



**GLADSTONE CITY COUNCIL MEETING  
CIVIC CENTER COUNCIL CHAMBERS  
September 12, 2023 – 6:30 PM**

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**6:30 p.m. - CALL TO ORDER**

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/82163354286?pwd=ZExhM1BRck91cGdqeXArUVR6bEluQT09>

Passcode: 812672

Or One tap mobile :

+12532050468,,82163354286#,,,,\*812672# US; +12532158782,,82163354286#,,,,\*812672# US (Tacoma)

Or Telephone:

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

+1 253 205 0468 US; +1 253 215 8782 US (Tacoma)

Webinar ID: 821 6335 4286

Passcode: 812672

If members of the public would like to comment on an agenda item (either virtually or in person) please email your comments to [bannick@ci.gladstone.or.us](mailto:bannick@ci.gladstone.or.us) prior to 12:00 p.m. (noon) on September 12, 2023. Individuals attending in person may submit a speaker card to the City Recorder prior to the beginning of the meeting. Comments are limited to three (3) minutes.

The City Council will also have *Gladstone City Event Announcements* during the meeting and *Business from the Audience* at the end of the meeting. To speak during either time, (virtually or in person) please email [bannick@ci.gladstone.or.us](mailto:bannick@ci.gladstone.or.us) prior to 12:00 p.m. (noon) on September 12, 2023 with your name, topic of discussion and city of residence. Individuals attending in person may submit a speaker card to the City Recorder prior to the beginning of the meeting. Comments are limited to three (3) minutes.

**ROLL CALL**

**FLAG SALUTE**

**AGENDA ADDITIONS OR CORRECTIONS**

**CONSENT AGENDA:**

1. Approval of August 8, 2023 Regular Minutes
2. Approval of July Bank Balances
3. Budget Report for Period ending 07-31-2023
4. Approval of July Check Register
5. Department Head Monthly Reports for August 2023
6. Approval of new OLCC Liquor License Application for The Brew LLC, 465 Portland Avenue

7. Authorization for City Administrator to sign Amendment for Community Development Block Grant Program Agreement between City of Gladstone and Clackamas Co. Dept. of Health, Housing & Human Services Housing and Community Development

**CORRESPONDENCE: None**

## **8. REPORT – CLACKAMAS FIRE DISTRICT UPDATE**

## **9. GLADSTONE CITY EVENT ANNOUNCEMENTS**

This is an opportunity for members of the audience to bring to the Council's attention any upcoming city events otherwise not 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.

## **REGULAR AGENDA:**

### **10. PUBLIC HEARING: ORDINANCE 1524 – TEXT AMENDMENTS TO ADD A NEW CHAPTER 17.81 – ANNEXATION - TO THE GLADSTONE MUNICIPAL CODE, FILE TXT-2023-02**

Consider approval of Ordinance 1524 – an Ordinance adding new Chapter 17.81 – Annexation, to the Gladstone Municipal Code

### **11. ORDINANCE 1525 – AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTERS 2.10 AND 2.70 – RENAMING OF THE GLADSTONE SENIOR CENTER ADVISORY BOARD AND DUTIES OF THE BOARD**

Consider approval of Ordinance 1525 – amending GMC Chapters 2.10 and 2.70 – renaming the Senior Center Advisory Board and duties of the Board

### **12. RESOLUTION 1225 – PARTICIPATION IN THE ICMA/MISSION SQUARE 401 PLAN**

Consider approving Resolution 1225 – allowing the City to participate in the ICMA/Mission Square 401 retirement plan

### **13. RESOLUTION 1226 – ADOPT A PAVEMENT CONDITION INDEX (PCI) OF 71 FOR THE CITY OF GLADSTONE PAVEMENT MANAGEMENT PLAN**

Consider approving Resolution 1226 – adopting a PCI of 71 for the City of Gladstone Pavement Management Plan

### **14. RESOLUTION 1227 – ADOPTING COUNCIL RULES FOR THE GLADSTONE CITY COUNCIL**

Consider approving Resolution 1227 – a resolution adopting Council rules for the Gladstone City Council and repealing prior rules

