.57	110.28 %
100-240-450200 HOLIDAY PAY	25,000.00	25,000.00	15,769.89	1,310.52	5,985.15	21,755.04	3,244.96	87.02 %
100-240-450300 PROFICIENCY PAY	123,530.00	123,530.00	57,225.94	3,053.61	13,019.42	70,245.36	53,284.64	56.87 %
100-240-450500 CAREER RECOGNITION PAY	5,656.00	5,656.00	3,947.42	589.42	1,603.41	5,550.83	105.17	98.14 %
100-240-470000 ASSOCIATED PAYROLL COSTS	1,927,794.00	1,927,794.00	896,652.75	59,471.55	208,246.76	1,104,899.51	822,894.49	57.31 %
RptCategory: 40 - PERSONNEL SERVICES Total:	5,194,527.00	5,194,527.00	2,592,187.73	172,924.73	621,721.58	3,213,909.31	1,980,617.69	61.87 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 50 - MATERIAL AND SERVICES								
100-240-500110	CONTRACTUAL & PROFESSIONAL SERVICE	145,000.00	145,000.00	37,254.20	2,262.06	24,079.58	61,333.78	83,666.22 42.30 %
100-240-500284	PARK PATROL	14,600.00	14,600.00	5,691.50	3,673.00	7,010.00	12,701.50	1,898.50 87.00 %
100-240-500498	SHARE COST CCOM DISPATCH	145,000.00	145,000.00	0.00	12,592.50	30,296.50	30,296.50	114,703.50 20.89 %
100-240-510044	JUVENILE DIVERSION PROGRAM	9,500.00	9,500.00	0.00	0.00	0.00	0.00	9,500.00 0.00 %
100-240-520100	OPERATIONAL SUPPLIES AND EXPENSES	87,328.00	87,328.00	17,363.66	675.00	5,221.48	22,585.14	64,742.86 25.86 %
100-240-520112	FIREARMS/AMMUNITION	68,000.00	68,000.00	35,104.03	189.00	597.00	35,701.03	32,298.97 52.50 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	158,000.00	158,000.00	93,479.27	8,191.22	23,791.19	117,270.46	40,729.54 74.22 %
100-240-520340	RADIO MAINTENANCE REPLACEMENT	0.00	0.00	15.15	0.00	0.00	15.15	-15.15 0.00 %
100-240-520345	RADAR MAINTENANCE REPLACEMENT	4,000.00	4,000.00	2,293.14	685.68	685.68	2,978.82	1,021.18 74.47 %
100-240-520400	OFFICE SUPPLIES & EQUIPMENT	36,400.00	36,400.00	14,463.17	390.60	2,626.37	17,089.54	19,310.46 46.95 %
100-240-540110	EMPLOYEE APPRECIATION	12,000.00	12,000.00	2,593.51	302.97	2,787.61	5,381.12	6,618.88 44.84 %
100-240-540200	DUES & MEMBERSHIPS	18,550.00	18,550.00	1,040.35	609.00	789.00	1,829.35	16,720.65 9.86 %
100-240-540220	TRAVEL, CONFERENCES & TRAINING	74,200.00	74,200.00	24,554.76	672.56	628.32	25,183.08	49,016.92 33.94 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	39,600.00	39,600.00	14,473.44	-410.38	4,251.14	18,724.58	20,875.42 47.28 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	5,000.00	5,000.00	2,723.65	0.00	167.00	2,890.65	2,109.35 57.81 %
100-240-560120	TELEPHONES	20,200.00	20,200.00	9,811.99	821.08	2,463.24	12,275.23	7,924.77 60.77 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		837,378.00	837,378.00	260,861.82	30,654.29	105,394.11	366,255.93	471,122.07 43.74 %
RptCategory: 60 - CAPITAL OUTLAY								
100-240-651000	VEHICLES AND EQUIPMENT RESERVES	172,500.00	172,500.00	61,861.31	725.00	725.00	62,586.31	109,913.69 36.28 %
RptCategory: 60 - CAPITAL OUTLAY Total:		172,500.00	172,500.00	61,861.31	725.00	725.00	62,586.31	109,913.69 36.28 %
Department: 240 - POLICE Total:		6,204,405.00	6,204,405.00	2,914,910.86	204,304.02	727,840.69	3,642,751.55	2,561,653.45 58.71 %
Department: 250 - FIRE								
RptCategory: 40 - PERSONNEL SERVICES								
100-250-432210	FIRE CHIEF	268,716.00	268,716.00	121,988.54	0.00	0.00	121,988.54	146,727.46 45.40 %
100-250-432220	EXECUTIVE ASSISTANT	136,620.00	136,620.00	0.00	0.00	0.00	0.00	136,620.00 0.00 %
100-250-432240	FIRE CAPTAIN	569,088.00	569,088.00	219,683.39	0.00	0.00	219,683.39	349,404.61 38.60 %
100-250-432290	ON-CALL FIREFIGHTERS	635,264.00	635,264.00	273,496.72	0.00	0.00	273,496.72	361,767.28 43.05 %
100-250-450100	OVERTIME	64,070.00	64,070.00	147,682.03	0.00	0.00	147,682.03	-83,612.03 230.50 %
100-250-470000	ASSOCIATED PAYROLL COSTS	935,446.00	935,446.00	342,697.29	0.00	0.00	342,697.29	592,748.71 36.63 %
100-250-470040	LIFE & DISABILITY INSURANCE	0.00	0.00	1,364.10	0.00	0.00	1,364.10	-1,364.10 0.00 %
RptCategory: 40 - PERSONNEL SERVICES Total:		2,609,204.00	2,609,204.00	1,106,912.07	0.00	0.00	1,106,912.07	1,502,291.93 42.42 %
RptCategory: 50 - MATERIAL AND SERVICES								
100-250-500110	CONTRACTUAL & PROFESSIONAL SERVICE	82,000.00	82,000.00	342,082.15	0.00	537,005.00	879,087.15	-797,087.15 1,072.06 %
100-250-500150	MEDICAL DIRECTOR CONTRACT	29,000.00	29,000.00	11,310.00	0.00	0.00	11,310.00	17,690.00 39.00 %
100-250-500498	SHARE COST CCOM DISPATCH	192,500.00	192,500.00	86,648.42	0.00	0.00	86,648.42	105,851.58 45.01 %
100-250-510022	FIRE GRANTS	50,000.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00 0.00 %
100-250-520122	FIRE PREVENTION & INVESTIGATION	5,000.00	5,000.00	270.00	0.00	0.00	270.00	4,730.00 5.40 %
100-250-520124	FIRST RESPONDER SUPPLIES	55,650.00	55,650.00	21,287.19	0.00	0.00	21,287.19	34,362.81 38.25 %
100-250-520200	BLDG MAINTENANCE & SUPPLIES	86,300.00	86,300.00	44,844.88	4,050.00	14,200.00	59,044.88	27,255.12 68.42 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-250-520320								
FLEET FUEL, MAINTENANCE & REPAIR	134,200.00	134,200.00	39,460.32	0.00	0.00	39,460.32	94,739.68	29.40 %
100-250-520400								
OFFICE SUPPLIES & EQUIPMENT	0.00	0.00	104.37	0.00	0.00	104.37	-104.37	0.00 %
100-250-540130								
PHYSICAL EXAMINATIONS	26,000.00	26,000.00	3,684.45	0.00	0.00	3,684.45	22,315.55	14.17 %
100-250-540200								
DUES & MEMBERSHIPS	5,000.00	5,000.00	1,922.92	0.00	0.00	1,922.92	3,077.08	38.46 %
100-250-540224								
EMS TRAINING & RECERTIFICATION	15,000.00	15,000.00	1,536.50	0.00	0.00	1,536.50	13,463.50	10.24 %
100-250-540225								
FIREFIGHTER TRAINING	65,000.00	65,000.00	9,269.18	0.00	0.00	9,269.18	55,730.82	14.26 %
100-250-540301								
UNIFORMS AND SAFETY EQUIPMENT	25,000.00	25,000.00	3,782.49	0.00	0.00	3,782.49	21,217.51	15.13 %
100-250-560110								
CELL PHONES, PAGERS, RADIOS	36,000.00	36,000.00	19,680.00	0.00	0.00	19,680.00	16,320.00	54.67 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	806,650.00	806,650.00	585,882.87	4,050.00	551,205.00	1,137,087.87	-330,437.87	140.96 %
RptCategory: 60 - CAPITAL OUTLAY								
100-250-641000								
FACILITY IMPROVEMENTS	350,000.00	350,000.00	19,788.93	71,696.63	78,577.63	98,366.56	251,633.44	28.10 %
100-250-661018								
RADIO & COMPUTER RESERVE	0.00	0.00	29,117.14	0.00	0.00	29,117.14	-29,117.14	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:	350,000.00	350,000.00	48,906.07	71,696.63	78,577.63	127,483.70	222,516.30	36.42 %
Department: 250 - FIRE Total:	3,765,854.00	3,765,854.00	1,741,701.01	75,746.63	629,782.63	2,371,483.64	1,394,370.36	62.97 %
Department: 526 - PARKS								
RptCategory: 40 - PERSONNEL SERVICES								
100-526-437049								
PUBLIC WORKS DIRECTOR	46,111.00	46,111.00	22,960.78	2,087.40	6,262.20	29,222.98	16,888.02	63.38 %
100-526-437050								
PUBLIC WORKS SUPERVISOR	81,292.00	81,292.00	37,297.60	3,274.16	9,822.48	47,120.08	34,171.92	57.96 %
100-526-437051								
PW OPERATIONS MANAGER	19,919.00	19,919.00	0.00	0.00	0.00	0.00	19,919.00	0.00 %
100-526-437055								
PW ADMIN ASSISTANT	20,695.00	20,695.00	11,725.60	1,552.50	4,831.04	16,556.64	4,138.36	80.00 %
100-526-437070								
UTILITY WORKER, JOURNEY	144,436.00	144,436.00	27,794.92	2,347.88	7,043.64	34,838.56	109,597.44	24.12 %
100-526-437071								
UTILITY WORKER II	86,171.00	86,171.00	59,544.00	4,392.00	13,219.35	72,763.35	13,407.65	84.44 %
100-526-439011								
SEASONAL HELP	100,000.00	100,000.00	23,423.05	7,540.95	16,168.48	39,591.53	60,408.47	39.59 %
100-526-450100								
OVERTIME	11,000.00	11,000.00	1,165.19	33.27	124.77	1,289.96	9,710.04	11.73 %
100-526-470000								
ASSOCIATED PAYROLL COSTS	285,143.00	285,143.00	84,035.55	7,866.62	23,354.82	107,390.37	177,752.63	37.66 %
RptCategory: 40 - PERSONNEL SERVICES Total:	794,767.00	794,767.00	267,946.69	29,094.78	80,826.78	348,773.47	445,993.53	43.88 %
RptCategory: 50 - MATERIAL AND SERVICES								
100-526-500110								
CONTRACTUAL & PROFESSIONAL SERVICE	20,400.00	20,400.00	34,149.93	2,263.52	6,659.38	40,809.31	-20,409.31	200.05 %
100-526-520120								
BANK CHARGES	0.00	0.00	4,998.08	667.07	1,956.50	6,954.58	-6,954.58	0.00 %
100-526-520130								
OPERATIONS, MAINTENANCE & REPAIRS	145,000.00	145,000.00	82,771.60	5,155.34	12,407.73	95,179.33	49,820.67	65.64 %
100-526-520132								
HAZARDOUS TREE REMOVAL	70,000.00	70,000.00	1,300.00	0.00	0.00	1,300.00	68,700.00	1.86 %
100-526-520220								
EQUIPMENT OPERATION/MAINTENANCE	0.00	0.00	225.06	0.00	0.00	225.06	-225.06	0.00 %
100-526-520320								
FLEET FUEL, MAINTENANCE & REPAIR	45,000.00	45,000.00	17,524.34	5,716.50	8,438.05	25,962.39	19,037.61	57.69 %
100-526-520400								
OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	2,132.09	13.99	248.03	2,380.12	2,619.88	47.60 %
100-526-540220								
TRAVEL, CONFERENCES & TRAINING	3,500.00	3,500.00	419.15	0.00	0.00	419.15	3,080.85	11.98 %
100-526-540300								
SMALL TOOLS, EQUIPMENT & SAFETY SUP	20,000.00	20,000.00	3,974.32	1,099.21	1,192.94	5,167.26	14,832.74	25.84 %
100-526-540400								
DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00 %
100-526-560100								
UTILITIES	70,000.00	70,000.00	38,418.98	6,544.42	16,321.71	54,740.69	15,259.31	78.20 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	381,900.00	381,900.00	185,913.55	21,460.05	47,224.34	233,137.89	148,762.11	61.05 %

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RptCategory: 60 - CAPITAL OUTLAY									
100-526-660100	EQUIPMENT REPLACEMENT RESERVES	87,344.00	87,344.00	0.00	0.00	0.00	87,344.00	0.00 %	
100-526-676050	SYSTEM IMPROVEMENTS & PROJECTS	758,853.00	758,853.00	55,150.00	2,825.00	13,360.00	690,343.00	9.03 %	
	RptCategory: 60 - CAPITAL OUTLAY Total:	846,197.00	846,197.00	55,150.00	2,825.00	13,360.00	68,510.00	777,687.00 8.10 %	
	Department: 526 - PARKS Total:	2,022,864.00	2,022,864.00	509,010.24	53,379.83	141,411.12	650,421.36	1,372,442.64 32.15 %	
Department: 527 - RECREATION									
RptCategory: 40 - PERSONNEL SERVICES									
100-527-435110	FIELD MAINTENANCE CREW	32,000.00	32,000.00	0.00	0.00	0.00	32,000.00	0.00 %	
100-527-435120	RECREATION COORDINATOR	28,000.00	28,000.00	229.32	0.00	3,570.55	24,200.13	13.57 %	
100-527-470000	ASSOCIATED PAYROLL COSTS	6,000.00	6,000.00	415.44	0.00	1,296.42	1,711.86	28.53 %	
	RptCategory: 40 - PERSONNEL SERVICES Total:	66,000.00	66,000.00	644.76	0.00	4,866.97	5,511.73	60,488.27 8.35 %	
RptCategory: 50 - MATERIAL AND SERVICES									
100-527-510062	SUMMER PROGRAMS	3,000.00	3,000.00	980.91	26.70	702.47	1,683.38	1,316.62	56.11 %
100-527-510064	SPECIAL EVENTS	5,000.00	5,000.00	1,616.99	0.00	0.00	1,616.99	3,383.01	32.34 %
100-527-520136	MAINTENANCE & SUPPLIES	2,200.00	2,200.00	0.00	0.00	14.58	14.58	2,185.42	0.66 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	10,200.00	10,200.00	2,597.90	26.70	717.05	3,314.95	6,885.05 32.50 %	
	Department: 527 - RECREATION Total:	76,200.00	76,200.00	3,242.66	26.70	5,584.02	8,826.68	67,373.32 11.58 %	
Department: 528 - SENIOR CENTER									
RptCategory: 40 - PERSONNEL SERVICES									
100-528-435210	COMMUNITY SERVICES MANAGER	209,121.00	209,121.00	65,643.89	7,788.00	23,364.00	89,007.89	120,113.11	42.56 %
100-528-435240	TRAM DRIVER	61,903.00	61,903.00	30,527.48	2,280.32	7,156.21	37,683.69	24,219.31	60.88 %
100-528-435250	NUTRITION CATERER	49,406.00	49,406.00	38,659.83	4,185.00	14,109.99	52,769.82	-3,363.82	106.81 %
100-528-435280	CENTER ASSISTANT	113,713.00	113,713.00	58,659.39	5,541.00	18,203.47	76,862.86	36,850.14	67.59 %
100-528-435295	BUILDING MONITOR	10,000.00	10,000.00	371.00	40.56	252.75	623.75	9,376.25	6.24 %
100-528-450500	CAREER RECOGNITION PAY	1,857.00	1,857.00	516.25	55.41	182.03	698.28	1,158.72	37.60 %
100-528-470000	ASSOCIATED PAYROLL COSTS	199,770.00	199,770.00	84,767.75	9,880.60	31,974.76	116,742.51	83,027.49	58.44 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	645,770.00	645,770.00	279,145.59	29,770.89	95,243.21	374,388.80	271,381.20 57.98 %	
RptCategory: 50 - MATERIAL AND SERVICES									
100-528-500110	CONTRACTUAL & PROFESSIONAL SERVICE	0.00	0.00	584.32	0.00	0.00	584.32	-584.32	0.00 %
100-528-510075	NUTRITION PROGRAM SUPPLIES	40,000.00	40,000.00	5,763.02	720.61	3,587.07	9,350.09	30,649.91	23.38 %
100-528-520140	TRAM EXPENSES	14,500.00	14,500.00	4,518.59	523.47	1,587.52	6,106.11	8,393.89	42.11 %
100-528-520190	MISCELLANEOUS EQUIPMENT	8,250.00	8,250.00	3,986.87	92.41	1,680.47	5,667.34	2,582.66	68.70 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	9,360.00	9,360.00	2,471.25	0.00	134.31	2,605.56	6,754.44	27.84 %
100-528-520320	FLEET FUEL, MAINTENANCE & REPAIR	2,750.00	2,750.00	823.73	0.00	133.91	957.64	1,792.36	34.82 %
100-528-520400	OFFICE SUPPLIES & EQUIPMENT	13,000.00	13,000.00	3,296.84	268.84	840.81	4,137.65	8,862.35	31.83 %
100-528-540200	DUES & MEMBERSHIPS	3,200.00	3,200.00	219.00	0.00	0.00	219.00	2,981.00	6.84 %
100-528-540220	TRAVEL, CONFERENCES & TRAINING	0.00	0.00	20.34	0.00	0.00	20.34	-20.34	0.00 %
100-528-540230	MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00 %

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100-528-560120 TELEPHONES	7,000.00	7,000.00	1,540.81	128.61	385.83	1,926.64	5,073.36	27.52 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	98,260.00	98,260.00	23,224.77	1,733.94	8,349.92	31,574.69	66,685.31	32.13 %
Department: 528 - SENIOR CENTER Total:	744,030.00	744,030.00	302,370.36	31,504.83	103,593.13	405,963.49	338,066.51	54.56 %
Department: 529 - LIBRARY								
RptCategory: 50 - MATERIAL AND SERVICES								
100-529-500110 CONTRACTUAL & PROFESSIONAL SERVICE	418,180.00	418,180.00	206,338.00	0.00	0.00	206,338.00	211,842.00	49.34 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	418,180.00	418,180.00	206,338.00	0.00	0.00	206,338.00	211,842.00	49.34 %
Department: 529 - LIBRARY Total:	418,180.00	418,180.00	206,338.00	0.00	0.00	206,338.00	211,842.00	49.34 %
Department: 600 - DEBT SERVICE								
RptCategory: 70 - DEBT SERVICE								
100-600-720040 DEBT PRINCIPAL	604,398.00	604,398.00	207,889.00	0.00	172,598.00	380,487.00	223,911.00	62.95 %
100-600-730040 DEBT SERVICE - INTEREST	290,732.00	290,732.00	91,943.68	0.00	37,680.45	129,624.13	161,107.87	44.59 %
100-600-740040 OFU - ISSUANCE COSTS	51,000.00	51,000.00	50,076.83	0.00	0.00	50,076.83	923.17	98.19 %
RptCategory: 70 - DEBT SERVICE Total:	946,130.00	946,130.00	349,909.51	0.00	210,278.45	560,187.96	385,942.04	59.21 %
Department: 600 - DEBT SERVICE Total:	946,130.00	946,130.00	349,909.51	0.00	210,278.45	560,187.96	385,942.04	59.21 %
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
100-990-910000 CONTINGENCY FUNDS	745,997.00	745,997.00	0.00	0.00	0.00	0.00	745,997.00	0.00 %
RptCategory: 90 - OTHER Total:	745,997.00	745,997.00	0.00	0.00	0.00	0.00	745,997.00	0.00 %
Department: 990 - CONTINGENCY Total:	745,997.00	745,997.00	0.00	0.00	0.00	0.00	745,997.00	0.00 %
Expense Total:	25,938,643.00	25,938,643.00	8,539,491.70	521,172.68	2,531,727.83	11,071,219.53	14,867,423.47	42.68 %
Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	4,419,048.29	-415,148.15	-1,944,625.47	2,474,422.82	2,474,422.82	0.00 %
Fund: 105 - AMERICAN RESCUE PLAN RESERVE FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
RptType: 3150 - GRANTS								
105-000-315080 OTHER GRANTS (ARPA)	0.00	2,737,344.00	30,000.00	0.00	130,995.81	160,995.81	-2,576,348.19	5.88 %
RptType: 3150 - GRANTS Total:	0.00	2,737,344.00	30,000.00	0.00	130,995.81	160,995.81	-2,576,348.19	5.88 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	0.00	2,737,344.00	30,000.00	0.00	130,995.81	160,995.81	-2,576,348.19	5.88 %
Revenue Total:	0.00	2,737,344.00	30,000.00	0.00	130,995.81	160,995.81	-2,576,348.19	5.88 %
Expense								
Department: 150 - ARPA GRANT								
RptCategory: 40 - PERSONNEL SERVICES								
105-150-450900 RECOGNITION AWARD	0.00	0.00	0.00	0.00	102,500.00	102,500.00	-102,500.00	0.00 %
105-150-470000 ASSOCIATED PAYROLL COSTS	0.00	0.00	0.00	0.00	28,495.81	28,495.81	-28,495.81	0.00 %
RptCategory: 40 - PERSONNEL SERVICES Total:	0.00	0.00	0.00	0.00	130,995.81	130,995.81	-130,995.81	0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 50 - MATERIAL AND SERVICES								
105-150-500110	0.00	200,000.00	30,000.00	2,100.00	14,830.00	44,830.00	155,170.00	22.42 %
105-150-530200	0.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00 %
105-150-530210	0.00	1,277,344.00	0.00	0.00	0.00	0.00	1,277,344.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	0.00	1,527,344.00	30,000.00	2,100.00	14,830.00	44,830.00	1,482,514.00	2.94 %
Department: 150 - ARPA GRANT Total:	0.00	1,527,344.00	30,000.00	2,100.00	145,825.81	175,825.81	1,351,518.19	11.51 %
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
105-920-899730	0.00	1,210,000.00	0.00	0.00	0.00	0.00	1,210,000.00	0.00 %
RptCategory: 89 - TRANSFERS OUT Total:	0.00	1,210,000.00	0.00	0.00	0.00	0.00	1,210,000.00	0.00 %
Department: 920 - TRANSFER OUT Total:	0.00	1,210,000.00	0.00	0.00	0.00	0.00	1,210,000.00	0.00 %
Expense Total:	0.00	2,737,344.00	30,000.00	2,100.00	145,825.81	175,825.81	2,561,518.19	6.42 %
Fund: 105 - AMERICAN RESCUE PLAN RESERVE FUND Surplus (Deficit):	0.00	0.00	0.00	-2,100.00	-14,830.00	-14,830.00	-14,830.00	0.00 %
Fund: 205 - ROAD AND STREET FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
RptType: 3000 - BEG FUND BAL.								
205-000-309999	2,900,000.00	2,900,000.00	0.00	0.00	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	0.00	0.00	-2,900,000.00	0.00 %
RptType: 3100 - LOCAL TAXES								
205-000-310060	370,000.00	370,000.00	250,270.30	19,648.30	19,648.30	269,918.60	-100,081.40	72.95 %
RptType: 3100 - LOCAL TAXES Total:	370,000.00	370,000.00	250,270.30	19,648.30	19,648.30	269,918.60	-100,081.40	72.95 %
RptType: 3110 - STATE SHARED TAXES								
205-000-310140	1,817,551.00	1,817,551.00	1,040,013.74	82,575.56	142,776.44	1,182,790.18	-634,760.82	65.08 %
RptType: 3110 - STATE SHARED TAXES Total:	1,817,551.00	1,817,551.00	1,040,013.74	82,575.56	142,776.44	1,182,790.18	-634,760.82	65.08 %
RptType: 3120 - RIGHT OF WAY FEES								
205-000-312050	375,000.00	375,000.00	115,420.19	89.48	94.12	115,514.31	-259,485.69	30.80 %
205-000-312055	200,000.00	200,000.00	104,089.96	6,017.81	6,017.81	110,107.77	-89,892.23	55.05 %
205-000-312060	1,500.00	1,500.00	285.00	0.00	0.00	285.00	-1,215.00	19.00 %
RptType: 3120 - RIGHT OF WAY FEES Total:	576,500.00	576,500.00	219,795.15	6,107.29	6,111.93	225,907.08	-350,592.92	39.19 %
RptType: 3141 - SDC								
205-000-314075	20,000.00	20,000.00	0.00	1,459.99	1,459.99	1,459.99	-18,540.01	7.30 %
205-000-314076	0.00	0.00	0.00	178.52	178.52	178.52	178.52	0.00 %
RptType: 3141 - SDC Total:	20,000.00	20,000.00	0.00	1,638.51	1,638.51	1,638.51	-18,361.49	8.19 %

Budget Report

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptType: 3600 - MISCELLANEOUS								
205-000-360000								
ALL OTHER ROAD/STREET RECEIPTS	60,000.00	60,000.00	25,220.00	1,645.00	6,110.00	31,330.00	-28,670.00	52.22 %
RptType: 3600 - MISCELLANEOUS Total:	60,000.00	60,000.00	25,220.00	1,645.00	6,110.00	31,330.00	-28,670.00	52.22 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,744,051.00	5,744,051.00	1,535,299.19	111,614.66	176,285.18	1,711,584.37	-4,032,466.63	29.80 %
Department: 910 - TRANSFER IN								
RptType: 3990 - TRANSFERS IN								
205-910-399730								
TRANSFER IN FROM SEWER FUND	430,925.00	430,925.00	192,866.00	0.00	0.00	192,866.00	-238,059.00	44.76 %
205-910-399740								
TRANSFER IN FROM WATER FUND	282,000.00	282,000.00	129,408.00	0.00	0.00	129,408.00	-152,592.00	45.89 %
205-910-399750								
TRANSFER IN FROM STORM WATER	104,100.00	104,100.00	46,248.00	0.00	0.00	46,248.00	-57,852.00	44.43 %
RptType: 3990 - TRANSFERS IN Total:	817,025.00	817,025.00	368,522.00	0.00	0.00	368,522.00	-448,503.00	45.11 %
Department: 910 - TRANSFER IN Total:	817,025.00	817,025.00	368,522.00	0.00	0.00	368,522.00	-448,503.00	45.11 %
Revenue Total:	6,561,076.00	6,561,076.00	1,903,821.19	111,614.66	176,285.18	2,080,106.37	-4,480,969.63	31.70 %
Expense								
Department: 305 - ROAD AND STREET								
RptCategory: 40 - PERSONNEL SERVICES								
205-305-437049								
PUBLIC WORKS DIRECTOR	46,112.00	46,112.00	22,960.78	2,087.40	6,262.20	29,222.98	16,889.02	63.37 %
205-305-437050								
PUBLIC WORKS SUPERVISOR	81,292.00	81,292.00	37,297.59	3,274.17	9,822.51	47,120.10	34,171.90	57.96 %
205-305-437051								
PW UTILITIES MANAGER	44,817.00	44,817.00	0.00	0.00	0.00	0.00	44,817.00	0.00 %
205-305-437055								
PW ADMIN ASSISTANT	46,564.00	46,564.00	22,819.96	2,353.38	7,295.94	30,115.90	16,448.10	64.68 %
205-305-437070								
UTILITY WORKER, JOURNEY	378,527.00	378,527.00	143,267.52	11,453.53	33,983.63	177,251.15	201,275.85	46.83 %
205-305-439011								
SEASONAL HELP	50,000.00	50,000.00	19,707.28	0.00	0.00	19,707.28	30,292.72	39.41 %
205-305-450100								
OVERTIME	8,000.00	8,000.00	3,217.95	74.85	430.00	3,647.95	4,352.05	45.60 %
205-305-450500								
CAREER RECOGNITION PAY	0.00	0.00	3,633.73	466.36	1,392.99	5,026.72	-5,026.72	0.00 %
205-305-470000								
ASSOCIATED PAYROLL COSTS	374,085.00	374,085.00	165,852.61	13,392.22	40,611.80	206,464.41	167,620.59	55.19 %
RptCategory: 40 - PERSONNEL SERVICES Total:	1,029,397.00	1,029,397.00	418,757.42	33,101.91	99,799.07	518,556.49	510,840.51	50.37 %
RptCategory: 50 - MATERIAL AND SERVICES								
205-305-500110								
CONTRACTUAL & PROFESSIONAL SERVICE	46,000.00	46,000.00	8,084.32	793.40	2,528.81	10,613.13	35,386.87	23.07 %
205-305-520130								
OPERATIONS, MAINTENANCE & REPAIRS	600,000.00	600,000.00	253,365.19	122,864.87	129,021.93	382,387.12	217,612.88	63.73 %
205-305-520172								
STREET LIGHT MAINTENANCE	200,000.00	200,000.00	79,349.76	7,147.00	21,488.69	100,838.45	99,161.55	50.42 %
205-305-520176								
TRAFFIC SIGNAL MAINTENANCE	16,000.00	16,000.00	5,999.63	0.00	743.61	6,743.24	9,256.76	42.15 %
205-305-520178								
STREET SIGN MAINTENANCE	100,000.00	100,000.00	30,250.70	0.00	799.35	31,050.05	68,949.95	31.05 %
205-305-520320								
FLEET FUEL, MAINTENANCE & REPAIR	65,000.00	65,000.00	16,649.72	2,997.34	5,405.87	22,055.59	42,944.41	33.93 %
205-305-520400								
OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	1,214.38	13.99	248.03	1,462.41	3,537.59	29.25 %
205-305-540220								
TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00 %
205-305-540300								
SMALL TOOLS, EQUIPMENT & SAFETY SUP	40,000.00	40,000.00	2,617.61	769.93	1,359.89	3,977.50	36,022.50	9.94 %
205-305-540400								
DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	4,972.00	0.00	674.93	5,646.93	-646.93	112.94 %
205-305-560100								
UTILITIES	2,500.00	2,500.00	644.56	54.38	163.14	807.70	1,692.30	32.31 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	1,084,500.00	1,084,500.00	403,147.87	134,640.91	162,434.25	565,582.12	518,917.88	52.15 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY								
205-305-660100	EQUIPMENT REPLACEMENT RESERVES	622,000.00	622,000.00	85,725.60	0.00	0.00	85,725.60	536,274.40 13.78 %
205-305-675056	BIKEWAY & SIDEWALK IMPROVEMENT	90,175.00	90,175.00	0.00	0.00	0.00	0.00	90,175.00 0.00 %
205-305-676050	SYSTEM IMPROVEMENTS & PROJECTS	1,490,964.00	1,490,964.00	128,063.60	253,744.47	866,210.89	994,274.49	496,689.51 66.69 %
205-305-678090	RESERVE FROM SDC'S	550,570.00	550,570.00	0.00	0.00	0.00	0.00	550,570.00 0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	2,753,709.00	2,753,709.00	213,789.20	253,744.47	866,210.89	1,080,000.09	1,673,708.91 39.22 %
	Department: 305 - ROAD AND STREET Total:	4,867,606.00	4,867,606.00	1,035,694.49	421,487.29	1,128,444.21	2,164,138.70	2,703,467.30 44.46 %
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
205-920-899100	TRANSFER OUT TO GENERAL FUND	458,255.00	458,255.00	176,444.00	0.00	0.00	176,444.00	281,811.00 38.50 %
205-920-899730	TRANSFER OUT TO SEWER FUND	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	160,742.00 42.26 %
205-920-899740	TRANSFER OUT TO WATER	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	160,742.00 42.26 %
205-920-899750	TRANSFER OUT TO STORM	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	160,742.00 42.26 %
	RptCategory: 89 - TRANSFERS OUT Total:	1,293,470.00	1,293,470.00	529,433.00	0.00	0.00	529,433.00	764,037.00 40.93 %
	Department: 920 - TRANSFER OUT Total:	1,293,470.00	1,293,470.00	529,433.00	0.00	0.00	529,433.00	764,037.00 40.93 %
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
205-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00 0.00 %
	RptCategory: 90 - OTHER Total:	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00 0.00 %
	Department: 990 - CONTINGENCY Total:	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00 0.00 %
	Expense Total:	6,561,076.00	6,561,076.00	1,565,127.49	421,487.29	1,128,444.21	2,693,571.70	3,867,504.30 41.05 %
	Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):	0.00	0.00	338,693.70	-309,872.63	-952,159.03	-613,465.33	-613,465.33 0.00 %
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	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	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	698,273.38	0.00	0.00	698,273.38	-717,742.62 49.31 %
228-000-310050	PRIOR YEAR TAXES	16,000.00	16,000.00	5,849.18	0.00	0.00	5,849.18	-10,150.82 36.56 %
	RptType: 3100 - LOCAL TAXES Total:	1,432,016.00	1,432,016.00	704,122.56	0.00	0.00	704,122.56	-727,893.44 49.17 %
RptType: 3301 - INTEREST								
228-000-330100	INTEREST	2,000.00	2,000.00	1,517.03	-235.72	-400.67	1,116.36	-883.64 55.82 %
	RptType: 3301 - INTEREST Total:	2,000.00	2,000.00	1,517.03	-235.72	-400.67	1,116.36	-883.64 55.82 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,574,016.00	1,574,016.00	705,639.59	-235.72	-400.67	705,238.92	-868,777.08 44.81 %
	Revenue Total:	1,574,016.00	1,574,016.00	705,639.59	-235.72	-400.67	705,238.92	-868,777.08 44.81 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Expense								
Department: 245 - POLICE LEVY								
RptCategory: 40 - PERSONNEL SERVICES								
228-245-432160	POLICE OFFICER	167,808.00	167,808.00	95,466.49	7,913.31	25,191.08	120,657.57	47,150.43 71.90 %
228-245-432165	SCHOOL RESOURCE OFFICER	167,808.00	167,808.00	90,896.38	7,336.99	15,072.26	105,968.64	61,839.36 63.15 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	138,070.00	138,070.00	68,340.00	5,695.00	17,085.00	85,425.00	52,645.00 61.87 %
228-245-432195	EXECUTIVE ASSISTANT	148,644.00	148,644.00	71,979.60	6,407.00	19,230.24	91,209.84	57,434.16 61.36 %
228-245-450100	OVERTIME	40,000.00	40,000.00	14,755.93	3,489.39	6,196.35	20,952.28	19,047.72 52.38 %
228-245-450200	HOLIDAY PAY	8,000.00	8,000.00	958.45	319.48	319.48	1,277.93	6,722.07 15.97 %
228-245-450300	PROFICIENCY PAY	52,860.00	52,860.00	20,507.98	1,852.03	4,527.17	25,035.15	27,824.85 47.36 %
228-245-450500	CAREER RECOGNITION PAY	3,428.00	3,428.00	2,752.58	142.38	534.18	3,286.76	141.24 95.88 %
228-245-470000	ASSOCIATED PAYROLL COSTS	471,308.00	471,308.00	261,569.55	22,101.17	60,084.77	321,654.32	149,653.68 68.25 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,197,926.00	1,197,926.00	627,226.96	55,256.75	148,240.53	775,467.49	422,458.51 64.73 %
RptCategory: 50 - MATERIAL AND SERVICES								
228-245-500498	SHARE COST CCOM DISPATCH	152,250.00	152,250.00	144,769.00	0.00	7,481.00	152,250.00	0.00 100.00 %
228-245-510032	SRO EXPENSES	4,000.00	4,000.00	1,560.62	169.92	596.80	2,157.42	1,842.58 53.94 %
228-245-510040	K-9 EXPENSES	14,000.00	14,000.00	3,568.70	211.20	776.20	4,344.90	9,655.10 31.04 %
228-245-510041	SWAT PROGRAM	8,200.00	8,200.00	0.00	0.00	0.00	0.00	8,200.00 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	178,450.00	178,450.00	149,898.32	381.12	8,854.00	158,752.32	19,697.68 88.96 %
	Department: 245 - POLICE LEVY Total:	1,376,376.00	1,376,376.00	777,125.28	55,637.87	157,094.53	934,219.81	442,156.19 67.88 %
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
228-920-899100	TRANSFER OUT TO GENERAL FUND	133,842.00	133,842.00	53,052.00	0.00	0.00	53,052.00	80,790.00 39.64 %
	RptCategory: 89 - TRANSFERS OUT Total:	133,842.00	133,842.00	53,052.00	0.00	0.00	53,052.00	80,790.00 39.64 %
	Department: 920 - TRANSFER OUT Total:	133,842.00	133,842.00	53,052.00	0.00	0.00	53,052.00	80,790.00 39.64 %
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
228-990-910000	CONTINGENCY FUNDS	63,798.00	63,798.00	0.00	0.00	0.00	0.00	63,798.00 0.00 %
	RptCategory: 90 - OTHER Total:	63,798.00	63,798.00	0.00	0.00	0.00	0.00	63,798.00 0.00 %
	Department: 990 - CONTINGENCY Total:	63,798.00	63,798.00	0.00	0.00	0.00	0.00	63,798.00 0.00 %
	Expense Total:	1,574,016.00	1,574,016.00	830,177.28	55,637.87	157,094.53	987,271.81	586,744.19 62.72 %
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	0.00	0.00	-124,537.69	-55,873.59	-157,495.20	-282,032.89	-282,032.89 0.00 %
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	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	0.00	0.00	-255,000.00 0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptType: 3100 - LOCAL TAXES								
229-000-310020								
CURRENT LEVY TAX	645,536.00	645,536.00	318,059.71	0.00	0.00	318,059.71	-327,476.29	49.27 %
229-000-310050								
PRIOR YEAR TAXES	8,000.00	8,000.00	2,664.27	0.00	0.00	2,664.27	-5,335.73	33.30 %
RptType: 3100 - LOCAL TAXES Total:	653,536.00	653,536.00	320,723.98	0.00	0.00	320,723.98	-332,812.02	49.08 %
RptType: 3301 - INTEREST								
229-000-330100								
INTEREST	5,000.00	5,000.00	2,317.10	601.49	1,539.77	3,856.87	-1,143.13	77.14 %
RptType: 3301 - INTEREST Total:	5,000.00	5,000.00	2,317.10	601.49	1,539.77	3,856.87	-1,143.13	77.14 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	913,536.00	913,536.00	323,041.08	601.49	1,539.77	324,580.85	-588,955.15	35.53 %
Revenue Total:	913,536.00	913,536.00	323,041.08	601.49	1,539.77	324,580.85	-588,955.15	35.53 %
Expense								
Department: 255 - FIRE LEVY								
RptCategory: 40 - PERSONNEL SERVICES								
229-255-432230								
TRAINING CAPTAIN	208,666.00	208,666.00	78,981.62	0.00	0.00	78,981.62	129,684.38	37.85 %
229-255-439010								
PART TIME	49,508.00	49,508.00	0.00	0.00	0.00	0.00	49,508.00	0.00 %
229-255-470000								
ASSOCIATED PAYROLL COSTS	155,388.00	155,388.00	63,558.29	0.00	0.00	63,558.29	91,829.71	40.90 %
RptCategory: 40 - PERSONNEL SERVICES Total:	413,562.00	413,562.00	142,539.91	0.00	0.00	142,539.91	271,022.09	34.47 %
RptCategory: 50 - MATERIAL AND SERVICES								
229-255-500110								
CONTRACTUAL & PROFESSIONAL SERVICE	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00 %
229-255-520126								
SCBA & TURNOUT MAINTENANCE	20,000.00	20,000.00	4,428.65	0.00	0.00	4,428.65	15,571.35	22.14 %
229-255-520365								
EQUIPMENT TESTING & SERVICE	20,000.00	20,000.00	5,262.10	0.00	0.00	5,262.10	14,737.90	26.31 %
229-255-520400								
OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	5,082.87	0.00	0.00	5,082.87	917.13	84.71 %
229-255-560110								
CELL PHONES, PAGERS, RADIOS	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	72,000.00	72,000.00	14,773.62	0.00	0.00	14,773.62	57,226.38	20.52 %
RptCategory: 60 - CAPITAL OUTLAY								
229-255-660116								
FIRE APPARATUS	100,000.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00 %
229-255-660120								
FIRE, EMS & EXTRICATION EQUIPMENT	102,000.00	102,000.00	5,377.30	0.00	0.00	5,377.30	96,622.70	5.27 %
229-255-661012								
TURN-OUTS & SCBA RESERVE	105,000.00	105,000.00	0.00	0.00	0.00	0.00	105,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:	307,000.00	307,000.00	5,377.30	0.00	0.00	5,377.30	301,622.70	1.75 %
Department: 255 - FIRE LEVY Total:	792,562.00	792,562.00	162,690.83	0.00	0.00	162,690.83	629,871.17	20.53 %
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
229-920-899100								
TRANSFER OUT TO GENERAL FUND	71,611.00	71,611.00	25,843.00	0.00	0.00	25,843.00	45,768.00	36.09 %
RptCategory: 89 - TRANSFERS OUT Total:	71,611.00	71,611.00	25,843.00	0.00	0.00	25,843.00	45,768.00	36.09 %
Department: 920 - TRANSFER OUT Total:	71,611.00	71,611.00	25,843.00	0.00	0.00	25,843.00	45,768.00	36.09 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
229-990-910000								
CONTINGENCY FUNDS	49,363.00	49,363.00	0.00	0.00	0.00	0.00	49,363.00	0.00 %
RptCategory: 90 - OTHER Total:	49,363.00	49,363.00	0.00	0.00	0.00	0.00	49,363.00	0.00 %
Department: 990 - CONTINGENCY Total:	49,363.00	49,363.00	0.00	0.00	0.00	0.00	49,363.00	0.00 %
Expense Total:	913,536.00	913,536.00	188,533.83	0.00	0.00	188,533.83	725,002.17	20.64 %
Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	134,507.25	601.49	1,539.77	136,047.02	136,047.02	0.00 %
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	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	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	1,000,746.17	0.00	0.00	1,000,746.17	-1,074,092.83	48.23 %
390-000-310050								
PRIOR YEAR TAXES	30,000.00	30,000.00	9,300.59	0.00	0.00	9,300.59	-20,699.41	31.00 %
RptType: 3100 - LOCAL TAXES Total:	2,104,839.00	2,104,839.00	1,010,046.76	0.00	0.00	1,010,046.76	-1,094,792.24	47.99 %
RptType: 3150 - GRANTS								
390-000-315080								
OTHER GRANTS	26,000.00	26,000.00	0.00	0.00	0.00	0.00	-26,000.00	0.00 %
RptType: 3150 - GRANTS Total:	26,000.00	26,000.00	0.00	0.00	0.00	0.00	-26,000.00	0.00 %
RptType: 3301 - INTEREST								
390-000-330100								
INTEREST	0.00	0.00	15,784.82	3,128.16	8,937.02	24,721.84	24,721.84	0.00 %
RptType: 3301 - INTEREST Total:	0.00	0.00	15,784.82	3,128.16	8,937.02	24,721.84	24,721.84	0.00 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,370,839.00	4,370,839.00	1,025,831.58	3,128.16	8,937.02	1,034,768.60	-3,336,070.40	23.67 %
Revenue Total:	4,370,839.00	4,370,839.00	1,025,831.58	3,128.16	8,937.02	1,034,768.60	-3,336,070.40	23.67 %
Expense								
Department: 410 - URBAN RENEWAL								
RptCategory: 50 - MATERIAL AND SERVICES								
390-410-500110								
CONTRACTUAL & PROFESSIONAL SERVICE	154,000.00	154,000.00	1,832.63	0.00	0.00	1,832.63	152,167.37	1.19 %
390-410-500120								
MUNICIPAL AUDIT CONTRACT	15,000.00	15,000.00	7,650.00	0.00	0.00	7,650.00	7,350.00	51.00 %
390-410-530000								
FIRE & LIABILITY INSURANCE	30,000.00	30,000.00	0.00	0.00	30,000.00	30,000.00	0.00	100.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	199,000.00	199,000.00	9,482.63	0.00	30,000.00	39,482.63	159,517.37	19.84 %
RptCategory: 70 - DEBT SERVICE								
390-410-730030								
DEBT SERVICE PRINCIPAL	929,881.00	929,881.00	458,092.00	0.00	471,789.00	929,881.00	0.00	100.00 %
390-410-730040								
DEBT SERVICE - INTEREST	147,235.00	147,235.00	80,454.04	0.00	36,859.85	117,313.89	29,921.11	79.68 %
RptCategory: 70 - DEBT SERVICE Total:	1,077,116.00	1,077,116.00	538,546.04	0.00	508,648.85	1,047,194.89	29,921.11	97.22 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 89 - TRANSFERS OUT								
390-410-899100								
TRANSFER OUT TO GENERAL FUND	490,814.00	490,814.00	245,403.57	0.00	210,278.45	455,682.02	35,131.98	92.84 %
RptCategory: 89 - TRANSFERS OUT Total:	490,814.00	490,814.00	245,403.57	0.00	210,278.45	455,682.02	35,131.98	92.84 %
Department: 410 - URBAN RENEWAL Total:	1,766,930.00	1,766,930.00	793,432.24	0.00	748,927.30	1,542,359.54	224,570.46	87.29 %
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
390-990-910000								
CONTINGENCY FUNDS	2,603,909.00	2,603,909.00	0.00	0.00	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	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	0.00	0.00	2,603,909.00	0.00 %
Expense Total:	4,370,839.00	4,370,839.00	793,432.24	0.00	748,927.30	1,542,359.54	2,828,479.46	35.29 %
Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	0.00	0.00	232,399.34	3,128.16	-739,990.28	-507,590.94	-507,590.94	0.00 %
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	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	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	851,417.88	74,361.21	223,189.54	1,074,607.42	-710,392.58	60.20 %
730-000-314055								
TRI-CITY SERVICE DISTRICT	6,050,000.00	6,050,000.00	3,005,894.90	274,518.90	801,469.16	3,807,364.06	-2,242,635.94	62.93 %
730-000-314080								
CONNECTION FEES	10,000.00	10,000.00	0.00	0.00	0.00	0.00	-10,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES Total:	7,845,000.00	7,845,000.00	3,857,312.78	348,880.11	1,024,658.70	4,881,971.48	-2,963,028.52	62.23 %
RptType: 3141 - SDC								
730-000-314110								
SEWER SDCS	20,000.00	20,000.00	5,849.28	4,728.47	4,728.47	10,577.75	-9,422.25	52.89 %
730-000-314111								
SDC Reimbursement Fee	0.00	0.00	243.72	467.65	467.65	711.37	711.37	0.00 %
RptType: 3141 - SDC Total:	20,000.00	20,000.00	6,093.00	5,196.12	5,196.12	11,289.12	-8,710.88	56.45 %
RptType: 3600 - MISCELLANEOUS								
730-000-360000								
ALL OTHER SEWER RECEIPTS	4,000.00	4,000.00	2,385.00	400.00	800.00	3,185.00	-815.00	79.63 %
RptType: 3600 - MISCELLANEOUS Total:	4,000.00	4,000.00	2,385.00	400.00	800.00	3,185.00	-815.00	79.63 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	10,189,000.00	10,189,000.00	3,865,790.78	354,476.23	1,030,654.82	4,896,445.60	-5,292,554.40	48.06 %
Department: 910 - TRANSFER IN								
RptType: 3990 - TRANSFERS IN								
730-910-399105								
OPERATING TRANSFERS IN-ARPA RES, FU	1,210,000.00	1,210,000.00	0.00	0.00	0.00	0.00	-1,210,000.00	0.00 %
730-910-399205								
TRANSFER IN FROM ROAD & STREET FUN	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	-160,742.00	42.26 %
RptType: 3990 - TRANSFERS IN Total:	1,488,405.00	1,488,405.00	117,663.00	0.00	0.00	117,663.00	-1,370,742.00	7.91 %
Department: 910 - TRANSFER IN Total:	1,488,405.00	1,488,405.00	117,663.00	0.00	0.00	117,663.00	-1,370,742.00	7.91 %
Revenue Total:	11,677,405.00	11,677,405.00	3,983,453.78	354,476.23	1,030,654.82	5,014,108.60	-6,663,296.40	42.94 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Expense								
Department: 703 - SEWER								
RptCategory: 40 - PERSONNEL SERVICES								
730-703-431500	ACCOUNTING CLERK	30,606.00	30,606.00	14,500.35	1,196.75	3,884.57	18,384.92	12,221.08 60.07 %
730-703-437049	PUBLIC WORKS DIRECTOR	46,111.00	46,111.00	22,960.78	2,087.40	6,262.20	29,222.98	16,888.02 63.38 %
730-703-437050	PUBLIC WORKS SUPERVISOR	70,147.00	70,147.00	35,677.70	2,983.62	8,962.97	44,640.67	25,506.33 63.64 %
730-703-437051	PW UTILITIES MANAGER	44,817.00	44,817.00	0.00	0.00	0.00	0.00	44,817.00 0.00 %
730-703-437055	PW ADMIN ASSISTANT	46,564.00	46,564.00	22,819.96	2,353.38	7,295.94	30,115.90	16,448.10 64.68 %
730-703-437070	UTILITY WORKER, JOURNEY	129,372.00	129,372.00	72,784.22	6,109.00	18,772.80	91,557.02	37,814.98 70.77 %
730-703-437071	UTILITY WORKER II	117,444.00	117,444.00	51,660.65	8,084.23	20,912.61	72,573.26	44,870.74 61.79 %
730-703-439011	SEASONAL HELP	40,000.00	40,000.00	15,160.21	0.00	0.00	15,160.21	24,839.79 37.90 %
730-703-450100	OVERTIME	10,000.00	10,000.00	2,088.02	74.85	352.52	2,440.54	7,559.46 24.41 %
730-703-450500	CAREER RECOGNITION PAY	0.00	0.00	2,441.51	300.30	917.42	3,358.93	-3,358.93 0.00 %
730-703-470000	ASSOCIATED PAYROLL COSTS	287,061.00	287,061.00	135,230.30	13,200.45	39,737.79	174,968.09	112,092.91 60.95 %
RptCategory: 40 - PERSONNEL SERVICES Total:		822,122.00	822,122.00	375,323.70	36,389.98	107,098.82	482,422.52	339,699.48 58.68 %
RptCategory: 50 - MATERIAL AND SERVICES								
730-703-500110	CONTRACTUAL & PROFESSIONAL SERVICE	61,000.00	61,000.00	18,526.97	578.59	4,119.81	22,646.78	38,353.22 37.13 %
730-703-500452	SDC PASS THROUGH TO TCSD	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00 0.00 %
730-703-500456	OAK LODGE SANITARY DISTRICT	1,128,937.00	1,128,937.00	531,782.22	0.00	95,529.92	627,312.14	501,624.86 55.57 %
730-703-500458	WATER ENVIRONMENT SERVICES (WES)	2,738,092.00	2,738,092.00	1,327,826.80	119,196.79	360,776.66	1,688,603.46	1,049,488.54 61.67 %
730-703-520120	BANK CHARGES	36,000.00	36,000.00	33,013.18	4,521.29	9,006.36	42,019.54	-6,019.54 116.72 %
730-703-520130	OPERATIONS, MAINTENANCE & REPAIRS	115,000.00	115,000.00	23,054.57	557.04	2,282.73	25,337.30	89,662.70 22.03 %
730-703-520320	FLEET FUEL, MAINTENANCE & REPAIR	55,000.00	55,000.00	24,925.73	3,915.56	9,008.44	33,934.17	21,065.83 61.70 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	8,000.00	8,000.00	1,983.93	13.99	340.44	2,324.37	5,675.63 29.05 %
730-703-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	8,042.14	651.02	1,957.64	9,999.78	6,000.22 62.50 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	970.26	0.00	0.00	970.26	4,029.74 19.41 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFETY SUP	20,000.00	20,000.00	9,206.76	302.88	371.64	9,578.40	10,421.60 47.89 %
730-703-540400	DUMPING, HAULING, GARBAGE	5,500.00	5,500.00	4,777.90	0.00	675.14	5,453.04	46.96 99.15 %
730-703-560100	UTILITIES	6,500.00	6,500.00	1,334.49	111.44	332.27	1,666.76	4,833.24 25.64 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		4,205,029.00	4,205,029.00	1,985,444.95	129,848.60	484,401.05	2,469,846.00	1,735,183.00 58.74 %
RptCategory: 60 - CAPITAL OUTLAY								
730-703-660100	EQUIPMENT REPLACEMENT RESERVES	665,000.00	665,000.00	0.00	0.00	0.00	0.00	665,000.00 0.00 %
730-703-676050	SYSTEM IMPROVEMENTS & PROJECTS	4,471,761.00	4,471,761.00	318,404.54	27,729.26	81,405.69	399,810.23	4,071,950.77 8.94 %
730-703-678090	RESERVE FROM SDC'S	393,964.00	393,964.00	0.00	0.00	0.00	0.00	393,964.00 0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		5,530,725.00	5,530,725.00	318,404.54	27,729.26	81,405.69	399,810.23	5,130,914.77 7.23 %
Department: 703 - SEWER Total:		10,557,876.00	10,557,876.00	2,679,173.19	193,967.84	672,905.56	3,352,078.75	7,205,797.25 31.75 %
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
730-920-899100	TRANSFER OUT TO GENERAL FUND	288,604.00	288,604.00	94,264.00	0.00	0.00	94,264.00	194,340.00 32.66 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
730-920-899205 TRANSFER OUT TO ROAD & STREET FUND	430,925.00	430,925.00	192,866.00	0.00	0.00	192,866.00	238,059.00	44.76 %
RptCategory: 89 - TRANSFERS OUT Total:	719,529.00	719,529.00	287,130.00	0.00	0.00	287,130.00	432,399.00	39.91 %
Department: 920 - TRANSFER OUT Total:	719,529.00	719,529.00	287,130.00	0.00	0.00	287,130.00	432,399.00	39.91 %
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
730-990-910000 CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00	0.00 %
RptCategory: 90 - OTHER Total:	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00	0.00 %
Department: 990 - CONTINGENCY Total:	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00	0.00 %
Expense Total:	11,677,405.00	11,677,405.00	2,966,303.19	193,967.84	672,905.56	3,639,208.75	8,038,196.25	31.16 %
Fund: 730 - SEWER FUND Surplus (Deficit):	0.00	0.00	1,017,150.59	160,508.39	357,749.26	1,374,899.85	1,374,899.85	0.00 %
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	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	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	2,587,611.93	323,674.20	843,948.49	3,431,560.42	-1,768,439.58	65.99 %
740-000-314080 WATER SERVICE CONNECTIONS	10,000.00	10,000.00	548.02	0.00	0.00	548.02	-9,451.98	5.48 %
RptType: 3140 - CHARGES FOR SERVICES Total:	5,210,000.00	5,210,000.00	2,588,159.95	323,674.20	843,948.49	3,432,108.44	-1,777,891.56	65.88 %
RptType: 3141 - SDC								
740-000-314110 WATER SDC'S	50,000.00	50,000.00	0.00	0.00	0.00	0.00	-50,000.00	0.00 %
RptType: 3141 - SDC Total:	50,000.00	50,000.00	0.00	0.00	0.00	0.00	-50,000.00	0.00 %
RptType: 3600 - MISCELLANEOUS								
740-000-360000 ALL OTHER WATER RECEIPTS	0.00	0.00	0.00	550.00	1,050.00	1,050.00	1,050.00	0.00 %
RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	0.00	550.00	1,050.00	1,050.00	1,050.00	0.00 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	9,128,000.00	9,128,000.00	2,588,159.95	324,224.20	844,998.49	3,433,158.44	-5,694,841.56	37.61 %
Department: 910 - TRANSFER IN								
RptType: 3990 - TRANSFERS IN								
740-910-399205 TRANSFER IN FROM ROAD & STREET FUN	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	-160,742.00	42.26 %
RptType: 3990 - TRANSFERS IN Total:	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	-160,742.00	42.26 %
Department: 910 - TRANSFER IN Total:	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	-160,742.00	42.26 %
Revenue Total:	9,406,405.00	9,406,405.00	2,705,822.95	324,224.20	844,998.49	3,550,821.44	-5,855,583.56	37.75 %
Expense								
Department: 704 - WATER								
RptCategory: 40 - PERSONNEL SERVICES								
740-704-431500 ACCOUNTING CLERK	36,727.00	36,727.00	17,400.42	1,436.10	4,661.50	22,061.92	14,665.08	60.07 %