**BUSINESS CARRIED FORWARD** – Proposed legislation by Congresswoman Lori Chavez-DeRemer to “*prohibit authority to provide financial assistance for, or approve, tolling on Interstate Route 5 or Interstate Route 205 in the State of Oregon under certain tolling programs.*” (Informational purposes only)

## **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 –**

## **ADJOURN**

## **Upcoming Meeting Dates:**

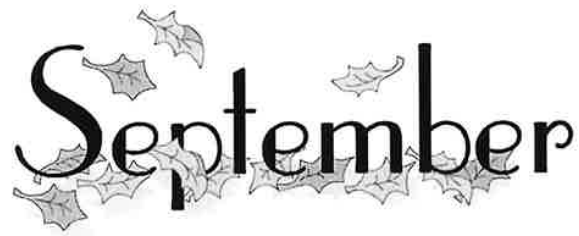
- September 26, 2023 – City Council Work Session at 5:30 pm.
- October 10, 2023 – City Council Regular Meeting at 6:30 pm.

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**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 known 48 hours preceding the meeting by contacting the City Recorder at [bannick@ci.gladstone.or.us](mailto:bannick@ci.gladstone.or.us). Staff will do their best to respond in a timely manner and to accommodate requests.



The word "September" is written in a black, serif font. It is surrounded by several stylized, grey leaves of various shapes and sizes, some appearing to be falling or blowing around the text.

September

**CONSENT AGENDA**





## **GLADSTONE CITY COUNCIL MEETING MINUTES OF AUGUST 8, 2023**

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

### **ROLL CALL:**

Mayor Michael Milch, Councilor Alexander, Councilor Garlington, Councilor Huckaby, Councilor Reichle, Councilor Roberts, Councilor Cook

### **ABSENT:**

None

### **STAFF:**

Jacque Betz, City Administrator; Tami Bannick, City Recorder; John Schmerber, Chief of Police; Chad Jacobs, City Attorney

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Mayor Milch called the meeting to order. He 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. He went over the procedures that will be followed for the meeting and the meeting agenda. He said that public announcements will be at the beginning of each meeting and public comments will still be at the end.

He said they acknowledge the Clackamas, Chinook, and Kalapuya native peoples on whose ancestral homelands they gather tonight. We honor them as a vibrant, foundational, and integral part of our community. We recognize their accomplishments as the native stewards of these lands, as well as the diverse and vibrant native communities who make their home here today. We thank those who have connection to this land and serve as stewards, working to ensure our ecosystem stays balanced and healthy. He said without a full representation of everyone's experience we will never be able to design and develop a better future.

### **AGENDA ADDITIONS OR CORRECTIONS:**

None.

### **CONSENT AGENDA:**

1. Approval of July 11, 2023 Regular Meeting Minutes
2. Approval of June Bank Balances
3. Budget Report for Period ending 6-30-2023
4. Approval of June Check Register
5. Legal Costs on Projects for June
6. Department Head Monthly Reports for July 2023
7. Consider Approval of a grant from Oregon Impact/Oregon Department of Transportation in the amount of \$36,000 for high visibility enforcement in the Gladstone Police Department

*Councilor Alexander made a motion to approve the Consent Agenda. Motion was seconded by Councilor Huckaby. Ms. Bannick took a roll call vote: Councilor Garlington – yes. Councilor Roberts – yes. Councilor Cook – yes. Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby – yes. Mayor Milch – yes. Motion passed with a unanimous vote.*

### **CORRESPONDENCE:**

None.



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

Assistant Fire Chief Brian Stewart gave a report. He wanted to recognize the line of duty death of Benjamin Sapper – he was a federal firefighter who died on Friday. Asst. Chief Stewart told about an incident that occurred in Dutch Creek in 2008 when they lost another firefighter, Andy Palmer. They have changed the way they do things since then to give everyone the best chance of survival when there is an accident. They have added rapid extrication modules that include specially trained tech rescue individuals, rope rescue individuals, etc. Two of their members are out on assignment on one of those modules today.

He said they had a great time at the Community Festival on Saturday.

Fire Marshal Shawn Olson said it's been a pleasure being back in Gladstone – he served here for many years as a volunteer. He said over the last year they have had seven fire investigations within the City (most of which were electrical related) and 38 total fires within the City. They have been doing high risk occupancies inspections (multi-family apartment complexes) – to make sure they have adequate access, adequate addressing, fire hydrants are working as they should, fire alarm systems are tested annually, etc. Next fall they will conduct school inspections again.