Budget Report

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used	
740-704-437049	PUBLIC WORKS DIRECTOR	46,111.00	46,111.00	22,960.78	2,087.40	6,262.20	29,222.98	16,888.02	63.38 %
740-704-437050	PUBLIC WORKS SUPERVISOR	72,273.00	72,273.00	36,612.81	3,048.53	9,158.08	45,770.89	26,502.11	63.33 %
740-704-437051	PW UTILITIES MANAGER	44,817.00	44,817.00	0.00	0.00	0.00	0.00	44,817.00	0.00 %
740-704-437055	PW ADMIN ASSISTANT	46,564.00	46,564.00	22,819.96	2,353.38	7,295.94	30,115.90	16,448.10	64.68 %
740-704-437070	UTILITY WORKER, JOURNEY	145,818.00	145,818.00	57,655.71	5,843.50	17,637.44	75,293.15	70,524.85	51.64 %
740-704-437071	UTILITY WORKER II	238,650.00	238,650.00	45,761.69	6,998.15	21,098.85	66,860.54	171,789.46	28.02 %
740-704-439011	SEASONAL HELP	40,000.00	40,000.00	5,119.76	0.00	0.00	5,119.76	34,880.24	12.80 %
740-704-450100	OVERTIME	10,000.00	10,000.00	1,349.11	74.85	328.21	1,677.32	8,322.68	16.77 %
740-704-450500	CAREER RECOGNITION PAY	0.00	0.00	345.30	57.63	174.31	519.61	-519.61	0.00 %
740-704-470000	ASSOCIATED PAYROLL COSTS	434,079.00	434,079.00	103,820.26	11,722.19	36,103.47	139,923.73	294,155.27	32.23 %
RptCategory: 40 - PERSONNEL SERVICES Total:		1,115,039.00	1,115,039.00	313,845.80	33,621.73	102,720.00	416,565.80	698,473.20	37.36 %
RptCategory: 50 - MATERIAL AND SERVICES									
740-704-500110	CONTRACTUAL & PROFESSIONAL SERVICE	71,000.00	71,000.00	40,523.92	604.55	10,710.15	51,234.07	19,765.93	72.16 %
740-704-500240	METER READING CONTRACT	65,000.00	65,000.00	27,507.41	2,379.81	4,759.62	32,267.03	32,732.97	49.64 %
740-704-500425	WHOLESALE WATER	1,300,000.00	1,300,000.00	530,318.62	180,701.07	184,068.08	714,386.70	585,613.30	54.95 %
740-704-520120	BANK CHARGES	36,000.00	36,000.00	32,313.38	4,381.31	8,586.40	40,899.78	-4,899.78	113.61 %
740-704-520130	OPERATIONS, MAINTENANCE & REPAIRS	300,000.00	300,000.00	96,836.92	1,732.68	19,453.57	116,290.49	183,709.51	38.76 %
740-704-520162	LABORATORY WATER TESTS	40,000.00	40,000.00	12,581.00	2,700.00	2,774.00	15,355.00	24,645.00	38.39 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REPAIR	40,000.00	40,000.00	0.00	131.45	359.08	359.08	39,640.92	0.90 %
740-704-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	-158.12	0.00	0.00	-158.12	158.12	0.00 %
740-704-520320	FLEET FUEL, MAINTENANCE & REPAIR	45,000.00	45,000.00	18,994.30	3,295.40	8,468.08	27,462.38	17,537.62	61.03 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	2,015.64	13.99	357.44	2,373.08	3,626.92	39.55 %
740-704-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	8,042.14	651.02	1,957.64	9,999.78	6,000.22	62.50 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	10,000.00	10,000.00	1,822.26	0.00	0.00	1,822.26	8,177.74	18.22 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFETY SUP	20,000.00	20,000.00	10,264.78	336.28	1,183.03	11,447.81	8,552.19	57.24 %
740-704-540400	DUMPING, HAULING, GARBAGE	10,000.00	10,000.00	8,170.29	0.00	0.00	8,170.29	1,829.71	81.70 %
740-704-560100	UTILITIES	55,000.00	55,000.00	20,758.29	1,672.94	5,167.98	25,926.27	29,073.73	47.14 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		2,014,000.00	2,014,000.00	809,990.83	198,600.50	247,845.07	1,057,835.90	956,164.10	52.52 %
RptCategory: 60 - CAPITAL OUTLAY									
740-704-660100	EQUIPMENT REPLACEMENT RESERVES	279,000.00	279,000.00	0.00	0.00	0.00	0.00	279,000.00	0.00 %
740-704-676050	SYSTEM IMPROVEMENTS & PROJECTS	3,960,425.00	3,960,425.00	78,226.55	0.00	0.00	78,226.55	3,882,198.45	1.98 %
740-704-678090	RESERVE FROM SDC'S	609,610.00	609,610.00	0.00	0.00	0.00	0.00	609,610.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		4,849,035.00	4,849,035.00	78,226.55	0.00	0.00	78,226.55	4,770,808.45	1.61 %
RptCategory: 70 - DEBT SERVICE									
740-704-720040	2005 BONDED DEBT/PRINCIPAL	331,000.00	331,000.00	165,000.00	0.00	166,000.00	331,000.00	0.00	100.00 %
740-704-730040	2005 BONDED DEBT/INTEREST	27,235.00	27,235.00	15,255.90	0.00	6,811.20	22,067.10	5,167.90	81.02 %
RptCategory: 70 - DEBT SERVICE Total:		358,235.00	358,235.00	180,255.90	0.00	172,811.20	353,067.10	5,167.90	98.56 %
Department: 704 - WATER Total:		8,336,309.00	8,336,309.00	1,382,319.08	232,222.23	523,376.27	1,905,695.35	6,430,613.65	22.86 %

Budget Report

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
740-920-899100	388,096.00	388,096.00	142,686.00	0.00	0.00	142,686.00	245,410.00	36.77 %
740-920-899205	282,000.00	282,000.00	129,408.00	0.00	0.00	129,408.00	152,592.00	45.89 %
RptCategory: 89 - TRANSFERS OUT Total:	670,096.00	670,096.00	272,094.00	0.00	0.00	272,094.00	398,002.00	40.61 %
Department: 920 - TRANSFER OUT Total:	670,096.00	670,096.00	272,094.00	0.00	0.00	272,094.00	398,002.00	40.61 %
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
740-990-910000	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00	0.00 %
RptCategory: 90 - OTHER Total:	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00	0.00 %
Department: 990 - CONTINGENCY Total:	400,000.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00	0.00 %
Expense Total:	9,406,405.00	9,406,405.00	1,654,413.08	232,222.23	523,376.27	2,177,789.35	7,228,615.65	23.15 %
Fund: 740 - WATER FUND Surplus (Deficit):	0.00	0.00	1,051,409.87	92,001.97	321,622.22	1,373,032.09	1,373,032.09	0.00 %
Fund: 750 - STORM WATER FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
RptType: 3000 - BEG FUND BAL								
750-000-309999	1,040,000.00	1,040,000.00	0.00	0.00	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	0.00	0.00	-1,040,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES								
750-000-314060	1,898,000.00	1,898,000.00	924,970.21	78,580.61	235,750.65	1,160,720.86	-737,279.14	61.15 %
RptType: 3140 - CHARGES FOR SERVICES Total:	1,898,000.00	1,898,000.00	924,970.21	78,580.61	235,750.65	1,160,720.86	-737,279.14	61.15 %
RptType: 3141 - SDC								
750-000-314110	11,000.00	11,000.00	0.00	0.00	0.00	0.00	-11,000.00	0.00 %
RptType: 3141 - SDC Total:	11,000.00	11,000.00	0.00	0.00	0.00	0.00	-11,000.00	0.00 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	2,949,000.00	2,949,000.00	924,970.21	78,580.61	235,750.65	1,160,720.86	-1,788,279.14	39.36 %
Department: 910 - TRANSFER IN								
RptType: 3990 - TRANSFERS IN								
750-910-399205	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	-160,742.00	42.26 %
RptType: 3990 - TRANSFERS IN Total:	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	-160,742.00	42.26 %
Department: 910 - TRANSFER IN Total:	278,405.00	278,405.00	117,663.00	0.00	0.00	117,663.00	-160,742.00	42.26 %
Revenue Total:	3,227,405.00	3,227,405.00	1,042,633.21	78,580.61	235,750.65	1,278,383.86	-1,949,021.14	39.61 %
Expense								
Department: 705 - PUBLIC WORKS DIRECTOR								
RptCategory: 40 - PERSONNEL SERVICES								
750-705-431500	30,606.00	30,606.00	14,500.34	1,196.75	3,884.57	18,384.91	12,221.09	60.07 %
750-705-437049	46,111.00	46,111.00	22,960.76	2,087.40	6,262.20	29,222.96	16,888.04	63.38 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
750-705-437050 PUBLIC WORKS SUPERVISOR	70,147.00	70,147.00	35,517.64	2,983.63	8,963.00	44,480.64	25,666.36	63.41 %
750-705-437051 PW UTILITIES MANAGER	44,817.00	44,817.00	0.00	0.00	0.00	0.00	44,817.00	0.00 %
750-705-437055 PW ADMIN ASSISTANT	46,564.00	46,564.00	22,819.79	2,353.36	7,295.82	30,115.61	16,448.39	64.68 %
750-705-437070 UTILITY WORKER, JOURNEY	0.00	0.00	55,192.77	0.00	35.00	55,227.77	-55,227.77	0.00 %
750-705-437071 UTILITY WORKER II	103,980.00	103,980.00	0.00	1,652.29	11,261.29	11,261.29	92,718.71	10.83 %
750-705-439011 SEASONAL HELP	40,000.00	40,000.00	14,508.00	0.00	0.00	14,508.00	25,492.00	36.27 %
750-705-450100 OVERTIME	5,000.00	5,000.00	1,394.19	74.86	326.05	1,720.24	3,279.76	34.40 %
750-705-450500 CAREER RECOGNITION PAY	0.00	0.00	335.17	55.94	169.20	504.37	-504.37	0.00 %
750-705-470000 ASSOCIATED PAYROLL COSTS	180,486.00	180,486.00	79,144.74	5,952.04	21,298.30	100,443.04	80,042.96	55.65 %
RptCategory: 40 - PERSONNEL SERVICES Total:	567,711.00	567,711.00	246,373.40	16,356.27	59,495.43	305,868.83	261,842.17	53.88 %
RptCategory: 50 - MATERIAL AND SERVICES								
750-705-500110 CONTRACTUAL & PROFESSIONAL SERVICE	41,000.00	41,000.00	25,566.47	3,871.58	6,907.51	32,473.98	8,526.02	79.20 %
750-705-520120 BANK CHARGES	36,000.00	36,000.00	33,015.52	4,521.91	9,006.98	42,022.50	-6,022.50	116.73 %
750-705-520130 OPERATIONS, MAINTENANCE & REPAIRS	65,000.00	65,000.00	30,140.13	1,302.60	3,555.94	33,696.07	31,303.93	51.84 %
750-705-520320 FLEET FUEL, MAINTENANCE & REPAIR	20,000.00	20,000.00	21,079.98	2,061.76	2,130.91	23,210.89	-3,210.89	116.05 %
750-705-520400 OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	1,983.66	13.97	340.42	2,324.08	2,675.92	46.48 %
750-705-520430 UTILITY BILLS & POSTAGE	16,000.00	16,000.00	8,044.57	651.23	1,958.24	10,002.81	5,997.19	62.52 %
750-705-540220 TRAVEL, CONFERENCES & TRAINING	4,000.00	4,000.00	96.34	0.00	0.00	96.34	3,903.66	2.41 %
750-705-540300 SMALL TOOLS, EQUIPMENT & SAFETY SUP	11,000.00	11,000.00	7,557.24	401.50	475.74	8,032.98	2,967.02	73.03 %
750-705-540400 DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	2,197.81	0.00	674.93	2,872.74	2,127.26	57.45 %
750-705-560100 UTILITIES	3,000.00	3,000.00	644.59	54.39	163.17	807.76	2,192.24	26.93 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	206,000.00	206,000.00	130,326.31	12,878.94	25,213.84	155,540.15	50,459.85	75.50 %
RptCategory: 60 - CAPITAL OUTLAY								
750-705-660100 EQUIPMENT REPLACEMENT RESERVES	115,000.00	115,000.00	0.00	0.00	0.00	0.00	115,000.00	0.00 %
750-705-676050 SYSTEM IMPROVEMENTS & PROJECTS	1,803,500.00	1,803,500.00	186,939.76	97,522.30	102,248.43	289,188.19	1,514,311.81	16.03 %
RptCategory: 60 - CAPITAL OUTLAY Total:	1,918,500.00	1,918,500.00	186,939.76	97,522.30	102,248.43	289,188.19	1,629,311.81	15.07 %
Department: 705 - PUBLIC WORKS DIRECTOR Total:	2,692,211.00	2,692,211.00	563,639.47	126,757.51	186,957.70	750,597.17	1,941,613.83	27.88 %
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
750-920-899100 TRANSFER OUT TO GENERAL FUND	231,094.00	231,094.00	67,286.00	0.00	0.00	67,286.00	163,808.00	29.12 %
750-920-899205 TRANSFER OUT TO ROAD & STREET FUND	104,100.00	104,100.00	46,248.00	0.00	0.00	46,248.00	57,852.00	44.43 %
RptCategory: 89 - TRANSFERS OUT Total:	335,194.00	335,194.00	113,534.00	0.00	0.00	113,534.00	221,660.00	33.87 %
Department: 920 - TRANSFER OUT Total:	335,194.00	335,194.00	113,534.00	0.00	0.00	113,534.00	221,660.00	33.87 %

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	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
750-990-910000 CONTINGENCY FUNDS	200,000.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.00 %
RptCategory: 90 - OTHER Total:	200,000.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.00 %
Department: 990 - CONTINGENCY Total:	200,000.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.00 %
Expense Total:	3,227,405.00	3,227,405.00	677,173.47	126,757.51	186,957.70	864,131.17	2,363,273.83	26.77 %
Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	365,459.74	-48,176.90	48,792.95	414,252.69	414,252.69	0.00 %
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	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	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	350,730.31	22,458.43	67,559.99	418,290.30	-316,709.70	56.91 %
801-000-326030 CLACKAMAS COUNTY FINES/FEES	22,000.00	22,000.00	14,867.79	753.58	3,212.01	18,079.80	-3,920.20	82.18 %
801-000-326040 STATE OF OREGON FINES/FEES	85,000.00	85,000.00	56,534.36	2,489.70	11,400.74	67,935.10	-17,064.90	79.92 %
801-000-326050 RESTITUTION	3,000.00	3,000.00	0.00	0.00	0.00	0.00	-3,000.00	0.00 %
801-000-326060 BOND	5,000.00	5,000.00	-5,234.94	-2,358.71	-1,589.86	-6,824.80	-11,824.80	136.50 %
RptType: 3260 - FINES AND FORFEITURES Total:	850,000.00	850,000.00	416,897.52	23,343.00	80,582.88	497,480.40	-352,519.60	58.53 %
RptType: 3600 - MISCELLANEOUS								
801-000-360000 ALL OTHER COURT FEES	0.00	0.00	140.00	0.00	188.00	328.00	328.00	0.00 %
RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	140.00	0.00	188.00	328.00	328.00	0.00 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	890,000.00	890,000.00	417,037.52	23,343.00	80,770.88	497,808.40	-392,191.60	55.93 %
Revenue Total:	890,000.00	890,000.00	417,037.52	23,343.00	80,770.88	497,808.40	-392,191.60	55.93 %
Expense								
Department: 220 - COURT								
RptCategory: 50 - MATERIAL AND SERVICES								
801-220-500500 CITY OF GLADSTONE FINES & FEES	735,000.00	735,000.00	291,037.69	22,297.01	94,973.95	386,011.64	348,988.36	52.52 %
801-220-500510 CLACKAMAS COUNTY FINES & FEES	22,000.00	22,000.00	14,314.84	1,160.62	4,136.12	18,450.96	3,549.04	83.87 %
801-220-500520 STATE OF OREGON FINES & FEES	85,000.00	85,000.00	88,200.89	4,354.69	15,262.54	103,463.43	-18,463.43	121.72 %
801-220-500530 RESTITUTION	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00 %
801-220-500540 BOND - COURT	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00 %
801-220-500550 ALL OTHER FEES & FINES	0.00	0.00	140.00	188.00	188.00	328.00	-328.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	850,000.00	850,000.00	393,693.42	28,000.32	114,560.61	508,254.03	341,745.97	59.79 %
Department: 220 - COURT Total:	850,000.00	850,000.00	393,693.42	28,000.32	114,560.61	508,254.03	341,745.97	59.79 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2022

	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
801-990-910000 CONTINGENCY FUNDS	40,000.00	40,000.00	0.00	0.00	0.00	0.00	40,000.00	0.00 %
RptCategory: 90 - OTHER Total:	40,000.00	40,000.00	0.00	0.00	0.00	0.00	40,000.00	0.00 %
Department: 990 - CONTINGENCY Total:	40,000.00	40,000.00	0.00	0.00	0.00	0.00	40,000.00	0.00 %
Expense Total:	890,000.00	890,000.00	393,693.42	28,000.32	114,560.61	508,254.03	381,745.97	57.11 %
Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	23,344.10	-4,657.32	-33,789.73	-10,445.63	-10,445.63	0.00 %
Report Surplus (Deficit):	0.00	0.00	7,457,475.19	-579,588.58	-3,113,185.51	4,344,289.68	4,344,289.68	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	2021-2022 Activity	September Activity	2022-2023 Activity	Total Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	4,419,048.29	-415,148.15	-1,944,625.47	2,474,422.82	2,474,422.82
105 - AMERICAN RESCUE PLAN R	0.00	0.00	0.00	-2,100.00	-14,830.00	-14,830.00	-14,830.00
205 - ROAD AND STREET FUND	0.00	0.00	338,693.70	-309,872.63	-952,159.03	-613,465.33	-613,465.33
228 - POLICE LEVY FUND	0.00	0.00	-124,537.69	-55,873.59	-157,495.20	-282,032.89	-282,032.89
229 - FIRE LEVY FUND	0.00	0.00	134,507.25	601.49	1,539.77	136,047.02	136,047.02
390 - URBAN RENEWAL FUND	0.00	0.00	232,399.34	3,128.16	-739,990.28	-507,590.94	-507,590.94
730 - SEWER FUND	0.00	0.00	1,017,150.59	160,508.39	357,749.26	1,374,899.85	1,374,899.85
740 - WATER FUND	0.00	0.00	1,051,409.87	92,001.97	321,622.22	1,373,032.09	1,373,032.09
750 - STORM WATER FUND	0.00	0.00	365,459.74	-48,176.90	48,792.95	414,252.69	414,252.69
801 - MUNICIPAL COURT TRUST	0.00	0.00	23,344.10	-4,657.32	-33,789.73	-10,445.63	-10,445.63
Report Surplus (Deficit):	0.00	0.00	7,457,475.19	-579,588.58	-3,113,185.51	4,344,289.68	4,344,289.68

CHECK REGISTER FOR SEPTEMBER 2022

Check Date	Check No.	Vendor	Amount	Line Item Description
09/01/2022	92467	Philadelphia Insurance Companies	301.00	Volunteer Liability Insurance - Admin
09/01/2022	92468	Sah-Hah-Lee Golf Course	2,290.00	Employee Awards Event - PD
09/06/2022	92469 - 92472	UB Refund Checks	447.54	UB Refund Checks - PW
09/07/2022	225	BridgePay Network Solutions, LLC	178.00	UB Online Payment Fees - PW
09/07/2022	226	Lundquist, Kyndre	3,500.00	Prosecutor Services - CT
09/07/2022	227	Nancy McDonald	6,540.00	HR Consulting Service for August - Admin
09/07/2022	92473	Amazon Capital Services	219.00	Office Supplies - Admin
09/07/2022	92474	American Medical Response	400.00	Blood Draw - PD
09/07/2022	92475	American Planning Association	50.00	Job Posting - Admin
09/07/2022	92476	Aramark	81.66	Mat/Coverall Rental - PW
09/07/2022	92477	Brown & Caldwell	1,383.75	Professional Fees - PW
09/07/2022	92478	Canon Financial Services, Inc.	1,138.79	Copier Leases/Usage - IT
09/07/2022	92479	Centerline Concepts Land Surveying, Inc.	412.50	Barclay Ave Staking - PW
09/07/2022	92480	Cintas First Aid Lockbox	116.75	First Aid Supplies - SC/PW/Admin
09/07/2022	92481	CIS Trust	172,759.31	Annual Property/Liability Ins. - Admin
09/07/2022	92482	Comcast	52.50	Digital Receivers - IT
09/07/2022	92483	Daily Journal of Commerce	43.20	Bid Posting - PW
09/07/2022	92484	Dustin Olson	116.50	Travel Per Diem - PD
09/07/2022	92485	Environment Science Associates	10,535.00	MB Site Plan - PW
09/07/2022	92486	GeoPacific Engineering	967.25	Professional Fees - PW
09/07/2022	92487	Gladstone Junior Baseball	700.00	Rec Fee Refund - PW
09/07/2022	92488	Gladstone Oak Grove Rotary Foundation	360.00	Annual Dues - Betz/Schmerber
09/07/2022	92489	Iselin Architects, PC	292.50	Professional Fees - FD Remodel
09/07/2022	92490	J. Thayer Co.	15.95	Name Plates - Admin
09/07/2022	92491	Jill Tate	367.50	Transcription - Admin
09/07/2022	92492	K & L Industries	604,232.80	Pavement Repair Project - PW
09/07/2022	92493	LancePacific LLC	553.00	FD CO Detector Install - PW
09/07/2022	92494	League of Oregon Cities	20.00	Job Posting - Admin
09/07/2022	92495	Michelle McIntire	23.00	Tram Meal Reimb. - SC
09/07/2022	92496	North Clackamas County	55,523.32	Water Purchase - PW
09/07/2022	92497	Northwest Natural Gas	233.48	Natural Gas Usage - All Depts
09/07/2022	92498	Office Depot	53.31	Office Supplies - Admin
09/07/2022	92499	Olympic Foundry	4,478.50	Manhole Risers - PW
09/07/2022	92500	Oregon Association of Chiefs of Police	89.00	Event Dinner - PD
09/07/2022	92501	Paramount Pest Control Inc	556.00	Pest Control - PW
09/07/2022	92502	Pet Waste Eliminator	400.00	Pet Waste Bags - PW
09/07/2022	92503	Portland General Electric	7,547.77	Electric Usage - All Depts.
09/07/2022	92504	Quaranto & Associates, LLC	1,750.00	Indigent Defense - CT
09/07/2022	92505	Stitch n' Embroidery Inc.	100.00	Logo Embroidery - PD
09/07/2022	92506	Traffic Safety Supply Co. Inc.	1,571.00	Premark Tape - PW
09/07/2022	92507	Trio Community Meals	684.60	Nutrition Program Supplies - SC
09/07/2022	92508	Verizon Wireless	2,711.88	Cell Phone Usage - All Depts
09/07/2022	92509	Walter E. Nelson Co.	1,841.37	Janitorial Supplies - PW
09/07/2022	92510	Water Environment Services	241,579.87	Sewer Billing (2 Months) - PW
09/08/2022	92511	Airgas USA LLC	205.95	Saw Blades - PW
09/08/2022	92512	Jacque Betz	295.00	ICMA Conference Per Diem - Admin
09/08/2022	92513	Smith-Wagar Brucker Consulting Inc.	10,407.50	Financial Consulting - Admin
09/09/2022	92514	Final Paycheck	1,254.12	Final Paycheck
09/14/2022	228	Amy Lindgren Law, LLC	3,000.00	Judge Contract - CT
09/14/2022	92515	BMS Technologies	1,953.27	Utility Bill Printing/Mailing - PW
09/14/2022	92516	Clackamas County Finance Department	6,380.64	Broadbank Connection Fees - IT
09/14/2022	92517	Cummins Sales and Service	1,249.73	Generator Maintenance - PW
09/14/2022	92518	David M. Corey	420.00	Post Offer Evaluation - Admin
09/14/2022	92519	Ferguson Waterworks #3011	188.78	Repair Parts - PW
09/14/2022	92520	General Tree Service	128.00	Plant Health Maintenance - PW
09/14/2022	92521	Leeway Engineering Solutions LLC	53,676.43	Professional Fees/I & P Project - PW
09/14/2022	92522	Metro Overhead Door	1,920.00	FD Garage Door Repair - PW

CHECK REGISTER FOR SEPTEMBER 2022

Check Date	Check No.	Vendor	Amount	Line Item Description
09/14/2022	92523	Northwest Success, Inc.	2,253.31	Monthly Janitorial Service - PW
09/14/2022	92524	Oak Lodge Water Services	97,616.15	Water Purchases/Sewer Billing - PW
09/14/2022	92525	Office Depot	82.26	Office Supplies - SC
09/14/2022	92526	One Call Concepts Inc	93.60	Utility Notifications - PW
09/14/2022	92527	Owen Equipment Company	2,641.90	Vactor Truck Maintenance
09/14/2022	92528	Pamplin Media Group	2,026.00	Newsletter Printing - Admin
09/14/2022	92529	Passport To Languages	22.75	Interpreting Service - CT
09/14/2022	92530	Petty Cash - Senior Center	75.00	Petty Cash Reimbursement - SC
09/14/2022	92531	Pitney Bowes Global Financial Svcs.	483.60	Postage Meter Qtrly Lease - Admin
09/14/2022	92532	PORAC Legal Defense Fund	280.00	Legal Defense Fund - PD
09/14/2022	92533	Radar Shop	1,512.00	Lidar/Radar Unit Recertification - PD
09/14/2022	92534	Rapid Response Bio Clean	339.00	Biohazard Cleanup - PD
09/14/2022	92535	Sherwin Williams Co.	119.44	Paint Supplies - PW
09/14/2022	92536	Shiels Oblatz Johnsen	6,600.00	Professional Fees/PW Bldg - PW
09/14/2022	92537	SiteOne Landscape Supply	66.28	Landscape Maintenance Supplies - PW
09/14/2022	92538	Stein Oil Co. Inc.	4,660.23	Gasoline - PW/PD/SC
09/14/2022	92539	TransUnion Risk and Alternative	75.00	Data Research - PD
09/14/2022	92540	WorkSAFE Service Inc	57.00	Drug Testing - Admin
09/15/2022	229	US Bank	20,432.57	P-Card Purchases - All Depts
09/22/2022	230	Beery Elsner & Hammond LLP	13,061.70	Legal Fees - Admin
09/22/2022	231	MSPEN Consulting, LLC	2,100.00	Grant Writing Services - Admin
09/22/2022	92541	8x8, Inc.	1,837.28	Monthly Phone Service - All Depts.
09/22/2022	92542	Allstream	140.33	Land Lines - PW
09/22/2022	92543	Aramark	97.08	Mat/Coverall Rental - PW
09/22/2022	92544	Architectural Metalcrafters, Inc.	150.00	Name Plates - Admin
09/22/2022	92545	Bravo Land Care & Maintenance	2,195.00	Landscape Maintenance - PW
09/22/2022	92546	Centerline Concepts Land Surveying, Inc.	330.00	Professional Fees - PW
09/22/2022	92547	Cintas First Aid Lockbox	167.97	Watercooler/First Aid Supplies - PD/Admin
09/22/2022	92548	City of Oregon City	390.50	GIS Utility Updates - PW
09/22/2022	92549	Clackamas County Finance Department	15,198.77	Dispatch/Planning - PD/PW
09/22/2022	92550	Comcast	104.00	Cable/Internet - IT
09/22/2022	92551	Laserwerks	75.00	Employee Plaque - PD
09/22/2022	92552	Lori Bell	4,400.00	Professional Fees -Tourism - Admin
09/22/2022	92553	MorganCPS Group	3,500.00	Planning Commission Training - Admin
09/22/2022	92554	Office Depot	111.96	Office Supplies - Admin
09/22/2022	92555	Oregon DMV	27.50	Driving Records - PD
09/22/2022	92556	Oregon Patrol Service	4,577.00	Security - CT/Admin
09/22/2022	92557	Providence Health Services Oregon	95.00	DOT Physical - Admin
09/22/2022	92558	Sign Guy	725.00	Vehicle Modification - PD
09/22/2022	92559	Sisul Engineering	6,925.00	Professional Fees - PW
09/22/2022	92560	SiteOne Landscape Supply	185.94	Landscape Supplies - PW
09/22/2022	92561	Tangent Computer	9,080.00	Annual Email Software Support - IT
09/22/2022	92562	Trio Community Meals	1,079.09	Food Service Supplies -SC
09/26/2022	232	Satcom Global	42.75	Satellite Phone Access - PD
09/28/2022	233	Cycle Express	3,000.00	FD Office Rental - FD
09/28/2022	92563	Maxwell Rentals	1,050.00	FD Apartment Rental - FD
09/28/2022	92564	Pacific Mobile Structures, Inc.	498.00	Mobile Office Rental - PW
09/29/2022	92565 - 92573	Multiple PW Employees	1,884.71	Pant/Boot Reimbursements - PW
09/29/2022	234	HRA VEBA Plan	3,291.78	Employer VEBA contribution
09/29/2022	235	ICMA-Rc	6,079.59	Voluntary Payroll Deferred Comp
09/29/2022	92574	Axa Equi-Vest	7,374.16	Voluntary Payroll Deferred Comp
09/29/2022	92575	CIS Trust	60,981.55	Monthly Health Insurance
09/29/2022	92576	Clackamas Community Federal Credit Union	1,090.04	GPA Union Dues
09/29/2022	92577	Equitable	1,403.83	Non-PERS Retirement Pmt
09/29/2022	92578	Equitable Financial Life Insurance Co.	86.00	Non-PERS Retirement Pmt
09/29/2022	92579	Oregon AFSCME Council #75	1,143.31	AFSCME Union Dues
09/29/2022	92580	Oregon Department of Justice/Child Support	343.20	Child Support

CHECK REGISTER FOR SEPTEMBER 2022

Check Date	Check No.	Vendor	Amount	Line Item Description
09/30/2022	236	Amazon Capital Services	68.88	Office Supplies - Admin
09/30/2022	237	Lundquist, Kyndre	3,500.00	Prosecutor Services - CT
09/30/2022	238	Metereaders	2,379.81	Metereading - PW
09/30/2022	239	Nancy McDonald	4,980.00	HR Consulting Service for Sept - Admin
09/30/2022	92581	American Medical Response	600.00	Blood Draw - PD
09/30/2022	92582	Cintas First Aid Lockbox	336.16	First Aid Supplies - SC/PW/Admin
09/30/2022	92583	Clackamas County Finance Department	932.61	Ammo/Signal Maint. - PD/PW
09/30/2022	92584	Edginton Properties	375.00	Qrtly Parking Space Rental - PD
09/30/2022	92585	Gold Wrench	1,846.45	Vehicle Modification - PD
09/30/2022	92586	Language Line Services, Inc.	7.80	Interpreting Service - PD
09/30/2022	92587	Leeway Engineering Solutions LLC	83,187.79	Professional Fees - pw
09/30/2022	92588	Oregon Government Ethics Commission	548.82	Annual Ethics Comm Fee - Admin
09/30/2022	92589	Pamplin Media Group	250.18	Public Hearing Notification - Admin
09/30/2022	92590	Paramount Pest Control Inc	156.00	Pest Control - PW
09/30/2022	92591	Petra Design Build, LLC	25,773.21	Construction Costs/FD Remodel - PW
09/30/2022	92592	Richard Bywater	2,432.00	Tractor Repair - PW
09/30/2022	92593	Stein Oil Co. Inc.	5,610.82	Gasoline - PW/PD/SC
09/30/2022	92594	Wilsonville Lock & Security	122.85	Security Monitoring - PW
		Total General Fund Checks:	<u>\$ 1,635,664.53</u>	
		<u>Urban Renewal Fund Checks:</u>		
09/07/2022	5536	CIS Trust	30,000.00	Annual Property/Liability Ins. - URA portion
		Total September 2022 Checks:	<u>\$ 1,665,664.53</u>	

ATTORNEY CHARGES

Attorneys:	July, 2022	Aug, 2022	Sept, 2022	Oct, 2022	Nov, 2022	Dec, 2022	Totals
City Charter	\$ -	\$ -	\$ -				\$ -
Elections	-	725.06	427.50				1,152.56
Finance	-	-	-				-
General	570.00	285.00	484.50				1,339.50
Meeting Attendance	-	-	-				-
Governance/City Council	399.00	484.50	57.00				940.50
Meeting Attendance	399.00	959.50	541.50				1,900.00
Intergovernmental	85.50	-	85.50				171.00
Meeting Attendance	-	228.00	-				228.00
Land Use/ Community Development	-	798.00	2,793.00				3,591.00
Meeting Attendance	-	-	-				-
Parks & Recreation	-	-	-				-
Personnel/Labor	-	-	-				-
GPA	57.00	1,813.00	2,014.50				3,884.50
City Administration	513.00	802.10	494.76				1,809.86
Personnel Handbook	-	-	-				-
Meeting Attendance	-	2,356.00	-				2,356.00
Public Records & Meetings	142.50	284.00	28.50				455.00
Public Safety	57.00	2,481.04	790.00				3,328.04
Public Works	997.50	57.00	1,681.50				2,736.00
Public Works Facility Project	973.49	1,503.50	171.00				2,647.99
Real Property Transactions	-	-	-				-
Risk Management/Litigation	-	285.00	-				285.00
Rights of Way-Telecommunications	-	-	-				-
Urban Renewal	-	-	-				-
Total	\$ 4,193.99	\$ 13,061.70	\$ 9,569.26	\$ -	\$ -	\$ -	\$ 26,824.95

Attorneys:	Jan, 2023	Feb, 2023	Mar, 2023	Apr, 2023	May, 2023	June, 2023	Totals for Year
City Charter							\$ -
Elections							1,152.56
Finance							-
General							1,339.50
Meeting Attendance							-
Governance/City Council							940.50
Meeting Attendance							1,900.00
Intergovernmental							171.00
Meeting Attendance							228.00
Land Use/ Community Development							3,591.00
Meeting Attendance							-
Parks & Recreation							-
Personnel/Labor							-
GPA							3,884.50
City Administration							1,809.86
Personnel Handbook							-
Meeting Attendance							2,356.00
Public Records & Meetings							455.00
Public Safety							3,328.04
Public Works							2,736.00
Public Works Facility Project							2,647.99
Real Property Transactions							-
Risk Management/Litigation							285.00
Rights of Way-Telecommunications							-
Urban Renewal							-
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,824.95



Public Works

Staff Report for October 2022

Report Date : October 31, 2022
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Darren Caniparoli, Public Works Director

PARKS:



Recently staff received direction from the Parks and Recreation Advisory Board regarding upgrades and improvements to the neighborhood park known as Robin Hood Park. It is the only City park with a basketball hoop and court area. Staff pressure washed the existing court area and worked with a local contractor to paint a key and basic court lines. A new backboard and hoop will be installed, currently the old one is still in place so the court can be used.





Crews are transitioning from Summer park maintenance to fall maintenance spraying pre-emergent to combat weed growth, clearing the edge of fence lines, roadside mowing and clearing of brush throughout the parks.



Crews re-striped the parking areas at Meldrum Bar Park.

STREETS:



Skin patching (paving) continued, crews laid down 8.25 tons of asphalt on Beatrice Ave.



New Handicapped Parking sign was installed at Max Patterson Park near the Spray Park.

FACILITIES:

- Winter HVAC for PW, Senior Center, and Civic Center completed
- Window shade repaired at Civic Center
- Patio lights installed at Senior Center
- Light switch repaired at Civic Center
- Hedges trimmed at roadways and parking lots around Senior Center
- Leaking skylights were repaired at Max Patterson Park
- Lights added to outdoor sheds at the Senior Center



Several trees were trimmed at the Senior Center, the trees needed to be pruned and limbed to prevent future damage to the building.

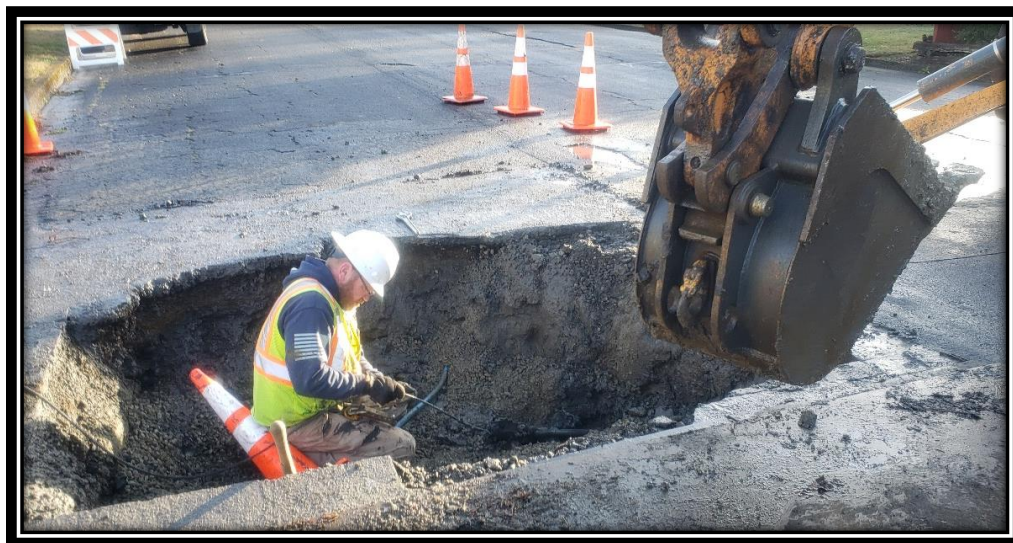
WATER:

- Utility billing service orders.
- Utility locates, GIS map updates ongoing.
- Routine coliform sampling, system chlorine residual monitoring
- Routine pumpstation/reservoir inspections
- Utility billing door hangers and shut-offs for nonpayment.
- Completed Water System Survey with OHA.

Repaired a leaking $\frac{3}{4}$ " black poly water service on Springhill Ct. (pictured to the right and below)



Crews have been working on an investigation to identify the source of water which is pooling at the corner of Stonehill St. and Cornell Ave. Crews have identified several issues in the area but none that have resolved the pooling water; the investigation continues!



Replaced leaking $\frac{3}{4}$ " galvanized iron water service on E. Jersey St. During this repair additional issues were found causing a more extensive repair.

Repairs made to a leaking 4" AC water main which was discovered when we were making repairs to leaking water service lines in the area of 315 E. Jersey St.

Crews were able to repair the water main by placing a repair band on the main.



SEWER:

- Locates/GIS map updates ongoing.
- Routine monitoring of Smartcover/flowmeter telemetry.
- Completed quarterly hot spot line cleaning. **1,777 feet of stormline cleaned.**

STORM:

- Locates/GIS map updates ongoing.
- Catch basin/headwall cleaning to mitigate flooding.
- Completed Citywide street sweeping.
- Completed routine off-road catch basin cleaning. 37 catch basins cleaned.
- Completed annual routine storm line cleaning. 7,646 total feet of storm lines cleaned in October.
- Repaired two broken catch basins on E. Arlington.
- Repaired PW yard oil/water separator stormwater quality structure by re-securing the vault baffle

Leaf season is here! Crews have been working five days a week to maintain the leaf pick up schedule which includes circling back through the most recent area. The large leaf drop is still yet to happen there have been many large piles throughout town and we appreciate everyone getting their leaves out on time!



Crews will pick up any resident of Gladstones leaves which are placed curbside during their area's pick-up. We ask that residents only place leaves curbside. If we come across a pile that has other yard debris in it we will place a door hanger on the residents door advising that they need to remove the other debris and that we will come back and pick up their leaves once that has been done. City crews are not able to pick up tree limbs, tree debris and other yard debris, only leaves.



Catch basins are one of the main culprits of standing water and the beginning stages of urban flooding, they quickly become blocked by leaves and other street debris. Public Works is always keeping their eyes peeled for blocked catch basins during rainy seasons. It's a quick fix to remove the debris, most of the time we say **"A Rake Is All It Takes"**.



PUBLIC WORKS IN THE COMMUNITY:

The Public Works Department was excited to take part in Gladstone's Goblin Gathering this year. As a department we always like to utilize our equipment when partaking in fun events such as this! This year we changed things up from years past, transforming our front loader into a monster mouth of candy which was a huge hit with kids and parents!



The Department also helped with some of the logistic of the event by providing traffic control.



SAFETY TRAINING and CERTIFICATION TRAINING:

- Stop the Bleed Training completed by all Public Works crew members.
- Justin and Zeb completed Cross Connection Specialist re-certification training.

ADMINISTRATION:

- Completed and submitted MS4 NPDES TMDL Implementation Plan to DEQ.
- Drafted MS4 Stormwater Management Plan and posted on City website for public review to meet new MS4 Permit requirements.
- Working on 2021-2022 Stormwater MS4 and TMDL annual reports.
- Working with Kittelson & Associates to finalize drawings for the Webster & Cason crossing project, 100% drawings have been received and are being reviewed and construction is scheduled to begin Spring of 2023.
- 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.
- Working with Oak Lodge Water Services to update and clarify our IGA (intergovernmental agreement)
- Working on OHA (OR Health Authority) state drinking water program and 2019 water system survey deficiencies corrective actions.
- Working with Clackamas County Co-Permittees to meet new DEQ MS4 Permit Requirements, modifications to the pesticide monitoring.
- Evergreen Ln Storm Line project: Pending document approval for the required easement from Clackamas County.
- Working with Regional Water Providers Consortium partners on emergency preparedness.
- ROW Permit audits continue with our local utility companies and Franchise holders. Quarterly billings being processed for ROW Permits with NWN and PGE.
- ROW management: Tracking 3rd quarter payments and preparing renewal letters for expiring licenses. Notices of expiration mailed out and receiving renewals.
- North Clackamas Watershed Project planning.
- OSMB MAP Grant processed request for first year reimbursement.
- Reviewing 30% design drawings for the I & I Project, phase 1 & 2.
- Final stages of the CBDG ADA Ramp Project with Clackamas County. Construction is complete, processing grant paperwork.
- Finalized and posted the final Meldrum Bar Park Site Plan Project to the City of Gladstone Website.
- Submission of grant documents for consideration of the Nature Park Loop Trail Paving Project with the assistance of Morgan Spencer the City Grant Writer.

“Well done is better than well said”

~Benjamin Franklin

Gladstone Police Department
Monthly Report
October 2022





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



CHIEF'S REPORT

October 2022

Greetings,

As November arrives, so does the holiday season. Your safety and security is a priority for the police department and I want to provide you with some general holiday safety and crime prevention tips.

At Home:

- Make sure all doors and windows have secondary locks and use them!
- Don't hide spare keys in mailboxes or planters, or under doormats.
- Ensure that dark areas and entrances have outdoor lights that are turned on after dark or are activated by sensors.
- Place gifts where they can't be seen from the outside.
- Lock your vehicle and remove all the valuables. Yes, even in your driveway.
- NEIGHBORS SHOULD WATCH OVER ONE ANOTHER!

Strangers at your Door:

- Use caution anytime there is a stranger at your door.
- Be suspicious of unexpected sales calls or deliveries, ask for identification.
- Be aware of scams that criminals commit to take advantage of people's generosity during the holidays.
- Investigate charities before making donations. Ask how the funds will be used.

Leaving for the Holidays:

- Ask a trusted friend, neighbor or family member to watch your home.
- Use timers for lights and radios while you're away.
- Remember to make arrangements for mail and newspapers.

Avoiding Porch Theft:

- Network with Neighbors.
- Have packages delivered to work.
- Leave specific drop off instructions
- Install security camera's
- Have holiday packages sent to the Gladstone Police Department. Visit our website and Facebook for details Mid November.



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



Shopping:

- Never shop alone, go with a friend and or family member
- All purchases should be secured in the trunk of your car and out of sight.
- Be aware of your surroundings when pulling into a parking lot. If something is not right, go with your gut and find another place to park or shop.

Gladstone is a very safe community. Remember, there are times where extra patience will be required and kindness delivered when you are out and about this holiday season. Let's make sure we take care of one another and celebrate and safe holiday season in our community!

Sincerely,

A handwritten signature in blue ink, appearing to read "John Schmerber".

John Schmerber, Chief of Police



GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT

OCTOBER 2022



"Respect ~Service ~Character ~Passion"

GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	567	5,543	5,590	-0.84%	Speeding	18
Officer Initiated Incidents	333	4,064	5,339	-23.88%	Driving Uninsured	10
Total Number of Incidents	900	9,607	10,929	-12.10%	Driving While Suspended	9
Police Reports Filed	255	3,099	3,228	-4.00%	Improper Display of Plate	7
Traffic Contacts	150	2,174	2,676	-18.76%	No Operators License	6
Citations Issued (Charges)	76	1,300	1,886	-31.07%	ALARM ADMINISTRATION REPORT	
Parking Citations	7	128	165	-22.42%	Renewals Billed	26
DUII	4	35	30	16.67%	Renewal Fees Collected	\$525.00
Community Policing Contacts	12	203	217	-6.45%	New Permits Issued	0
Murders	0	0	0	0.00%	False Alarms w/No Permit	5
K9 Deployments	3	40	23	73.91%	1st false Alarm Events	4
Tow Releases	1	15	35	-57.14%	2nd False Alarm Events	1
					3rd False Alarm Events	0
					False Alarm Fees collected	\$350.00
					False Alarm Fees billed	\$50.00



GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT

OCTOBER 2022

"Respect ~Service ~Character ~Passion"



SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATAGORIES	HOURS
Abuse/Neglect	3	34	25	36.00%	Cover Short Shift	223
Accident/Injury or Fatal	1	17	14	21.43%	Court	20
Accident/Property Damage	4	66	67	-1.49%	Training	3
Assault	5	37	24	54.17%	Presentations/Meetings	6.5
Burglary	1	23	32	-28.13%	Other	7
Domestic Disputes	21	178	152	17.11%	Grant	6
Drugs/Narcotics	3	18	33	-45.45%	K9	20
Disturbance-Fights-Noise	15	149	167	-10.78%	SRO	6
Forgery/Fraud	7	74	87	-14.94%		
Hit and Run	2	38	61	-37.70%		
Ordinance Violations	14	120	155	-22.58%		
Runaway/Missing	5	53	58	-8.62%		
Sex Offense	2	41	36	13.89%		
Suicide	3	52	78	-33.33%		
Suspicious Person or Circumstance	66	672	578	16.26%		
Thefts	29	245	192	27.60%		
Trespass/Prowler	17	142	131	8.40%		
Vandalism	13	100	101	-0.99%		
Vehicles Recovered	3	36	26	38.46%		
Vehicles Stolen	7	76	44	72.73%		
Death(Not Suicide/Murder)	1	14	17	-17.65%		

**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

October 2022

Bias crimes and incidents. The definition of a Bias Crime and Bias Incident 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)
- 147.380 (b) (Bias Incident)

No Bias Crimes were reported.
1 Bias Incident was reported

Bias Incident defined: a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. "Bias incident" does not include any incident in which probable cause of the commission of a crime is established by the investigating law enforcement officer.

On October 30, 2022 Officers were dispatched to a family disturbance between two male adults. One was the step-father of the second person. The step-father was of Asian descent. The step-son was calling his step-father derogatory Asian slurs. No crime had occurred during their argument and no formal law enforcement action was taken. Both parties voluntarily separated to de-escalate the situation.



**GLADSTONE POLICE DEPARTMENT
CODE ENFORCEMENT MONTHLY
REPORT TO CHIEF AND COUNCIL**



**CODE ENFORCEMENT OFFICER
MONTHLY REPORT**

Prepared by Sean Boyle

October 2022

- 2 Abandoned Vehicles
- 4 Community Contacts
- 14 Details
- 20 Follow Ups
- 14 Ordinance Violations
- 5 Parking Complaints
- 5 Property
- 1 Assist GPD Traffic Crash

65 Total Calls

October was a busy month with complaints related to temporary signs. Multiple online and phone complaints were received regarding the display more than two signs, signs in the right of way or having more than the allowable 16 square feet for a temporary sign. In all there were approximately 30 related complaints that are not reflected in the above call as they were consolidated and handled on just a few calls. The approach for handling these complaints was a contact and educate on what the requirements were and request compliance. All people who were contacted complied with the requirements. A handful of signs were taken down from the right of way and returned to the candidates or a candidate representative. Approximately 3 of the complaints were not violations.

New Cases

22-023819 – Complaint about scattering rubbish, solid waste storage and noxious vegetation on a neighboring property. Property was inspected and a single item of garbage was found on the property. Occupant had placed cardboard on the ground in a couple areas to kill grass for a future garden. The case was closed as unfounded.





GLADSTONE POLICE DEPARTMENT CODE ENFORCEMENT MONTHLY REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT Continued.....



22-022621 – Compliant a duck/chicken coop that was attracting rodents. Case is still open; the owner is taking steps to remedy the violation.

22-023020 – Noise complaint related to a generator. Contacted the property owner and the noise issue has been remedied. Case Closed.



GLADSTONE POLICE DEPARTMENT DETECTIVES MONTHLY REPORT TO CHIEF AND COUNCIL



DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

October 2022

New Cases Assigned:

1. 22-022102 Rape. Assigned 10/03/22
2. 22-023628 AOA (Utah) Sexual Abuse Investigation. Assigned 10/17/22
3. 22-024469 Luring a Minor. Referred by Canby PD on 10/19/22
4. 22-023650 Sexual Abuse. Assigned 10/19/22
5. 22-023651 Sexual Abuse. Assigned 10/19/22

Current Caseload:

1. 21-026160 Sexual Abuse. Assigned 12/3/21
2. 22-011974 Rape. GPD Detective call-out on 05/27/22
3. 22-012327 Robbery I. Assigned 05/31/22
4. 22-021043 Rape. Assigned 09/17/22
5. 22-022102 Rape. Assigned 10/03/22
6. 22-023628 AOA (Utah) Sexual Abuse Investigation. Assigned 10/17/22
7. 22-023650 Sexual Abuse Referral. Assigned 10/19/22
8. 22-023651 Sexual Abuse Referral. Assigned 10/19/22

Cases Cleared:

1. 22-020542 Sexual Abuse. Case suspended on 10/13/22 due to lack of victim cooperation
2. 22-013747 Theft/Embezzlement. Case forwarded to the Clackamas County District Attorney's Office for prosecution on 10/17/22
3. 22-024469 Luring a Minor. Investigation closed on 10/31/22 as the incident was not criminal. The reported suspect is less than three years older than the reported victim.

Sex Offender Registrations Completed: 0

Highlights/Noteworthy:

1. On October 25, 2022, Francisco Javier Hernandez-Esteban pled guilty to Sexual Abuse in the First Degree and was sentenced to 75 months in prison as part of a global resolution with the Washington County District Attorney's Office where he is set to also plead guilty and be sentenced to an additional 75 months in prison for a total of 150 months. The sentences are to be served consecutive to a sentence he is currently serving for a total of 330 months/27.5 years in prison for sexually abusing children. (GPD case 19-022109)



**GLADSTONE POLICE DEPARTMENT
K9 MONTHLY REPORT
TO CHIEF AND COUNCIL**



K9 MONTHLY REPORT

Prepared by: Officer Olson

October 2022

K9 Nanuk is a six 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	0	3	16

We assisted Clackamas County Sheriff’s Office arrest a felony domestic violence suspect who previously fled the residence. He was located inside the residence by Deputies and taken into custody without incident.

We assisted Clackamas County Sheriff’s Office on a dog track for a subject who eluded them and was wanted for multiple counts of restraining order violation. The subject was not located.



GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT

Prepared by **Sgt. Okerman**

October 2022

10/5 GPD was dispatched with the FD to assist them on a CPR call. Officers arrived and assisted the FD in accessing the patient. FD began life saving measures and the patient woke up after two doses of Narcan was administered. The patient was transported to the hospital for evaluation.

10/6 A vehicle was stolen from an auto dealer on McLoughlin Blvd. The suspect was dropped off at the dealership and asked to do a test drive. A copy of a driver license was given to the business by a female who was with the suspect and as soon as the keys were handed over the suspect ran to the vehicle and sped away with it. The driver license resembled the female but it was not clear if it really was her. This investigation is ongoing.

10/7 Officers were dispatched to a suspicious vehicle parked on Risley Ave. A 26ft U-Haul had been parked on the street off and on for about a month. Knowing U-Hauls are not normally rented for very long, officers made a call to U-Haul and learned the truck had only been rented for a day and should have already been reported stolen. Officers were able to assist a U-Haul employee in taking possession of the truck.

10/16 GPD and the FD responded to a report of a fire at a homeless camp in the treed area between I-205 and the railroad tracks. Given the significant fire dangers and lack of recent rains, lots of resources were called. This area is not accessible by vehicle and access was made by the FD on foot with hand tools. The fire was knocked down but an improvised bucket line was needed to put it out fully. Officers that responded were able to determine who was staying at the camp and completed a criminal investigation for reckless burning.





GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT Continued.....

10/19 GPD participated in the National Domestic Violence Apprehension Detail organized by the Sheriff's Office. Four warrants were attempted in Gladstone and one was successfully served.

10/30 GPD assisted OCPD with the capture of a suspect who crashed an SUV into an apartment building. OCPD had been pursuing the vehicle which fled the scene of a burglary where a shot was fired. The vehicle was pursued on I-205 and took the Gladstone exit. The vehicle lost control and crashed into an apartment building. Luckily the apartment it crashed into was vacant. The suspect fled the vehicle and hid in the vacant apartment until called out by police. No injuries were reported.





GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT

Prepared by **Sgt. Graves**

October 2022

10/10- Crash investigation in the 1000 block of Beatrice. The driver fled from scene and is believed to have been DUII. Through the investigation officers were able to determine who the driver was and attempted to locate and arrest. Suspect was never located but a case was put together and was forwarded to the city prosecutor for consideration.

10/11- During the crash investigation from the night before, it was determined that the driver was also in violation of a restraining order. That case was also investigated and sent to the DA's officer for consideration.

10/17- Officers assisted Tigard PD with a suspect contact from a Domestic Assault IV. GPD Officers located the suspect and detained her until Tigard PD could come and conduct their investigation.

10/18- Officers conducted a routine traffic stop for a lighting issue and determined that the driver had a felony warrant for their arrest. The driver was arrested on the felony warrant.

10/22- While on patrol officers located a traffic accident in the 17700 block of Webster Rd. The vehicles rear tire struck the curb after losing control and broke the tire off. The vehicle was blocking part of Webster Rd. Officers conducted an investigation and determined that the 17-year-old driver was intoxicated. It was learned that the driver had another DUII approximately 2 months prior. The driver was processed for DUII and released to a parent.

10/26- A major traffic crash on the Oregon City/ Gladstone bridge on McLoughlin Blvd involving 4 vehicles with one of the vehicles rolling over. Traffic was stopped in both directions for approximately 30 minutes. There were only minor injuries and two of the vehicles needed to be towed from the scene.

10/31- Downtown Halloween Trick or Treating was a major success. There were hundreds of kids and adults wondering downtown enjoying the evening in spite the rain. Even Officer Bones came out and enjoyed the night.



GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT Continued.....





GLADSTONE POLICE DEPARTMENT RECORDS UNIT MONTHLY REPORT TO CHIEF AND COUNCIL



RECORDS UNIT MONTHLY REPORT

Reported by: Executive Assistant Kristi Walls

October 2022



Don't forget to watch our website and our Face Book page for our Monthly "Where is K9 Nanuk" photo contest. The first person to guess where K9 Nanuk is and contact me at kwalls@gladstoneoregon.us will win a prize. Last month's winner was Anna Logan. The correct guess was Stocker Park.

Don't forget to stop by the police department to get your free bicycle helmet. We have all sizes ranging from toddlers to adults. We are here to help you Monday through Friday from 9:00am – 4:00pm.



This month we honored Gladstone Safeway and store manager Tanya Aasen with the Gladstone Police Distinguished Contribution Award. Safeway repeatedly supports our community policing events and activities which provides us the ability to support our community with special events. Thank you for your support!





GLADSTONE POLICE DEPARTMENT RECORDS UNIT MONTHLY REPORT TO CHIEF AND COUNCIL



RECORDS UNIT MONTHLY REPORT Continued.....

This year's 2022 Halloween events was a huge success. Approximately 2000 people passed through our booth.



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



GLADSTONE POLICE DEPARTMENT TRAINING UNIT MONTHLY REPORT TO CHIEF AND COUNCIL



TRAINING UNIT MONTHLY REPORT

Prepared by: Sergeant Okerman

October 2022

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 Officers 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
Schmerber	Leadership	Yes	24
Total			24

Officers Crotchett and Pavey successfully completed all field training and have begun solo patrol. Congratulations!

Officer Jeffrey Oliver started this month. He is a lateral officer from Lake Oswego PD and comes to us with 26 years of experience. He completed his new officer orientation and begins field training on 11/1.

Chief Schmerber attended the International Association of Chief of Police in Dallas, TX.

Officer Pavey helped out cleaning up the firearms trailer while it was readied for next month.



Monthly Report Date: OCTOBER 2022

To: City Administrator, Jacque Betz

From: Community Services Manager, Tiffany Kirkpatrick, MA

Current Staffing: 1. Full-time Manager 2. Full-time Office/Program Assistant II. 3. Full-time Nutrition Assistant 4. 25hr/wk Tram Driver

The center held its annual 50th Wedding Anniversary celebration this month for couples that have been together for 50 + years. The Gladstone Senior Foundation sponsored the dinner and helped serve.

We invited Oregon Dept of Human Services to present at our monthly Lunch n Learn in early October on fast facts about Medicaid benefits, a discuss regarding eligibility criteria. We had about 10 case managers/supervisors attend and sit amongst our participants to answer questions and provide handouts.

At another Lunch n Learn in October, we were engaged by long time GEM and ROCK collector, Will Marshall, who brought and shared his collection of rare and precious gems. Will did a two-part series over the month, and discussed the various curiosities about precious rocks and gems. This was a huge hit for many of our seniors who attend our lunch program on Wednesdays.

The center held two-foot care clinics with the registered nurse in the center in October. Foot care continues to bring in over 72 seniors from all over on a monthly basis over a 2 to 3-day period. Amanda Norris, RN is a regular footcare nurse that travels to many centers in Clackamas and Washington County.

Services we provide:

- 1) The center captured **144 Info and Assistance** calls coming in about inquiries regarding program/service needs, transportation, follow-up etc.
- 2) The center handled **106 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 **14 case management** calls to direct plan, support and assist our senior participants navigate the system.

Guest Attendance

Total number of participants/guests, 871 in October 2022



50th Anniversary Celebration

50th Anniversary servers/staff/Foundation



We continue to have full or close to full capacity tram, to take seniors on cultural adventures in and around the city; In October, Michelle McIntire drove participants to

Little Zig Zag Falls, Hood River to tour the ‘Fruit Loop’ and pick apples at the orchards and experience the rivers of the Columbia and finally a trip to the Fir Point Pumpkin farm and petting zoo. Michelle also gets participants to and from medical appoints, to and from the center to attend our programs, as well as helping to get grocery shopping needs taken care of, monthly. Often, we have to use an additional van to carry participants to the adventure trips due to the limited number of seats on the tram. This month, staff took several seniors to their appointments, since Michelle McIntire is limited to 25hr/wk.

Food Program/Home Deliveries and Volunteers

1. The center continues to have a highly active volunteer staff who have helped us serve food in and out of the center. A total of **268 in-dining meals** were served in **October** to our guests/participants. We delivered **1410 Homebound Meals** to Gladstone community members.
2. Over the month, **351 food boxes** were sourced, prepped, and delivered to the community of Gladstone.
3. We reported **510 volunteer hours** over the month, and **3 new** volunteers. We a total of **95 active** volunteers.
4. We received/collected **5001 food donations** from Gleaners, Food Bank and other walk-in community members which sustained our Food Box Program in September

RENTALS OF THE CENTER IN OCT. 2022: 3 total



Julia’s Halloween costume hands!



Tai Chi friends meet every Monday morning and have coffee after class

October highlights

The center continues to thrive and engage our senior population through our activities, lunch and food box program. In October all three monthly meetings were held at the center; Senior Advisory Board, Gladstone Senior Foundation and Gladstone Emergency Management team.

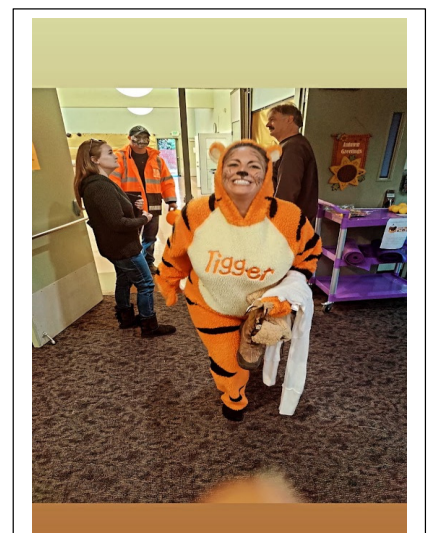
Meetings, Community Outreach and Education and Events:

1. **GEMS** – Gladstone Emergency Management – planned to have table at the Halloween celebrate on Portland Ave to get community members signed up for the **Emergency Food Prep** training to be held at the end of November. Flyers were created by the senior center and volunteer Brenda, will present. She has a background in CERT. Tom H., Brenda and Michelle will rep the table.
2. The **Senior Advisory Board** met and finalized the new mission statement, added to the Work Plan and updates regarding janitorial services at the center. We also reviewed the rehabilitation component of governmental role in contracting janitorial services. Rental agreement and fee increases were discussed as well.
3. The center held a **Wills/Estate and Basic planning class** in October. A popular request (next class is in January by Rose Law)
4. The center held an **AARP Safe Drivers class** (full class) on a weekend, and utilized a staff to monitor during the rental time. Another Safe Drivers Class is scheduled for November as well.
5. The center acquired/paid for a **vent less washer/dryer (stackable)** to be installed by Public Works, in November following the electrical upgrade to the Food pantry room. Public Works offered to purchase new larger/functional storage for the **Food Pantry** to replace what we use now. This was a welcomed surprise. Staff are working with volunteers to get the room ready for the new shelving and replacing all dry/staple food supplies, after the appliances are added.
6. We have added a volunteer **Tai Chai** leader, Gary, who leads a full class on Monday mornings for advanced Tai Chi participants, and a beginner's class follows this, making for a busy Monday morning at the center, as **Zumba Class** is the 3rd wellness/movement program that morning.
7. **Chair Yoga exercise class:** (DVD led)- gathers in the main dining in a large circle at the center on Tues and Thursdays, and was a class of 2 to 3 participants last year, at this time. The class has grown to over 13 regular seniors every class, and is growing and thriving.

PUMPKIN FARM →



HALLOWEEN





City of Gladstone Monthly Planning Report October 2022

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	2	1	1	0	3	2	1	1	3			15
Customer phone/email Contacts	47	67	52	68	64	70	38	75	39	45			565
Building Permits with Land Use Review	4	4	6	11	1	4	6	2	2	2			42
Pre-application Conferences	1	0	0	0	0	0	0	1	1	1			4
Administrative Decisions	0	1	1	1	0	1	0	1	1	0			6

PLANNING COMMISSION ACTIONS/DECISIONS

- Recommended City Council consider and approve the amendments in TXT-2022-03 as modified by the Planning Commission on October 18, 2022

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- None

PRE-APPLICATION CONFERENCES

- ZPAC0126-22 – Design Review Pre-app

ADMINISTRATIVE PERMITS

- None

BUILDING PERMITS WITH LAND USE REVIEW

OCTOBER

Date	Address	Building Permit #	Description
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10/19/22	7175 RIDGEGATE DR	B0634922	Deck
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10/05/22	20140 MCLOUGHLIN BLVD	B0534522	US Bank ATM
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FUTURE ITEMS/PROPERTY UPDATES

Date

Topic

November	Downtown Overlay District and C-2 Zoning amendments, TXT-2022-02
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GLADSTONE MUNICIPAL COURT FROM OCTOBER 2022

General Court Information from October 2022

- 37 traffic citations filed
- 32 violations disposed
- 4 misdemeanors filed
- 3 misdemeanors disposed
- 86 charges were placed on a payment plan
- 24 warrants were issued
- 29 payment reminders were mailed to defendants
- 19 driver's licenses were requested suspended
- 17 driver's licenses were released
- 54 cases were sent to collections
- 111 cases were sent to the Department of Revenue
- 0 Jury trial was held
- \$24,148.77 in violation fees assessed
- \$9,505.00 in violation fees paid
- \$4,155.73 in misdemeanor fees assessed
- \$6,588.00 in misdemeanor fees paid
- \$12,426.39 collected with The Western Agency

	Traffic Cites Issued 2020	Traffic Cites Issued 2021	Traffic Cites Issued 2022	Traffic Viol Disp 2020	Traffic Viol Disp 2021	Traffic Viol Disp 2022	Misd. Issued 2020	Misd. Issued 2021	Misd. Issued 2022	Misd. Disp. 2020	Misd. Disp. 2021	Misd. Disp. 2022	Parking 2020	Parking 2021	Parking 2022
Jan	66	96	78	63	197	97	14	6	2	10	14	3	4	3	0
Feb	74	49	86	52	117	115	8	5	13	3	8	8	1	2	0
Mar	41	157	62	40	87	122	3	6	3	0	10	8	6	3	1
Apr	15	107	118	2	137	93	6	6	13	0	6	2	1	8	3
May	96	92	76	6	173	189	9	5	4	0	6	9	1	9	40
Jun	56	177	118	99	93	150	12	5	13	6	7	8	1	49	13
Jul	31	146	42	79	254	160	17	21	2	12	4	9	42	45	61
Aug	45	101	37	79	199	111	4	7	16	16	10	12	15	19	21
Sep	40	127	35	75	144	76	4	7	5	7	7	8	4	12	5
Oct	87	55	37	70	199	32	18	2	4	4	10	3	4	4	5
Nov	75	70		42	87		8	8		5	3		2	8	
Dec	138	55		116	85		4	0		6	7		3	1	
Total	764	1232	689	723	1772	1145	107	78	75	69	92	70	84	163	149

GLADSTONE MUNICIPAL COURT FROM OCTOBER 2022

TRAFFIC FINE & FEES ASSESSED AND PAID BY YEAR

	Traffic Fees Assessed 2020	Traffic Fees Assessed 2021	Traffic Fees Assessed 2022	Traffic Fees Paid 2020	Traffic Fees Paid 2021	Traffic Fees Paid 2022
Jan	15,262.31	51,046.00	35,192.50	12,033.23	16,230.42	18,573.88
Feb	12,164.00	31,940.00	30,750.00	13,100.56	32,689.75	25,724.67
Mar	10,352.00	22,844.00	33,126.10	13,679.23	16,401.78	36,100.00
Apr	140.00	39,964.84	28,805.00	31,774.84	40,979.85	26,349.01
May	1,215.00	50,745.00	57,275.00	14,868.25	22,791.29	27,039.72
Jun	26,875.00	28,460.00	38,788.00	22,791.29	23,934.76	42,927.32
July	22,818.60	22,818.60	51,636.25	27,548.18	43,103.86	24,562.98
Aug	15,771.00	53,950.00	28,160.00	19,930.32	26,648.20	25,312.14
Sept	18,286.00	44,225.00	31,143.00	22,475.85	25,539.13	23,137.49
Oct	16,418.00	47,026.00	24,148.77	15,460.94	28,491.79	9,505.00
Nov	11,270.00	26,505.00		26,560.94	21,086.93	
Dec	27,703.00	30,290.00		34,966.66	17,573.05	
Total	\$178,274.91	\$449,814.44	\$359,024.62	\$255,190.29	\$315,470.81	259,232.21

MISDEAMNOR FINE & FEES ASSESSED AND PAID BY YEAR

	Misdemeanor Fees Assessed 2020	Misdemeanor Fees Assessed 2021	Misdemeanor Fees Assessed 2022	Misdemeanor Fees Paid 2020	Misdemeanor Fees Paid 2021	Misdemeanor Fees Paid 2022
Jan	8,068.00	13,698.48	2,136.00	9,339.58	7,346.08	3,771.92
Feb	1,752.43	5,511.00	6,511.00	4,835.81	5,267.95	10,412.41
Mar	0.00	4,308.00	5,831.62	4,128.28	10,012.54	6,955.75
Apr	0.00	4,128.28	963.00	8,813.88	14,939.91	6,962.43
May	0.00	4,737.00	7,062.00	8,813.88	5,646.16	1,841.15
Jun	1,992.00	9,960.01	7,183.00	12,771.61	5,179.63	9,152.68
July	12,876.95	4,381.00	7,921.38	5,587.53	6,741.67	3,411.36
Aug	9,304.00	14,716.00	8,991.00	5,567.12	10,463.60	2,149.64
Sept	3,123.09	30,584.00	6,868.00	8,472.56	6,507.01	2,668.68
Oct	2,223.80	5,546.00	4,155.73	6,807.68	9,914.75	6,588.00
Nov	3,536.00	5,463.00		4,474.00	5,557.93	
Dec	2,919.00	3,786.00		8,249.10	1,834.12	
Total	\$45,795.27	\$106,818.77	\$57,622.73	\$70,233.27	\$89,411.35	53,914.02

City of Gladstone Staff Report

Report Date: October 4, 2022
Meeting Date: October 11, 2022
To: Gladstone City Council
Via:
From: Jacque M. Betz, City Administrator
Chad Jacobs, City Attorney

AGENDA ITEM

Consider approval of an intergovernmental agreement (IGA) between the cities of Gladstone and Molalla for prosecutor services and authorizing the City Administrator to sign.

History/Background

At the August 9, 2022 City Council meeting, the City Council approved an IGA similar to the one being proposed tonight related to our municipal court judge and their ability to serve in multiple jurisdictions.

The City of Gladstone and Molalla have the same city prosecutors. City Prosecutor Kyndre Lundquist requested a similar agreement be approved for both cities she works for to address potential legal concerns. Molalla and Gladstone both operate municipal court and has a need for the services of a prosecutor. Ms. Lundquist is a qualified attorney who works at Lunquist Legal, LLC and is qualified to serve as the prosecutor for each of the parties' municipal courts. The Oregon Revised Statutes (ORS) 190.010 allows local government agencies to into cooperative agreements with other units of local government on terms and conditions mutually agreeable to the parties.

IGAs are reviewed by the City Attorney and approved by the City Council. Beery, Elsner & Hammond, LLP (BEH) serves as the City Attorney for both cities, and the City Manager of Molalla and the City Administrator of Gladstone signed a waiver of conflict of interest. Both cities are in general agreement about the need and the terms of the IGA and are interests are aligned, which permitted BEH to advise both cities related to the IGA.

Options

- The City could choose not to approve the IGA.
- The City could choose to amend the IGA and then approve it.

Cost Impact

The cost was city administrator and city attorney time to review/prepare.

Recommendation

Consider approval of an intergovernmental agreement (IGA) between the cities of Gladstone and Molalla for prosecutor services and authorizing the City Administrator to sign

Department Head
Signature

Date


City Administrator
Signature

11-2-22
Date

INTERGOVERNMENTAL AGREEMENT FOR PROSECUTOR SERVICES

This INTERGOVERNMENTAL AGREEMENT (“IGA”) for prosecutor services (“Services”) is made and entered into by and between the Cities of Molalla and Gladstone (collectively, the “Parties”).

RECITALS

Whereas, each of the parties to this IGA operates a municipal court and has need for the services of a prosecutor;

Whereas, Kyndre Lundquist, a qualified attorney who works at Lundquist Legal, LLC (“Lundquist”) is qualified to serve as a prosecutor for each of the parties’ municipal courts; and

Whereas, by the authority granted in Oregon Revised Statutes (ORS) 190.010 *et seq.*, and applicable local law, local government agencies may enter into cooperative agreements with other units of local government on terms and conditions mutually agreeable to the contracting parties; and

Whereas, each party agrees to provide prosecutor services to the other cities that are a party to this IGA.

AGREEMENT

1. Term. The term of this IGA shall be effective as to each city as of the date Lundquist first performed prosecutorial services for the respective city and shall remain in effect indefinitely until terminated as described below.
2. Termination. Any party to this IGA may terminate its participation in this IGA at any time by providing notice in writing to the other parties and to Lundquist. If one party terminates its participation in this IGA, it will not affect the rights and obligations of the other parties to this IGA. To the extent Lundquist no longer serves as city prosecutor for any particular party, this IGA automatically terminates as to that party. If the party providing services to the other parties under this IGA terminates its participation, the remaining party that has had Lundquist serving as its municipal prosecutor shall become the party providing services under this IGA and take on all rights and responsibilities of the terminating party.

3. Parties. The initial parties to this IGA are the cities of Gladstone and Molalla. However, any other jurisdiction in the state of Oregon may join this IGA by providing notice to the current parties of their intent to join this IGA and by selecting Lundquist as their municipal prosecutor. The parties, including future participants in this IGA, hereby waive any objection to any new jurisdiction becoming a party to this IGA. The sole remedy should a party object to a new jurisdiction participating in this IGA is for the objecting party to terminate its participation in this IGA, as described in paragraph 2 above. Lundquist shall, at all times, maintain a comprehensive list of all parties to this IGA.
4. Services. Gladstone agrees to provide prosecutor services to the other parties to this IGA on the terms and conditions contained herein. Each party shall remain entirely responsible for running its own municipal court, including, but not limited to, being responsible for court dockets, notices, jury selection and management, maintaining records and entering into separate agreements with Lundquist, any pro tem prosecutors, and any judge or pro tem judge, and any defense attorneys regarding the services to be provided and compensation for those services to that particular party. In accordance with ORS 221.355, all fines, costs, and forfeited security deposits collected shall be paid to the prosecuting party. Except as provided below each party shall be responsible for defending against any and all claims, actions and demands related to the activities of its respective municipal court. To the extent a claim, action or demand is brought against the party providing prosecutor services under this IGA for the acts or omissions of another party's municipal court, including the acts or omissions of Lundquist, the party whose municipal court's acts or omissions are in question shall defend and indemnify the party providing services under this IGA for such claim, action or demand.
5. Relationship and Authority. No representative, agent, employee or contractor of one party shall be deemed to be a representative, agent, employee or contractor of the other party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each party hereby specifically disclaims any such relationship.
6. Other agreements. This IGA shall have no effect on any other agreements, written or oral, currently in place.
7. Severability. The invalidity or unenforceability of any provision of this IGA shall not affect the validity or enforceability of any other provision of this IGA, which shall remain in full force and effect until terminated or ended.