They were a part of National Night Out last Tuesday.

This fall they will be working on a program called Intterra, a GIS mapping program which allows them to overlay certain icons for pre-fire planning. It gives instant access for operations staff to see where certain key features of a commercial building are located.

Councilor Reichle asked about a new program related to defensible space debris and what that means. It has to do with the vegetation/trees around homes – it puts more focus on rural communities where there is a higher risk of wildfire. They always encourage citizens to prepare their homes (removing materials such as pine needles and leaves, cleaning gutters, keeping the valleys in the roofline clean, etc.).

Councilor Alexander asked about the cause of the Barbary fire – it appears to be an electrical-related issue, potentially targeted toward the hot tub.

Councilor Huckaby asked if a lot of the electrical related fires are due to the age of some of the buildings in Gladstone and/or outdated wiring – the answer was no. They are seeing a lot of fires caused by cigarette smoking or throwing something hot into bark dust/vegetation. Councilor Huckaby said she liked the part of their monthly report that lists the incidents – she asked what the red and green draft/locked boxes mean (page two). It is from their Incident Reporting system – it shows what fire reports have been completed/locked, and which are pending.

Councilor Garlington asked how they go about doing fire testing – their authority only lies within common areas and the exterior of the buildings (fire hydrants, fire alarm systems, etc.). If they come across a significant violation they give the property owner/manager time to remedy the situation. She asked if people don't have a working smoke alarm how do they reach out for help? They offer that service to a certain extent and can go out and install them if necessary.

Councilor Roberts thanked them for the further detailing included in the monthly report. He appreciates the preventative maintenance they do in the community.

Councilor Cook saw them at the Community Festival – the fire booth was by far the most engaging event for kids.

Mayor Milch said it's always helpful to hear about the prevention work and preparation work they are doing.

**9. RECOGNITION – Seventh Day Adventist Gladstone Park Conference Center Community Day of Giving:**

Ms. Betz said they approached the City a few months ago to talk about their Community Day of Giving. They outlined some projects they could work on. She shared slides of the projects they worked on. They took care of the rotting wood on the side of the restroom facility at Meldrum Bar Park and painted the posts in the picnic shelters. Pastor Benjamin Lundquist introduced some of the volunteers that were involved. This is their second year doing these types of projects. He went over their mentoring program.

Mayor Milch presented them with a thank you card.

**10. INTRODUCTION – Economic Development/Tourism Coordinator Marci Jory:**

Mayor Milch said when they were doing their goal setting for the year economic development was one of their goals. Ms. Betz introduced Ms. Jory. The City needed an experienced public involvement professional with focused expertise in economic development and community development, someone excellent in communication and marketing skills, with the ability to create a vibrant program to support, maintain, and grow all businesses in Gladstone. They interviewed six qualified candidates for the position. Ms. Jory began working for the City on July 6<sup>th</sup>. Most recently she was the Events and Placemaking Manager for the Downtown Oregon City Association. She went over her background/skills. Everyone welcomed her.

**11. GLADSTONE CITY EVENT ANNOUNCEMENTS:**

Marta McGuire serves as Metro's Waste Prevention/Environmental Services Director – they oversee our garbage and recycling transfer station in Oregon City. She wanted to give an update on some work that is underway to consider improvements to the reuse/recycling/garbage infrastructure in the region. Over the past year Metro has been working with local government, industry, and community partners to guide development of a new garbage and recycling system facilities plan. The plan is focused on assessing the region's existing facilities to identify service gaps/needs and present opportunities to invest in new facilities, including addressing the needs at the Metro South station. She invited the Mayor, City Council, City Administrator, community leaders and industry partners in Gladstone to attend a symposium/workshop they are having to discuss proposed scenarios and recommend a set of investments to modernize their system and invest in new facilities/improvements. It is scheduled for Wednesday, September 27<sup>th</sup>, at the Oregon Convention Center from 10:00 A.M. to 3:00 P.M.