8. Entire Agreement; Amendments; Waiver; Counterparts. This IGA contains the entire agreement of the parties on the subjects enumerated herein, and except for other parties joining the IGA pursuant to paragraph 3 above, shall not be altered, modified, supplemented, or amended in any manner whatsoever without the prior written approval of the parties. The failure of any party to enforce any provision of this IGA does not constitute a waiver of it or any other provision. This IGA may be executed in two or more counterparts, which collectively shall represent a single binding agreement.

IN WITNESS WHEREOF, the parties by the signatures of their authorized representatives execute this IGA for services effective as to each city as of the date Lundquist first performed prosecutor services for the respective city.

CITY OF GLADSTONE

CITY OF MOLALLA

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

Date: _____

Date: _____

**CLACKAMAS
FIRE DISTRICT
#1
REPORT**



CLACKAMAS FIRE DISTRICT #1

Here for you

FIRE CHIEF'S REPORT

November 2022

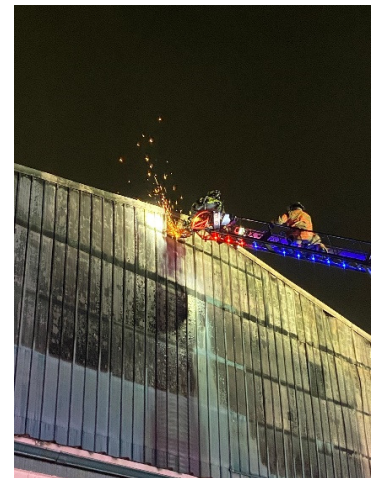
Clackamas Fire continued its community outreach with a focus on fire prevention. This year's Fire Prevention Month had the theme "Fire won't wait. Plan your escape."



Trick-or-treaters at Station 22 on Halloween

On Halloween, the crew at Station 22 participated in the Gladstone Goblin Gathering and handed candy out to trick-or-treaters.

Due to rain and increases in humidity, the backyard burn season opened on October 24th. The season will remain open until December 15th. Please call DEQ at 1-888-997-7888.



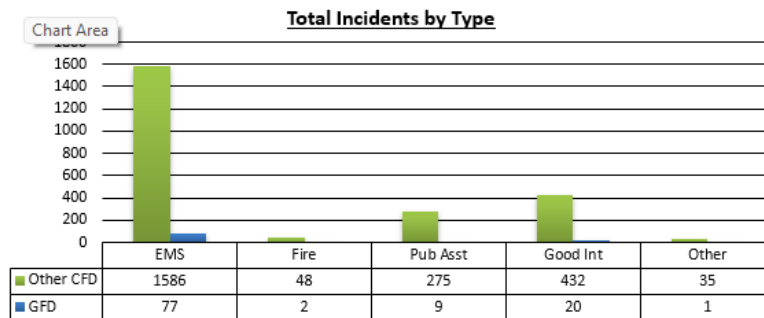
Commercial fire on 130th on October 31

On October 28th, Clackamas Fire and Sandy Fire posted the feasibility study conducted by AP Triton. This study reviewed current collaborations and future opportunities between the organization. You may find the report at bit.ly/3WaaXAm

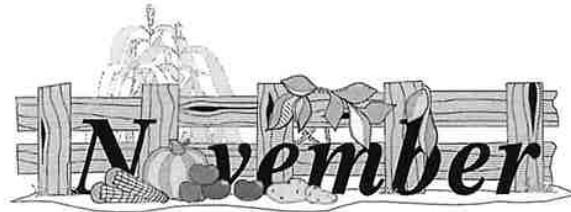
conducted by AP Triton. This study reviewed current collaborations and future opportunities between the organization. You may find the report at bit.ly/3WaaXAm

Clackamas Fire will host three upcoming community meetings to discuss current needs and receive feedback on a possible levy for the District's permanent service area. This would not affect Gladstone's contract for service or the amount Gladstone pays to Clackamas Fire.

Gladstone Fire Report October 2022



*Note: Data is preliminary and is subject to revision as data is validated.



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: November 1, 2022
Meeting Date: November 8, 2022
To: City Council
From: Cathy Brucker, Finance Consultant

AGENDA ITEM

Approval of banking services contract for the City of Gladstone.

History/Background

One component of sound fiscal policy is solicitation of banking services on a periodic basis. The City has been with US Bank since 1978, so a Request for Proposal (RFP) for Banking Services was issued on August 24, 2022. The RFP was advertised in the Daily Journal of Commerce, along with Oregon Buys and the City website. The City did not receive any inquiries or questions prior to the due date on September 19, 2022. As of the closing date, US Bank was the only responding bank to our request for services.

Proposal

After review of the US Bank proposal, it was evident they had taken a thorough look at our RFP and responded with significant improvements over our current contract. The major improvements are:

- Increase of the bank managed earnings credit rate from 0.16% to 0.85%. The earnings credit applies to the overall monthly fees incurred. The increased rate would save the City at least \$250.00 per month in expense depending upon the average monthly balance.
- \$3,500 in a “loyalty bonus” – useful towards the implementation of new services, purchase necessary equipment or offset fees. One example is covering implementation costs of allowing acceptance of credit cards at another physical location within the City.
- \$1,500 new service bonus to be used should the City add any additional bank services. There are security measures, such as Positive Pay verification, that would be implemented with the availability of these funds.
- The reporting aspects of the Purchasing Card program have improved – allowing expansion of information on vendors and goods purchased.
- US Bank has pledged better availability of government bankers, specializing in the needs of local governments within the Northwest.
- The local branch is within a short distance to City Hall, and the branch manager will be available for any daily operational needs and questions.

US Bank is on the list of approved depositories within the State of Oregon, as required for any local government. Overall, the bank has structured a more comprehensive partnership with the City that will enhance communication and our treasury services provided.

A copy of the proposal has been included, along with the necessary Master Services Agreement between the City and US Bank.

Options

The City Council can approve the renewal of the banking contract with US Bank for an initial period of five (5) years, with the option for renewal of two additional terms – 1st renewal for five years, and the 2nd renewal for two years.

The City Council does not approve the banking contract with US Bank and directs staff to again solicit proposal requests.

Cost Impact

There are earnings credit savings associated with the US Bank response, along with provision of a loyalty bonus and service credits for an additional \$4,500, initially. Rates will be reviewed on a periodic basis, and renegotiated if necessary. These reviews can occur within the existing contract period, upon request.

Recommended Staff Action

Staff recommends approval of the US Bank Contract for General Banking Services, for a period of five (5) years with the option of renewal of two additional terms (1st for five years and the 2nd for two years) to commence as of January 1, 2023.



Department Head
Signature

11-2-22
Date



City Administrator
Signature

11-2-22
Date



Proposal for general banking services

Due Date: September 19, 2022

PRESENTED TO:

City of Gladstone
Cathy Brucker
Finance Consultant

SUBMITTED BY:

Dewenda Katzfey
Relationship Manager
417-317-9999
dewenda.katzfey@usbank.com

Randy Teddy
Treasury Management Consultant
206-344-2248
randal.teddy@usbank.com



September 19, 2022

Cathy Brucker
Finance Consultant
City of Gladstone
18505 Portland Avenue,
Gladstone, Oregon 97027

Dear Cathy,

Keeping pace with a changing financial landscape is vital in today's economy. As the City of Gladstone (the City) looks to improve operations, you can continue to rely on U.S. Bank for forward-looking, cost-conscious solutions. Our partnership began in 1978 and promises to flourish with the extension of the services discussed in this proposal.

Advancing technology

The City will find our ability to innovate and adapt is central to our collective success as financial partners. Enlisting enhanced services with U.S. Bank means you benefit from the full force of our continued investment in technology. Ongoing expansion and the introduction of numerous electronic and technological enhancements help keep our products and services at the forefront of efficiency within the banking industry. We monitor trends, competitor activity and industry developments to remain agile in continuously upgrading our client experience. Our multi-year transformation roadmap focuses on a faster and easier banking experience for clients like the City. We have carefully considered your needs and objectives and offer a thoughtful discussion of treasury services in this proposal.

A compelling offer

The City wants to minimize banking costs while achieving efficiencies. In addition to an aggressive fee schedule, we offer a number of compelling incentives.

- 0.85% bank managed earnings credit rate used to help offset your bank fees. With a target balance of approximately \$1MM in balances services to be provided could potentially result in NO BANK FEES!!
- \$3,500 loyalty earnings credit bonus – this credit can be used to cover the costs related to implementation of new services, purchase necessary equipment or offset fees.
- \$1,500 new service bonus to be used should the City add any additional bank services

U.S. Bank was named as a 2022 World's Most Ethical Company® by the Ethisphere Institute.





You will find our proposal demonstrates the value you need, the solutions you seek and competitive pricing to help meet your financial goals. Your U.S. Bank relationship team asks for the privilege of providing these services to the City. We are confident you will find our continued focus on your long-term success unmatched.

We look forward to continuing our successful partnership as we work closely with you and your team.

Sincerely,

Dewenda Katzfey

Dewenda Katzfey, AVP
Relationship Manager

Randy Teddy

Randy Teddy
Treasury Management Consultant

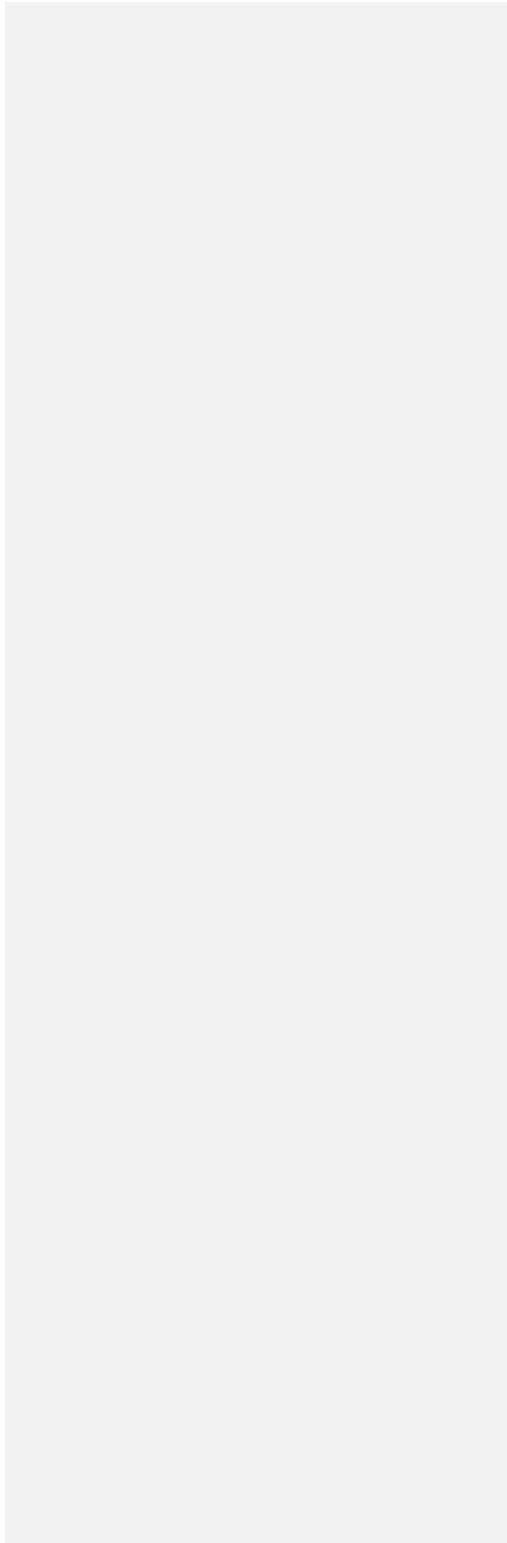




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Exhibits

A. Reports

- ACH Redeposit Report
- ACH Return/NOC Standard Report
- Check Returned Item Decisioning
- SinglePoint Current Day Summary Detail Report
- SinglePoint Daily Activity Summary Report
- SinglePoint Previous Day Summary Detail Report
- SinglePoint Wire Detail Report

B. Pricing

- Current Pricing Proforma
- New Revised Pricing

C. Transmission Documents

- ACH Direct File Transmission User Guide



- BAI2 Transmission File Specs
- External Data Transmission Questionnaire (DTQ)
- U.S. Bank Data Transmission Protocols
- U.S. Bank Supported BAI Codes

D. U.S. Bank Purchasing Card Proposal for City of Gladstone

E. Agreements and Terms

- Master Services Agreement for Government Entities
- U.S. Bank Services Terms & Conditions
- Your Deposit Account Agreement Disclosure



Disclaimers

Acknowledging information provided in this response to the City of Gladstone RFP for General Banking Services is subject to the Freedom of Information Laws governing disclosure of public information, U.S. Bank requests to be contacted before information is made public in order to request redaction of designated specific "Confidential" information given this proposal may contain certain nonpublic information about U.S. Bancorp and its subsidiaries and affiliates that we deem proprietary and confidential. By accepting these materials, you agree to use this information only to evaluate the proposal and to hold such designated confidential material in confidence, sharing it only with your employees and advisors on a need-to-know for the purpose of choosing a service provider. Confidential information potentially included in our proposed response includes business contracts/agreements, proprietary information regarding product functionality, custom process flows, pricing, operational procedures, processing site locations, human resources statistical data, service quality statistics, service manuals, data security, disaster recovery details, SOC and SSAE18 reports, and implementation and disclosure documents. Publication of this information could create an unfair competitive disadvantage and/or regulatory concern. Where possible, such confidential information as outlined above will also be marked "Confidential" within our response.

The prices quoted in this proposal are firm and irrevocable for not less than 180 days until contract award and documentation. Thereafter, prices quoted will be held fixed for the initial five-year term of the contract, with the option to renewal for two addition terms 1st renewal for a potential term of five-years, 2nd renewal for a potential two-years. However, should volumes, quality of work provided by City of Gladstone, or regulatory requirements significantly change, this pricing agreement may be subject to mutual renegotiation for impacted items. Notwithstanding anything contained herein to the contrary, all Treasury Management Services provided to City of Gladstone are subject to U.S. Bank's Treasury Management Services Terms and Conditions as provided for mutual negotiation, and as the same may be amended from time to time. Additional new services will be offered at the same agreed upon prices if bid, or at similar offered discounts if newly requested services not previously included. If City of Gladstone terminates Master Service Agreement for convenience before expiration of initial term, City of Gladstone shall make U.S. Bank whole for any fees waived by U.S. Bank or other incentives provide U.S. Bank. City of Gladstone's make-whole obligation shall be prorated based on number of days remaining in initial term.

U.S. Bank does not agree to contract terms solely by delivering this response to City of RFP for General Banking Services. Separate contract documentation will be mutually negotiated as provided by City of Gladstone within which the issued RFP, questions and answer responses, and this proposed response can be incorporated therein. This agreement can be terminated by either party with 90 days written notice.

Rate provided within this request are considered bank managed and can change with market conditions.

By your acceptance of these materials, you also acknowledge that U.S. Bancorp and U.S. Bank are not committing to extend credit or render services to City of Gladstone's or any other person or entity.

"World's Most Ethical Companies" and "Ethisphere" names and mark are registered trademarks of Ethisphere LLC.

Regulatory disclaimer

Our proposal is contingent on U.S. Bank's completion of required AML/KYC processes and enhanced due diligence review and approval. We look forward to working with you to obtain the appropriate information to complete that process.

Regulation W disclaimer: U.S. Bank N.A. is not responsible for the obligations of its affiliates.



Executive summary

The City of Gladstone (the City) can minimize banking costs and improve operational efficiency by expanding your partnership with U.S. Bank. The City and U.S. Bank already enjoy a successful partnership and your U.S. Bank team is ready to deepen our long-term commitment.

Government banking advantage

Our dedicated government banking division works exclusively with the public sector and is staffed with seasoned relationship managers, many of whom have direct experience working in the public sector. This group understands the unique legal, operating, financing requirements and purchasing characteristics of the public sector. Our nationwide, coordinated delivery of services to local governments is unique among major banks, providing our clients broad access to technologically advanced products while maintaining essential local service and community involvement. Each government banking relationship manager is backed by a team of industry specialists serving the government sector nationwide. Together we manage nearly 5,500 governmental relationships across the country. You benefit directly from our experience working with more than 1,450 cities nationally and more than 100 units of local government in Oregon. Our best practices are informed by this diverse expertise and understanding of public entities.

Our differentiators

Personalized customer service

Our customer service bankers take ownership of your inquiry, with final resolution often occurring during the initial call. More complex issues are personally managed and tracked by the service banker until resolved. The City's staff is well acquainted with our responsive Commercial Customer Service (CCS) support in Oregon. When the City contacts us, a live CCS banker answers the call. Because our service teams are small and each call is tracked, your service team is up-to-date quickly; they know the operations of the City in detail.

Robust treasury management and commercial card services at your fingertips

We are excited to expand our existing relationship with the City. As a current provider of various banking, commercial card and merchant card services, we have existing contracts and documentation already in place. This will make implementation easier for any additional services awarded to U.S. Bank and for the City and staff as new contracts won't need to be negotiated and executed.

The City is familiar with our online banking portal, SinglePoint Essential, through which services are delivered and monitored. We are excited to present a holistic proposal that will incorporate not only current services, but the broader needs of the City. Our goal is to provide efficiencies in both time and money to improve the operational needs of the City, while providing the information and services needed to improve the services the City provides to its constituents and stakeholders.

As an expansion to the existing commercial card relationship in place with U.S. Bank, we are proposing a consolidated and optimized solution that will reduce the manual task of the payables process and will introduce efficiencies for City staff. As an added benefit, we will help the City move payments to more



efficient types and by leveraging our virtual card options, will increase rebates back to the City.

We will highlight the optional benefit of having U.S. Bank handle the escheatment of outstanding payments, ensuring that the City meets timeframes and the detailed requirements of the process and allowing staff to focus on more important tasks.

Throughout our proposal, you will find a focus on the robust tools available to the City to automate your own strong internal controls and to provide security and fraud protection for the funds to which you've been entrusted. Our online banking portal, SinglePoint is a single sign-on center through which you can manage controls and gain access to all your treasury management services.

Our government commercial card experience sets U.S. Bank apart

With U.S. Bank, you have an existing partner that understands your realities and has a proven track record helping federal, state and local governments meet their card program goals. We were the first and are still the largest commercial card issuer and payment processor for the U.S. Federal government and we are the largest provider of public-sector commercial card services overall:

- 22 state programs
- Approximately 2,800 city and political subdivision programs
- More than 3,600 clients at every level of government across the country

Deep public-sector commitment at your service

Working with U.S. Bank, you have a dedicated team with expertise in the unique needs of public-sector commercial card programs and how that impacts your day-to-day operations. We understand the highly scrutinized spending realities you operate under and have designed and developed solutions to directly support your needs. Our government-smart technology platform integrates advances and features developed specifically for the needs of government users. From preemptive transaction authorization options to best practice controls and robust reporting, we work closely with you to deliver the level of transparency your business rules and stakeholders demand. With direct, no-cost access to our consulting resources, you can easily tap into expertise that can help you ensure your payment strategies are delivering the results you need.

Organic leadership

Our company continues to be recognized for our ethical and inclusive culture, management quality, social responsibility, digital capabilities and more. Notable recent honors include being named one of the 2022 World's Most Ethical Companies[®] by the Ethisphere[®] Institute, the eighth consecutive year we've been honored; our U.S. Bank Mobile App being rated best for customer service by Business Insider Intelligence; and being honored with a spot on the 2022 Diversity Inc. Top 50 Companies for Diversity.



Attachment A: General Account Services (to include Depository Activity and Disbursement Services)

- a. **Bank location:** The location of the depository account must be no more than four (4) miles of Gladstone City Hall, Gladstone, Oregon or closer. Each respondent is requested to include a proximity study showing the nearest depositing facility your financial institution provides, as well as other location options in the near area.

Our Oak Grove branch would be delighted to continue servicing the depository needs of the City. Located at 15533 SE McLoughlin Blvd. Milwaukie, OR. 97267, The branch is less than three miles away from City Hall. Under the Management of Danielle Long, this branch will be able to assist you up to 5:00 pm.

Daily Deposits: The Finance department at City Hall will send one or more secured bank deposit bags with the deposit and one copy of the bank deposit slip, detailing currency, coin and checks.

Our Oak Grove Branch currently processes your deposits in this manner. This process will continue upon contract renewal.

- b. **Depository Service Options:** Please comment on each of the following questions regarding additional depository service options:

- a. **Are night drop, remote and branch service options available? If so, is pricing different for utilizing these different deposit options?**

Yes, the team at our Oak Grove location does offer night drop services. This appears to be the City of Gladstone's preferred method of depositing their items. Items from our night drop are retrieved in dual custody between 8:15 am and 8:30 am during the week. Daily retrieval is not available on weekends or Federal Holidays.

There are no additional fees for this service.

We do also offer remote check deposits. This would allow City Staff to be able to either run items as one deposit or run items throughout the day. At the end of the day, you could send the deposits for either one or multiple accounts, to the bank for processing. The cut off time for cut off for same day credit is 8:00 pm Pacific Time.

An extra bonus for this service is that all items deposited and returned items can easily be viewed within the On-Site Electronic Deposit module within SinglePoint. These items are stored for 25 months. Please refer to our response in Letter N. for more details.



b. Are any processing applications outsourced to a third party? If so, name the vendor(s) and describe the application(s).

Our night drop service and branch services are not outsourced. They are handled by our Branch Staff.

For check scanner and supply ordering, we do partner with Teketra. Though we use them to fulfill our equipment orders, all servicing, questions, and or concerns are handled by U.S. Bank directly.

c. What is the cut-off time to ensure same day ledger credit? Is it the same for night drop, vault and branch services? Is it the same for cash as for checks, drafts, etc.?

Our cut off time for same day ledger balance credit is 5:00 pm Pacific. This is regardless of check, cash, or drafts.

If using our cash vault, the time for credit is the same. However, most armored car services pick up deposits from their clients on business day 1. However, they do not deliver the deposits until business day 2. This means that your deposits, regardless of checks, cash, and drafts would be delayed by one business day.

Our night drop services allow for the City to drop off deposits after hours and during the business day as needed. Our staff pulls the deposits out of the night drop between 8:15 am and 8:30 am. Deposits pulled during that time frame are given the same day credit. If a deposit is made in the night deposit after that time, then they would be processed the next business day.

After reviewing the City of Gladstone's deposit history, we would suggest the On-Site Electronic deposit option that would extend your same day credit to 8:00 pm Pacific.

d. Are there any options that might affect this cut-off time (e.g., provisional credit, delayed verification)?

In the case of a natural emergency, processing at our branch and vaults might be delayed until we can reroute the work to a nearby facility. If this occurs, the City would be notified.

e. What types of deposit bags do you allow/require? Do you provide these bags? If so, do you charge a fee for these bags?

U.S. Bank prefers the City of Gladstone to continue using the tamper proof bags that are currently being used by the financial staff. As indicated in our response, there is a loyalty bonus that can be applied to supply orders and other services to render the fee to 0. However, the fee negotiated for the City is \$0.30 cents per bag.

f. Are there any restrictions on deposit bags provided by the customer?

We only accept tamper proof bags.



g. Do you limit the number of deposit tickets that can be included in one deposit bag?

U.S. Bank does prefer that there be one deposit ticket with work per bag. This allows for quicker processing of the deposits.

h. Can the deposit tickets contain an auxiliary MICR field for our location information? What are the parameters that can be used for this field?

Yes. U.S. Bank will continue to honor the deposit tickets for the City that lists the location code. We will also continue to show this code on your reporting to provide easier reconciliation.

i. Would you accept deposit tickets from a third-party printer? List any limitations.

Yes. U.S. Bank does allow third party deposit tickets. If the City is already using them, we have not seen any errors or concerns to bring forth at this time.

If the City chooses to change vendors, please let us know. We can provide specific MICR instructions for them to use.

j. Do you accept loose and/or rolled coin for deposit at branch and night drop locations? Is there a fee for depositing loose or rolled coin?

The Oak Grove branch is happy to continue accepting your loose and rolled coin deposited in the night drop or inside the branch. The fee is \$0.25 per one hundred dollars deposited. There is no fee for using the Night Deposit.

k. Do you count coin received from deposits at your vault? If not, who does count your coin?

If coin is received via over the counter or via the Night Drop at our Oak Grove location, the branch can count the coin at that location.

If the City finds itself needing to deposit a large bag of sorted coins (usually for parking meters), then we can work with the Oak Grove team so that they can assist with the deposit and providing provisional credit. The large coin bags would then be shipped to our vault for actual counting.

l. What are the requirements for depositing checks (e.g. pack size, audit tapes)?

Our branch staff that processes your current night deposits is very appreciative that your deposits with checks always have audit tapes. This assists them if there is a discrepancy between the listed amount and the actual amount. This does not happen that often.



Besides the audit tapes, the City continues to clearly mark if any cash is present and stays within the size restraints of the tamper proof bags.

m. Do you require that checks be endorsed in conformance with Reg CC in order to qualify for a discount?

Checks are required to be endorsed in accordance to Reg CC, there is no additional discount available. The price associated with deposited items for the City, regardless of endorsement, is \$0.08. Please note, if deposited via a desktop or remote deposit option, described in the response to letter N, the cost would be \$0.065 per check/item deposited.

n. Are desktop deposit services available? What equipment is required and what are the fees associated with this option?

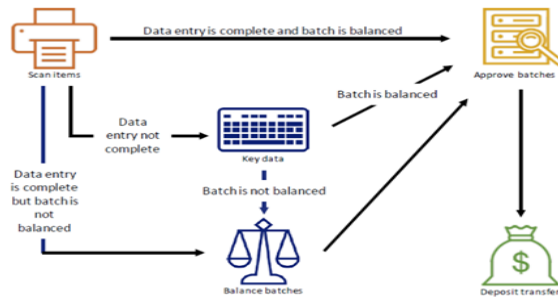
The City of Gladstone's financial team can reduce desk float, errors and unnecessary risk often associated with processing paper checks when you deposit checks online using On-Site Electronic Deposit, easily accessed from SinglePoint. This also would assist the City in getting funds the day of the deposit and not necessarily having to wait for the Night Drop deposit to be opened and posted by branch staff.

Checks can be deposited as soon as they are received without leaving your office. Increase productivity and reduce risk by not having employees leave the office to make bank deposits. Additionally, users can make deposits anytime, anywhere using a supported mobile device. Distributed workforces collecting check payments can meet daily cutoff times and improve funds availability.

On-Site Electronic Deposit's highly flexible and configurable system meets the business needs of the City, enabling you to automatically capture check and remittance data, including images of remittance coupons and full-page documents. Payment processing is expedited, and manual intervention reduced by automatically posting payment information to your accounts receivable systems.

SinglePoint allows you to view extensive reporting options for deposit, transmission and remittance data, as well as access images of checks and remittance items for more than two years. Remittance data can be downloaded or sent via transmission for automated posting to your accounts receivable system once or multiple times per day.

The below diagram shows in detail how our service works.



The City can take advantage of the functionality and benefit of deposit tickets is supported in OED but without the physical deposit ticket. By configuring use of a user-variable Deposit Identifier and/or a fixed (hard-coded) Location ID or “Deposit Serial Number,” the same reporting results of using encoded deposit tickets is delivered.

When the Deposit Identifier is enabled for a location or department in your hierarchy, the system prompts authorized users to enter a Deposit Identifier prior to scanning a batch (see above). For each unique Deposit Identifier entered (per banking day), a unique (separate) deposit is processed by the bank. If the same number is used for multiple batches (per banking day) all batches are processed as a single deposit.

For example (Note: this applies only to non-ACH-conversion batches):

- Deposit Identifier '101225' is entered for Batch 1. This batch is for \$10.00.
- Deposit Identifier '101226' is entered for Batch 2. This batch is for \$125.00.
- Deposit Identifier '101225' is entered for Batch 3. This batch is for \$45.00.

There will be two deposits in the account.

- Deposit 1 - Deposit Identifier 101225 for \$55.00
- Deposit 2 - Deposit Identifier 101226 for \$125.00

The Deposit Identifier can be configured as variable (i.e. user-keyed) or static (i.e. a fixed number used for every batch at the Location or Account level). If user-variable (dynamic) it can be set to be required or optional. When Deposit Identifier entry is required for new batches, the user must enter a Deposit Identifier value in order to proceed with item scanning. When Deposit Identifier entry is optional for new deposits, the user may proceed with item scanning without entering a Deposit Identifier.



- The Deposit Identifier is numeric and can contain up to 10 digits. The system automatically recalls the user's last used Deposit Identifier and pre-fills that number (which the user can overwrite to create a unique number).
- The Deposit Identifier can be edited in the Approve Batches module with the proper permission.

The bank statement and/or previous day (or current day) information reporting reflects the activity based on how the Deposit Identifier is used.

U.S. Bank offers several reports and system access views to meet the City's reporting needs. You have complete control over user accessibility through roles and permissions, and the ability to monitor activity through user audit reporting.

As City personnel will access the RDC service via SinglePoint (single sign-on), certain system administration functions are completed in SinglePoint. These include creating, deleting and modifying user profiles. The rest of the functions are completed in the Electronic Deposit Manager system that you access after you log into SinglePoint.

U.S. Bank will assign the administrator role to the designated individual(s) who is responsible for all user set up functions. The City will have the ability to set up dual administration in order to segregate responsibilities amongst the administrators. The administrator has the permissions to configure the Electronic Deposit Manager and add new roles and users. The Electronic Deposit Manager hierarchy does not have structure constraints; therefore, it can be set up to reflect your own organizational structure. The greater the number of member levels, the more granular the data stored in the Electronic Deposit Manager and the more detailed access controls available.

The City will have access to detailed reports which can serve various purposes. The system generates reports containing transaction data, including record of associated actions. Users with the appropriate role can access all reports. Other roles (deposit reporting, transmission reporting) can access subsets of reports.

The detailed reports page on the Electronic Deposit Manager provides access to subscribed reports. Users will only be able to access reports to which they are entitled.

All automatically generated reports are retained for a period of 60 days. Users with appropriate permissions can select and display any stored report from a list of all auto-generated reports in the system.



There is a standard set of reports you can generate outlined below and on the following page.

Account Reports	Description
Deposit Summary Report	A daily report of all deposits that have been made to a particular bank account
Deposit Detail Report	Provides a listing of the batch uploads that have been included in a particular bank deposit
Reconciliation Report	Daily report of all deposits that have been made to a particular bank account. It is a cumulative report with entries for up to the past 90 days and provides an alternate view to the deposit summary report.
Rejected Items Report	This report reflects any items that were unable to be processed through the IRD (Image Replacement Document) settlement channel. Items in this report will not be reflected in the deposit totals and will need to be reprocessed by the State.
Item Detail Report	Provides full item and image detail for a particular check item.
Activity Report	Provides a view of transaction activity for a particular date range.
Check and Remit CSV Report	Contains all check and remittance data for all deposits for a specific date range. Users can download the report as a CSV (comma-separated value) file to a local system.

Transmission Reports	Description
Transmission Report	Includes all uploaded transmissions for current day and all transmission activity for a processing date.
Transmission Detail Report	Provides batch-level detail regarding a particular uploaded transmission.
Batch Detail Report	Provides item-level detail regarding a particular batch included in a transmission uploaded to EDM.

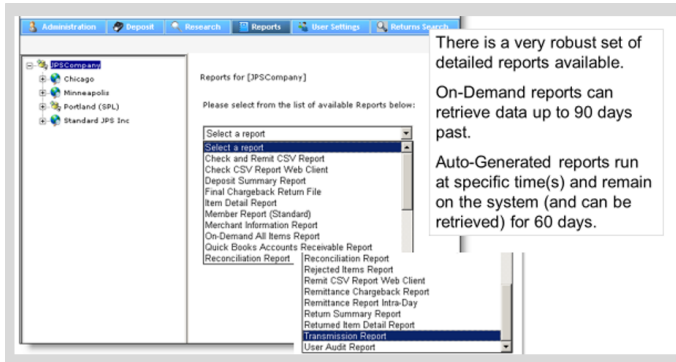
Audit Reports	Description
Decision Update Report	Includes information on the decisioning records introduced into the system from automated or manual returns processing.

Returns Reports	Description
Returns Summary Report	This report lists items that returned against one or more Bank Account(s) or Serial Number combinations on a given date.
Return Detail Report	This report lists detail on the returns above.
Return Category Detail Report	This report lists detail on a particular category of returns for an individual Bank Account and Serial Number from the Returns Summary report.
Returned Item Detail Report	Includes detailed information on an item that has returned.
Final Chargebacks Report	Includes information on all returned items processed since the last report cycle. Human-readable report.
Final Chargeback Return File	Includes information on all returned items processed since the last report cycle. Machine-readable file.
Remittance Report Intra-Day	Provides information on the transactions processed since the last report cycle. May contain MICR information if selected by your organization for inclusion in the report. Machine-readable file.
On-Demand All Items Report	Provides information on all transactions processed for the date range selected. May contain MICR information if selected by your organization for inclusion in the report.



Remittance Chargeback Report

Provides remittance information and chargeback data. Includes chargebacks received up to the current deposit deadline that have not been previously reported. Machine-readable file.



Reports-Electronic Deposit Manager

The reports as described above are available for download and export in the following formats: XML, CSV, and HTML.

The Deposit Summary/Detail Reports are available in HTML, PDF and Excel formats.

Though our service is called On-Site Electronic Deposit, rest assured it is the same service as Remote Deposit, and Desktop Deposit. For this service, a scanner is required. We have waived the fee for the scanner.

The fees below are for your review. Please note – they do not reflect the application of any ECR credit.

U.S. Bank On-Site Electronic Deposit Pricing

Service Description	Price
On-Site Electronic Deposit	
Processing	
Electronic Deposit Manager Monthly Maintenance - per Account	
For First 1	\$15.0000
For Over 1	\$10.0000
<i>Charged for each month implemented on the service</i>	
Web Client Monthly Maintenance - per Workstation	
If 1 - 10	\$15.0000
If 11 - 50	\$15.0000
If Over 50	\$15.0000
<i>Workstation charge includes CAR/LAR & OCR</i>	
Image Check Item - On-Us	\$0.065
Image Check Item - Transit	\$0.065
Deposit Credit	\$0.35



Setup and Training

Web Client Setup and Training (5 PC maximum)	
Additional Training - per Hour (5 PC maximum)	waived
Custom Request	waived per Quote
Digital Check Scanners	
Digital Check TS240 50 dpm Scanner	free

o. How do you determine and calculate availability of deposited items? Describe your availability schedule/calculation.

Below is the float assignment provided. Please note, the times are listed in Central Time.

National Cash Management Availability Schedule Detail			
Item Type	Float Assignment	Deadline	If deposited by the deadline the funds become collected:
U.S. Bank On-Us Items	0 Day	End of Day	Today
Transit Items	2 Day	End of Day	Day After Tomorrow
Government Items	1 Day	End of Day	Tomorrow

Availability Schedule Notes

- All times on the schedule are local time unless noted.
- Deposits are considered received if they are made on a business day before U.S. Bank's ledger credit cutoff. Deposits made on other days or after the ledger credit cutoff will be considered to be received on the next business day.
- Every day, except Saturday, Sunday and federal holidays, is considered a business day.
- Deposits received on Saturday or Sunday will be assigned 0 day float on all items on the next business day if the deposit is received before 10:00 pm on Sunday.
- The standard ledger deadlines are:
 - 4 PM CT for Correspondent Bank image forward deposits
 - 9 PM CT for Correspondent Bank image return deposits
 - 10 PM CT for Corporate image deposits
 - 10 PM Local Time for paper deposits
- The deadline noted on this schedule is the time that U.S. Bank receives the deposit in item processing. If using a vendor, add the needed processing time to ensure delivery by desired deadline.
- Government items include: Postal Money Orders, Treasury Checks, and U.S. Savings Bonds.
- U.S. Bank Controlled Disbursement checks will be assigned one day float.
- Deposited items returned will be assigned one business day of float.
- Returned items automatically re-deposited will be assigned additional days of float.
- Canadian checks will be assigned 0-days of float if deposited electronically by 11 AM CT Monday-Friday and 4-days of float if deposited non-electronically. Canadian checks will be assigned 0-days of float if deposited electronically from 12:01 AM Saturday through 10 PM CT Sunday and 3-days of float if deposited non-electronically.
- Availability may be deferred one day on select "Payable Through" and "Clearing House Funds" drafts.
- U.S. Bank no longer accepts single checks greater than \$99,999,999.99.
- Decrement one day of float for deposits processed as next day ledger post.
- This schedule is subject to change without notice.



c. Deposit Verification:

a. How many bank employees are present when deposit bags are opened?

If the deposit bag is presented over the counter by walking into the Oak Grove branch, then one employee will process the deposit while a city representative is present.

Deposit bags left in our night drop are retrieved in dual custody. All deposits are then worked at the teller window in view of all employees on the teller line.

b. What specific security measures are employed?

Our Night Drop is opened in dual control. One employee has one combo, and another has the second combo. Both must verify the night drop is empty and must log all night drop bags and initial for them.

If a bag appears to be tampered with, then the bag is held in double custody and the City will be called to determine how you would like for the branch team to handle the situation.

Besides the processing mentioned above, all employees of U.S. Bank must go through a background check and be bondable prior to being hired by The Bank.

c. If provisional credit is given, does verification take place within 24 hours? If not, when does verification take place?

For deposits made in our branch network either at the counter or night drop, a discrepancy if found at the time of the deposit. U.S. Bank does use a "slush account" up to \$10.00 to make deposits whole. If items deposited show a discrepancy, then branch staff will reach out to the City to discuss the matter.

d. Does the bank identify and adjust all discrepancies? If no, at what dollar amount do you write-off discrepancies?

Though U.S. Bank does use a \$10.00 amount for discrepancies, our branch does contact the City to discuss them in more detail. If it appears a pattern of discrepancies are occurring, we will work with the City team to have the issues corrected. At this time, the City of Gladstone, has not had any discrepancies that the branch can remember. Providing the audit tape is very helpful in the reduction of discrepancies as well as correcting them if one is found.

e. Do you expect the City to be financially responsible for discrepancies?

Our branch team will contact the City to confirm how they would like to proceed if a discrepancy is found. If we cannot reach a listed City representative, then we will process the items and let you know how it was processed.

If it was a City error, then the City would be responsible for the discrepancy.



f. Do you adjust the deposit amount or process an adjusting debit or credit?

Our Oak Grove branch team would process the debit or credit if we could not reach appropriate City staff.

g. What is the standard procedure for reporting deposit adjustments?

Normal delivery channel, if not corrected by teller and discussed with the City, is to mail adjustments.

h. What additional options are available (e.g. electronic means)?

Via our SinglePoint systems, you are able to review previous day information that can assist in reviewing to see if an adjustment has been made to your account. You can also add an optional service specifically addressing adjustments via SinglePoint if concerns for a large number of adjustments arise.

SinglePoint® You have 13 new LaunchPoint messages, 1 new URGENT message

View Adjustment Activity [Help with this page](#)

You have two adjustments pending approval. [View list and approve.](#)

Submit adjustment [Printable format](#)

Format:

Search by: Beginning Date (MM/DD/YYYY): 11/07/20XX To Ending Date (MM/DD/YYYY):

Account Name / Account Number	Amount	Date Requested	Requested By	Reference Number	Status	Action
Sample Account A 123456789012	\$5,000.00	11/07/20XX	SAMPLUSR01	1234005000	Initiated	View Details View Documents View History Copy Delete View and Add Comments
Sample Account B 234567890123	\$1,456.32	11/07/20XX	SAMPLUSR01	1234005001	Rejected	View Details View Documents View History Copy Delete View and Add Comments
Sample Account C 345678901234	\$19,846.64	11/07/20XX	SAMPLUSR01	1234005002	Pending approval	View Details View Documents View History Modify Delete View and Add Comments
Sample Account D 456789012345	\$17,196.60	11/07/20XX	SAMPLUSR01	1234005003	Pending approval	View Details View Documents View History Modify Copy Delete View and Add Comments
Sample Account E 567890123456	\$9,856.59	11/07/20XX	SAMPLUSR01	1234005004	Accepted	View Details View Documents View History Modify Copy Delete View and Add Comments
Sample Account F 678901234567	\$20,000.00	11/07/20XX	SAMPLUSR01	1234005005	Incomplete	View Details View Documents View History Complete Delete View and Add Comments

Adjustments 1 - 50 of 550
1 2 3 4 5 6 7 8 9 10 Next Next 10>

i. What is the bank's policy on receipt of tampered bags?

The bag will be held in double custody. If cash is in the bag, then it will be counted in double custody as and then stored in double custody. The City would be notified of the issue and ask for directions on how they would like to proceed.



4. Deposit Adjustments / Encoding Errors: Because daily deposits may be made up of a few smaller departmental deposits, each adjustment must provide specific information for reconciliation.

Our branch staff would make you aware and provide the information needed to correct the matter. This includes, in some cases, holding the deposit until the City can pick up the transaction to rectify as long as it is picked up the same business day.

a. What documentation is provided with deposit correction adjustments? What delivery methods are available?

The City would receive notifications via the mail. Adjustments are also provided via online reporting.

b. Within what time frame can you provide requested copies or documentation? What delivery options are available?

Most documents can be viewed through our Image Access portal on SinglePoint. You can retrieve checks deposited and written.

For

items deposited via our On-Site Electronic (desktop) deposit services, you can retrieve those items up to 25 months via the appropriate module.



5. Return Item Processing: The City requires all returned items be resubmitted before being returned to the City. How many times can return items be automatically resubmitted at your financial institution?

U.S. Bank will continue to process an item twice prior to returning it to the City of Gladstone.

a. Do you offer this service as an electronic option? If so, please detail the requirements.

Yes. Returned items can be viewed via our SinglePoint platform.

a. Please provide your financial institution's standard return item and re-clear processing instructions. List any non-standard options that are available.

Our standard process is to return the item to the maker once and then charging the account of deposit. However, we will continue to honor the City's wishes to present items twice prior to returning and charging it against the City. The documents are already on file.

b. Can you provide a detailed return item transmission to depository customers?

Yes. U.S. Bank can provide detailed return transmissions into our SinglePoint Platform.

c. Does the transmission include both returns and re-clears?

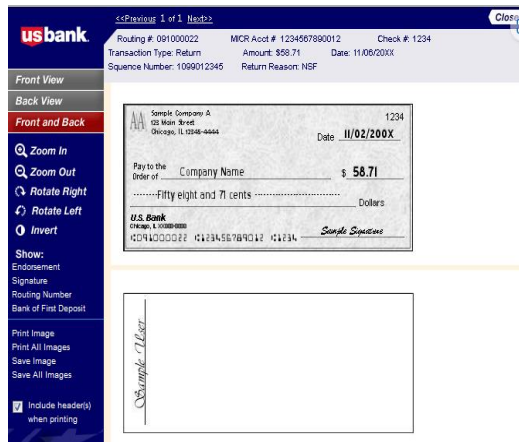
The platform would only capture items that have been presented twice, per your instructions, prior to becoming an actual return.

d. Is there a separate record for each returned item?

Yes. Via our SinglePoint access, you can retrieve individual returned items that will also show the return reason -example reasons are NSF, Account Closed, etc.

e. Indicate the details the bank can report.

Our online Portal can provide the routing number, MICR account number, check number, dollar amount of the return, date of the return, sequence number and the return reason.



f. Is it the policy of your financial institution to refuse return items not sent through the system in a timely manner?

Our Institution does expect all returns to be processed and notification provided within a timely manner.

g. Do you assign float to return items?

Float is assigned at the time of deposit. Once a return is received, the full amount of the item is deducted from the account.

6. Courier Service:

a. What courier services are provided by the bank, if any, for pick up and delivery of check deposits?

U.S. Bank does not currently offer courier services. However, we do work with many armored car services that are familiar with both our branch locations and vault location.



b. If not provided by the bank, what third-party couriers/overnight mail services are available and/or recommended?

We do work with all major Armored Car Vendors. Based on the historical makeup of the City's deposits, we would recommend using our desktop check scanning option. This would avoid the need for expensive courier agreements and would ensure you receive same day credit for checks deposited unless deposited on a Federal Bank Holiday or weekend.

c. What is the cut-off time for same day credit?

If you use our On-Site Electronic Deposit services as mentioned in b. then it would be 8:00 pm.

7. Research Requests / Bank Liaison: The Bank shall identify a contact person for this relationship, who would be able to correct bank errors and provide research (advice and check copies) materials in a timely fashion.

If not using our online portal, or if the information is not imaged online, Commercial Customer Service team in Portland, OR. would be the quickest way for the City to receive the copy.

8. City Operational Contacts:

- a. Cathy Brucker, Finance Consultant**
- b. Susan Ledoux, Accounting Clerk III**
- c. Tami Bannick, City Recorder**

DEPOSIT REPORTING:

Previous Day

1. Discuss the format and delivery options available for the company to receive previous day deposit activity detail files.

The City would be able to retrieve previous day information via our SinglePoint platform.

These prior day reports are available from SinglePoint:

- Previous Day Summary and Detail Report
- Previous Day Detail Report
- Previous Day Summary Report
- DDA Checks Paid Report



a. in what formats (e.g., BAI, PDF) is the daily deposit activity detail file available?

The Following formats are able to be used to pull reports from previous day information via SinglePoint. Please note, U.S. Bank also supports BAI2 transmissions either through direct transmissions from your software system or through SinglePoint which then can be uploaded into your software.

- I Previous Day Summary (PDF)
- Previous Day Summary and Detail (PDF) - Alternative formats (BAI2, TXT, CSV) in Word
- Previous Day Detail (PDF)
- Previous Day Summary and Detail Filtered (PDF) (Cash Vault)
- DDA Checks Paid (PDF, BAI2, HTM and CSV*)
- ACH Return and NOC Report (PDF, CSV)

b. Supply file layout specifications and a sample of each format option.

Due to the number of reports, please refer to Exhibit A- Report samples. Thank you

c. By what methods can the company receive this file (e.g., electronic transmission, Webbased, FTP, third-party data exchange)?

The above reports discussed can be received via our web based online reporting system. However, we can set up either a direct transmission to the City's software or through SinglePoint which then can be uploaded.

d. Describe the technical requirements and technical support for each delivery method.

For the SinglePoint reporting methods, the City would be able to retrieve the reports without technical support. If assistance was needed to create a specific report or someone forgot how to pull a report, our Commercial Customer Service team in Portland would be able to assist further. We also have training videos and information built into our SinglePoint platform.

If the City chooses to move over to direct transmissions, then we would begin scheduling meetings after the contract renewal. Discussions concerning security protocols and file formatting would be discussed (provided in exhibit A under file requirements. Transmissions, in general, take at least 6-8 weeks to establish. However, the City would still be able to retrieve critical financial data on SinglePoint until the transmissions were established.



2. Discuss the methods (e.g., Web-based, proprietary software) by which the company can view previous day deposit activity detail and balance information.

U.S. Bank is proud of its reporting platform, SinglePoint. Multiple users can log into the system, once permission is given by the System Administrator, to view specific balances and activities to those accounts that are assigned to them. Reports can be ran and either printed or exported in various reporting formats to assist in the reconciliation process.

a. Can information be accessed by multiple users?

Yes. The City can continue to provide multiple users access to view the accounts and activity.

b. Can individual users be restricted to accessing information only on certain accounts or transaction types?

Yes, the City will be able to continue to use the System Administration tab to add specific accounts and information of that account to users. Thus, you may have one user that might be able to retrieve certain data while another one cannot. This assists in following the Need To Know Principle for your organization.

c. Can users specify the types of information that they want to view?

Once provided access by the System Administrators, yes, users can create specific reports that will show up in their launch point screen that shows them reports that provide the information that they choose to view. They can also continue to use our Information Reporting tab and select criteria from the drop down boxes to run.

d. What are the hardware and software requirements for each access method?

SinglePoint is a web-based service. There is not any hardware or software required. A secured web browser is needed.

3. Will the daily deposit reporting system provide beginning and ending ledger balances, collected balances, available balances, and float assignment?

Yes. Below are screen shots that will show you what to expect at the beginning of the Previous Day report as well at the very end of the report after the detail of transactions are listed.



Previous Day Summary and Detail

Sample Company A
 SinglePoint
 Reported Activity as of 11/06/20XX
 Printed on 11/07/20XX at 12:27 PM CST



Bank Name	USBMN - US BANK OF MINNESOTA
Account Number	123456789012
Account Name	Sample Account A
Ledger Balance	\$7,551,044.80
Collected + 1 Day	\$1,237,959.88
Opening Collected	\$1,769,895.39
One Day Float	\$7,105,807.43
2 Day Float	\$38,129.87
3 Day + Float	\$0.00
Total Credits	\$186,810,591.76
Number of Credits	32
Total Debits	\$192,033,754.20
Total Amount of Debits	39
MTD Avg Collected	\$271,840.55
MTD Avg Neg Collected	-\$640,254.27

GRAND TOTAL	
Ledger Balance	\$7,551,044.80
Collected + 1 Day	\$1,237,959.88
Opening Collected	\$1,769,895.39
One Day Float	\$7,105,807.43
2 Day Float	\$38,129.87
3 Day + Float	\$0.00
MTD Avg Collected	\$271,840.55
MTD Avg Neg Collected	-\$640,254.27
Total Amount of Credits	\$186,810,591.76
Number of Credits	32
Total Amount of Debits	\$192,033,754.20
Number of Debits	39

---End of Report---

4. Indicate the bank's capability to provide the specified detailed information for each transaction listed:

Transaction Type	Master Account Number	Transaction Date	Transaction Amount	BAI Transaction Code
Deposits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Return Items	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deposit Correction – Teller	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deposit Correction – Vault	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deposit Correction – Proof	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coin and Currency Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc. Debits and Credits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



ACH Debits and Credits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wires	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Merchant Card Deposits With Merchant Reference Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

U.S. Bank can provide the above information. Please note, we can provide much more detail using our Elavon Merchant Processing. If an outside vendor is used, we can provide the information of deposits and service fees being charged.

BAI2 information can be provided through the Previous Day and Detail report. We also offer transmissions of this information that the City of Gladstone and either have feed directly into their software or have it transmitted into SinglePoint to then export.

5. Is the detail indicated above available for all formats and delivery options described in question #4? If not, discuss any variations.

BAI2 information is a very specific coding report that is specific to BAI2. You can retrieve and run this report either on SinglePoint or you can have either a direct transmission into your software created or you can also have the information provided via a transmission via SinglePoint and then export.

6. Can the bank match a City location number contained in the auxiliary MICR field to a company location name based on information provided by the City in order to report the location name back to the City?

Yes. U.S. Bank would still be able to pick up and report separately on location codes. As discussed in detail in the response for letter "n". If the City would like to move forward with Desktop Deposits (On-Site Electronic Deposit), the service can also pick up location codes.

7. Does your deposit reporting service report electronic transactions (e.g., merchant card deposits, ATM deposits, bill pay, ACH, wire), as well as paper documents?

Yes. U.S. Bank's reporting will continue to provide this type of electronic activity upon contract renewal. You can also choose to search for transaction types separately. Example – researching ACH transactions versus wire transactions.

8. Does the bank correct deposit location numbers if there is a serial number misread? If not, how are they reported?

In the case of a serial misread, U.S. Bank will do its best to correct the deposit location number. If for some reason the auxiliary field is unable to be read by our machines, we will work with you to test the new documents to ensure that they are readable in the future.



9. How many business days is data stored on the reporting system and available for customer access?

Currently, the City enjoys 12 months of retained information on our online reporting platform. That would continue upon contract renewal.

If the City chooses to take advantage of our On-Site Electronic Deposit services (check scanning and depositing without using the branch), that information and images are stored for 25 months.

10. Describe the bank's security procedures for its information reporting system, both for access and information protection.

Security for the City's Financial information is a partnership between U.S. Bank and the City. Below are a few ways that U.S. Bank ensures that the City of Gladstone's financial team can feel secure concerning the data. By partnering our focus on security with your own practices and safeguards, we can make the City of Gladstone a less likely target for fraud.

Security Components

SinglePoint takes a multi-layered approach to mitigate risk. These layers are built into SinglePoint system design, services we offer to our clients and back-office controls. In addition, we publish several best practices documents for our clients on LaunchPoint in the Did You Know section. By building multiple layers of security, we are able to address the multiple levels of protection needed. Security features include requirements for dual authorization for wire transfers and ACH origination, and extensive dual authorization options. Clients can expand their security through requiring tokens for all services, downloading Trusteer Rapport security software or setting up the IP Whitelist service.

System design

There are multiple levels of security built into the way the SinglePoint system is designed to function and how users can access it.

- 256-bit AES encryption
- TLS 1.2
- Data is not stored on the user's workstation
- Password access is required - User passwords are case sensitive
- Users must enter challenge questions - Challenge question answers are case sensitive
- Sessions time out after a period of inactivity
- Token security code is required for certain services such as ACH, Wire Transfer and Investments
- PIN entry is required when initiating wire transfers
- Automatic removal of user's payment initiation entitlement if the user does not initiate a payment for 100 days. This is monitored for ACH and Wire Transfer payment initiation.



- Required notification via email when certain security events occur

Back-office security tools

- Disabling of users due to fraud
- Risk Score Monitoring

Risk Score Monitoring now takes place within SinglePoint. By using risk scores to identify when potentially fraudulent actions occur, SinglePoint can send internal alerts, disable users and/or sessions within SinglePoint if threat levels are high, without involvement of outside monitoring.

Client security tools

System Administration tools

- Multi-level approval options within Global Settings
- Customer-driven system administration functions including granular entitlements payment initiation, approval and limit controls
- Robust audit and user profile reports.
- Client-driven system administration functions to add users and quickly modify user entitlements allowing the system administrator to control payment initiation and approval access.
- System administrators also request and manage tokens for access to payment services, specify which accounts are involved for which services, and setting and managing payment initiation and approval limits.

11. Discuss the ability of the deposit reporting system to interface directly with the accounting system that the City uses.

The City of Gladstone can always use the SinglePoint Platform to pull reports and then export and upload into the financial accounting software. However, there is also another option the City can explore which is Direct Transmission. This is set up between The Bank and the City.

Below is some general information for the City's finance and I.T. teams to review. On average, direct transmissions can take six to eight weeks to complete and test. However, depending on the needs of your software, they can take longer.

Our Data Transmission Service offers you a variety of methods to transfer your data files to and from U.S. Bank, which enables you to send and receive data in an efficient and secure manner. You get faster account updates and the convenience of sending and receiving transaction information when you wish, using the method of your choice. File level encryption options can be used in conjunction with required channel level encryption.

Data Transmission supports the following communication options:

- Internet-based Hypertext Transfer Protocol Security (HTTPS).
- AS2.
- File Transfer Protocol over SSL (FTPS).



- SSH File Transfer Protocol (SFTP).
- Virtual Private Networks (VPN) using FTP-SSH or FTP-SSL client.
- IBM/Sterling's CONNECT:Direct.

The internet-based transmission methods incorporate TLS encryption. We support TLS 1.2 to ensure secure communication over the internet. The encryption method is tied to the transmission communication method selected, but all offer comparable security features. File level encryption is also available.

You control the delivery time of your data; data files can be pushed to you or held until you connect to retrieve the data. Our system is available for file transfers 24/7. Many of our supported transmission options offer you the ability to predefine recurring transfers and schedule them for automatic processing. Internet-based transmission methods offer you the option of reducing telecommunication charges associated with other types of data transmissions.

Preferred Method: U.S. Bank's preferred method is SFTP (SSH).

a. Do any of the bank's customers currently interface with your system(s) from the accounting system used by the City?

Many of the city's we work with use some sort of Tyler systems. Currently, many are being required to upgrade to do the sunseting of their current versions.

One in important fact to remember, though two clients can have the same software in name, the package or suite of services they utilize can be different. Thus, though certain rules apply for all transmissions and formats, each data connection must be viewed on its own terms.

In cases of first-time transmissions into the system, we prefer to have a call with both the City's finance and I.T. team. If the City will be changing packages or doing upgrades, that information should be shared as well. From there, we can begin the documentation requirements and testing. Once the City is happy with the information, we can go live – meaning the data will directly feed into your Tyler Incode 10 software.

b. Is this an existing interface or would a custom interface need to be developed? What languages or protocols (e.g., EDI, XML) are used to facilitate the interface?

The majority of software, regardless of brand name, speak a common language. Where custom interfaces might come into play is when the City wants information that might be considered the usual information required by the software itself.

Below are the protocols for Data Transmission. Please note, at this time the City does show a transmission set up for ACH. However, it does not appear to be used. We can revisit this upon renewal.

U.S. Bank Data Transmission Protocols

For any questions on transmission protocols supported by U.S. Bank, contact us at 800.765.9549 option 1.



SFTP (SSH) – Preferred Method

Secure File Transfer Protocol (SFTP) with Secure Shell.

Security and Benefits

- SSH encrypts credentials and data before sending it over the open network.
- This site supports CTR ciphers and up to group 14 key exchanges.

Requirements

- SFTP software clients with SSH public key (preferred) or password authentication.
- Connection Port 20022.
- SFTP command (e.g., `sftp -o Port=20022 yourusbankid@filegateway.usbank.com`)

Optional

- File level encryption using PGP encryption (additional fees may apply).
- U.S. Bank can initiate the session to send (push) files.
- Customer's staff or their software/service vendor could automate transmissions.

HTTPS

A secure means of transferring data using Hypertext Transfer Protocol Secure (HTTPS) within a connection

encrypted by Transport Layer or its predecessor, Secure Socket Layer (SSL). For this easy-to-use solution, we

will give you a User ID and passwords to log in to our U.S. Bank Secure File Transfer website to manually send

and receive files over the Internet.

Security and Benefits

- Transmissions are encrypted. This site supports TLS 1.2. U.S. Bank continues to take the strongest
- measures necessary to ensure the security of the data transfer.
- User ID and password are encrypted and authenticated to allow confidential access to your data.
- No network or firewall changes required for this option.

Requirements

- Web browsers (i.e., Microsoft Internet Explorer 6.x and later; Apple Safari 3.2.x and later; Mozilla Firefox 3.5 and later)

Optional

- File level encryption using PGP encryption (additional fees may apply).



Other

- Manual method of exchanging files via website.

c. Is there a charge for the interface?

Yes. There is monthly fees based on usage. We invite you to review Exhibit B- Pricing NEW for more details

12. Can the system return a file to the company's accounting system that shows all wire transfers, ACH/bulk payments, drafts and checks that have cleared the company's accounts? If so, describe.

Yes, U.S. Bank can provide this information either through our SinglePoint reporting platform or through our transmissions. For the most up to date information, the City is currently using our current day reporting. This would continue upon contract renewal. We can also further discuss Transmissions into the City's Tyler software.

Current Day

13. Discuss how the company can view current day deposit activity detail and balance information.

The City can still continue to access current day information by using the Current Day selection under Information Reporting.



SinglePoint® You have 13 new LaunchPoint messages, 1 new URGENT message

Current Day [Help with this page](#)

To view a report on current day data, select it from the Current Day Reports list, select a format and click View Report to see the data, or click Export Report to save the report to another location. For filtering and sorting options, click Filter Report after identifying your report and format.

Reports

Current Day Reports
 Current Day Summary and Detail PDF

[View Report](#) [Filter Report](#) [Export Report](#)

Account Summary for 11/07/20XX as of 05:16:56 PM CST

Accounts 1 - 25 of 550
 1 2 3 4 5 6 7 8 9 10 [Next>](#) [Next 10>](#)

Account Search

Account Name / Account Number	Bank Name	Interim Ledger Balance	Interim Collected Balance	CD Presentment Total	Transfer Funds
Sample Account A 123456789012	U.S. Bank Minnesota	\$11,450,964.83	\$5,139,926.80	\$0.00	Select
Sample ABF Loan Account 876543210989	U.S. Bank Minnesota	\$6,275,226.14	\$6,178,224.25	\$0.00	N/A
Sample Account J 987654321098	U.S. Bank Wisconsin	\$6,275,226.14	\$6,178,224.25	\$0.00	Select
Sample Account L 876543210987	U.S. Bank East Grand Forks	\$-38,237.62	\$-38,237.62	\$38,237.62	Select
Sample Account M 765432109876	U.S. Bank Washington	\$58,965.00	\$58,965.00	\$0.00	Select
Sample Account N 654321098765	U.S. Bank Ohio	\$1,987.23	\$1,987.23	\$0.00	Select
Sample Account O 543210987654	U.S. Bank Havre	\$-1,287.23	\$-1,287.23	\$1,287.23	Select

You can also drill down into each account to see what transactions have posted.

Account Name / Account Number	Number of Credits	Total Amount of Credits	Number of Debits	Total Amount of Debits
Sample Account A 12345789012	15	\$4,057,796.59	10	\$158,146.56

Transaction Summary for 11/07/20XX as of 05:19:03 PM CST

Transactions 1 - 25 of 550
 1 2 3 4 5 6 7 8 9 10 [Next>](#) [Next 10>](#)

Credit or Debit	Transaction Description	BAI Code	Transaction Reference	Amount	Action
Credit	Incoming Fed Wire	195	48982571	\$60,000.00	Return Wire
Debit	ACH Debit	469	07737899193	\$58,000.00	View Addenda
Credit	Customer Deposit	108	1611246	\$46,000.00	
Credit	ACH Credit	169	9876544	\$4,234.57	
Credit	Customer Deposit	108	1611247	\$3,200.00	
Debit	Customer Initiated Outgoing Fed Wire	493	567246	\$40,000.00	
Debit	ACH Debit	469	12367	\$2,000.00	
Credit	ACH Credit	169	234567	\$1,236.58	
Credit	ACH Credit	169	9876543	\$807.23	



a. Can information be accessed by multiple users?

Yes. Just like our Previous Day reporting, Current Day reporting can be accessed by those users that have gained access to the system by the System Administrators.

b. Can individual users be restricted to accessing information only on certain accounts or transaction types?

the City can continue to enjoy the security feature that allows the System Administrators to be able to restrict access to accounts or information based on the Need To Know principle.

c. Can users specify the types of information that they want to view?

SinglePoint Current Day Reporting would allow the City the ability to pull specific reports that would be needed to complete the cash positioning for that day. Thus, taking the guess work out of critical financial decisions.

d. What are the hardware and software requirements for each access method?

There are no hardware requirements for our SinglePoint. However, we do strongly advise to download the security software that we recommend Trusteer Rapport Security Software by IBM.

14. Provide a list of the types of current-day transactions that are available through the reporting system?

Current day information includes wires incoming and outgoing, ACH debits and credits, ACH Addenda, customer deposits, and cleared items.

This information is gathered to also provide the original opening ledger and collected balances, float, interim ledger balance, as well as number of debits and credits posted.

15. How often is current day information updated (real-time or batch updates)? What are the reporting times throughout the day? (Specify time zone)

Current Day information is updated based on when the information is received either in our systems or from the ACH clearing house. Below is the specific timelines that would impact the City the most based on current account activity.

Wire Transfer Information: updated in real time continuously throughout the day.

ACH data: Updated five times during business hours: by 5:00 am, 8:00 am, noon, 2:30 pm and 4:30 pm PT.

Book Transfers: Updated in real time between the hours of 4:00 am and 9:00 pm PT

Checks Paid: Continuous and updated according to site-specific schedules. Information comes from the Check Capture/Image exchange for images of checks.

Returned deposited items (memo holds): updated at each login to SinglePoint.



Other items, such as ATM, phone and branch-initiated transactions: Updated at each login to SinglePoint.

16. How many business days of current day information is stored on the reporting system and available for customer access?

The current retention specific for current day reports is 60 days. However, previous day reporting is currently set up for a retention of one year.

Cycle End

17. Is Web-based output available for cycle-end deposit reporting?

Yes. The City can continue to click on the Information Reporting tab on SinglePoint and view Special Reports. This would allow you to download the monthly activity statement in CSV, PDF, or Text formats. The City can also download the Account Analysis (billing) statement in the same formats.

18. Is a summary report totaling deposits for the period by location available at cycle end?

Yes. By using our Deposit Recap services, you can review the total deposits of a period by location. Since the City is already using MICR auxiliary fields for their locations, this service can continue to be provided without change.

19. Is the bank able to turn off the paper deposit reconciliation report without jeopardizing the integrity of electronic deposit location reporting?

U.S. Bank can complete this action. Many of our clients do request that paper statements to be turned off once switching to the web-based reports because they can retrieve them quicker.

20. Provide a list of all transaction types that are reported as miscellaneous transactions?

U.S. Bank uses the term miscellaneous transactions to refer to either credits or debits that have posted to the account that are usually created in a paper format during the deposit cycle. Most of these are tied to cash transaction processed at the vault and or branch network. However, they are not limited to these types of transactions. For clients, these can become a source of hardship in the reconciliation process. That is why miscellaneous credits and debits are available in your image files via image look. Thus, supplying a clearer description of the transaction.

21. What is the bank's standard cut-off for statements and/or paper reports?



You can select to have your Bank Statement (Activity) cut at the end of month. It would be available to view by 6:00 am PT the second day after the statement is cut.

The Account Analysis Statement is cut at the end of the previous month. It is issued on the sixth business day of the month and charges are taken out on the tenth day of the month.

22. Can the customer specify a cut-off date for statements and/or paper reports? Is there a cost for a special cut-off? Do you accept calendar month end cut-off?

Yes. The City can request a specific cut. There is no fee for such a request, calendar month end is the preferred method of cutoff for political subdivisions.

23. How soon after the cut-off date will the following be available on-line?

a. Bank Statements

Activity Statements are ready to view by 6:00 am PT the second day after the statement cut-off.

b. Reconciliation Information

The Account Analysis Statement is cut at the end of the month. It is delivered on the sixth business day of the month and fees collected, if any, are charged on the tenth business day of the month.

24. Is there a unique point of contact within the bank for specific questions regarding reconciliation reporting issues?

The first area to reach out to is Commercial Customer Service as well as your Relationship Manager. Both will ensure that any reconciliation reporting issues are resolved promptly.

DISBURSEMENT SERVICES:

Operational Requirements

- 1. The City processes an average of 120 AP checks per month for an average monthly total of \$644,000. Currently, all employees are on direct deposit, but payroll checks may be issued on an as needed basis.**

U.S. Bank understands and will continue to process the City's payroll deposits in both ACH or check form.

- 2. The City will process accounts payable checks and payroll checks from the same account. The account will also be used for EFT such as direct deposit, employee expense reimbursements and payments to vendors.**



U.S. Bank will continue the process of allowing both purposes and types of payments to be processed from the same account upon contract renewal.

3. The check stock is pre-printed with standard security features.

As of the writing of this response, U.S. Bank has not had issues with the check stock that is being used by the City. If, in the future, the City decides to change vendors, etc. we will be able to provide MICR sheets and instructions to ensure that there are no issues with the change.

4. The City uses Tyler Incode 10 software that requires a file download of cleared checks (at a minimum) for account reconciliation.

Yes. U.S. Bank does provide this option via our online platform SinglePoint. We can also work with you and your I.T. team. If it is more convenient for a direct transmission. We would be able to provide it via that method as well.

5. The bank is expected to provide the following services:

a. Disbursements for payroll and general account payables.

We will be able to provide the disbursements as well as fraud protection upon the contract renewal. Your Relationship team would like to discuss with the City the addition of Payee Positive Pay and Account Validation to its services. They would add an extra layer of protection for both check payments and ACH payments.

b. Accounts payable checks are issued weekly and payroll checks are issued monthly.

U.S. Bank understands and can comply with this request. As part of our offer, we would suggest the City add Payee Positive Pay for an extra layer of protection against check fraud.

BANK REPORTING:

Reporting Information:

Monthly Bank Account Statements: Receipt is requested by mail and electronically. Reconciliation of the City's bank accounts is the responsibility of the Finance department.

- a. Monthly Account Analysis Statements: Describe the bank's policy for compensation via fees, balances or a combination of the two. Provide fee schedules for fees versus balances. Describe the method used to calculate the earnings credit rate.**



We will provide the City with an earnings credit, calculated from the average collected balance and a rate based on a bank managed rate currently assessed at 0.85% or 85 basis points. This rate can change with market conditions.

Earnings credits may be applied to analyzed banking fees including depository services, deposit coverage, online banking, reconciliations, lockbox, ACH, check and wire payments in and out of deposit accounts and other various analyzed treasury management services.

Fees that would not be available for an earnings credit offset would include any fees associated with prepaid cards, commercial cards or other non-analyzed fees.

The proforma provided in Exhibit B – Pricing will provide the fee schedules that pertain to the City of Gladstone in detail.

For the earnings credit rate and how it would be determined, the following formula can be used.

Earnings Credit=Collected Balance Available for Earnings Credit x Earnings Credit Rate x days in month ÷ by 365 or 366*

*The actual number of days in the year is used.

a. What billing period options do you offer?

The City can choose to pay for services as well as other specific times up to an annual settlement. The annual settlement allows the City the opportunity to review balances and make adjustments prior to the last monthly cycle to possibly offset fees.

b. How and when will the City be billed for deficiencies?

The City will be billed automatically for services from the Key Account provided.

c. How long can excess balances be carried forward to apply to charges in future billing periods?

You can use ECR credits up to one year if on Annual Settlement.

d. How soon after the close of the billing period is the account analysis available to the City?

The Account Analysis is cut on the sixth business day of the following month of activity.

e. How are adjustments reflected on the account analysis?

Adjustments are made via one of the following methods:

- We credit (or debit) your main account on the day we process the adjustment.
- We recalculate (reanalyze) your prior-month analysis charge, which reverses the original charge, posts the correct charge and generates a revised analysis statement on the same day.

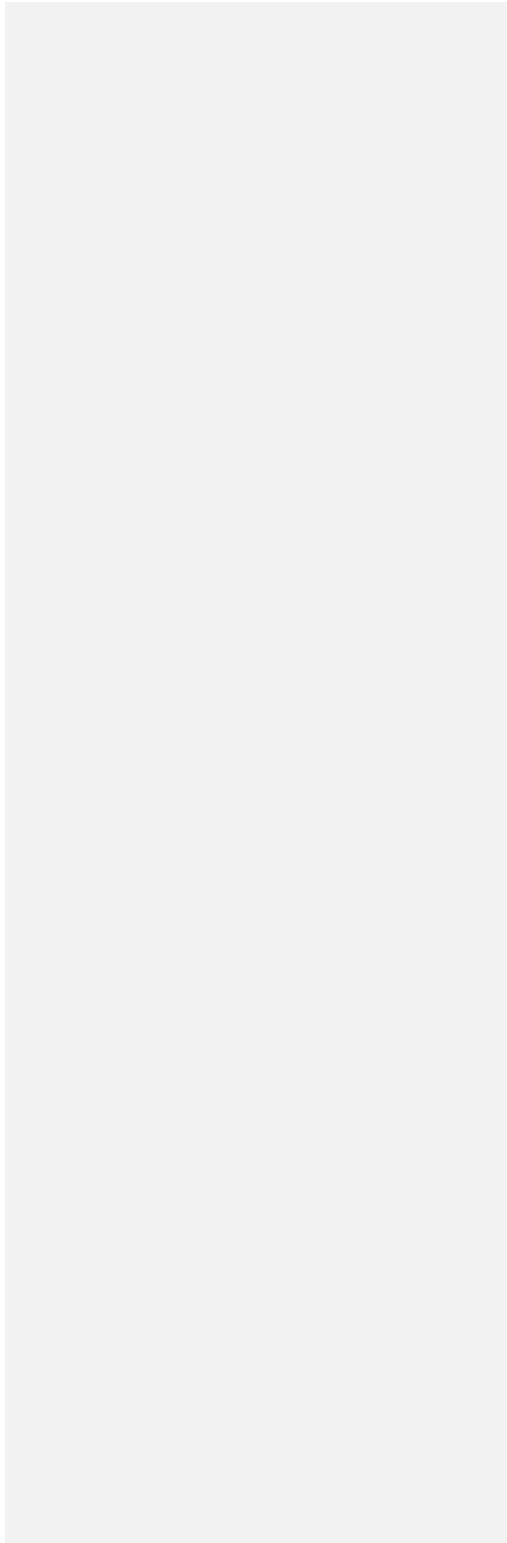


- We include the adjustment on the next analysis statement, which cycles on the sixth business day following current month-end.

The City must notify us of any errors by the last business day of the month to have the corrections reflected on your next analysis statement. We can make corrections until charges post on the 10th business day. You can request adjustments via e-forms any time.

f. The bank's account analysis must be available electronically. What format(s) are available?

The City can continue to download Account Analysis statements in text, CSV, or PDF formats.





Attachment B: Purchasing Cards

Please view Exhibit D, U.S. Bank Purchasing Card Proposal for full details.

OPERATIONAL REQUIREMENTS

1. **Operational requirements include:**
 - a. **Anticipated transaction volume \$300,000/year**
 - b. **Average monthly number of transactions – 115**
 - c. **Maximum transaction amounts assigned by individual card up to \$10,000k**
 - d. **Monthly spending limits assigned by individual card up to \$12,500k**
 - e. **Estimated number of cards to be issued - 50**
2. **Monthly average purchase from June 2021 through May 2022 - \$199**
3. **The cards will be used for travel, food and lodging as well as general AP invoices.**

U.S. Bank understands the operational requirements as outlined and is presenting for the City's review a comprehensive procurement card proposal that is detailed with **Exhibit D** or this request.

ISSUER BACKGROUND

Personnel

List names, titles, phone numbers and e-mail addresses, and provide brief biographies of issuer contact personnel.

Shannon Ness, Relationship Manager
U.S. Bank Corporate Payment Systems
612-436-6507 | shannon.ness@usbank.com

Experience

4. **How long has the issuer offered the service being requested in this RFP?**

Since 1989.
5. **For how many other companies in our industry does the issuer provide a purchasing card program? What issues should we consider as we move forward with this initiative?**



Details found with Exhibit D of this request.

Competitive Position and Future Commitment

6. How will you keep this product current and competitive?

We have developed a model that supports an efficient and smooth implementation of your program, followed by periodic analysis. We provide all the expected features of a leading payment card program, but further distinguish our offering with the advantages that have fueled our success:

- Our industry leading expertise
- The unrivalled breadth of our product set
- Innovative tools that help you achieve your goals faster

Expertise

We emphasize top performance in every aspect of your program. Over the last 30 years we have developed and refined key methodologies for ensuring your satisfaction with our service, such as:

- Relationship management—A card program relationship manager, Olga Huseth, will continue to anchor your team, fulfilling a strategic and consultative role, along with the support of an account coordinator team that focuses on day-to-day concerns. Additional service elements include a solution engineer for integration and reporting issues, an in-house domestic customer service call center and an actively engaged regional vice president. No other issuer will dedicate more human capital to the City than U.S. Bank.
- Program management approach—Strategic account management is critical to the success of our relationship. We have developed a model that supports a speedy and smooth implementation for your program, followed by periodic analysis to ensure you are meeting your goals for cost reduction, revenue sharing and process improvement.
- Business consulting—A well-executed commercial card program can mean millions of dollars to the City's bottom line, but not all providers have the same success helping clients get there. Olga will provide critical input for program optimization.

Products

We offer a combination that truly makes us unique: a broader payment product spectrum and more diverse financial services.

- Product breadth—No commercial card issuer can offer as broad a product set as U.S. Bank. In addition to the many Visa products we offer, we also provide innovative proprietary payment solutions spanning fuel, transportation and U.S. Bank Freight Payment. Our product breadth dramatically expands the diversity of solutions you will be able to utilize, bringing increased opportunities for improved efficiencies, better data and reduced payment processing expense.



Tools

Powerful systems that leverage the efficiency of commercial cards are critical to your success. Access Online, our proprietary web-based system for card program management, rivals any system available in the market. It provides you with a single point of access for commercial card and virtual payment capabilities, transaction and expense management and advanced reporting.

- Ease of use—Access Online is an easy-to-manage, feature-rich system that can be easily configured and quickly deployed to enhance your business processes. Clients repeatedly comment on how quickly users are up and running on Access Online. We also provide instructor-led and self-directed training, as well as online manuals and quick reference guides.
- Client input—We systematically factor in client suggestions using a system we designed for tracking input, which then feeds into our product development methodology. The result is new functionality prioritized by those enhancements that make the most difference for our clients.
- Quick to evolve—Access Online was created in-house. Our product team is constantly working through an aggressive product development docket and rolling out an average of four new releases per year, to ensure that our clients have the best new functionality our technology can offer.

a. What approach is the issuer taking in the development of new services?

As in other software arenas, program management and reporting systems for commercial cards are evolving rapidly. Access Online is our proprietary program management platform which allows us the flexibility to be nimble and respond quickly to your program needs. To stay ahead of technology trends, U.S. Bank maintains, hosts and supports Access Online internally. New features are introduced on an iterative basis, enabling new functionality to become available as soon as possible.

Some of our future enhancements to Access Online include:

- Our responsive design allows for optimal viewing on any screen for a consistent experience on a phone, tablet or laptop. This design is currently available for account administration and will be added for transaction management and expanded to provide intuitive global navigation throughout the site.
- Enable clients to make better informed decisions by providing real-time authorization data, including real-time account balance and available credit.
- The cardholder welcome kit will allow cardholders to quickly and easily scan a code to download the Access Online mobile app and prompt them to register for a new user ID, activate their card, select a PIN, push their card to a mobile wallet and register for fraud alerts, all in one efficient flow.



b. What new services or features does the issuer plan to offer and within what time frame?

Virtual Cards

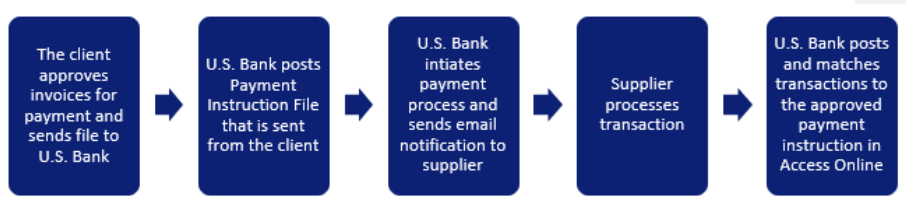
U.S. Bank Virtual Pay is a commercial card payment solution that combines the control and automation of client purchasing and payables systems with the simplified payment and incentive opportunity of virtual cards. Virtual Pay extends the value of purchasing card programs by further automating your Accounts Payable payment processes, replacing traditional paper check payments with cardless U.S. Bank virtual accounts.

Virtual Pay allows you to use your current business practices, which may include processing purchase orders, receipts, approvals, coding and invoices in your system. Once approved, payments are ready for processing. provides these payments to U.S. Bank via a file, online form or through an API. We then use one or a combination of the options below, depending on supplier preference, to accommodate payment to your suppliers:

Supplier-initiated payments

- Single-Use Account (SUA)—Unique account numbers are assigned to each approved payment transaction; users can request and access a virtual account on their mobile device
- Pre-Authorized Limit (PAL) account—We dynamically raise credit limits on supplier-dedicated cards from zero to the amount of the payment appearing on the approved payment file

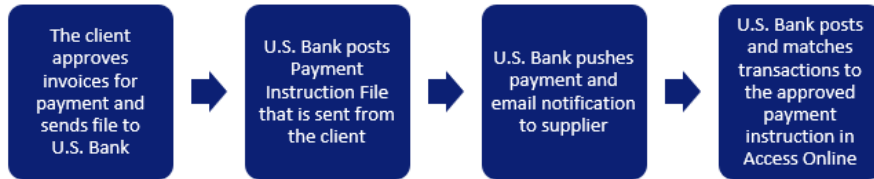
Supplier-initiated payments process flow:



Buyer-initiated payments (Straight-Through Processing–STP)

- Funds are automatically deposited into a merchant bank account, less interchange.
- We provide reconciliation functionality in our tools to automatically match processed supplier payment transactions with your authorized payments.

Buyer-initiated payments process flow:



Virtual Pay can accommodate both supplier-initiated and buyer-initiated payments without the need for separate file integration.

Benefits

Virtual Pay provides significant benefits for, including:

- Increased control and security through SUAs and authorization controls
- Extended Days Payable Outstanding
- Reduced costs for by eliminating checks
- Increased savings for by using a streamlined automated reconciliation process
- Potential for additional incentive
- No contract required – this product is included under your current State Card program

In addition, your suppliers will benefit by:

- Reduced Days Sales Outstanding
- Receives payment typically within 48 hours of processed payment
- Automated payment reconciliation

Our Virtual Card solutions is already available to the City through all of our purchasing card programs. When the City is ready, this can be added on.

In addition to the Virtual Card as a Purchasing Card add-on service, this service can also be added onto other Treasury Management services to help the City automate your payables. These services include the following:

Consolidated Payables

Consolidated Payables simplifies the payment process by combining the City's multiple payment types into a single payment origination file. The City may one data file to U.S. Bank with all of the payment information for any combination of ACH, wires, checks, virtual cards, RTP and Zelle® payments. The bank facilitates the production and distribution of the payments and related remittance information.



Consolidated Payables streamlines those processes and helps clients move toward the electronic origination of all payments. This service allows the City to originate electronic payments and optimizes your working capital by:

- Offering bank-defined flat and industry standards to exchange payments
- Reducing manual processing and the chance for human error
- Reducing the costs of making disbursements
- Providing greater control over the timing of payments and improving cash forecasting

With consolidated payables, the City can send your payment instructions in a data format produced by Oracle Fusion, which reduces the need to revise databases or financial systems to distribute payment instructions. Our data translation supports industry standards, such as ISO 20022 and ANSI X12, bank-defined standard flat files, and proprietary formats.

Payee Choice

Payee Choice is a vendor-hosted payment hub used to simplify one-time or recurring payments to consumers or businesses by allowing the payees to choose how they get paid. The City may use a module accessed via SinglePoint to upload payment instructions, manage payees and customize a payment choice website for their payees. Payees visit a client-branded payment choice website to choose their payment method (ACH, RTP, Zelle, Push to Card, Prepaid card or check) and provide any additional information needed to receive payment (e.g. bank account information, home address). Payments are sent via the chosen method and information is stored for future use. Payee Choice also supports data transmission, for clients wishing to automate payment instruction files sent to Payee Choice, and receipt of outbound reports from Payee Choice.

c. If the company were to request enhancements, describe the prioritization process for such requests.

If the City were to request the enhancements above, we would prioritize each of the enhancements based on the City's needs and resources available. Some of the enhancements such as adding GL Coding and customized reports to upload into Tyler Inbound 10 may be easier for the City to implement than adding another payment type. Your Relationship Manager and Purchase Card liaison will assist in helping you.



References

- 7. Provide names and phone numbers of three references, preferably within our industry or with comparable volumes, who are currently using your purchasing cards. Select a mix of long-standing and recent customers.**

City of Hillsboro, OR

Michelle Wareing, Assistant Finance Director

michelle.wareing@hillsboro-oregon.gov

503-681-5320

150 E Main Street, Fifth Floor,

Hillsboro, OR

97123-4028

Services provided—General banking, depository, treasury management, letters of credit, corporate trust, institutional trust, and merchant processing

City of Oregon City, OR

Matt Zook, Finance Director

mzook@orcify.org

503-496-1525

625 Center Street

PO Box 3040

Oregon City, Oregon 97045-0304

Services provided—General banking, depository, treasury management, purchasing cards, corporate trust, and merchant processing

Clackamas County, OR

Brian Nava, Treasurer

bnava@clackamas.us

503-742-5995

2051 Kaen Road, #460

Oregon City, Oregon 97045

Services provided—General banking, depository, treasury management, purchasing card, corporate trust and merchant processing

- 8. Provide any additional information that you believe is relevant to this RFP and your capability to provide the services requested (e.g., product brochures, articles in trade journals).**

<<USB Answer>>



PRODUCT FEATURES

Program Design

1. What card platform(s) does your program employ (e.g., MasterCard, Visa, Amex or other)? Why? If more than one is used, which would you recommend for our program and why?

U.S. Bank offers card solutions on the Visa and Mastercard platforms in North America, with Visa offerings everywhere else. recommend that the City continue to utilize our Higher Education and Public Sector (HEPS) Marketing Agreement on the Visa platform for the City's program.

2. What third-party processor, if any, is used for authorizations and transaction posting?

Authorizations and transactions posting is based on the receiving party and who they partner up with for the transaction processing. This may vary with each vendor the City pays.

3. Do any third-party partners perform other functions, such as systems support or customer service? If so, explain.

We have an alliance with the organizations below to support our commercial card and virtual payment programs for our clients:

- **Visa**—Considered a staple of the commercial card industry, Visa and U.S. Bank have a long-standing alliance. We are one of Visa's largest corporate travel card partners; in fact, Visa's employees exclusively carry our cards. Globally, our strategic alliance with Visa allows our clients the greatest opportunity for success because we have developed a relationship specifically with global solutions in mind.
- **SAP Concur**—With more than 1,000 mutual clients, U.S. Bank and SAP Concur have enjoyed a long relationship that results in a smooth implementation and maximized data integration for our mutual clients. SAP Concur is also data-certified to receive our global consolidated data feed to support the international reporting needs of our clients.
- **Chrome River**—For clients who require comprehensive expense management solutions, we have developed a relationship with Chrome River. By working with Chrome River, we can collaborate closely to support our mutual clients, whether that involves simple sharing of a data feed or coordination to support unique client requirements. Our strategic agreement allows clients to fully integrate business travel payment and data-reporting tools with Chrome River's expense management solution.
- **Amadeus**—U.S. Bank has a strategic relationship with Amadeus, the largest Global Distribution System (GDS) in the world, which allows us to jointly service the U.S. travel markets with our B2B wallet solution.

In addition, we support all electronic expense report and management systems, whether commercially available or developed by in-house MIS departments. All posted cardholder transactions can be sent electronically to your system daily, weekly or monthly. Pre-population abilities save time with expense report preparation, approval, audit and reconciliation. The



enhanced data capture provided through our pre-population data file also allows you to manage your spend data, perform trending analysis and have the information necessary to negotiate more effectively with suppliers. We assess no fee to provide charge data for expense report pre-population.