Bill Preble, President of the Gladstone Pickleball Club, and Donna Weare, Vice-President of the Pickleball Club – said they had their first tournament in 2019 in conjunction with the Community Festival. They started with 78 players. This year they had 164 players – they came from 43 different cities and 5 states. They are grateful for the partnership with the City of Gladstone. They wanted to say thank you for letting them be a part of the Community Festival.

Councilor Huckaby said on Friday, August 11<sup>th</sup>, at 6:00 P.M. is Gladstone's first Music on the Green event being held at the Gladstone Community Center. There will be live music. Bring your own lawn chairs, food, and drinks.

**REGULAR AGENDA**

**12. PUBLIC HEARING: RESOLUTION 1223 – GLADSTONE DISPOSAL COMPANY SOLID WASTE RATES:**

Ms. Betz said that Gladstone Disposal has an exclusive franchise agreement with the City of Gladstone to provide solid waste, yard debris, and recycling services within the city limits. Under the terms of the franchise, rate increases are set by resolution with the approval of the City Council. The rates only apply to those who are receiving a service.

Will Mathias, CFO, and Pam Bloom, Owner, gave a presentation. They went over the process involved in rate considerations. They are proposing a rate adjustment of 10% - for a residential customer the cost implication is \$3.06/month. For commercial customers the cost implication would be \$19.42/month or less. They went over rate comparisons. They went over some of the reasons for the increase (increases in the disposal rate, fuel price increases, etc.).

Councilor Garlington asked if someone isn't using all the trash services are they still paying the rate – they offer yard debris only or recycle only rates. They went over the options/rates.

*Councilor Alexander made a motion to approve Resolution 1223 amending Exhibit "A" to Resolution No. 1202 by revising the solid waste rate structure schedule effective September 1, 2023. Motion was seconded by Councilor Huckaby. Ms. Bannick took a roll call vote: Councilor Cook – yes. Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby – yes. Councilor Garlington – yes. Councilor Roberts – yes. Mayor Milch – yes. Motion passed with a unanimous vote.*

Councilor Reichle asked about options for recycling things such as Styrofoam, clam shell containers, etc. They offer a recycle plus program – they accept some of those items for an additional fee. Instructions/information are available on their website. They went over the options/fees.

**13. ORDINANCE 1523 – AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTER 6.08 – ANIMALS, TO EXCLUDE ROOSTERS IN THE CITY LIMITS:**

Chief Schmerber said this would amend the ordinance – roosters are not allowed to be kept, possessed, maintained, or harbored within the City. There are also amendments to language in subsection 6.08.020, 6.08.030, and 6.08.070 for clarity purposes only. He gave some background information. After working with the City Attorney they added subsection 2 of 6.08.010 – this would meet the required needs prohibiting roosters within the City, add clarity to the ordinance, and fall within the current City practices.

*Councilor Roberts made a motion to approve Ordinance 1523, and Ordinance amending Gladstone Municipal Code (GMC) Chapter 6.08 to include Subsection 2 of GMC 6.08.018, Roosters are not allowed to be kept, possessed, maintained, or harbored within the City and to amend Subsection 6.08.020, 6.08.030, and 6.08.070 to make the language clearer. Motion was seconded by Councilor Reichle. Ms. Bannick took a roll call vote: Councilor Cook – yes. Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby – yes. Councilor Roberts – yes. Councilor Garlington – yes. Mayor Milch – yes. Motion passed with a unanimous vote.*

**14. APPOINTMENT TO BOARDS, COMMISSIONS, AND COMMITTEES:**

a) Audit Committee

Ms. Betz said the auditors will start the internal work next week on fiscal year ending 2022/2023. There is one applicant (Suzanne Bach) and three vacant terms. She suggests making this the term that expires 12/31/2024. They are still advertising for the vacant positions.

*Councilor Roberts made a motion to appoint Suzanne Bach to the term that expires 12/31/2024 for the Audit Committee of the City of Gladstone. Motion was seconded by Councilor Huckaby. Ms. Bannick took a roll call vote: Councilor Reichle – yes. Councilor Cook – yes. Councilor Roberts – yes. Councilor Garlington – yes. Councilor Huckaby – yes. Councilor Alexander – yes. Mayor Milch – yes. Motion passed with a unanimous vote.*

**15. REVIEW DRAFT REVISIONS TO THE CITY COUNCIL RULES:**

Ms. Betz said the packets contain a complete amended version of the City Council Rules from the previous work they have done. If approved they will bring a Resolution back to the City Council in September to adopt the amended City Council Rules.