We work seamlessly with the following industry leaders in expense reporting, as well as others: SAP Concur, Chrome River, Certify, Expensify and Workday.

4. Discuss settlement terms.

a. What billing cycles are available?

We offer 19 thirty-day billing cycles, from the 6th through the 25th day of each month (excluding the 19th of each month), as well as weekly and bi-weekly billing cycles. If the billing cycle date chosen falls on a Saturday, Sunday or holiday, the data is cycled at the end of the next business day.

b. How will we receive billing statements?

Statements may be viewed online the morning following your billing cycle date and are archived online for viewing or printing for 24 statement cycles.

c. What are payment terms from “statement date”?

The City will have up to 45 days (60 file turn days) to pay for the purchasing card and Virtual Pay programs and up to 30 days (40 file turn days) for the corporate travel card program.

d. What options are available for the company to make payment?

The ideal timing for payment s within 30 days (40 file turn days) to allow the City to achieve the speed of payment rebate incentive.

5. Describe any unique features provided by the issuer’s product that we should consider.

Easy card management via [Access Online](#)

- **Renewal**—All commercial cards in good standing are automatically reissued every four years. They are mailed directly to all cardholders six weeks prior to the expiration date.
- **Termination**—Program Administrators can terminate card accounts in real-time within Access Online.
- **Lost/Stolen Cards**—Cardholders can call the Customer Service Center domestically or the Visa Assistance Center internationally to report a card lost or stolen and to request emergency replacement.

6. Does the program provide the option of customizing the card with a corporate logo? If so, is there a charge?



Yes, customization is available for card stock color and stock background graphic.

The standard information embossed on all our commercial cards includes:

- Account number
- Expiration date
- Cardholder name (21 characters)
- Group name (21 optional characters), which may be used for sub-divisions (such as department, division or cost center)
- Security Code (CVV or CVC)

The reverse side on all card options includes space for the cardholder signature and the toll-free, 24/7 U.S. Bank Customer Service number. We emboss using flat printing instead of raised embossing.

U.S. Bank can use recycled plastic for cards upon request. There is no additional fee for this service. Please note that this option could potentially add one or two additional weeks to the card production time depending on the availability of the recycled plastic.

Standard card designs are displayed below:





In addition to our standard card design, U.S. Bank offers custom plastics to cardholders in North America. Our logo and fully customized options are described below:

Logo cards

For logo cards, we place the City's logo in the upper left corner of our standard card design. The logo imprint can be produced in any one of the following colors: silver, gold or white. Logo card requests require three weeks lead-time prior to program rollout. A sample card will be provided for approval.

Controls

7. Describe the card controls and usage restrictions supported by the issuer's program:

Access Online offers effective and efficient management controls such as reconciliation, allowing multiple users within your organization to efficiently manage accounts, effectively manage transactions and establish workflow. Yes, we can support a reconciler role, we will work with the City to confirm what type of users are needed with which type of access to customize the roles to fit the City.

Transaction management and approval

Access Online provides users with tools to process and manage transactions. Program administrators can configure the Access Online transaction management capabilities to reflect your processes and requirements. Transaction management functionality allows users to:

- Review transactions
- Dispute transactions
- Allocate and reallocate
- Review and add user-defined line items
- Add transaction comments
- Upload transaction documents
- Leverage inclusive report signature lines for convenient approval/sign off

The Access Online transaction approval process is an aspect of the transaction management functionality that allows users to approve and audit transactions. You can customize the transaction approval process to mirror your existing auditing procedures and policies. This feature expedites transaction review and approval and generates a complete audit trail. Your Program Administrators can set up default approvers for each user, allow users to select approvers from a list, automate the approval process based on amount or other parameter and more. Authorized users can also update individual cardholder account activity in real-time, allowing them to change allocations on-the-fly.



a. Company level restrictions

Program administrator

- Set up and maintain cardholder accounts
- Manage system access and user entitlements
- Establish policies, procedures and workflow
- Maintain cost allocation coding, lists and rules
- Generate management reports
- Schedule financial extracts
- Integrate information into financial systems

b. Cardholder level restrictions

- View online statements
- Review and dispute transactions
- Ability to upload supporting documentation for transactions
- Add comments and user line-items
- Reallocate transactions
- Pay individual bills online
- Manage account details and update demographic information
- Set language preference
- Update account address

c. Department level restrictions

Managers

- Review and approve cardholder maintenance requests
- Review and approve cardholder transactions
- View cardholder activity
- Generate management reports

d. Merchant Category Code/Standard Industry Classification (MCC/SIC) restrictions

Our commercial card programs allow you to predetermine spending and transaction limits on each card, eliminating the need for requisition and purchase order approvals while enhancing security. We authorize every transaction at the point of sale, using controls your Program Administrators have specified. You decide how tight controls should be and we customize the program. All



controls can be set down to the individual cardholder level and can be modified on an ongoing basis.

Some of the control features we provide include:

- **Merchant category code (MCC) blocking**—Prevents purchases of specific commodities and services.
- **Velocity monitoring**—Limits the number of transactions or the dollar amounts spent on transactions within a specified period, such as daily or monthly.
- **Single purchase limit**—Restricts the dollar amount spent on any single purchase.
- **Monthly spending limit**—The maximum dollar amount authorized within a billing cycle; spending limits are replenished automatically the day following the established cycle date.
- **Declining balance capability**—Allows clients to impose a pre-determined credit limit on their corporate-billed accounts; the card becomes inactive at the expiration date or when the declining balance limit is depleted.
- **ATM (cash) blocking**—Cash advance capability may be blocked universally or at the account level.
- **Expiration dates**—Can be pre-determined and set on cards used for specific projects.

Access Online Account Maintenance Effective Dating provides entitled users with the ability to define effective dates for temporary and future permanent account maintenance requests. Users may use effective dating to change authorization limits, demographic information, account information, default accounting code and MCC blocking.

e. Cash advance restrictions

The City of Gladstone may restrict cards for cash advances.

f. Dollar limits

The City of Gladstone would be able to set dollar limits at the card level.

8. What are the liabilities of the company and employees in the event of fraud, abuse or loss of a card? Does the issuer provide fraud insurance? If so, what are the stipulations and fees associated with the insurance?

Your cardholders are automatically covered by complete fraud protection at no cost. Neither you nor your cardholders will be held liable for fraudulent charges made to a promptly reported lost or stolen card.

In addition, All U.S. Bank liability options qualify for the Visa Liability Waiver Program, which protects against losses associated with terminated employees (maximum coverage is \$100,000 per employee). Coverage is effective 75 days prior to notification of termination and 14 days after notification. There is no cost for this coverage.



9. Does your program screen transaction activity for fraud patterns? If yes, explain. If no, is this capability planned for future implementation and if so, when? Provide statistics on fraud associated with your purchasing card program.

U.S. Bank Payment Analytics is a web-based solution that enhances auditing practices by looking beyond the traditional card controls to provide 100% commercial card transaction monitoring. Utilizing customizable rule templates, the City will automatically review all card transactions and flag suspected card misuse and out-of-policy spending. By automatically running policy rules on all transactions, Payment Analytics dramatically makes cardholder transaction monitoring more targeted, efficient and effective. Program Administrators will receive email notifications of possible non-compliance and spend violations, so they can safeguard against commercial card misuse and improve purchasing practices.

10. Can the issuer reproduce lost charge slips? Is there a charge for reproduction? What is the typical turnaround time for the issuer to provide copies of charge slips?

Yes, this is part of the State Card program. There is no charge for the reproduction of this slip under the State Card program. The typical turnaround time is 5 business days.

11. Describe the issuer's card management process including:

a. New card issuance

Through the Access Online portal, The City can set-up and edit accounts and user profiles in real-time.

b. Deletion of cards

The City would be able to use our Access Online tool to delete cards and profiles in real-time.

c. Removal of invalid cards

Access Online allows The City to remove invalid cards in real-time.

d. Handling of lost/stolen cards

Lost/Stolen Cards—Cardholders can call the Customer Service Center domestically or the Visa Assistance Center internationally to report a card lost or stolen and to request emergency replacement.



e. Replacing cards (including “emergency” situations)

Yes. The City would be able to issue replacement cards even in emergency situations such as a card holder being on a business trip and having their card lost or stolen.

f. Modifying a cardholder’s profile

Our robust tool, Access Online allows you to adjust profiles in real-time.

TECHNICAL CAPABILITIES

1. What are the hardware and software requirements for using your card transaction reporting software packages, including minimum RAM and disk space, minimum processor speed and modem specifications?

Access Online was created in-house, and the design team continues to develop it today. The team has an aggressive product development docket and plans six to eight releases per year, to ensure that our clients have the best new functionality our technology can offer.

Access Online is a user-friendly, web-enabled system with modest computing requirements:

Desktop supported browsers

A minimum of the following browser types and versions are required:

- Microsoft Internet Explorer versions 11 and higher for Windows is recommended to ensure user has all security patches required for PCI data
- Microsoft Edge (no version available at this time)
- Firefox 31.4.0 and higher for Windows and Mac
- Chrome 40.0.2214 and higher for Windows and Mac
- Safari 5.1 and higher for Mac

Mobile supported browsers

- Mobile Safari 5.1 and above
- Chrome Mobile 40.0.2214 and above
- Firefox Mobile 31.4.0 and above
- Android browser 4.4 and above

Additional requirements

- Adobe Acrobat Reader version XI or later or Adobe Acrobat Reader DC
- Microsoft Excel 2007 or later



- Pop-up blockers turned off

2. Is the reporting package available via the internet? What format(s) are available?

Access Online can be accessed on any device with an internet browser (including Macs, PCs, mobile devices, etc.). The preferred browser is Internet Explorer, on which Access Online has been certified. We cannot guarantee user experience will be exactly the same when using other browsers, but our system should function within any browser.

3. Is the reporting package e-mail capable?

Available with our standard and ad hoc reports, Report Scheduler allows Program Administrators to schedule reports to run once or on a recurring basis. Additional features include:

- Reports can be delivered to multiple recipients via a secure mailbox.
- Recipients can be notified via email when the report is available.
- Access to functionality is controlled by Report Scheduler entitlement.

4. What technical support is available for your reporting packages and what hours is technical support available?

The Technical Help Desk is staffed 24/7 for Program Administrators via toll-free phone, email and online chat. Program Administrators would contact the Technical Help Desk with all Access Online system related questions.

Upon receiving a call from a client, the Help Desk classifies the call into two general groups:

- **System issues**—If the caller indicates a connectivity issue or system error, the Help Desk will immediately validate the concern and, if required, escalate to our Business Production Support (BPS), our corporate response team for application, system or technical infrastructure problems. BPS prioritizes and resolves issues according to client impact, with Severity 1 issues resolved within four hours, Severity 2 issues resolved within eight hours and Severity 3 issues resolved within three business days.
- **Access Online support**—After determining that the call is not a system issue, the Help Desk identifies and logs the call into Connex, our enterprise solution for issue tracking and resolution. Concerns, questions or issues that the Help Desk Representative cannot immediately answer are researched. If not resolved within two hours, the concern, question or issue is directed to Business Functional Analysts.

Issues and requests falling to Business Functional Analysts are generally caused by data anomalies or are very technical in nature, requiring in-depth research and analysis and, quite likely, system development for resolution. Because Business Functional Analysts are directly responsible for



managing Access Online system defects and change requests, they are perfectly aligned to address these types of requests.

Cardholders may utilize the Customer Support Call Center via phone for general navigation and password resets. All other card program or system-related concerns should be directed to the cardholder's Program Administrator.

5. What physical and software security measures does the issuer take to protect the confidentiality of the company's transaction information?

U.S. Bancorp maintains a comprehensive enterprise data protection and privacy program ("Program") designed to identify and mitigate risk to the privacy and security of customers, employees, and company information. The Program applies to U.S. Bancorp, its subsidiaries, and/or affiliates (collectively the "Company") and is consistent with the Company's obligation to protect information with which it is entrusted.

The Program complies with applicable laws and regulations, including but not limited to, the Gramm-Leach-Bliley Act, the privacy section of the Fair Credit Reporting Act, the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, the Final Omnibus Rule of 2013, the European Union (EU) General Data Protection Regulation, and other national and U.S. state laws governing the protection of personal data.

The Enterprise Privacy Program ("Program")

The Program provides oversight of administrative, technical and physical safeguards designed to protect the security, confidentiality and integrity of information, including the personal information of customers, private health information, employees and others as well as non-public information provided by corporate customers. Through collaboration with risk management and information security leaders within the Company's business lines and corporate second line of defense functions, the Program establishes and oversees an effective governance and risk management framework for information protection and regulatory compliance.

In support of the Program, and to direct how the Company will collect, process, store, share or disclose, protect and use the information of its customers, partners, employees and others, the Company maintains the U.S. Bancorp Enterprise Data Protection and Privacy Policy. This policy defines administrative, technical, and physical control requirements and is reviewed annually and updated as appropriate to reflect changing regulatory requirements or industry standards.

INFORMATION REPORTING

1. Describe how the issuer receives and processes Level II and III information. What information can you provide to us?



Commercial cards are not only payment tools; they are a vital source of information. Organizations use purchase information to support critical business processes, such as accounting, tax compliance, control, policy and cost management. As a result, there is an increased demand for enhanced transaction information in an electronic format.

Level I financial record data is captured with every transaction, but Level II/III enhanced data capture is dependent on the capability of the merchant that accepts the card. U.S. Bank Merchant Payment Services and Corporate Payment Systems are both capable of receiving and storing specific enhanced data elements for commercial card transactions, which can be accessed through Access Online. In addition, every merchant that U.S. Bank Merchant Payment Services implements to accept cards as payment is set up to be Level II capable.

Outside the United States, Canada and the United Kingdom, enhanced data capture is limited. Some Virtual Payment solutions, such as Travel Virtual Pay, offer the opportunity to capture data outside the transaction, matching it on the back end to overcome the limitations of what the merchant can pass through with the transaction.

Data Level	Description	Travel Data Includes	Purchasing Data Includes
Level I	Also known as financial or draft data, Level I data is the minimum amount of data required to clear and settle a financial transaction. All consumer and commercial card transactions generate Level I data. Basic merchant point-of-sale devices generally capture Level I data.	<ul style="list-style-type: none"> ▪ Merchant name ▪ City ▪ State ▪ Zip code ▪ Merchant category code ▪ transaction amount ▪ Date of sale 	<ul style="list-style-type: none"> ▪ Merchant name ▪ City ▪ State ▪ Zip code ▪ Merchant category code ▪ transaction amount ▪ Date of sale
Level II	Also known as enhanced data, Level II data is additional summary data for the transaction. Level II data accompanies Level I data, but Level II data is not required for clearing and settlement.	<ul style="list-style-type: none"> ▪ Airline ▪ Merchant Name/Original Ticket Number ▪ Passenger Name ▪ Departure Date ▪ Origination City/Airport Code ▪ Travel Agency Code/Name ▪ Detailed Data Up To Four Legs of Travel ▪ Carrier Code 	<ul style="list-style-type: none"> ▪ Sales tax ▪ Customer code (e.g., department, cost center, purchase order number, or invoice number)



Data Level	Description	Travel Data Includes	Purchasing Data Includes
		<ul style="list-style-type: none"> ▪ Services Class ▪ Stop-over code ▪ Destination City/Airport code ▪ Lodging ▪ Car rental 	
Level III	<p>Also known as enhanced data, Level III data is all additional line item data pertaining to the transaction. Level III data is not attached to Level I financial records, so a matching process must link Level III data to these records. Merchants must have sophisticated software to capture Level III data. This data originates from a number of sources and travels through the transactional process in records separate from sales drafts. Issuers or processor systems match these records with sales draft data to create complete and comprehensive transaction records.</p>	<ul style="list-style-type: none"> ▪ Airline ▪ Restricted Ticket Indicator ▪ Total Fare/Tax/Fee Amount ▪ Currency Code ▪ Exchange Ticket Number and Amount ▪ Internet Indicator ▪ Electronic Ticket Indicator ▪ Conjunction Ticket Number ▪ Ticket Issue Date ▪ Fare Basis Code ▪ Leg Number ▪ Arrival Time ▪ Departure Time ▪ Passenger Specific Data ▪ Detailed Information Up To 198 Legs of Travel ▪ Lodging ▪ Car rental 	<ul style="list-style-type: none"> ▪ Detailed tax information ▪ Discount amount ▪ Freight and ship amount ▪ Duty amount ▪ Ship to/from ZIP codes ▪ Order date ▪ Account number ▪ Item commodity code ▪ Item description ▪ Quantity ▪ Unit of measure ▪ Unit cost

2. Describe the formats or methods offered for distribution of transaction data and the frequency of distribution (e.g., daily, weekly, monthly).



We will work with you to integrate your commercial payment program information with your financial systems. From accounts payable to electronic expense reporting and eProcurement, we have successfully integrated our solutions with more than 50 financial ERP systems.

Effective financial extracts contribute to increased processing efficiencies and cost savings. Access Online allows you to extract the data you need in the most efficient, convenient format, providing a wide variety of financial extract options to meet your specific integration requirements. Options for financial extracts include:

- **Standard financial extracts**—Appropriate for clients desiring a quick to implement, low maintenance, automated extract solution. If a standard financial extract is appropriate for the City will receive a basic financial extract at the end of each cycle in a format that is compatible with your systems.
- **General ledger extracts**—Directly integrate with the City's general ledger system. You control where transactions are allocated, how extracts are structured and when data is delivered, which provides more control over your transaction data. If you receive a daily general ledger extract, you can customize the daily file by choosing a specific number of previous days to include in the file. You can receive general ledger extracts daily or at the end of each cycle.

Commented [MLA1]: Please insert with client's name where it says NSHE

Output formats

The City can choose the output format that best suits your needs. The output file format indicates the unique positioning and layout of data within an extract file. We offer the following primary output file types:

- **Statement Billing File 2.5 (SBF 2.5)**—U.S. Bank standard statement file that contains transaction data with allocation information; primarily used to populate your general ledger with transaction information.
- **VCF 4.0 (TVCF 4.0)**—Standard file format that contains transaction, account, hierarchy and Level II and Level III data for both corporate and purchasing card programs. This file type also supports the inclusion of allocation data from Access Online.
- **U.S. Bank Commercial 2.0 (USBC2)**—Accommodates U.S. Bank Virtual Pay and Order Management programs. USBC2 is based on USBC1 with the addition of user line items, Virtual Pay or Order Management data.

3. How quickly after a transaction has been conducted is information available?

Our reporting tool Access Online is a real-time reporting service.

Interface with Internal Financial Systems

4. Do you provide software that interfaces with our internal financial systems (A/P, G/L)?



No software required. Program Administrators can establish account templates and defaults. Access Online Accounting Code Structures can accommodate accounting codes up to 150 characters in length and any number of client defined segments up to that limit. Using Accounting Code Structures, we can build a chart of accounts to mirror and feed into the City's financial system.

Access Online Accounting Code Validation improves the efficiency of your entire procurement process by automating the allocation process and reducing manual intervention. When a user allocates a transaction to an accounting code, this functionality confirms the validity of accounting codes, accounting code segment values and combinations of segment values.

Default Accounting Codes

Program Administrators can assign a Default Accounting Code to a card account profile. We can support default coding so that when a transaction posts to an account, it assumes the Default Accounting Code as the initial line of allocation. The City's cardholders can then reallocate transactions as needed in our Transaction Management platform if required by the agency's defined process.

Merchant Allocation Rule

After the framework for the accounting information has been built (Account Code Structure) and the MCC information has been identified for the transactions to be targeted (Create Custom Merchant Groups), the City can determine the specific accounting code segments that will change. In the Merchant Allocation Rules section of Access Online, Program Administrators will enter the new accounting values for the segment(s) that should be changed. An option for splitting the transaction to multiple segments is an option, if the allocation of the purchase should be directed to more than one accounting string.

Allocation Rules Engine

The Access Online Allocation Rules Engine is a sophisticated transaction allocation tool that helps accurately account for purchases. The Allocation Rules Engine allocates transactions to appropriate cost centers, projects and expense types through client-defined rule sets, ensuring minimal work is required to manage transactions.

5. Is customized programming required to accomplish the interface? If so, is there a cost associated with this programming?

We assess no fees to provide charge data for expense report pre-population.

6. Can the issuer automatically allocate individual transactions to different expense categories based on the company's general ledger accounting structure?



Cardholders may allocate the transaction to one accounting code or to multiple accounting codes. For example, if a cardholder purchases office supplies for two different departments, the cardholder can reallocate that transaction to be shared between the two departments. However, total allocation amounts must always equal 100% of the transaction. Transactions can be split to multiple cost centers, project codes, general ledger accounts or other accounting code segments that the City may use.

a. If so, describe the various options or methods available for allocating transactions.

Not applicable

b. If not, recommend how we might be able to segregate and allocate transaction data to the appropriate expense categories.

c. Not applicable

Reporting Capabilities

7. Provide a general description of the reporting packages you offer.

Reporting

Access Online provides immediate access to your transaction data, allowing you to run reports whenever needed. The highly intuitive user interface makes it easy for you to access vital program data. Users simply select from a list of reports, define specific selection and sort options and choose an output type.

Report categories

Available report categories include:

- **Program Management reports**—Support general program management activities and allows you to monitor compliance with organization policy. Program performance indicators highlight important trends that you can use to proactively manage your accounts. Program Administrators gain access to information on every type of account activity.
- **Financial Management reports**—Allow you to access transaction management activity information; can be used to determine if cardholders are properly managing their accounts and ensure that expenses are assigned to the proper cost centers.
- **Supplier Management reports**—Allow you to manage supplier relationships, support supplier negotiations and manage spending by category. Used to analyze the overall effectiveness of your supplier strategies and identify overall performance issues and opportunities. The City is armed with actual program performance information that can be leveraged to drive supplier behavior and positively impact supplier negotiations.



- **Tax and Compliance Management reports**—Assist you with monitoring expenditures, tracking variances and managing account allocations; can be used to ensure your programs are operating in accordance with government standards and requirements.
- **Administration reports**—Provide Program Administrators easy access to basic program configuration information and helps them determine the impact the program structure may have on performance and utilization, including accounting code and user management.
- **User Activity Audit reports**—Provide details of user actions taken within Access Online for transaction management related items, such as approval, rejection, reallocation and extraction, as well as user profile actions, such as login, account assignments, contact information, hierarchy changes and approval manager information.

Access Online Data Analytics

Use our interactive Data Analytics dashboard to:

- Analyze your program through four dynamic charts: Spend Analysis, Delinquency Management, Merchant Category Spend and Average Purchase.
- All charts and tables are interactive, allowing you to explore your data.
- Easily identify trends and outliers through up to two years of spend history.
- Filters allow you to focus on time periods ranging from annual to monthly.
- Flexibility to view your data from the program level, or down to the lowest hierarchy.
- Manage delinquency through intuitive charts, that allow you to initiate an email directly to a cardholder.

Custom reporting

In addition to the standard reports, Access Online offers Flex Data Reporting, which puts the control in the user's hands, so they can define what they want to see in a report. By setting the report context—date ranges, processing or reporting hierarchies and more—users are able to choose the amount of data they need. By defining report content (fields to include or calculate) users ensure only the information they need is in the report. Users can also define a logical grouping of data and at what level it should be subtotaled.

Report Scheduler

Available with our standard and ad hoc reports, Report Scheduler allows Program Administrators to schedule reports to run once or on a recurring basis. Additional features include:

- Reports can be delivered to multiple recipients via a secure mailbox.
- Recipients can be notified via email when the report is available.
- Access to functionality is controlled by Report Scheduler entitlement.

Data

Enhanced data capture

Level I financial record data is captured with every transaction, but Level II or III enhanced data capture is dependent on the capability of the merchant that accepts the card. Our Elavon Merchant Payment Services and Corporate Payment Systems divisions are both capable of receiving and storing specific enhanced data elements for commercial card transactions, and these data elements



can be accessed through Access Online. In addition, every merchant that our Merchant Payment Services division implements to accept cards as payment is set up to be Level II capable.

1099 reporting

With the passing of IRC section 6050W, the responsibility for 1099-MISC reporting now resides with the merchant processor for reportable payments made with a payment card. Should you choose to utilize 1099-MISC reports for internal and/or auditing purposes, the following reporting solutions are available to support your 1099-MISC reporting requirements:

- Supplier summary for form 1099-MISC.
- Unmatched transaction analysis for form 1099-MISC.
- Supplier summary by socioeconomic indicator.
- 1099/socioeconomic electronic data file.

Tax reporting

We offer Tax Management tools to help the City filter transaction data, and to leverage order data and applicable user information to assist in use tax accrual.

We provide reporting and models to assist you with the proper assessment and exemption from sales tax. Merchants that capture sales tax (Level II data) at the point of sale will pass this information on to us and we pass it to you through reporting and transaction data files. Because not all merchants capture Level II data at the point of sale, it is important for the City to develop a tax accrual program. Once established, a tax accrual program will help eliminate the need to make a tax decision on each purchase transaction.

Although no card program can exact compliance with non-exempt tax status for non-profit or government clients, most merchants will work with companies that are tax-exempt to ensure no tax is assessed for eligible purchases.

b. Is the information available through your reporting package accessible at any time?

Yes No

a. If not, what days and hours is it available?

This does not apply to our system.

b. Can travel and training and fleet expenses incurred with your card product be tracked and reported separately?

We have a separate program for fleet specific expenses that can be tracked by vehicle.

For the purchasing card proposed, we do offer Supplier Management Reports to help the City categorized your expenses.



Supplier Management Reports

Supplier management reports are used to analyze the overall effectiveness of supplier strategies and identify overall performance issues and opportunities. Made up of reports for Administration, Business Expenses, Spend and Travel Expenses, this category includes the following standard reports:

- **Level II Quality by Merchant**—Gives clients the ability to report on the quality of Level II data on financial records by supplier.
- **Temporary Services Spending**—Generates both summary and detail information for temporary services spending by agency.
- **Enabled Merchant List**—Provides merchant demographic information including Client Supplier Information.
- **Merchant Spend Analysis**—Provides an overall view of total supplier base activity or total commodity type.
- **Merchant List**—Lists suppliers' demographic information based on those suppliers who had transaction activity within the requested period.
- **Merchant Spend Analysis by Line Item**—Provides summary and detail information.

c. Can your system provide reports regarding 1099 and minority-owned vendors? How complete is the information in these reports?

Yes, tax and compliance management reports are used to ensure your programs are operating in accordance with U.S. Federal government standards and requirements.

Report Name	Report Functionality	Report Benefit
Compliance Management		
Unmatched Transaction Analysis for Form 1099	Lists transactions where a supplier profile was unavailable at the time of reporting for the specified date range and additional supplier information research for 1099 reporting.	Allows clients to quickly identify suppliers with missing information and determine a course of action. With frequently utilized suppliers, the Program Administrator can ensure that the proper profiles are obtained in the future thus driving more complete supplier information.
Supplier Summary by Socioeconomic Indicator	Provides a summary and detail of expenditures that have occurred with suppliers classified as minority supplier types (e.g., minority, women-owned, veterans and small business).	Allows thorough review of minority supplier expenditures to ensure clients' procurement programs are in compliance.



Report Name	Report Functionality	Report Benefit
Supplier Summary for Form 1099-MISC	Provides a summary and detail of expenditures that have occurred with suppliers classified as minority supplier types (e.g., minority, women-owned, veterans and small business).	Allows thorough review of minority supplier expenditures to ensure clients' procurement programs are in compliance.

d. What reports are available regarding sales and use taxes?

Tax and compliance management reports are used to ensure programs are operating in accordance with U.S. Federal government standards and requirements. Standard reports in this category include:

- **Unmatched Transaction Analysis for Form 1099**—Lists transactions where a supplier profile was unavailable at the time of reporting for the specified date range and additional supplier information research for 1099 reporting.
- **Vendor Summary for Form 1099-MISC**—Provides a summary and detail of expenditures that have occurred with suppliers classified as minority supplier types (e.g., minority, women-owned, veterans and small business).
- **Tax Accrual Model by Accounting Code with Tax Management Detail**—Supports the use of the Best Practice Tax Model (for sales and use tax estimation), in conjunction with Access Online tax estimation functionality.
- **Vendor Summary by Socioeconomic Indicator**—Provides a summary and detail of expenditures that have occurred with suppliers classified as minority supplier types (e.g., minority, women-owned, veterans and small business).
- **Sales and Use Tax by State**—Summarizes transaction and tax paid amounts within a specified date range, as well as calculated percentages on a state-by-state basis.
- **Tax Accrual Model**—Supports clients' use of Best Practice Tax Model. Compares actual sales and use tax accrual process against best practice to identify areas of potential improvement.
- **Sales and Use Tax by State with Tax Management Detail**—Includes the summarized transaction and tax paid amounts as well as calculated tax percentages on a state-by-state basis.
- **Tax Accrual Model with Tax Management Detail**—Supports the use of the Best Practice Tax Model (for sales and use tax estimation), in conjunction with Access Online tax estimation functionality by Accounting Code.



e. For transactions that are reported without separate sales tax, 1099 status or minority owned business status detail, how do you suggest we meet our tracking and reporting needs relative to such information?

Please see answer above.

f. What are your international transaction reporting capabilities?

We can provide international transaction reporting through Access Online.

g. What are your vendor spending reporting capabilities?

Vendor spending reports are available through the Supplier Management Reports section.

Supplier Management Reports

Supplier management reports are used to analyze the overall effectiveness of supplier strategies and identify overall performance issues and opportunities. Made up of reports for Administration, Business Expenses, Spend and Travel Expenses, this category includes the following standard reports:

- **Level II Quality by Merchant**—Gives clients the ability to report on the quality of Level II data on financial records by supplier.
- **Temporary Services Spending**—Generates both summary and detail information for temporary services spending by agency.
- **Enabled Merchant List**—Provides merchant demographic information including Client Supplier Information.
- **Merchant Spend Analysis**—Provides an overall view of total supplier base activity or total commodity type.
- **Merchant List**—Lists suppliers' demographic information based on those suppliers who had transaction activity within the requested period.
- **Merchant Spend Analysis by Line Item**—Provides summary and detail information.

8. What reports are available through the reporting packages? Provide samples of available reports.

Access Online includes a comprehensive set of reporting options ranging from basic to sophisticated. The City has the ability to run reports based on products and user access and all reports are parameter-driven with a high degree of flexibility and variety of output formats. Regarding availability of reports, Cardholders will have the ability to see basic reports. Anyone within an administrative functional entitled group, including Program Administrators, Managers, Approvers or Auditors will have access to the full set of reports based on the products and authority the Program Administrator assigns to them.



Standard Report Overview

The following tables list and describe standard reporting options.

Program Management Reports

Program management reports provide Program Administrators easy access to basic program parameter data. Made up of reports for Administration, Allocation Rules Management, Delinquency Management and Spend, this category includes the following standard reports:

- **Account List**—Shows all account holders and basic account information by hierarchy (e.g., open date, credit limit, etc.).
- **Order File History**—Provides information regarding the status of the order data file after it is loaded for order match processing.
- **Merchant Allocation Rules Set**—Provides summary and drill-down detail of merchant allocation rules set.
- **Account Spend Analysis**—Lists Cardholder account spending at a summary level, excluding supplier detail.
- **Account Maintenance Effective Dating Activity**—Provides a detailed history of effective dated account maintenance activity.
- **Payment Request Approval Status Report**—Shows summary and detail information for the approval status of payment requests.
- **Account Suspension**—Details open accounts that are past due and suspended or pending suspension.
- **Cash Advance**—Details account cash advances including transaction amount, date and reference number.
- **Account Status Change**—Lists accounts that have a change status of lost/stolen, closed or opened.
- **Request Status Queue**—Provides information on multiple Request Status Queue items.
- **Charge-Off**—Provides a listing of accounts charged-off, based on the population of the charge-off status field.
- **Declining Balance/Managed Spend**—Displays summary and detail information of declining balance accounts for relocation card programs by name and account number.
- **Declined Transaction Authorizations Report**—Supplies details of declining transaction authorizations information along with related account and merchant information.
- **Automated Allocation Rules**—Provides a summary of allocation rules engines and detail of their respective allocation rules.
- **Past Due**—Creates a list of accounts with past due balances and number of times past due.

Financial Management Reports

Financial management reports provide Program Administrators access to transaction management activity information.

- **Billed Transaction Analysis with Order Detail**—Offers detailed and summary billed
- **Order Detail**—Provides detailed order data, including line item detail, if desired.
- **Order Receipt**—Shows detailed and summary receipt information as recorded



transaction information regarding the results of order and transaction matching.

- **Full Transaction and Order Detail**—Fully details expenditures, including transaction, line item, order, account allocation and tax estimation information.
- **Order Analysis**—Provides detailed and summary order information, regarding the results of order and transaction matching.
- **Payment Request Analysis**—Provides summary and detail payment request information regarding the results of payment request and transaction matching.
- **Extract Reconciliation**—Summarizes transactions by account that have been extracted versus statement.
- **Billed Transaction Analysis with Payment Instruction Detail**—Provides detailed and summary billed transaction information about the results of payment request and payment transaction matching.
- **Payment Instruction Detail**—Detailed Payment Instruction information. Supports the use of Virtual Pay functionality.
- **Payment Request Detail**—Provides detailed payment request information. Supports the use of Virtual Pay functionality.
- **Managing Account Approval Status**—Provides a history of Managing Account and Cardholder account statement approvals and certifications.
- **Payment Instruction Analysis**—Summary and detail payment instruction information regarding the results of payment instruction and transaction matching.
- **Account Allocation**—Displays all transaction detail for a specific account for a specific date range, allowing Program Administrators and Cardholders to view account allocation and reallocation detail by accounting code.
- **Transaction Summary and Detail**

against the order or order line items.

9. Can reports be generated for various time frames or accounting periods?

Yes. Access Online Data Analytics allows you to filter information from annual to monthly. All data is in real-time.

a. Is historical information available? If so, how far back is the information available?

Yes, full transaction data is available online for 72 months and offline for a total of 15 years.

U.S. Bank offers the ability to schedule on-demand and Ad Hoc reports.



Flex Data Reporting

This Access Online feature puts the control in the user's hands, so they can customize what they want to see in a report. By setting the report context—date ranges, processing or reporting hierarchies and more—users can choose the amount of data. Users can define a logical data grouping and at what level it should be subtotaled. Creating a report in Flex Data Reporting is simple and efficient.

Report Scheduler

This Access Online feature allows Program Administrators to schedule reports to run once or on a recurring basis. Additional features include:

- Delivery of reports to multiple recipients via secure mailbox.
- Notification to recipients when the report is available.
- Access to functionality is controlled by Report Scheduler entitlement.

If Access Online Standard and Flex Data Ad Hoc reporting does not meet your needs, then custom reports can also be requested and scheduled by contacting the Account Coordinator team. Once the U.S. Bank representative understands the needs of the City and Participating Agencies, they will submit a request to the Management Information Systems reporting department. Alternatively, the Program Administrator could provide a file specifications document or sample report, if one is available. Custom reports are typically created within 10-14 business days of the request, depending on their complexity. After the report is generated, it can be delivered directly to the Program Administrator's Access Online Data Exchange mailbox.

10. Can you produce customized reports and statements? If so, are there additional costs for customized report programming?

Reports can be grouped by either Reporting Hierarchy or Processing Hierarchy. The Reporting Hierarchy is a seven-level hierarchy customized for organization reporting purposes only. We work with the City to establish the reporting hierarchy. The Reporting Hierarchy allows Program Administrators to break down data solely for reporting purposes. The Processing Hierarchy controls how transactions are processed for billing and accounting purposes and includes bank, agent, company, division and department.

Search Capabilities

Access Online means immediate access to transaction data, allowing the City and Participating Agencies to run reports whenever needed. The highly intuitive user interface makes it easy for users to access vital program data. Users simply select from a list of reports, define specific selection and sort options and choose an output type. Search capabilities include but are not limited to date range, user output, hierarchy and account number.



There is no cost for these reports.

IMPLEMENTATION

1. Provide a sample purchasing card contract.

The City is currently under the State of Oregon NASPO contract with U.S. Bank.

2. Provide a complete description of your implementation process, including a sample time line and description of various implementation tasks for both the issuer and the customer. How long does it take to get a program under way?

Not applicable, the City already has this program in place.

3. Does your implementation plan offer the option of a pilot program or a staged rollout prior to full “live” implementation? Describe.

Not applicable, the City already has this program in place.

4. How do you propose to convert our existing card program to your program?

Since the City is already utilizing our purchasing card program, a conversion is not applicable.

5. Describe the support provided during implementation, including technical assistance, user manuals, instructional and/or educational materials, on-site visits, or other assistance.

If the City needs additional support with this program, technical assistance, user manuals, instructional and/or educational materials, on-site visits or other assistance, please reach out to your CPS Relationship Manager, Shannon Ness and she can provide you with this additional information.

6. What initial and ongoing training do you provide for program administrators and cardholders?

Experienced adult-learning professionals who know the needs of our clients and the industry have invested their time and talent to develop and maintain quality training materials. This means that flexible, role-based training with function-specific content is available to your users through various delivery methods. Our training is flexible, and role-based with function-specific content. In addition, our delivery is blended, which means web-based training (available 24/7) and virtual instructor led scheduled training. We will work with you to design a tailored training program just for your Program Administrators that will provide the knowledge needed to effectively utilize and manage your card program, ensuring overall success and increased program adoption. The types of training resources we offer include:



Interactive Content

- Self-paced lessons, available 24/7 on our Web-based Training (WBT) platform, offer step-by-step instruction and quizzes
- Registered users can select certain modules to be certified and print certificates of completion after passing the related assessment(s)

Written Documentation

- Specific step-by-step instructions to help Program Administrators and cardholders learn how to perform their tasks
- Quick reference guides to help learn how to perform common work tasks at a glance

Recorded Classes

- A narrated demonstration of how to complete a variety of tasks in a specific area available anytime

Live Instructor-led Virtual Training

Live, virtual training for Program Administrators are available multiple times a month on a variety of topics, such as (but not limited to): Account Administration and User Profiles, Reporting and Transaction Management.

Customized and Trackable Learning Plans

- Each user can customize a learning plan and create a library of saved documents
- Program Administrators can track learning progress by running reports on cardholder certification activity

Customizable Presentation Template

- A fully customizable PowerPoint file with short demos and speaker notes that you can use to modify and deliver as your own cardholder training
- The ability to incorporate your unique policies and procedures within the template
- Use of the final file as a handout, for training presentations or as a self-paced resource housed in your Learning Management System

Ongoing Training

Provided through similar self-paced formats as described above such as:

- Recorded Calls
- Web-Based Training
- Documentation
- Virtual Instructor Led Training

7. Provide a sample cardholder application.



The City is already utilizing the current purchasing card program with U.S. Bank. If the City would like to see examples of other cardholder applications, we can provide these to the City upon request.

8. Do you provide sample policies and procedures as part of the implementation process?

We can provide these to the City upon request.

CUSTOMER SERVICE

c. Describe your customer service capabilities, including the following:

• Hours of coverage

Our in-house, toll-free Customer Service Center is available 24/7 and is fully dedicated to our cardholders. Cardholder customer services achieved a 98% satisfaction rating (a score of 6 or higher on a 10-point scale survey) in overall cardholder satisfaction and a 98% First Call Resolution in 2019.

Our two U.S.-based call centers are in Fargo, North Dakota and Coeur d'Alene, Idaho. Our Fraud Call Center is in Overland Park, Kansas.

a. Toll-free number access

Yes. We do provide a toll free number access system, please see answer above.

b. Dedicated representative for our account

The City has an assigned Corporate Payments Services (CPS) Account Coordinator. Currently, your assigned CPS RM is Shannon Ness.

Account Coordinators

Our highly trained Account Coordinators will be available to assist your Program Administrator with any day-to-day questions and with streamlining your program to ensure you are getting everything you need to run a successful program. Their experience with industry best practices will ensure that:

- You are receiving all necessary information in the most efficient reports
- Card controls are set appropriately to balance the need for liability protection with the spending flexibility required for your cardholders
- Delinquency issues are handled in a timely manner to prevent charge-offs
- Consults and trains on program best practices and U.S. Bank program tools
- Reviews and processes new agent/company setups for existing relationships
- Evaluates reporting needs and helps maximize your online reporting environment



- Changes report and hierarchy options
- Produces and distributes ad hoc reports not available through other reporting options
- Researches authorization declines
- Identifies and investigates reconciliation, out-of-balance issues, or potential fraud
- Helps resolve delinquency issues and questions
- Reviews and processes lost or damaged luggage claims

c. Cardholder account management

Customer Service Center

Our in-house, 24/7 Customer Service Center is available toll-free and is fully dedicated to our cardholders. Our two U.S.-based call centers are in Fargo, North Dakota, and Coeur d'Alene, Idaho, and our Fraud Call Center is in Overland Park, Kansas. Customer Service Representatives can assist with:

- General Information
- Account closures
- Account balance and status
- Decline Transaction Inquiries
- Card replacement
- Spending limit availability
- Lost or stolen card reports
- Payment due dates and mailing addresses
- Card Delivery inquires
- Sales draft and dispute requests and inquires
- Manual authorization
- Statement transaction inquires
- Resetting passwords for Access Online
- General cardholder navigation for Access Online
- Card activation support
- Making a payment
- Address changes

d. Cardholder complaints

When contacting the designated Account Coordinator with issues, any system issue that is not resolved during the call has an incident ticket opened via our internal system, Connex. These tickets have a unique number for tracking purposes and possess the ability to have files attached to them (screen shots, for example) and comments added to them. When a ticket is created, issues are routed to a Subject Matter Expert, who investigates the issue. Once a resolution is determined, the Subject Matter Expert communicates that resolution to the Creator, who then passes the update/resolution on to the client.

Customer Service Resolution

Our customer service team uses a processing platform called TSYS to document customer service issues. These recorded notes offer details for the customer service employee currently working on the issue. If the customer service member is unable to resolve the issue, they would escalate that issue to a supervisor. The supervisor would track the issue using TSYS and get back to the Cardholder regarding that issue. If necessary, the supervisor can also reach out to the designated Account Coordinator to help resolve the problem.



Customer Complaint Process

When an issue cannot be resolved through the solution above and a complaint is filed, complaints are tracked through our system, Atlas. We have a designated Project Manager who records and tracks each of these complaints, monitoring the issue from the beginning through its resolution. The Project Manager is also tasked with ensuring the resolution is communicated to the customer filing the complaint. All complaints are benchmarked for a target resolution within 15 business days.

e. Quality measures for response time

Service Requested	Service Level Target
Telephone Answer	First contact, when possible
Inquiry Status Update	Within 1 business day
Call Return	Within 1 business day; same day if received by 3 p.m. CT
Email Acknowledgement (Program Administrator correspondence with Account Coordinators)	Within 1 business day

2. Will a specific customer service representative be assigned to handle this business? Describe the responsibilities of customer service personnel, including the chain of command for problem resolution.

Our issue resolution protocol is structured to empower each of our service representatives, supervisors, and managers to resolve a broad range of problems appropriate to their position within Cardholder Service, Relationship Management and U.S. Bank Corporate Payment Systems as a whole.

An overall escalation process follows the structure outlined below. To ensure that our service is not subject to repeating issues, client issues are tracked and reported to senior management.