Councilor Garlington would like to add something in G - Council Member Conduct – to give clarification, to list people by their title first (Councilor) instead of their name so that it means only one individual and not the whole Council. Mr. Jacobs suggested adding a #2 to Section G that explains when an elected official is representing themselves in writing that they should identify themselves in whatever manner the Council decides. There was discussion.

Councilor Roberts said on page 15-10, J, 2 – the sentence trails off. He feels it can be removed. Everyone agreed.

Councilor Garlington, said on page 15-3, C, #8 – they took out the word “Oregon”, so it just says state law. Mr. Jacobs said he could change it, but he has no preference either way.

Councilor Garlington said on page 15-13, R, 1, a – she feels it should read “pursuant to Section 8 of the Charter, the Mayor (take out “shall”) appoints members of Council committees, which are established by these rules”. There was discussion. Everyone agreed to the changes.

Councilor Cook said on page 15-14, under Citizen Appointment, Section d – they feel striking it through changes policy in a way they haven’t discussed. Mr. Jacobs said during the last meeting they discussed the issue regarding serving on the Budget Committee – the language is from state law and is already a legal requirement.

Mayor Milch confirmed that Ms. Betz was satisfied with Section S – City Administrator Evaluation.

These changes will be sent off for a draft in the form of a Resolution.

**BUSINESS CARRIED FORWARD:**

None.

**BUSINESS FROM THE AUDIENCE:**

None.

**BUSINESS FROM THE COUNCIL:**

**Councilor Reichle:**

She wanted to thank the Rotary Club and the City for an awesome Community Festival.

**Councilor Cook:**

They had a wonderful meeting with Ms. Betz and Ms. Jory. They are excited that they are working on a business social hour – to bring business owners in Gladstone together to build positive relationships and

engagement. There are some other economic development projects that Ms. Jory will be working on as well.

**Councilor Alexander:**

He said people have about a month to sign up for the Gladstone Citizen Police Academy. He feels everyone should go through it to see the procedures and what our officers have to go through. He encouraged people to sign up for a ride-along.

He took the tour of Clackamas Community College – he said the pictures don’t do it justice. He encouraged everyone to go see it.

**Councilor Roberts:**

He thanked everyone from the Rotary Club and the City for the Community Festival – it was fantastic. It brought great engagement from residents of Gladstone as well as people from outside the City.

**Councilor Huckaby:**

She said the Gladstone Community Center purchased a new van to transport people on field trips – they are looking at a new exterior design. There have been some updates done to the building, including murals outside – she encouraged everyone to go see them. She said the first Music on the Green event will be held on Friday night at 6:00 P.M. – it’s free.

**Councilor Garlington:**

She said the Community Festival was fabulous. She said it was a fun time. The diversity of people attending was great.

She attended the Metro mixer on Thursday and made some great connections.

She attended the Library meeting – they are gearing up; getting books purchased, going through books and cleaning up, etc. Everything is moving forward.

She said when a school bus stops and the arm is put out – that means stop. Watch out for children.

**Mayor Milch:**

He participated and watched the parade during the Community Festival. He said the Festival shows us that an outdoor park facility can transform itself into the kind of place where you see the things that you usually expect on a street (dining, entertainment, etc.). The car show demonstrated that our streets can transform into the kind of place where you can walk and connect with others because there are no moving vehicles. He is excited by what he is seeing on Portland Avenue – it is going to be a happening place. He attended a workshop at the Oak Grove United Methodist Church led by Debby Irving, the author of “Waking Up White”.

He also went on a tour of Clackamas Community College – everything is beautiful and welcoming.

He thanked the staff for all their hard work in putting together their reports.

Mayor Milch asked for a motion to adjourn the meeting.

**ADJOURN:**

*Councilor Alexander made a motion to adjourn the meeting. Motion was seconded by Councilor Huckaby. Ms. Bannick took a roll call vote: Councilor Huckaby – yes. Councilor Alexander – yes. Councilor Reichle*

*– yes. Councilor Cook – yes. Councilor Roberts – yes. Councilor Garlington – yes. Mayor Milch – yes.  
Motion passed with a unanimous vote.*

Meeting was adjourned at 8:26 P.M.

Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Michael Milch, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder







**BANK BALANCES**

**Month Ending Balance**

<b>Bank</b>	<b>July 2023</b>	<b>August 2023</b>	<b>September 2023</b>	<b>October 2023</b>	<b>November 2023</b>	<b>December 2023</b>
LGIP -City Of Gladstone #4472	\$ 25,192,979.55					
LGIP - Urban Renewal Agency #4650	2,427,381.48					
<b>Checking Accounts:</b>						
General Fund	432,049.63					
Urban Renewal	549,462.65					
Municipal Court	28,242.65					
<b>Totals</b>	<b>\$ 28,630,115.96</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Bank</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>	<b>April 2024</b>	<b>May 2024</b>	<b>June 2024</b>
LGIP -City Of Gladstone #4472						
LGIP - Urban Renewal Agency #4650						
<b>Checking Accounts:</b>						
General Fund						
Urban Renewal						
Municipal Court						
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>







# Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 07/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">100-000-309999</a>	BEGINNING FUND BALANCE	8,240,000.00	8,240,000.00	0.00	0.00	-8,240,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>8,240,000.00</b>	<b>8,240,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,240,000.00</b>	<b>0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>							
<a href="#">100-000-310010</a>	CURRENT YEAR TAXES	9,959,943.00	9,959,943.00	0.00	0.00	-9,959,943.00	0.00 %
<a href="#">100-000-310050</a>	PRIOR YEAR TAXES	70,000.00	70,000.00	0.00	0.00	-70,000.00	0.00 %
<a href="#">100-000-314045</a>	TRANSIENT LODGING TAX	350,000.00	350,000.00	2,033.36	2,033.36	-347,966.64	0.58 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>10,379,943.00</b>	<b>10,379,943.00</b>	<b>2,033.36</b>	<b>2,033.36</b>	<b>-10,377,909.64</b>	<b>0.02 %</b>
<b>RptType: 3110 - STATE SHARED TAXES</b>							
<a href="#">100-000-310170</a>	STATE REVENUE SHARING	310,000.00	310,000.00	0.00	0.00	-310,000.00	0.00 %
<a href="#">100-000-311010</a>	ALCOHOL TAX REVENUE	486,922.00	486,922.00	0.00	0.00	-486,922.00	0.00 %
<a href="#">100-000-311015</a>	MARIJUANA TAX	88,955.00	88,955.00	0.00	0.00	-88,955.00	0.00 %
<a href="#">100-000-311020</a>	CIGARETTE TAX REVENUE	17,402.00	17,402.00	0.00	0.00	-17,402.00	0.00 %
	<b>RptType: 3110 - STATE SHARED TAXES Total:</b>	<b>903,279.00</b>	<b>903,279.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-903,279.00</b>	<b>0.00 %</b>
<b>RptType: 3120 - RIGHT OF WAY FEES</b>							
<a href="#">100-000-312010</a>	GLADSTONE DISPOSAL FRANCHISE	275,000.00	275,000.00	0.00	0.00	-275,000.00	0.00 %
<a href="#">100-000-312025</a>	PGE FRANCHISE FEES	1,018,440.00	1,018,440.00	0.00	0.00	-1,018,440.00	0.00 %
<a href="#">100-000-312030</a>	NW NATURAL GAS FRANCHISE FEE	315,700.00	315,700.00	0.00	0.00	-315,700.00	0.00 %
<a href="#">100-000-312040</a>	COMCAST CABLE TV FRANCHISE FE	280,000.00	280,000.00	0.00	0.00	-280,000.00	0.00 %
	<b>RptType: 3120 - RIGHT OF WAY FEES Total:</b>	<b>1,889,140.00</b>	<b>1,889,140.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,889,140.00</b>	<b>0.00 %</b>
<b>RptType: 3130 - LICENSES AND PERMITS</b>							