- **Customer Service, Implementation or Relationship Management**—The majority of program issues are resolved within Tier One of our escalation protocol
- **Escalation Team, Manager or Supervisor**—Our standard protocol is to escalate to the first management level. If the issue is not resolved at this level, the next level is the General.
- **General Manager**—The last stop for escalations; they have full control over the business line.



3. How are inquiries requiring research handled by the issuer?

Please see previous answer.

4. Are there established turnaround times for responses? If so, specify.

Service Requested	Service Level Target
Telephone Answer	First contact, when possible
Inquiry Status Update	Within 1 business day
Call Return	Within 1 business day; same day if received by 3 p.m. CT
Email Acknowledgement (Program Administrator correspondence with Account Coordinators)	Within 1 business day

5. Define the dispute-resolution process including time frame and responsibilities of the parties involved. Are disputed items removed from the invoice while under investigation?

As a best practice in the event of a dispute, we encourage clients to contact the merchant first. Most of the time, disputed charges can be resolved this way, without having to undergo the full dispute process. However, when a full transaction dispute is necessary, we make the process simple. We handle the process from initiation to resolution and there is little to no paperwork required. Using Access Online, Cardholders will notify U.S. Bank by simply going online (via web or mobile app) to initiate disputes.

Initial Notification and Tracking

In addition to notifying the bank via telephone, online or mobile app, the dispute can be tracked in Access Online where all dispute data is updated daily.

Cardholder Dispute Step-by-Step Process

In the event of a dispute, Cardholders would follow the process below:

1. Cardholder notifies U.S. Bank by calling customer service or submitting a dispute via Access Online.
2. U.S. Bank will assign a dispute file and begin an investigation.
3. Cardholder is able to track the dispute through Access Online.
4. Upon a decision, U.S. Bank will send the Cardholder a letter via mail notifying them of the resolution.



5. If prompted, Cardholder would follow the instructions from the letter on further steps needed in the process.

Cardholder Notification

In addition to having the ability to track progress of the dispute through Access Online, the Cardholder will receive a letter in the mail notifying them of the dispute resolution, as well as whether they are responsible for payment of the charge or not. This letter would also have any additional instructions regarding further steps needed.

Dispute Billing/Invoice Adjustments

Once a transaction is in dispute, it is removed from the total amount due that appears on the card statement. Disputed amounts are not subject to finance charges, regardless of the final resolution decision. These disputed amounts are displayed on the account summary of the Managing Account and/or Cardholder statement to aid invoice adjustment for billing offices. When a credit is received it will be reflected within this summary as well.

Dispute Reporting

In Access Online, disputed transactions are marked with a “D” to easily identify transactions that are currently in the dispute process. To assist Cardholders, Approvers, Program Administrators and Billing Contacts with effective Program Management, several reports can be run on disputed transactions:

- **Transaction Detail**—Shows summary allocation information for a specific accounting code and provides specific transaction detail. The Transaction Detail report provides the following fields: Disputed, Disputed Status and Disputed Status Date.
- **Full Transaction and Order Detail**—Fully details expenditures, including transaction, line item, order, account allocation and tax estimation information
- **Bill Transaction Analysis with Order Detail**—Offers detailed and summary billed transaction information regarding the results of order and transaction matching

Disputed items are removed from the balance due and do not age while in a dispute status. If the dispute claim is resolved favorably, the charge is completely removed from the account; if it is resolved unfavorably, the charge is then reflected back into the balance due.

PRICING

1. **Provide a price schedule for all fees for this service. Include all one-time and ongoing fees, including minimums, related to the following:**

- **Annual per card**

\$0 – No cost under the State of Oregon NASPO contract.

- **Per transaction**

\$0 – No cost under the State of Oregon NASPO contract.



- **Program implementation/set-up**

\$0 – No cost under the State of Oregon NASPO contract.

- **Reporting: Standard and customized**

\$0 – No cost under the State of Oregon NASPO contract.

- **Merchant sign-up and implementation**

\$0

- **Late fees**

- Not Paid by Due Date on entire past due amount = 1%
- Not Paid by each subsequent Billing Cycle on the entire past due amount = 1%
- Minimum Late Fee = \$2.00

- **Desktop reporting packages**

\$0 – No cost under the State of Oregon NASPO contract.

- **Licensing fees**

\$0 – No cost under the State of Oregon NASPO contract.

- **Maintenance fees**

\$0 – No cost under the State of Oregon NASPO contract.

- **Consulting fees**

\$0 – No cost under the State of Oregon NASPO contract.

- **Fraud protection**

\$0 – No cost under the State of Oregon NASPO contract.

2. Describe incentives or price breaks offered based on business volume, timeliness of payment, rebates or other measures.

Please refer to exhibit D for more information.

3. How long are the fees in this proposal guaranteed?

Fee structure for the duration of the agreement.



4. How and when is the customer notified of a price increase?

U.S. Bank does not assess a fee for our clients.

5. What are your minimum contract term requirements?

Currently, this contract does not have a minimum contract term.

6. Do you accept compensation in fees, balances or a combination of the two? If balances are accepted, describe how fees are detailed and integrated into the account analysis statement.

Our Purchase Card program is not tied to your account analysis. Thus, compensating balances do not apply.



Attachment C: Payment Card Services

Currently, the City accepts VISA, MasterCard and Discover Card at one location (City Hall) and through several mechanisms, including online. The average monthly dollar volume is \$100,000 from three separate merchant ID's. The City fully relies on outside parties for maintenance of all credit card information to maintain PCI compliance.

1. How long have you offered card processing services?

Elavon, a wholly owned subsidiary of U.S. Bank, has been a global leader in payment processing for more than 30 years. From transaction processing to risk and underwriting, settlement, equipment, and customer service, Elavon handles every aspect of the acquiring relationship, enabling our clients' revenue growth and customer satisfaction.

2. What related services have you offered in the past and what do you currently offer?

With a broad range of technologies, our scalable payment solutions are tailored to meet the needs of any size business, in any industry or processing environment. Our products include a full line of countertop terminals, integrated virtual terminals, online payments, and partnerships with multiple third-party providers to ensure your preferred technology can integrate with Elavon.

3. Do you use a third party for any segment of customer or card processing services? If yes, explain.

Elavon provides a full range of credit card processing solutions directly. In addition, many third-party POS providers have integrated either directly to Elavon, or to a Gateway provider that is certified to Elavon. The City of Gladstone currently utilizes the Elavon platform – for your existing transactions, no changes are required.

4. Specify the number of customers for which you are providing card processing services.

With more than 2 million customers across the globe in 36 countries, Elavon leverages the world's best technologies for our partners – from large worldwide enterprises to locally owned small businesses, in more than 131 currencies.

5. List all card brands and types currently supported.

Elavon supports all major card types including Visa, Mastercard, Discover, and American Express. In addition, we support less-commonly known card brands including Union Pay, JCB, and Diners Club. We also support tap-to-pay through Apple Pay, Google Wallet, and Samsung Pay.

Competitive Position and Future Commitment

6. What differentiates your service from that of other providers?



Our approach combines providing our clients with innovative solutions and capabilities with the support and advocacy that they need. As a full-service provider, these include:

- d. **Customer Focused Service**
 - a. 24/7/365 (Domestic)
 - b. Speech Analytics
 - c. PCI/Data Breach Protection
- e. **Innovative Payment Solutions**
 - a. The GROVE, innovation lab in Atlanta
 - b. Online Application with Instant Decision
- f. **Global Processing Capabilities**
 - a. Co-Branded Marketing
 - b. Customized Training
 - c. Online Referral Tracking
 - d. Comprehensive Reporting

In addition, our engagement model provides our customers with specialized attention that truly delivers results that align with our client’s short- and long-term strategy. Through meaningful insight and discovery, we identify and provide you with actionable recommendations that can improve and optimize your payment strategy. This model provides maximum benefits to our customers such as cost efficiencies and quality solutions that scale to their growing business. We listen. We respond. We resolve.

7. How do you plan to stay current and competitive?

Elavon actively incorporates customers’ needs and recommendations into our strategic product planning process. We conduct regular customer “focus groups” and surveys in order to obtain direct insight on specific industry or payment solutions.

Our future product plans reflect our customers’ needs, technological advancements and competitive strategies. Elavon is focused on offering our customers more data security services, acceptance of alternative payment options, and expanded mobile / contactless card acceptance.

Our innovation is actioned by our in-house lab (The Grove) that focuses on new technologies, resulting in faster and meaningful product enablement. The Grove Lab is a unique concept in the industry that directly responds to on-going customer and industry demands.

Our innovation is actioned by our:

- In-house, full-service innovation lab (The Grove) focusing on new technologies
- Ongoing customer feedback resulting in meaningful solutions
- Powerful gateway resulting in faster product enablement



8. Explain your company's representation on MasterCard, Visa or other boards or committees.

Elavon has dedicated relationship managers for each card brand and we participate in regular meetings to discuss changes and ensure we can communicate impacts to our customers.

Organizations in which Elavon has an active role in support of merchant advocacy include (not all inclusive):

- MasterCard Global Fraud Advisory Council (GFAC) member
- MasterCard Point of Interaction (POI) Advisory Group member
- Discover Acquirer Operations Committee member
- Visa Canada Risk Council member
- Electronic Transactions Association (ETA) – Elavon team members serve as Chair of the Large Processor Council Committee and also participate on the Mobile Payments, Government Relations and Strategic Leadership Forum Committees
- Merchant Acquirers' Committee (MAC) - Elavon has two senior members on the Board of Directors and one additional senior member serving as Chair of the Government Relations Committee
- Financial Services Information Sharing and Analysis Center (FS-ISAC)
- Payment Card Industry Security Standards Council (PCI SSC)
- National Automated Clearing House Association (NACHA)
- Association of Financial Professionals (AFP)
- Merchant Advisory Group (MAG) Elite Acquirer Sponsor
- Elavon's CEO represents Elavon on the UK Board for Visa
- The UK Cards Association (UKCA) – Elavon Financial Services LTD serves as a board member
- UK Payments Financial Fraud Bureau
- British Retail Consortium (BRC)

9. What formal or informal bank/vendor relationships do you have and how can they be leveraged in merchant card processing?

Elavon has a dedicated card brand management team that is deeply engaged with the card brands on both our behalf and to advocate for our cardholders. We have special programs that allow our customers to receive special discounts on interchange costs in some cases.

References



10. Provide names and phone numbers of three references, preferably similar to our organization or with comparable volumes and communication capabilities, who are currently using your card processing services. Select a mix of long-standing and recently acquired customers.

Due to Freedom of Information requirements, we can share three references if awarded the contract under a Non-Disclosure Agreement. Please note that the City of Gladstone currently processes with Elavon.

11. Explain why you believe you were able to take your last three customers from your competitors.

In addition to robust capabilities for processing all aspects of card acceptance, Elavon provides a best-in-class customer management experience.

12. Provide any additional information that is relevant to this RFP and your capabilities to provide the services requested (e.g., product brochures, articles in trade journals).

We encourage the City of Gladstone to review Elavon's processing capabilities by visiting the following website: <https://www.elavon.com/about-elavon.html>

PROCESSING

Authorization

1. Describe the authorization method you recommend for our agency. List and describe alternatives.

Elavon's network supports a wide variety of connectivity options to best meet your processing needs.

- Flexible Connectivity Options
 - Internet processing via a secure SSL gateway
 - Dedicated IP connectivity (either TCP/IP or UDP)
 - VPN
 - High-speed connectivity up to 28.8 kbps using toll-free numbers
 - Router encryption over the Internet
 - MPLS (Multiprotocol Label Switching)
 - Frame relay connections
 - Leased lines
 - Secure FTP processing
 - Asynchronous dial

2. What are the procedures to reverse an incorrect authorization?



Elavon resolves incorrect authorizations for debit on behalf of our customer.

Reversals may be made within a window of time. Elavon will work with you to resolve incorrect authorizations for electronic check transactions. Typically, reversals can be processed prior to batch settlement.

For credit transactions or other funding concerns, such issues would be addressed through your Premier Relationship Manager.

If an authorization has been settled, Elavon supports issuing a credit back to the card.

Settlement

3. Provide a funds availability schedule by card type. Is it negotiable?

Generally, batches are settled each night. If the batches settle before 10pm Eastern, they could fund between 24-48 hours. Deposits are shown separately on your cash management reports. However, this is dependent upon your depositor bank's reporting capabilities. Days that the Federal Government is not open (weekends and Federal holidays) will impact your settlement times. Saturday and Sunday activity will typically be deposited on Monday as separate deposits. If a Federal holiday lands on a business day, funds will typically be deposited to your DDA the following business day. For Elavon deposits to U.S. Bank accounts, most deposits from the prior day appear the following morning.

4. What is the settlement transmission time frame for Visa, MasterCard, and Discover Card?

Elavon supports multiple settlement transmission times; approximately every 6 hours. At your option, you may settle and receive multiple deposits in a day. Alternatively, we can hold any settled deposits to ensure they are funded at the same time. To ensure fastest available funding, we recommend that you settle before 10pm Eastern.

5. What is the latest time that sales transactions can be transmitted to meet these settlement times?

While Elavon recommends settlement before 10pm Eastern, we expect settlements before 2am ET the following day to post to your bank early the next morning.

6. How do the settlement times affect our processing/discount expense?

Settlement times can determine the qualification category for the transactions; therefore, the transactions may qualify at lower or higher interchange rates. Card brands have requirements for settlement timeliness; if you settle at least once per 24 hours you will avoid downgrades.

7. Is settlement made by ACH or Fedwire?

Elavon deposits via ACH transfer.

8. Do you allow for multiple settlement accounts?



Elavon's merchant accounting system allows each account to have up to three bank accounts (direct deposit accounts): one for deposits/settlements, one for billing/fees, and one for chargebacks. Our system only supports one account for deposits, one account for billing of fees, and one account for chargeback billing. Each processing account can deposit to a different bank account.

9. Settlement amounts from each merchant ID should appear on the bank statement separately. Will Saturday and Sunday activity be combined into Monday activity?

Elavon's merchant deposits are paid by individual batches. Each batch will appear as a separate deposit line item; thus you would expect to receive three batches on Monday (Friday, Saturday and Sunday) provided the City settled in a timely fashion.

Ticket Retrieval and Chargebacks

10. Describe the ticket retrieval request process and turnaround time.

- A copy request from the issuer is received.
 - A letter will be delivered to our customer. (The request is fulfilled via substitute draft by Elavon if our customer has not responded by day 25 of the cycle.)
 - The original copy request letter states, "respond within 10 days" from critical date (final day to work copy request).
 - A reminder notice is sent if there is no response from the original copy request letter by the 15th day of the cycle and if the account is set up for reminder notices in Elavon's Merchant Payment System.
 - If invalid data is received in response from our customer, a request for a new draft will occur.
- Elavon also offers a portal for automating chargeback responses. At your option, you may elect to receive retrieval/chargeback notifications via e-mail or fax for no additional fee.

11. What response times do you require for ticket retrieval? How do these time frames compare to your Association rules?

The original retrieval request letter is sent out with a respond by date that is 10 days from our final (critical) day to fulfill the request. Payment Network Regulations have established a 30 -day window period for Visa, and MasterCard, from the central processing date of the retrieval request. Customers responding after the respond by date will most likely miss the window.

12. What percentage of chargebacks is handled without merchant involvement?



Elavon's Dispute Resolution Department is able to handle approximately 15% to 20 % of chargebacks without customer involvement.

13. How often are chargebacks reversed?

Our chargeback reversal rate (representation rate) is 30%.

14. Will you provide a designated contact person or a department to help us manage chargebacks?

As one of Elavon's National Accounts, you will be assigned a Premier Relationship Manager to work with your staff on day-to-day issues. Your Premier Relationship Manager will be your primary contact for Chargebacks.

15. Are credit card chargebacks and other debit adjustments netted from daily proceeds, or are they debited separately? Are funds debited from the operating account or a separate escrow account?

Chargebacks are not netted from the daily proceeds. Our customers have the option of selecting separate checking accounts from their deposit checking account for chargebacks and adjustments. Chargebacks are debited/credited from/to our customer when the item is received by Visa/MasterCard and processed by Elavon's Automated Disputes Resolution Processing system.

16. Do you have the capability to store and retrieve transaction information, including signatures for bank card transactions and non-bank card transactions? If so, do you have a system that enables the merchant to retrieve and receive this information online?

Elavon has the capability to store and retrieve transaction information, but not signatures. Signatures can be retained by the POS with signature capture; however current card brand rules do not typically require a signature as part of the response to a chargeback or dispute. EMV-card-present transactions have protection from fraud chargebacks without recourse to customer signature.

Debit Card Processing

17. Do you support BIN (Bank Information Number) file management to differentiate between debit card and credit card transactions?

Yes, we offer an EFT BIN File that is pulled from our server via secure FTP. There are two EFT BIN Files on the server:

- PIN-based transactions
- PINless debit transactions



BIN files are updated twice a week by the Gateway processor on Tuesday and Thursday. Files only contain EFT Prefixes that have been listed by the networks. Our customer can pull the BIN file from our servers as often as they require.

18. Describe your debit card processing capabilities. Which networks can you use?

Elavon specializes in providing integrated credit and debit card payment processing services. We provide PIN debit support services similar to that of credit cards. This includes transactions processing, payments, reporting, EFT BIN file, reconciliation file delivery and adjustment processing.

We process through the following Debit networks:

Accel	Maestro	Shazam
AFFN	NETS	STAR
CU24	NYCE	
Interlink	Pulse	

19. Can you program a debit card transaction to the lowest cost network? Explain.

Elavon supports a customer's preferred routing choice for debit cards [when designated in the authorization message to our host].

20. Can you process online debit transactions?

Elavon North America provides debit acceptance online and face-to-face. We accept PIN debit either in a consumer present or card-not-present (online) environment. We provide secure debit products including PIN Pads, terminals, and software to enable the acceptance and processing of online eCommerce debit transactions.

General

21. Describe the dispute process and procedures for both cardholders and merchants.

In the event of a billing dispute between a cardholder and our customer, Elavon assists our customer in investigating and resolving the dispute. Chargebacks are normally initiated at the issuing bank and are transmitted through the Payment Networks to Elavon's merchant accounting system and Automated Dispute Resolution Processing system. Where possible, Payment Network Regulations auto-decisioning logic will automatically debit the merchant or represent the chargeback as necessary.

Chargebacks that are not auto-decisioned by the Dispute System are grouped into work queues by Payment Network reason and usage codes. For chargebacks in the queues, chargeback operations representatives determine if the required documentation is available to meet the chargeback requirements (which differ depending on the type of transaction) of the appropriate Payment



Network and, if so, will represent that transaction to the issuing bank. If sufficient documentation is not available, our customer will receive a written chargeback notice, asking them to provide the necessary documentation to support a representation.

After representation, an issuer or cardholder may continue to dispute the transaction. For Visa chargebacks, the issuing bank will submit a pre-arbitration rather than a second cycle chargeback. The incoming pre-arbitration will automatically update the appropriate case in the system and route to the appropriate queue. For MasterCard chargebacks where the chargeback cannot be resolved during the second cycle chargeback, the transaction will be reassigned to the pre-arbitration queue.

Chargeback and retrieval information (including status) is available to our customers via online web portal.

22. Does your processing system identify and eliminate duplicate transactions?

For host-based settlement functionality, duplicate transactions are recognized in a case where a transaction amount and sequence number is duplicated within a batch. In this case, the transaction is recognized as a duplicate item and not switched out for a subsequent authorization. If multiple transactions must be processed for the same amount to the same card, then the point-of-sale application will simply sequence the transaction with a unique number so that the transaction can be authorized.

For terminal-based settlement functionality, where an entire batch is duplicated by a terminal-based application, then our Merchant Processing System identifies potential duplicate transactions through daily exception reporting. All potential duplicate transactions are reviewed manually through our On-Line Suspense system. If after researching the batch, it is determined to be a true duplicate, we will drop the batch and not process. If the batch is not a true duplicate, then we release it for processing.

23. What are the procedures to correct duplicate transactions?

In the event a duplicate transaction is recognized prior to settlement, it can be reversed. If the transaction has already settled, Elavon supports a credit back to the card.

24. Do you offer processing solutions that perform:

- **Deferred billing?**

Elavon supports many POS systems that include a deferred billing option. We support a full suite of tokenization and encryption technologies that allow you to initiate a new transaction with saved payment data without bringing your POS system in scope for PCI-validation. Elavon's Converge product allows you to generate a token for use in initiating a new charge (deferred billing).



a. Installment billing?

Elavon supports many POS systems that include an installment billing option. We support a full suite of tokenization and encryption technologies that allow you to initiate a new transaction with saved payment data without bringing your POS system in scope for PCI-validation. Elavon's propriety Converge platform supports both recurring and installment billing.

b. Recurring billing?

Elavon supports many POS systems that include a recurring billing option. We support a full suite of tokenization and encryption technologies that allow you to initiate a new transaction with saved payment data without bringing your POS system in scope for PCI-validation. Elavon's propriety Converge platform supports both recurring and installment billing.

25. Do you provide Address Verification Service?

Elavon supports risk management and fraud prevention services such as AVS, CVV2 (Visa), CID (Discover/AMEX), and CVC2 (MasterCard).

26. Do you support CVV2 (Card Verification Value 2)?

Elavon supports risk management and fraud prevention services such as AVS, CVV2 (Visa), CID (Discover/AMEX), and CVC2 (MasterCard).

27. Do you provide fraud-management training or awareness programs?

Protecting a business against fraud losses is becoming an increasing challenge in the industry. Elavon has built extensive fraud monitoring and control features into its network, products and operations. These include risk management and fraud prevention tools as well as a layered security approach to keep transactions secure through the payment cycle.

- **Advanced Risk Management System:** a proprietary, robust set of risk management and fraud prevention tools that contains empirically derived scorecards that identify risk prior to and post customer funding. In addition, the system has a business rules-based engine that triggers customer risk situations for review by investigative analysts. The Risk System is designed to protect Elavon's financial exposure as well as provides added protection for Elavon's customers.
- **Code 10 authorization requests:** These are typically sales that represent larger than normal amounts and customers requesting shipment to non-U.S. countries. This authorization is requested by calling the authorization center and requesting a "Code 10" authorization. This notifies the operator that the sale or customer is suspicious. The authorization center contacts the card issuer in an effort to validate the sale prior to processing through the point-of-sale terminal. Elavon offers this service for non-face-to-face transactions in addition to face to face transactions.
- **A layered security approach from authorization to settlement with optional layered security including EMV, encryption and tokenization.**



- Supports EMV technology on PIN pads reducing fraud risks for your business and your customers
- Encryption and Tokenization enable your business to streamline the process of compliance while reducing expenses associated with the security effort. These solutions effectively remove cardholder data from your environment.

Additionally, Elavon provides education for customers on fraud trends and methods.

28. Are there limitations on the number of transactions:

The largest single transaction that can be processed is \$999,999.99. An unusually large number of transactions (either by volume or count) may trigger a security review. As part of our commitment to supporting efforts to combat Terrorism Financing and support Anti-Money Laundering efforts, we maintain information on your expected transactions and largest expected transactions; anything outside of your projected 'normal' processing may receive additional review.

- **Contained in a batch?**

Each batch is limited to 9,999 individual transactions.

- a. Processed daily?**

There is no limit to the volume of transactions that can be processed daily; however, a significant increase in total processing volume outside of your norm may trigger a security review.

29. Are there limitations on the number of files transmitted each day?

There is no limit to the number of batches/files that can be transmitted daily. Depending on the POS system used, the individual POS may have a limitation to how many times they transmit settlement to Elavon. Most POS systems are designed to settle once every 24 hours.

TECHNICAL CAPABILITIES

System Capabilities

1. Describe the processing platforms pertinent to your recommended solution. Provide system specifications, if appropriate.

Elavon provides a full range of solutions, including multiple integrations with 3rd party POS providers. The City of Gladstone primarily uses Elavon's Converge Product.

Converge is a flexible, secure payment solution designed to grow with your business. Using a variety of payment choices, including online, mail order/ back office mail and phone, in store (retail and service) and Mobile, Converge is the Next Generation platform for your commerce experience.

Simple, yet robust



- Supports all payment environments whether in-person or when card is not physically present, including e-commerce
- Offers full range of payment options – credit and debit cards, electronic checks, ACH electronic gift cards, and more
- Allows up to 5,000 users/merchant IDs to grow with the City.

Security that Matters

- g. Supports EMV technology on PIN pads reducing fraud risks for your business and your customers
- h. Minimizes stored data liability and reduces your PCI compliance efforts
- i. Support encryption and tokenization
- j. Available security features help protect your customers' data throughout the payment lifecycle

Efficient and Cost Effective

- i. Fully hosted, cloud-based solution requires no hardware/software
- ii. Keeps upfront costs manageable by taking payments online directly from your PC
- iii. Easily add payment environments as your business needs evolve
- iv. Cost-effective peripherals are available to process in-person payments with ease



2. Does your processing software support Purchasing Card Levels II and III?

Elavon supports the receipt of Level II and Level III payment data from POS systems that provide that data. Elavon's Converge supports L2 and L3 data natively.

3. What is your process for handling test transactions? Do you provide test cards and if so, what types?

Elavon offers the use of a sandbox environment (no production) for card-present and card-not present transactions. Physical Cards can be purchased. We also allow test-cards in a production



environment. Please note that test transactions cannot be included in a live batch with regular transactions.

Communication Options

4. What authorization methods do you support and which do you recommend (e.g., dial, mainframe dial (remote job entry), lease line, frame relay, Internet)?

Elavon recommends IP based processing for both speed and security. We offer products that can reduce your PCI scope of IP-based transactions, including encryption/tokenization and Elavon hosted payment pages for online transactions.

5. List any processor-specific hardware needed to support these options.

For card-present transactions, a card reader is required. Elavon supports the Ingenico line of countertop terminals, the Ingenico line of card readers for Converge and Fusebox

6. What equipment do you recommend we obtain for processing? Do you provide this equipment for lease/sale? Provide pricing details. What is your maintenance and/or replacement policy for this equipment?

The City of Gladstone currently processes with Elavon; consequently, no new hardware or equipment is currently required. Elavon supports a full-line of processing solutions that range from countertop terminals to full-suite integrated POS systems. As the City adds additional processing methods/locations, Elavon will consult with and make recommendations based on the specific needs of each location. For general reference, processing hardware typically ranges from \$300-\$1200 depending on configuration and needs.

7. Describe the network monitoring system and operation.

Elavon understands that system uptime is an important requirement for all of our customers. All Elavon systems are monitored remotely from multiple locations and we offer real-time status updates at: <https://status.elavon.com/>. Elavon maintains two separate tier 4 data-centers that meet the highest standards for reliability.

Transmission Files

8. Describe your recommended transmission method (e.g., dial, lease line, batch, realtime, Internet).

Recommended transmissions depend on processing method. We recommend that transmissions are submitted once every 24 hours.

9. Describe the monitoring and notification process if a transmission fails.



Elavon has set up tracking processes to account for receipt of customer files sent directly to Elavon. Incoming files from direct send customers are tracked according to planned transmission times. If a file is not received, an Elavon representative will contact the customer to check on the status of the file. Once the file is received, if the customer has requested confirmation, Elavon will generate a confirmation message that includes total debit and credit items and total dollars for credits and debits for both Visa and MasterCard. In addition, the report is date and time stamped. If a file transmission is not received or is late or invalid, the customer can choose to be contacted via telephone or email.

For customers settling terminals to Elavon's host, "Good Batch OK" number is returned to the customer's terminal when a batch settles successfully. The first 3 digits are the batch number, the next 4 are the month and day the batch settled and the last 4 are the hours and minutes that the batch settled.

When the customer manually settles to Elavon's network and the batch fails to be submitted properly, the terminal typically returns a message statement such as SETTLEMENT FAILED or LOST COMM WITH HOST.

Authorization Response Times

10. Provide your average response times for dial and lease-line authorization methods for both peak and normal periods.

On Elavon's network a transaction can be authorized in 2 to 4 seconds using a dial-up phone line, wireless communication method or an internet communication method (response time is measured from the time Elavon receives a transaction authorization request to the time Elavon provides an authorization response, excluding the time dependent upon third parties, point of sale systems (including any chip card/terminal interactions) or third party delays). It is not uncommon for customers with a dedicated connection to experience less than 2 second response times. It is important to note response times are the same during peak and non-peak hours. IP processing typically has response times measured in milliseconds.

Security

11. Outline the security measures in place for the protection of data transmitted for processing.

In order to safeguard our customers and cardholder data, Elavon utilizes a combination of security measures including:



- d. Firewalls,
- e. Intrusion detection systems,
- f. Data loss prevention systems,
- g. Data encryption,
- h. File integrity monitoring systems,
- i. Access controls,
- j. Patch management controls and physical security controls to ensure unauthorized users do not access systems or data.

Similarly, to monitor Elavon's network, we detect systems and monitor internet traffic, as well as network and host-based controls. Such controls are also used to monitor performance and stability.

Elavon takes the security of our data, systems, employees, and locations very seriously. Elavon is subject annually to audits for: Statement on Standards for Attestation Engagements (SSAE 16); Sarbanes-Oxley; Gramm-Leach-Bliley (through the Office of the Comptroller of the Currency); and Payment Card Industry (PCI) compliance. We also have internal audits.

12. Describe the security measures used to prevent unauthorized user access to either the system or the data.

Our facility security includes:

- security guards at all locations
- video monitoring of all entry points to the buildings and critical data centers
- all door entry points are secured 24/7
- access cards are required for entry

- all card access to critical data rooms is approved by the Senior Vice President of Systems and Technology
- all new employees go through a thorough FBI fingerprint/background check and office employees are photographed
- all security systems have redundant back up power via Dual Utility Substation Feeds, Switchgear, UPS Batteries (uninterruptible power supplies) and Generators.

We also have on-site shredding of all non-retention documents. Every employee is required to go through initial Data Security training and annual refresher courses in data security and privacy procedures and practices.

13. Describe security measures used to protect Internet transactions.

Internet-based transactions are protected through a combination of proven security technologies, such as network based Intrusion Detection and Data Loss Prevention technologies, monitoring of



Internet traffic, and host and network based anti-malware systems. Obfuscation schemes are used to protect Elavon's network internet-based payment applications. Data transport is protected through the use of SSL. Elavon takes a layered approach to security that protects cardholder data through the payment lifecycle:

- Supports EMV technology on PIN pads reducing fraud risks for your business and your customers
- Available security features help protect your customers' data throughout the payment lifecycle

Disaster Recovery

14. Describe your local back up and/or redundant systems.

Our core processing platform is built on proven, dependable and redundant Stratus switch technology that delivers maximum uptime.

- a. Speed- Average transaction processing time is 10 milliseconds
- b. Scalable- System supports 450 transactions per second
- c. Reliable- Our Stratus System regularly achieves 99.99% uptime
- d. Secure- Sensitive data is secure, reducing compliance costs

15. Describe your "hot-site" back up capabilities in case of a complete site failure. How often are they tested?

Elavon maintains two separate Tier4 Data Centers to provide redundancy. A Tier 4 data center has redundancy for every component; by maintaining two data centers Elavon maintains 400% capacity.

16. Describe the last time that use of your back up system was required, the circumstances and the length of time the backup system was in use.

Elavon uses comprehensive data monitoring, and may route transactions from one data center to another as needed. Elavon typically redirects traffic from one data center with planned upgrades and/or system improvements.

17. What is the expected time frame to become operational should a catastrophic event occur?

A Tier 4 data center provides uptime of 99.995%, meaning annual downtime of no more than 26 minutes.

Up-time Percentage



18. What are established service levels for system availability?

Elavon's data centers provides uptime of 99.995%, however there may be limited outages unrelated to our systems. For example, a fiber-cut can disrupt transmissions from the City of Gladstone to Elavon; likewise some banks may experience an outage with their real-time authorization systems.

19. Provide system availability statistics for the current and prior year.

Elavon also maintains a comprehensive Business Continuity and Disaster Recovery Plan (BC/DR Plan). Each of Elavon's departments maintains a BC/DR Plan that contains the procedures necessary for the resumption of normal operations. Elavon conducts yearly BC/DR recovery exercises to test the viability of continuity plans and disaster recovery configurations. Elavon's plans are also subject to compliance audits and internal audits to ensure that the organization, best practices, and regulatory requirements are met. Elavon is subject to the Payment Card Industry Data Security Standard, the Gramm-Leach-Bliley Act (GLBA), and the Sarbanes-Oxley Act (SOX). Elavon undergoes audits and tests from multiple agencies such as the Office of the Comptroller of the Currency (OCC). Additionally, Elavon yearly completes a full SSAE18 exam. Full details are available to our customers with a signed NDA.

20. Over the past year, what was the longest period that you were unable to authorize transactions? Describe the situation, including the source of the problem and the time it took to fix the problem.

In the past 12 months, Elavon has not had a universal authorization outage. Over the past 12 months, individual customers have experienced limited communication issues that may have prevented them from obtaining authorizations while Elavon's systems were functioning normally.

INFORMATION REPORTING

1. Describe the daily and/or monthly reconciliation reports available to the merchant.

Elavon has launched a powerful new online reporting tool: PaymentsInsider. As an existing Elavon customer, you have full access to your existing card processing data and our insight reports.

- **Provide samples of standard reports, including detail and summary reports.**

As part of your review, the Elavon team would welcome the opportunity to walk you through your existing PaymentsInsider reporting. This will include your processing data.



a. What is the standard delivery time frame?

PaymentsInsider typically includes updates the next business day. Thus, your daily settlements would be available the following day; your monthly statements are typically available the first business day of the month.

b. What delivery methods are available (e.g., mail, e-mail)?

For security, reports are available in a secure portal.

2. Are reports or other information available via the Internet, PC access, or other online method?

PaymentsInsider reports are available through secure log-in from any internet capable device.

3. Describe other reports available to the merchant.

The full capabilities of PaymentsInsider are available for review at: <https://support.mypaymentsinsider.com/>. This includes video tutorials and a host of reports.

4. If a merchant needs reports from a previous period, or a specific time frame, are they readily available? How long is reporting data stored in your system?

Online reports are available for a rolling-12 month period. Older reports can be provided on request. Older reports may include a research/processing fee.

5. Describe how multiple merchant numbers are reported and the flexibility afforded the merchant for customizing the reports. Can the merchant “roll up” specific groups for reporting independent of others?

Payments Insider allows customers to ‘roll up’ locations on an ad-hoc basis. By default, you’ll have access to reports for your combined information (all locations) or individual locations. If you have 3 or more locations, you can run reports that include one, two, or three locations as needed on demand.

6. Can reports be tailored to send specific sections, for example, report groups comprising a subset of merchant numbers, to different locations? Is there an additional cost for this service?

Ad-hoc reports can include a subset of merchant numbers. There is no additional cost for this service.

7. Is historical information regarding sales, refunds and chargebacks maintained in a database for access by the merchant? If yes, what access method is available? For how many months may historical data be retrieved?

PaymentsInsider does include full reporting on sales, refunds, and chargebacks. Transactions processed withing Converge are also available; from within Converge a new refund can be generated based on original sales data.



8. Can reports be tailored to specific financial accounting time schedules?

Settlement reports can be set to financial account time frames. Statements are typically per month; it is not possible to generate a statement report that includes only a portion of the month. Elavon does allow the creation of custom statement periods.

9. Describe ad hoc reporting capabilities and provide samples of these reports.

Please visit <https://support.mypaymentsinsider.com/> for full details on the reports available.

IMPLEMENTATION

1. Provide a sample contract.

Elavon requires City of Gladstone agree to our Terms of Service (TOS) available at:

https://www.merchantconnect.com/CWRWeb/pdf/TOS_ENG.pdf

2. Describe the merchant implementation process (i.e., steps in the process of bringing a merchant into production) and the normal time frame for implementation.

Elavon currently processes transactions for the City of Gladstone. For that reason, it is not necessary to participate in a formal implementation process. In the event that the City requests to change their existing processing methods or services, your Account Manager, Meghan White, will engage the appropriate Elavon teams, including, if necessary, an Implementation Manager.

3. Describe the merchant training process with regard to:

Elavon currently processes transactions for the City of Gladstone. We are happy to develop a training program to address each of the listed requirements as needed.

• Initial new merchant training.

Please see Implementation Question 3 response (above)

a. Ongoing training (e.g., courses offered, frequency, location, cost).

Please see Implementation Question 3 response (above)

b. Updates and dissemination of industry-related rule or regulatory changes.

Please see Implementation Question 3 response (above)

4. Specify the persons, by name and function, in your organization who have primary responsibility for merchant implementation and training.

Please see Implementation Question 3 response (above)



CUSTOMER SERVICE AND QUALITY

Customer Service

- 1. Explain the process for adding new locations and closing existing locations (e.g., assignment of merchant IDs, toll-free phone numbers, communications, turnaround time to add/delete locations).**

Your account manager, Meghan White, will facilitate any required updates including adding/closing locations. In addition, Elavon offers a 24/7 customer service support number. A new location typically takes 3-5 business days once demographic details are provided.

- 2. Describe the promotional support you provide (e.g., signs, supplies, funds for specific purposes). Is there any additional cost for this support?**

Card Acceptance signage is available upon request.

- 3. Describe your customer service organizational structure. Is the customer service function performed in-house, or is it outsourced?**

All support functions are performed in-house.

- 4. Will a specific customer service representative be assigned to handle this business? Describe the responsibilities of the customer service personnel, including the chain of command for problem resolution.**

Meghan White is assigned as your Client Executive.

- 5. What are the hours of operation for the customer service unit? Specify time zone.**

Meghan White typically works 8-5pm ET. In addition, Elavon's 24-hour Customer Care Team is available outside of her normal hours.

- 6. Are there established turnaround times for research items? If so, specify. What is your record for meeting established response times?**

Research time frames depend on the type of research required. Prior to initiating a research request, Elavon will provide an estimate for the amount of time as well as a cost (if any).

- 7. Do you offer technical support for the software you provide? If so, provide the hours of operation.**

Elavon offers 24/7 software support.

Quality



8. Do you have a formal quality-improvement program for card processing? If so, describe.

Elavon's formal quality improvement is documented in our SSAE-18.

9. What key performance measures do you track? What is the reporting frequency and period for each measure? What are your last three performance levels for each measure?

Elavon's primary quality metric is authorization response time and system up time. Elavon was awarded the CNP Judges Choice as Best Processor in 2021.

10. What specific feedback and suggestions do you regularly provide to the merchant to improve quality (e.g., recommendations on ways to reduce certain types of chargebacks, system or process modifications)?

The City's Client Executive provides proactive communication based on a quarterly review of your processing, including suggestions for improving downgrades, reducing chargebacks, and making the most of your processing solution.

11. List any quality awards received.

Elavon was awarded the CNP Judges Choice as Best Processor in 2021.

PRICING

1. Provide a price schedule for the services described in the RFP. Include any one-time or set up charges, research fees and all other fees that will or could be charged (e.g., interchange rates by location, regular and ad hoc reporting costs). Define and list transaction fees for authorization, settlement, network, communications and any other fees.

The majority of card acceptance fees relate to Interchange (the amount collected by the issuing bank for the use of their card) and Association fees (the amount collected by the Card Brands for the use of a card with their mark). Elavon charges a card processing fee of 0.25% and \$0.05 per item for Visa/MasterCard/Discover; 0.55% and \$0.15 for American Express; and 0.25% and \$0.15 for debit transactions. Elavon charges a fee of \$81.99/month to include PCI enrollment, standard support, and access to our suite of reporting tools. All other fees depend on the selection of additional services. Research fees are \$25/hour, but we will frequently waive these outside of extraordinarily complex requests (ie, interchange analysis for more than 1 year).

2. Are discount fees calculated on gross or net sales?

Interchange fees are calculated on gross sales.

3. Provide a pro forma analysis based on our indicated volumes and service requirements.



The City utility account processed \$323,809.47 in August 2022. Total fees were \$7,686.08. \$6,527.84 were pass-through fees **at cost**. Elavon's processing fee of \$1,158.24 works out to a percentage rate of 0.36%.

4. Can customers order charge slips, signs, imprinters and other supplies through you or directly from a vendor? How are they handled? What are the costs?

Modern cards may not include the raised surfaces required for imprinters. Imprinters are available for \$15.00 each (plus shipping); charge slips and card acceptance signage are available at no cost.

5. How long are the fees in this proposal guaranteed?

The card brands may update their fees twice each year; in April and October. Pass-through fees will continue to be passed through **at cost** regardless of any changes in rates from the card brands. Elavon will notify the City at least 60 days in advance of any planned rate changes regarding our processing fee. In the unlikely event you receive a rate notification, your Client Executive, Meghan White, can, at your request, exempt you from it. We would expect this pass-through rate to remain as quoted through the entire contract period (3-5 years at the City's request).

6. How and when is the customer notified of price adjustments?

Rate adjustments are included on the statement a minimum of 60 days in advance of a planned rate change.



Master Services Agreement

Customer Tax Identification Number:

I, , HEREBY CERTIFY that I am of ("Customer"),

I further certify that I have full power and lawful authority to execute this Master Services Agreement ("MSA") on behalf of Customer. I further certify that Customer has taken all action required by its resolutions and other organizational documents, records or agreements to authorize the individuals listed below to act on behalf of Customer in all transactions contemplated under this MSA. Customer shall not be bound by the terms and conditions for those specific services described, to the extent Customer elects not to use such service(s). Customer hereby agrees as follows:

DEPOSIT ACCOUNTS:

1. U.S. Bank National Association ("Bank") is hereby designated as Customer's banking depository. Customer has received a copy of the deposit account terms and conditions and agrees that such terms shall govern the deposit account services provided by Bank. All transactions between Customer and Bank involving any of Customer's accounts at Bank will be governed by the deposit account terms and conditions, this MSA and other disclosures provided to Customer. Customer agrees to provide Bank with a copy of documents requested by Bank.
2. Any one (1) of the persons whose names and signatures appear in Appendix A (individually, an "Account Signer") are hereby authorized to open, add, modify, or close accounts in the name of Customer or its subsidiaries or affiliates, or if applicable, as an agent for another entity, and to sign, on behalf of Customer, its subsidiaries or affiliates or as an agent for another entity, checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any indebtedness owing to the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals; and are also authorized to endorse for deposit, payment or collection any check, bill, draft or other instrument made, drawn or endorsed to the accounts governed by this MSA for deposit into these accounts. The authorization contained in the preceding sentence includes transfers of funds or other property of Customer to accounts outside of those accounts Customer maintains at Bank. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Account Signers.
3. Unless Customer otherwise advises Bank in writing and Bank has a reasonable opportunity to act on such writing, the Account Signers listed in Appendix A will be Account Signers on any future deposit accounts that Customer maintains with Bank.
4. Customer acknowledges and agrees that Bank is not required to obtain the consent of or otherwise contact an Account Signer for transactions other than those listed in paragraph 2 above, including, but not limited to, transfers between accounts Customer maintains at Bank, advances on loans Customer has with Bank and transfers to pay down loans Customer has with Bank.

TREASURY MANAGEMENT SERVICES:

5. Bank's treasury management services ("Treasury Management Service(s)") are described in the U.S. Bank Services Terms and Conditions, any supplements thereto, any implementation documents, user manuals, operating guides and other related documentation and disclosures provided by Bank, and any addendum to any of the foregoing (collectively the "Services Agreement"). Customer has received and reviewed the Services Agreement and desires to use one or more of the Treasury Management Services.
6. Any one (1) of the persons whose names and signatures appear in Appendix B (individually, a "Treasury Management Signer") are empowered in the name of and on behalf of the Customer to enter into all Treasury Management Services transactions contemplated in the Services Agreement including, but not limited to, selecting Treasury Management Services, appointing agents to act on behalf of Customer in the delivery of Treasury Management Services, signing additional documentation necessary to implement the Treasury Management Services and giving Bank instructions with regard to any Treasury Management Service, including without limitation, wire transfers, ACH transfers, and any other electronic or paper transfers from or to any account Customer may maintain with Bank. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Treasury Management Services. In such cases, documentation necessary to implement or amend such Services shall be signed by a Treasury Management Signer. Customer further acknowledges and agrees that Bank may implement or amend Services based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that it believes in good faith to have been received from a Treasury Management Signer. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Treasury Management Signers.

Master Services Agreement

MONEY CENTER AND SAFEKEEPING SERVICES:

7. Any one (1) of the persons referenced in Appendix M (individually, a "Money Center Signer") are each authorized and empowered in the name of and on behalf of the Customer to transact any and all depository and investment business through the Bank's Money Center division (the "Money Center") and any securities custodial business through the Bank's Safekeeping Department (the "Safekeeping Department"), which such person may at any time deem to be advisable, including, without limiting the generality of the foregoing, selecting any services that may from time to time be offered by the Money Center or the Safekeeping Department (collectively referred to herein as "Money Center Services" and "Safekeeping Services", respectively), appointing additional Money Center Signers or agents to act on behalf of Customer with respect to Money Center Services and Safekeeping Services, signing additional documentation necessary to implement the Money Center Services and Safekeeping Services and giving Bank instructions with regard to any Money Center Service and Safekeeping Service. Customer has received and reviewed the Services Agreement and may use one or more of the Money Center Services or Safekeeping Services from time to time. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Money Center Services or Safekeeping Services. In those cases, the required documentation shall be signed by a Money Center Signer. Customer further acknowledges and agrees that Bank may take any action with respect to any Money Center Services or Safekeeping Services requested by a Money Center Signer based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that Bank believes in good faith to have been received from a Money Center Signer. Any one of the Money Center Signers is also authorized to execute any documentation that Bank may require to add or delete Money Center Signers.

FOREIGN EXCHANGE:

8. Bank is authorized by Customer to enter into foreign exchange transactions. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the foreign exchange services provided by Bank. Customer agrees to provide Bank with a copy of documents requested by Bank.

FOREIGN CURRENCY ACCOUNTS:

9. Bank is hereby designated as Customer's banking depository for one or more Foreign Currency Account(s) (the "Foreign Account(s)"). Any one (1) of the persons whose names and signatures appear in Appendix C (individually, a "Foreign Currency Account Signer") are hereby authorized to open, add, modify, or close any Foreign Account(s) in the name of Customer or its subsidiaries or affiliates and to make, on behalf of Customer, orders for payment or transfer of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same. Customer hereby expressly authorizes and directs Bank to accept written and oral instructions any payment orders, by telephone or otherwise, consistent with the Services Agreement. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the Foreign Accounts. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Foreign Currency Account Signers.

OTHER SERVICES:

10. A Contract Signer is authorized and empowered on behalf of Customer to transact any and all other depository and investment business with and through Bank, and, in reference to any such business, to make any and all agreements and to execute and deliver to Bank any and all contracts and other writings which such person may deem to be necessary or desirable.

GENERAL:

11. All Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers (whether designated in this MSA or in a prior document [for example, a Certificate of Authority or a Treasury Management Services Agreement] executed by Customer) will remain in place until Bank receives written notice of any change and has a reasonable time to act upon Customer's written notice.
12. Any and all transactions by or in behalf of Customer with the Bank prior to the adoption of this MSA (whether involving deposits, withdrawals, Treasury Management Services, or otherwise) are in all respects ratified, approved and confirmed.
13. Customer agrees to furnish Bank with the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the persons who presently are Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers. Bank shall be indemnified and saved harmless by Customer from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature or other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

Each of the undersigned (individually and collectively, the "Contract Signers") certifies that, based on his or her review of Customer's books and records, Customer has, and at the time of adoption of this MSA had, full power and lawful authority to adopt the MSA and to confer the powers herein granted to the persons named, and that such persons have full power and authority to exercise the same.

Each of the Contract Signers further certifies that he or she has the full power and lawful authority to execute this MSA on behalf of Customer, its subsidiaries and affiliates, or if applicable, as an agent for another entity who has entered into an agreement with Customer authorizing Customer to act on such entity's behalf.

Master Services Agreement

Each of the Contract Signers further certifies that the Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers have been duly elected to and now hold the offices of Customer set opposite their respective names, and the signatures appearing opposite their names are the authentic, official signatures of the said signer.

Customer agrees that document electronic signatures or signatures that are transmitted by facsimile or other electronic means shall be binding as of the date signed and to the same extent as original signatures. The parties agree to accept a digital image of this Agreement, as executed, as a true and correct original and admissible as best evidence for the purpose of state law, federal or state rules of evidence, and similar statutes and regulations

The MSA shall be effective as of the last date of the undersigned Contract Signers:

Signature: _____	Signature: _____
Print name: _____	Print name: _____
Print title: _____	Print title: _____
Email address: _____	Email address: _____
Date: _____	Date: _____
Signature: _____	Signature: _____
Print name: _____	Print name: _____
Print title: _____	Print title: _____
Email address: _____	Email address: _____
Date: _____	Date: _____
Signature: _____	Signature: _____
Print name: _____	Print name: _____
Print title: _____	Print title: _____
Email address: _____	Email address: _____
Date: _____	Date: _____
Signature: _____	Signature: _____
Print name: _____	Print name: _____
Print title: _____	Print title: _____
Email address: _____	Email address: _____
Date: _____	Date: _____

For Internal Use Only:			
Review _____	Validation Method _____	TL Review _____	Imaged _____

City of Gladstone Staff Report

Report Date: November 1, 2022
Meeting Date: November 8, 2022
To: Gladstone City Council
From: Tami Bannick, City Recorder; Hayley Kratz, Office Assistant, Sean Boyle, Community Services Officer, and City Attorney Chad Jacobs

AGENDA ITEM

Consider approval of Ordinance 1516 an ordinance amending Gladstone Municipal Code (GMC) Chapter 5.04 – Business Licenses

History/Background/Proposal

On October 25, 2022, the Gladstone City Council held a work session to discuss proposed amendments to the GMC Chapter 5.04- Business Licenses.

The Gladstone Municipal Code Chapter 5.04 Business Licenses is primarily designed to collect information about businesses operating in the City and to generate revenue necessary to provide municipal services to local businesses. However, the City seeks to add some regulatory provisions to the chapter to provide City staff with additional enforcement mechanisms for businesses found to be in violation of the city's code and other laws and regulations that impact the public's health and safety.

The amendments under consideration fall into three categories:

- (1) clarifying that long term and short-term rental units are considered “businesses” subject to the licensing and fee requirement, and to provide some additional requirements for short-term rentals;
- (2) providing an additional avenue to address businesses in violation of certain chapters of the Gladstone Municipal Code and other laws and regulations that impact health and safety;
and
- (3) housekeeping clean up.

Short- and long-term rental units:

These amendments clarify that operating a rental unit qualifies as a “business” under the code and therefore is subject to the requirements of GMC 5.04. The amendments also establish that rental unit owners will be subject to both the general business license fee and an additional fee based on the number of units they operate. The amendments also clarify that a rental unit property management company is not subject to the rental property business license fees, only the general business license fee. Finally, the amendments additionally regulate short term rentals in that they require short term rentals to be current with the City's lodging tax and prohibit owners from renting units to more than one party at any given time. In the future, if the City desires to impose additional regulation on short- or long-term rentals, the City can either add the additional regulations to this chapter or create a stand-alone chapter specifically regulating short- and long-term rental businesses.

Additional Enforcement Provision:

The new amendments also provide that the city can deny, revoke or suspend a business license for an applicant or a licensee who is doing business in violation of chapters of the City’s code that address health and safety issues, such as the City’s fire code and zoning ordinances. The City could revoke a business license on these grounds only after having cited the business under the applicable section of the City’s code. Further, the City can also deny, revoke or suspend a business license if the business is in violation of federal, state or county law, and the City Administrator finds the violation impacts the public’s health or safety. This section is designed to be an additional enforcement tool for businesses not responding to the City’s usual enforcement mechanisms, such as fines and penalties.

Housekeeping

Other amendments clarify which types of businesses are exempt from obtaining a business license (for example, daycares and non-profits) versus other situations that are excluded from the regulations entirely, such as persons engaged in garage sales.

At the conclusion of the work session discussion, additional amendments were recommended;

- Clarify that nonprofits must get exemption certificates and that any business that is exempt by state or federal law is exempt from the requirements and list examples
- Change language in 5.04.030 4(a) from the age of 16 to “under 18 as an individual, without any employees.”
- Make sure businesses are notified of the proposed changes.

Staff was provided direction to bring the ordinance back for consideration at the regular City Council meeting on November 8, 2022.

Recommended Staff Action

Staff recommends that the City Council approve Ordinance 1516, an Ordinance amending Gladstone Municipal Code Chapter 5.04, Business Licenses.

Jami Bannick 11-07-22
 Department Head Date
 Signature

Jacqueline M. Bell 11-2-22
 City Administrator Date
 Signature

ORDINANCE 1516

***AN ORDINANCE AMENDING GLADSTONE MUNICIPAL CODE CHAPTER 5.04,
BUSINESS LICENSES***

WHEREAS, Chapter 5.04 of the Gladstone Municipal Code is primarily designed to collect information about businesses operating in the City and to generate revenue for municipal services to local businesses; and

WHEREAS, the City seeks to amend Chapter 5.04 to clarify that long and short term rental units are considered “businesses” subject to Chapter 5.04’s licensing requirements and adopt regulations related to the operation of these businesses; to add an new avenue to address businesses in violation of certain chapters of the Gladstone Municipal Code and other laws and regulations that impact health and safety; and to do housekeeping clean up;

WHEREAS, the City desires to amend the municipal code to reflect these changes.

NOW, THEREFORE, the Common Council of the City of Gladstone ordains as follows:

Section 1. Chapter 5.04 of the Gladstone Municipal Code is hereby amended to read as set forth in the attached Exhibit A. New language is in red; repealed language is ~~struck through~~.

Section 2. This Ordinance is effective 30 days after City Council approval.

The Ordinance is adopted by the Gladstone City Council and approved by the Mayor on this _____ day of _____, 2022.

ATTEST:

Tamara Stempel, Mayor

Tami Bannick

ORDINANCE 1516
Exhibit “A”

Chapter 5.04
BUSINESS LICENSES

Sections:

5.04.010 Purpose.

5.04.020 Definitions.

5.04.030 License required.

5.04.040 Fees.

5.04.050 Presumption of doing business.

5.04.055 Short-Term Rental Regulations

5.04.060 Procedures.

5.04.070 Denial, Revocation, and Suspension of a License

5.04.075 Suspension or Revocation - Effect

5.04.080 Falsifying application information—Failure to comply.

5.04.090 Violation does not exempt payment of fee.

5.04.010 Purpose.

The purpose of this chapter is to collect information about businesses operating in the city, provide revenue for municipal purposes, and to provide the city with an additional process to ensure businesses are in compliance with laws and regulations impacting public health and safety. In order for business to be carried on and conducted in the city in a profitable and peaceful manner, the city must provide police protection, fire protection, street maintenance, street lighting and other municipal services. The city's issuance of a license under this chapter is not permission or license to engage in any particular business activity or occupation. This chapter's fees, penalties and other charges are in addition to any other regulatory or non-regulatory certificate, license or permit fees that may be required by any federal, state or local jurisdiction, including the city.

Statutory Reference: ORS 221.410

History: Ord. 1437 §2, 2012.

5.04.020 Definitions.

The following words or phrases, except where the context clearly indicates a different meaning, shall be defined as provided in this section:

(1) "Applicant" is a person who has applied for a business license under this chapter.

(2) "Business" includes all professions, trades, occupations, shops, apartments, tenements, office buildings and all and every kind of calling carried on for profit, gain or livelihood, including operating a rental unit.

(3) "Business license" or "license" means the document issued upon full compliance with this chapter for the year in question. A licensee is the holder of a business license.

(4) "City" means the City of Gladstone, Oregon.

(5) "Exemption Certificate Application" means a business license application that is submitted without fee according to guidelines set in GMC 5.04.030 (2), along with proof of exemption.

(6) "Exemption certificate" means the document issued by the city in lieu of a license to qualifying businesses and activities under this chapter (i.e.: Business License).

(7) "Person" includes all domestic and foreign corporations, associations, syndicates, partnerships, joint ventures, societies and individuals transacting and carrying on any business in the city excepting individuals whose compensation is based on an hourly, daily, weekly, monthly or annual wage or salary.

(8) "Fulltime Equivalent Employee (FTE)" means an amount equivalent to the number of full-time workers with 1.0 equal to one full-time worker, and 0.5 equal to one-half of a full-time worker. Two 0.5 FTE's are equal to 1.0 FTE.

(9) "Rental unit" means a house, duplex, multiplex, apartment, condominium, accessory dwelling unit or other residential dwelling unit for which the property owner receives payment from another for use or occupation of the property. Each individual space or room would be considered a separate rental unit. Rental units can be either "long term rental units," which are used or occupied for 30 days or more to a single party, or "short term rental units," which are used or occupied for less than 30 days to a single party.

(10) "Rental Property Owner" means the owner of a rental unit.

(11) "Property Management Company" means any company that is managing a rental unit for a rental property owner.

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012.

5.04.030 License required.

(1) Except as provided in subsection (2) of this section, any person operating or carrying on business in the city must obtain a license and pay the required fee on an annual basis.

(2) In lieu of a business license and the requirement to pay related fees described in this chapter, the city will issue an exemption certificate without charge to a business described in subsections (2)(a) through (f) of this section. Notwithstanding the foregoing, a qualifying business or activity must complete and file an initial and thereafter an annual renewal exemption certificate application. Any person claiming an exemption has the burden of demonstrating the applicability of such exemption. Businesses qualified under this provision are:

(a) Religious, educational and charitable organizations specifically exempt from taxation under the Federal Internal Revenue Code;

(b) Daycare centers, foster homes, group homes and other like facilities which are required to be state regulated (c) Any person that is recognized by either the State of Oregon or the federal government as a nonprofit organization \;

(d) Producers of farm products raised in Oregon, produced by themselves or their immediate families and sold by them or by a member of their immediate family;

(e) No person working as a domestic in a private home if the owner or occupant of the home employs or directly pays the domestic worker;

(f) Contractors when their principal place of business is outside of City limits and they have proof that they have obtained a Regional Contractor's business license from the Metropolitan Service District, ("Metro").

(3) A person who holds a transient merchant license under Chapter 5.32 is deemed to have complied with this chapter and is only responsible for payment of a transient merchant license fee.

(4) The following situations are specifically excluded from the requirement of paying a business tax:

(a) A service offered by a person under the age of 18 as an individual and without employees, such as lawn mowing, lemonade stands, and the like.

(b) Persons engaged in delivery of goods or services from points outside the City, providing sales contacts and actual sales take place outside the City.

(c) Newspaper carriers.

(d) Garage sales, yard sales, and other similar activities.

(e) The sale of personal assets such as a personal automobile, residence, appliance, or other articles. Such exclusion shall not apply when such sales are conducted on a regular and continuing basis. That will be assumed to be the case if an individual or family sells its personal residence more than twice or personal automobile more than four (4) times in any given calendar year. Other items shall be determined by the Finance Director or designee on the basis of reasonableness on a case-by-case basis.

(f) Any business or occupation specifically exempt from the payment of regulatory business license fees under state law or federal law such as licensed real estate salespeople or associate real estate brokers who engage in professional real estate activity only as an agent of a real estate broker or real estate organization or licensed insurers, insurance producers, or their representatives in accordance with ORS 731.841.

(g) Municipal, state, or federal agencies.

(5) A license issued in accordance with this chapter must be openly displayed in the place of business or otherwise kept on the person or on the vehicle of the person licensed. Failure to carry such license or produce the same on request from a city official is a violation of this chapter.

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012; Ord. 1465 §1, 2016.

5.04.040 Fees.

(1) A business license fee is imposed upon every business located and/or operating within the city, except for a business described in GMC 5.04.030 (2). The fee amount will be set by City Council resolution and may be calculated upon any factors and in any manner established by Council. The Council may also establish a higher license fee for those person's subject to this chapter who do not reside in the city or maintain a physical place of business within the city.

(2) It is unlawful for any person to conduct any business in the city without first having paid such fees and without having first obtained a license as provided in this chapter, and renewing the license for each year thereafter, or without having obtained and renewed an exemption certificate, as applicable.

(3) A license or an exemption certificate is effective on the date of its issuance and may be renewed annually no later than the first day of the calendar year.

(4) The fee imposed by this section is due at the time the application is received by the city and will be due annually no later than the first business day of the calendar year thereafter. A fee not paid within 30 days of its due date is delinquent. If an application for a business license is made within the first six

months of the calendar year, the person must pay the full license fee. If an application is made during the last six months of the calendar year, the person is only responsible for paying one-half of the annual license fees for the remainder of the year. Fees are not refundable.

(5) Each branch or location of a business shall obtain a separate license, excepting warehouses used only in connection with a licensed business.

(6) The agent of a nonresident business for which a license is required will be jointly liable for payment of the fee and for any penalties for failure to pay the fee or to comply with the provisions of this chapter to the extent and with like effect as if such agent or agents were themselves proprietors.

(7) Each business physically located within city limits must pay the FTE amount, over three (3) FTEs, in addition to the applicable base rate. The number of FTEs for which payment is required is based on the number of FTEs employees as of January 1st for full-year taxpayers and on the first day of business for other taxpayers. No additional payments or refunds are applied for changes in the number of employees during the tax year.

(8) Rental property owners are responsible for paying the rental property fee, applicable to the number of rental units owned, in addition to the business license base rate.

(9) Property management companies who do not own the property they are managing are not required to pay the rental property fee but are required to hold a business license for conducting business as a property management company within the city.

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012.

5.04.050 Presumption of doing business.

A person is presumed to be doing business in the city and subject to this chapter if engaged in any of the following activities:

(1) Advertising or otherwise professing to be doing business within the city;

(2) Delivering goods or providing services to customers within the city;

(3) Owning, leasing, or renting personal or real property within the city, which is used in a trade or business;

(4) Engaging in any transaction involving the production of income or the intent to produce income from holding property (which may be personal or real in nature) that this chapter does not otherwise exempt;
or

(5) Engaging in any business activity that is not otherwise exempt under this chapter.

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012.

5.04.055 Short-Term Rental Regulations.

In addition to the other requirement of this chapter, the following requirements apply to short-term rental license:

- (a) Quarterly Transient Lodging Tax shall be submitted pursuant to GMC 5.70.
- (b) At any given time, no more than one (1) rental party (i.e. under one (1) separate reservation) shall occupy a dwelling unit at a time.

5.04.060 Procedures.

(1) An application for a license or exemption certificate required under this chapter will be made to the City Recorder or designee, on forms that are maintained by the city.

(2) Any new business that desires to conduct business within the city, or believes it is entitled to an exemption certificate, must apply at any time during the calendar year and prior to beginning operations. A license fee may be prorated as provided in Section 5.04.040(4). Any existing business must reapply annually to renew its license or exemption certificate, as applicable.

(3) The City Recorder or designee will issue or renew a license or an exemption certificate, as applicable, only if:

- (a) The circumstances listed in GMC 5.04.070(1) are not present; and
- (b) The business to be licensed or any person associated with the business does not owe the city any monies, including, but not limited to, unpaid utility bills, fines, etc.; and
- (c) The appropriate license fee due under this chapter is paid.

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012; Ord. 1446 §2, 2014.

5.04.070 Denial, Revocation, and Suspension of License

(1) The city may deny, revoke, or suspend a license if:

- (a) The applicant or licensee fails to meet the requirements of this chapter or doing business in violation of this chapter

(b) The applicant or licensee is operating a business that is in violation of Gladstone Municipal Code 15.08, Fire Code, and has received at least one violation under GMC 15.08.080.

(c) The applicant or licensee is operating a business that is in violation of Gladstone Municipal Code Title 17, Zoning and Development, and has received at least one violation under GMC 17.98.010.

(d) The applicant or licensee is operating a business that is in violation Gladstone Municipal Code 8.06, Chronic Nuisance, and has received at least one action under GMC 8.06.060.

(e) A finding by the applicable outside agency that the applicant or licensee is doing business in violation of federal, state, or county law and if the City Administrator finds the violation impacts the public's health or safety.

(f) The applicant or licensee has provided false or misleading information or has omitted disclosure of a material fact on the business license application, related materials, or license.

(g) The business license fee has not been paid by the due date.

(2) The City Administrator or Chief of Police or their designees shall provide written notice to the applicant or licensee of a denial, suspension or revocation. The notice shall state the reason for denial, suspension, or revocation and inform the person of the right to appeal.

(3) Notices of revocation or suspension shall be given at least 30 days before the action becomes effective. If the violation ends within the 30 days, the city may discontinue the proceedings.

(4) A person may appeal a denial, suspension revocation as follows:

(a) A written notice of appeal to the City Council shall be filed with the City Administrator within 15 days after the applicant or licensee receives notice pursuant to GMC 5.04.070(2).

(b) The City Council shall hear and make a determination in regard to the appeal at its next regular meeting immediately following the filing of the notice of appeal.

(c) The decision of the City Council on the appeal shall be final and conclusive.

(d) If an appeal is filed pursuant to this section the action will be stayed until resolved.

(5) A person whose application for any business license has been denied or whose license has been revoked may, after 90 days from the date of denial or revocation, apply for a license upon payment of the application fee and submission of an application form and required attachments.

5.04.075 Suspension or Revocation - Effect

If a business license is suspended or revoked, the concerned business shall immediately cease conducting any and all businesses within the City. Any business which continues to conduct business within the City subsequent to action by the City Council to suspend or revoke the City license for such business shall be subject to the same fine and penalties as if such a business had never obtained a City business license and was carrying on business within the City without such a business license

5.04.080 Falsifying application information—Failure to comply.

(1) It is unlawful for any person to make any false or misleading statements for the purpose of determining the amount of any license fee to be paid to the city or to otherwise fail or refuse to comply with any of the provisions of this chapter.

(2) In the event a person required by this chapter to obtain a license or an exemption certificate fails, refuses or neglects to obtain the same before it becomes delinquent, the City Recorder will collect, in addition to the fee, a penalty fee will be set by Master Fee Schedule for each calendar month or fraction thereof for the period of the delinquency.

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012.

5.04.090 Violation does not exempt payment of fee.

(1) A violation of any provision of this chapter does not relieve a business of liability for paying any fee or penalty for which it is liable nor shall payment of any such fee or penalty be a bar to any action that the city may bring in law or equity to enforce or remedy violations of this chapter.

(2) A violation of any provision of this chapter is a Class “A” infraction as specified in Chapter 1.08. Each and every day this chapter is violated constitutes a separate offense.

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012.

**RED LINED
VERSION
OF PROPOSED
CHANGES**

**Chapter 5.04
BUSINESS LICENSES**

Sections:

5.04.010 Purpose.

5.04.020 Definitions.

5.04.030 License required.

5.04.040 Fees.

5.04.050 Presumption of doing business.

5.04.055 Short-Term Rental Regulations

~~5.04.060 Fee calculation.~~

5.04.070 Procedures.

5.04.070 Denial, Revocation, and Suspension of a License

5.04.075 Suspension or Revocation - Effect

5.04.080 Falsifying application information—Failure to comply.

5.04.090 Violation does not exempt payment of fee.

5.04.010 Purpose.

The purpose of this chapter is ~~designed~~ to collect information about businesses operating in the city, ~~and~~ provide revenue for municipal purposes, and to provide the city with an additional process to ensure businesses are in compliance with laws and regulations impacting public health and safety. In order for business to be carried on and conducted in the city in a profitable and peaceful manner, the city must provide police protection, fire protection, street maintenance, street lighting and other municipal services. The city's issuance of a license under this chapter is not permission or license to engage in any particular business activity or occupation. This chapter's fees, penalties and other charges are in addition to any other regulatory or non-regulatory certificate, license or permit fees that may be required by any federal, state or local jurisdiction, including the city.

Statutory Reference: ORS 221.410

History: Ord. 1437 §2, 2012.

5.04.020 Definitions.

The following words or phrases, except where the context clearly indicates a different meaning, shall be defined as provided in this section ~~As used in this chapter:~~

~~(1) "Applicant" is a person who has applied for a business license under this chapter.~~

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~~(2) "Business" includes all professions, trades, occupations, shops, apartments, tenements, office buildings and all and every kind of calling carried on for profit, gain or livelihood, including operating a rental unit.~~

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~~(3) "Business license" or "license" means the document issued upon full compliance with this chapter for the year in question. A licensee is the holder of a business license.~~

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~~(4) "City" means the City of Gladstone, Oregon.~~

~~(4) "Employee" means any person working for, within or under the auspices of a business (other than a bona fide independent contractor or leased employee) regardless of the employment, management or ownership status of that person, including common law and statutory wage earning, commission and salaried employees, executive and common employees, agents, sales representatives, sole proprietors, partners, corporate officers and any and all persons associated directly with the business.~~

~~(5) "Exemption Certificate Application" means a business license application that is submitted without fee according to guidelines set in GMC 5.04.030 (2), along with proof of exemption.~~

~~(6) "Exemption certificate" means the document issued by the city in lieu of a license to qualifying businesses and activities under this chapter (i.e.: Business License).~~

~~(7) "Person" includes all domestic and foreign corporations, associations, syndicates, partnerships, joint ventures, societies and individuals transacting and carrying on any business in the city excepting individuals whose compensation is based on an hourly, daily, weekly, monthly or annual wage or salary.~~

~~(7) "Transfer" means to transfer ownership of a business. It does not mean a change in business location.~~

~~(8) "Fulltime Equivalent Employee (FTE)" means an amount equivalent to the number of full-time workers with 1.0 equal to one full-time worker, and 0.5 equal to one-half of a full-time worker. Two 0.5 FTE's are equal to 1.0 FTE.~~

~~(9) "Rental unit" means a house, duplex, multiplex, apartment, condominium, accessory dwelling unit or other residential dwelling unit for which the property owner receives payment from another for use or occupation of the property. Each individual space or room would be considered a separate rental unit. Rental units can be either~~

"long term rental units," which are used or occupied for 30 days or more to a single party, or "short term rental units," which are used or occupied for less than 30 days to a single party.

(10) "Rental Property Owner" means the owner of a rental unit.

(11) "Property Management Company" means any company that is managing a rental unit for a rental property owner.

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012.

5.04.030 License required.

(1) Except as provided in subsection (2) of this section, any person operating or carrying on business in the city must obtain a license and pay the required fee on an annual basis.

(2) In lieu of a business license and the requirement to pay related fees described in this chapter, the city will issue an exemption certificate without charge to a businesses and activities described in subsections (2)(a) through (f) of this section. Notwithstanding the foregoing, a qualifying business or activity must complete and file an initial and thereafter an annual renewal exemption certificate application. Any person claiming an exemption has the burden of demonstrating the applicability of such exemption. ~~Businesses and activities~~ qualified under this provision are:

(a) Religious, educational and charitable organizations specifically exempt from taxation under the Federal Internal Revenue Code;

(b) Daycare centers, foster homes, group homes and other like facilities which are required to be state regulated ~~(b) One-time, annual events or special events if all other applicable permits and licenses have been applied for and granted by the city;~~

(c) Any ~~business or occupation specifically exempt from the payment of nonregulatory business license fees under state law or federal law i.e. person that is recognized by either the State of Oregon or the federal government as a nonprofit organization (any person claiming an exemption under state or federal law has the burden of demonstrating the applicability of such an exemption);~~

(d) Any household, garage or yard sale conducted in accordance with any applicable city ordinances or regulations;

(de) Producers of farm products raised in Oregon, produced by themselves or their immediate families and sold by them or by a member of their immediate family;

(ef) No person working as a domestic in a private home if the owner or occupant of the home employs or directly pays the domestic worker;

(f) Contractors when their principal place of business is outside of City limits and they have proof that they have obtained a Regional Contractor's business license from the Metropolitan Service District ("Metro").

(3) ~~A Person~~ who holds a transient merchant license under Chapter 5.32 ~~is~~ deemed to have complied with this chapter and ~~is~~ only responsible for payment of a transient merchant license fee.

(4) The following situations are specifically excluded from the requirement of paying a business tax:

(a) A service offered by a person under the age of 18 as an individual and without employees, such as lawn mowing, lemonade stands, and the like.

(b) Persons engaged in delivery of goods or services from points outside the City, providing sales contacts and actual sales take place outside the City.

(c) Newspaper carriers.

(d) Garage sales, yard sales, and other similar activities.

(e) The sale of personal assets such as a personal automobile, residence, appliance, or other articles. Such exclusion shall not apply when such sales are conducted on a regular and continuing basis. That will be assumed to be the case if an individual or family sells its personal residence more than twice or personal automobile more than four (4) times in any given calendar year. Other items shall be determined by the Finance Director or designee on the basis of reasonableness on a case-by-case basis.

(f) Any business or occupation specifically exempt from the payment of regulatory business license fees under state law or federal law such as licensed real estate salespeople or associate real estate brokers who engage in professional real estate activity only as an agent of a real estate broker or real estate organization or licensed insurers, insurance producers, or their representatives in accordance with ORS 731.841.

(g) Municipal, state, or federal agencies.

(54) All licenses issued in accordance with this chapter must be openly displayed in the place of business or otherwise kept on the person or on the vehicle of the person licensed. Failure to carry such license or produce the same on request from a city official is a violation of this chapter.

Statutory Reference: ORS 221.410.

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History: Ord. 1437 §2, 2012; Ord. 1465 §1, 2016.

5.04.040 Fees.

(1) A business license fee is imposed upon every businesses located and/or operating within the city, except for a business described in GMC 5.04.030 (2). The fee in an amount that the city council will be set by City Council set by resolution and may be calculated upon any factors and in any manner established by Council. The Council may also establish a higher license fee for those person's subject to this chapter who do not reside in the city or maintain a physical place of business within the city.

(2) It is unlawful for any person to conduct any business in the city without first having paid such fees and without having first obtained a license as provided in this chapter, and renewing the license for each year thereafter, or without having obtained and renewed an exemption certificate, as applicable.

(3) A license or an exemption certificate is effective on the date of its issuance and may be renewed annually no later than the first day of the calendar year thereafter on that date.

(4) The fee imposed by this section is due at the time the application is received by the city no later than the date the city issues a business license and will be due annually no later than the first business day of the calendar year thereafter, that date thereafter. A fee not paid within 30 days of its due date is delinquent. If an application for a business license is made within the first six months of the calendar year, the person must pay the full license fee. If an application is made during the last six months of the calendar year, the person is only responsible for paying one-half of the annual license fees for the remainder of the year. Fees are not refundable.

(5) Each branch or location of a business shall obtain a separate license, excepting warehouses used only in connection with a licensed business.

(6) The agent of a nonresident business for which a license is required will be jointly liable for payment of the fee and for any penalties for failure to pay the fee or to comply with the provisions of this chapter to the extent and with like effect as if such agent or agents were themselves proprietors.

(7) Each business physically located within city limits must pay the FTE amount, over three (3) FTEs, in addition to the applicable base rate. The number of FTEs for which payment is required is based on the number of FTEs employees as of January 1st for full-year taxpayers and on the first day of business for other taxpayers. No additional payments or refunds are applied for changes in the number of employees during the tax year.

(8) Rental property owners are responsible for paying the rental property fee, applicable to the number of rental units owned, in addition to the business license base rate.

(9) Property management companies who do not own the property they are managing are not required to pay the rental property fee but are required to hold a business license for conducting business as a property management company within the city.

Statutory Reference: ORS 221.410.
History: Ord. 1437 §2, 2012.

5.04.050 Presumption of doing business.

A person is presumed to be doing business in the city and subject to this chapter if engaged in any of the following activities:

- (1) Advertising or otherwise professing to be doing business within the city;
- (2) Delivering goods or providing services to customers within the city;
- (3) Owning, leasing, or renting personal or real property within the city, which is used in a trade or business;
- (4) Engaging in any transaction involving the production of income or the intent to produce income from holding property (which may be personal or real in nature) that this chapter does not otherwise exempt; or
- (5) Engaging in any business activity that is not otherwise exempt under this chapter.

Statutory Reference: ORS 221.410.
History: Ord. 1437 §2, 2012.

5.04.055 Short-Term Rental Regulations.

In addition to the other requirement of this chapter, the following requirements apply to short-term rental license:

- (a) Quarterly Transient Lodging Tax shall be submitted pursuant to GMC 5.70.
- (b) At any given time, no more than one (1) rental party (i.e. under one (1) separate reservation) shall occupy a dwelling unit at a time.

5.04.060 Fee calculation.

Business license fees will be set by council resolution. Business license fees may be calculated upon any factors and in any manner established by council. The council may establish a higher license fee for those persons subject to this chapter who do not reside in the city or maintain a physical place of business within the city.

~~Statutory Reference: ORS 221.410.~~

~~History: Ord. 1437 §2, 2012; Ord. 1445 §1, 2014.~~

5.04.0670 Procedures.

(1) An application for a license or exemption certificate required under this chapter will be made to the City Recorder or designee, on forms that ~~are maintained by the city~~ the City Recorder maintains.

(2) Any new business that desires to conduct business within the city, or believes it is entitled to an exemption certificate, must apply at any time during the calendar year and prior to beginning operations. A license fee may be prorated as provided in Section 5.04.040(43). Any existing business must reapply annually to renew its license or exemption certificate, as applicable.

(3) ~~The City Recorder or designee will issue or renew a license or an exemption certificate, as applicable, only if: The Police Chief, Fire Chief and their designees may investigate and examine all places of business licensed or subject to license under this chapter at any and all reasonable times in order to determine whether the place of business is safe, sanitary and suitable for the business so licensed or for which application for a license is made.~~

(a) The circumstances listed in GMC 5.04.070(1) are not present; and

(b) The business to be licensed or any person associated with the business does not owe the city any monies, including, but not limited to, unpaid utility bills, fines, etc.; and

(c) The appropriate license fee due under this chapter is paid.

~~(4) If such officers or their agents determine that any such place of business is dangerous to public health, safety, welfare or is likely to become, or is at that time a menace or public nuisance, they will submit to the City Administrator a report detailing that determination and the reasons for it.~~

~~(5) The City Administrator will review the report and either:~~

~~(a) Recommend the City Recorder issue a license; or~~

~~(b) Deny the business license or revoke it in the case of a previously issued license.~~

~~(c) In making his or her decision the City Administrator may request additional evidence and testimony from the applicant, city officials and any other individual who the City Administrator reasonably believes may assist with the decision.~~

~~(6) If the City Administrator believes that substantial evidence supports the official's report that the business is a danger to public health, safety, welfare or is likely to become or is at that time a menace or public nuisance, the City Administrator will deny or revoke the license, as appropriate, and will notify~~

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~~the applicant in writing of the decision. If a license is denied or revoked, the business must immediately cease all operations within the city.~~

~~The applicant may appeal the City Administrator's denial or revocation to the municipal court. Any appeal must be filed within 10 days of the date of the Administrator's written decision.~~

~~The court will hear any appeal on the record and will uphold the City Administrator's decision if substantial evidence supports it.~~

~~(7) The City Recorder will issue or renew a license or an exemption, as applicable, only if:~~

~~(a) The City Administrator did not receive a report as described in subsection (4); or~~

~~(b) The City Administrator pursuant to subsection (5)(a) recommends that the City Recorder issue the license; and~~

~~(c) The business to be licensed or any person associated with the business does not owe the city any monies, including, but not limited to, unpaid utility bills, fines, etc.; and~~

~~(d) The appropriate license fee due under this chapter is paid; and~~

~~(e) The business to be licensed is in compliance with Chapter 9.00.~~

~~(8) A person may request a transfer of a business license on forms that the City Recorder maintains. The Council may establish a fee associated with such transfer.~~

Statutory Reference: ORS 221.410.

History: Ord. 1437 §2, 2012; Ord. 1446 §2, 2014.

5.04.070 Denial, Revocation, and Suspension of License

(1) The city may deny, revoke, or suspend a license if:

~~(a) The applicant or licensee fails to meet the requirements of this chapter or doing business in violation of this chapter~~

~~(b) The applicant or licensee is operating a business that is in violation of Gladstone Municipal Code 15.08, Fire Code, and has received at least one violation under GMC 15.08.080.~~

~~(c) The applicant or licensee is operating a business that is in violation of Gladstone Municipal Code Title 17, Zoning and Development, and has received at least one violation under GMC 17.98.010.~~

~~(d) The applicant or licensee is operating a business that is in violation Gladstone Municipal Code 8.06, Chronic Nuisance, and has received at least one action under GMC 8.06.060.~~

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(e) A finding by the applicable outside agency that the applicant or licensee is doing business in violation of federal, state, or county law and if the City Administrator finds the violation impacts the public's health or safety.

(f) The applicant or licensee has provided false or misleading information or has omitted disclosure of a material fact on the business license application, related materials, or license.

(g) The business license fee has not been paid by the due date.

(2) The City Administrator or Chief of Police or their designees shall provide written notice to the applicant or licensee of a denial, suspension or revocation. The notice shall state the reason for denial, suspension, or revocation and inform the person of the right to appeal.

(3) Notices of revocation or suspension shall be given at least 30 days before the action becomes effective. If the violation ends within the 30 days, the city may discontinue the proceedings.

(4) A person may appeal a denial, suspension revocation as follows:

(a) A written notice of appeal to the City Council shall be filed with the City Administrator within 15* days after the applicant or licensee receives notice pursuant to GMC 5.04.070(2).

(b) The City Council shall hear and make a determination in regard to the appeal at its next regular meeting immediately following the filing of the notice of appeal.

(c) The decision of the City Council on the appeal shall be final and conclusive.

(d) If an appeal is filed pursuant to this section the action will be stayed until resolved.

(5) A person whose application for any business license has been denied or whose license has been revoked may, after 90 days from the date of denial or revocation, apply for a license upon payment of the application fee and submission of an application form and required attachments.

5.04.075 Suspension or Revocation - Effect

If a business license is suspended or revoked, the concerned business shall immediately cease conducting any and all businesses within the City. Any business which continues to conduct business within the City subsequent to action by the City Council to suspend or revoke the City license for such business shall be subject to the same fine and penalties as if such a business had never obtained a City business license and was carrying on business within the City without such a business license

5.04.080 Falsifying application information—Failure to comply.

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(1) It is unlawful for any person to make any false or misleading statements for the purpose of determining the amount of any license fee to be paid to the city or to otherwise fail or refuse to comply with any of the provisions of this chapter.

(2) In the event a person required by this chapter to obtain a license or an exemption certificate fails, refuses or neglects to obtain the same before it becomes delinquent, the City Recorder will collect, in addition to the fee, a penalty fee will be set by Master Fee Schedule for of five percent each calendar month or fraction thereof for the period of the delinquency.

Statutory Reference: ORS 221.410.
History: Ord. 1437 §2, 2012.

5.04.090 Violation does not exempt payment of fee.

(1) A violation of any provision of this chapter does not relieve a business of liability for paying any fee or penalty for which it is liable nor shall payment of any such fee or penalty be a bar to any action that the city may bring in law or equity to enforce or remedy violations of this chapter.

(2) A violation of any provision of this chapter is a Class "AD" infraction as specified in Chapter 1.08. Each and every day this chapter is violated constitutes a separate offense.

Statutory Reference: ORS 221.410.
History: Ord. 1437 §2, 2012.

**CITY COUNCIL
MONTHLY
ACTIVITY
REPORTS**

MAYOR TAMMY STEMPEL

OCTOBER 2022 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

- 10/3/2022 - Meeting with Jacque Betz
- 10/5/2022 - Food Pantry
- 10/6/2022
 - C4 Meeting
 - Review Council Packet
 - State Economic Development Meeting
- 10/7/2022 - Review Council Packet
- 10/10/2022
 - Meeting with Jacque Betz
 - C4 Executive Committee Meeting
 - Gladstone Parks and Rec Meeting
 - Review Council Packet
- 10/11/2022
 - Library Sign Unveiling Event
 - Gladstone City Council Meeting
 - Climate Mayors Meeting
- 10/12/2022 - Greenroof Thinktank Meeting – Storm Water Management Options
- 10/13/2022 - WES Special Session
- 10/17/2022
 - Meeting with Jacque Betz
 - Review Senior Center Issues
 - Review Planning Commission Issues
- 10/19/2022
 - GEMS Meeting
 - Food Pantry
- 10/20/2022
 - Food Pantry Shift
 - Historical Society Meeting
 - State Economic Development Meeting
- 10/24/2022
 - Crime Roundtable Meeting
 - Meeting with Jacque Betz
 - Clackamas County Heritage Council Meeting
- 10/25/2022 - City Council Work Session
- 10/26/2022 - Food Pantry

10/31/2022 - City Halloween Event

**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**

November 22, 2022
City Council Work Session
5:30 Pm

1 Hour	Report from Tukwila Springs	CA Betz/PC Schmerber
	Boards, Committees, and Commission's Work Plans for 2023 and 2024	Chairs/Staff of various committees

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 (November) • Certify the results of elections • Consider approval of a resolution for a budget amendment to accept grant funds for the Senior Center and Gladstone Police Department 	
Report	Clackamas Fire District #1 Update	Fire Chief Browne/Asst. Chief Stewart
Public Hearing	Consider approval of amendments to the C-2 Zoning District and new Downtown Overlay Zone	MIG/JS Consulting/CA Betz
Public Hearing	Consider approval of Gladstone Zoning Code amendments pertaining to: Middle housing land divisions and removal of design Standards Specific to manufactured homes in Chpt. 17 of the GMC	SP Fields/CA Betz
	Approve the Guaranteed Maximum Price Contract for the Public Works Facility	PM Knox/PWD Caniparoli/CA Betz
	Update the Master Fee Schedule for the rate changes and senior center fee for rentals, land use fees, utility rates.	CR Bannick, CSM Kirkpatrick, FC Brucker
	Consider approval of an ordinance to amend GMC Chapter 9.60 Camping Prohibited in Certain Places, Chapter 10.16 Abandoned and Hazardous Vehicles, and Chapter 10.04 Parking Amendments	CA Jacobs/PC Schmerber
	City Councilor Recognition For outgoing elected officials	

December 27, 2022

	No Work Session- Holiday Week	
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Gladstone City Council Preliminary Agendas

January 10, 2023 City Council Regular Meeting 6:30 PM		
Consent Agenda	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (December 2022) 	
	Swearing In of elected officials	Judge Lindgren
	Selection of a Council President per Gladstone City Charter Chapter III Section 9	City Council
Report	Clackamas Fire District #1	Fire Chief Browne/Asst. Chief Stewart
	Consider approval of the 2023-25 Budget Calendar	FC Brucker/CA Betz
	Appointments to Boards, Committees, and Commissions	City Council
	Creation of Ad Hoc Committee and appointments to review the Gladstone City Council Rules in conformity with the new Gladstone City Charter and to review the 2013 City of Gladstone Guidebook	City Council
January 13-14, 2023 City Council Goal Setting Sessions Time to Be Determined		
To Be Set		
	Updated Gladstone Employee Personnel Handbook	
	Consider an agreement with Clackamas County Public Health Division for use of Gladstone’s opioid settlement funds	
	RFP/Q for Auditing Services	