<a href="#">100-000-313010</a>	BUSINESS LICENSE FEES	187,500.00	187,500.00	840.00	840.00	-186,660.00	0.45 %
<a href="#">100-000-313015</a>	LIQUOR LICENSE RENEWALS	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
<a href="#">100-000-313020</a>	ALARM PERMITS	19,000.00	19,000.00	825.00	825.00	-18,175.00	4.34 %
<a href="#">100-000-313025</a>	PARKING PERMITS	227,000.00	227,000.00	14,120.00	14,120.00	-212,880.00	6.22 %
	<b>RptType: 3130 - LICENSES AND PERMITS Total:</b>	<b>434,500.00</b>	<b>434,500.00</b>	<b>15,785.00</b>	<b>15,785.00</b>	<b>-418,715.00</b>	<b>3.63 %</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">100-000-314010</a>	RECREATION FEES	14,000.00	14,000.00	338.22	338.22	-13,661.78	2.42 %
<a href="#">100-000-314015</a>	SENIOR CENTER BUILDING RENTAL	13,500.00	13,500.00	-132.50	-132.50	-13,632.50	0.98 %
<a href="#">100-000-314020</a>	PLANNING APPLICATION FEES	80,000.00	80,000.00	0.00	0.00	-80,000.00	0.00 %
<a href="#">100-000-314025</a>	SOCIAL SERVICES CONTRACT	90,000.00	90,000.00	0.00	0.00	-90,000.00	0.00 %
<a href="#">100-000-314030</a>	LIEN SEARCH FEES	9,500.00	9,500.00	270.00	270.00	-9,230.00	2.84 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>207,000.00</b>	<b>207,000.00</b>	<b>475.72</b>	<b>475.72</b>	<b>-206,524.28</b>	<b>0.23 %</b>
<b>RptType: 3150 - GRANTS</b>							
<a href="#">100-000-315030</a>	POLICE GRANTS	90,000.00	90,000.00	0.00	0.00	-90,000.00	0.00 %
<a href="#">100-000-315065</a>	WES/GOOD NEIGHBOR GRANT	110,250.00	110,250.00	0.00	0.00	-110,250.00	0.00 %
<a href="#">100-000-315080</a>	OTHER GRANTS	100,000.00	100,000.00	0.00	0.00	-100,000.00	0.00 %
	<b>RptType: 3150 - GRANTS Total:</b>	<b>300,250.00</b>	<b>300,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-300,250.00</b>	<b>0.00 %</b>
<b>RptType: 3260 - FINES AND FORFEITURES</b>							
<a href="#">100-000-326010</a>	COURT FINES & FORFEITURES	670,000.00	670,000.00	29,232.16	29,232.16	-640,767.84	4.36 %
	<b>RptType: 3260 - FINES AND FORFEITURES Total:</b>	<b>670,000.00</b>	<b>670,000.00</b>	<b>29,232.16</b>	<b>29,232.16</b>	<b>-640,767.84</b>	<b>4.36 %</b>
<b>RptType: 3301 - INTEREST</b>							
<a href="#">100-000-330100</a>	INTEREST	565,000.00	565,000.00	90,557.43	90,557.43	-474,442.57	16.03 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>565,000.00</b>	<b>565,000.00</b>	<b>90,557.43</b>	<b>90,557.43</b>	<b>-474,442.57</b>	<b>16.03 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">100-000-360000</a>	ALL OTHER GF RECEIPTS	40,000.00	40,000.00	1,238.50	1,238.50	-38,761.50	3.10 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-000-360100</a>	NAT'L OPIOID SETTLEMENT FUNDS	140,000.00	140,000.00	0.00	0.00	-140,000.00	0.00 %
<a href="#">100-000-362115</a>	SENIOR CENTER MISC. INCOME	5,500.00	5,500.00	161.00	161.00	-5,339.00	2.93 %
<a href="#">100-000-362212</a>	TRAM TRIPS	22,000.00	22,000.00	1,566.50	1,566.50	-20,433.50	7.12 %
<a href="#">100-000-362213</a>	MEAL DONATIONS	40,000.00	40,000.00	1,209.90	1,209.90	-38,790.10	3.02 %
<b>RptType: 3600 - MISCELLANEOUS Total:</b>		<b>247,500.00</b>	<b>247,500.00</b>	<b>4,175.90</b>	<b>4,175.90</b>	<b>-243,324.10</b>	<b>1.69 %</b>
<b>RptType: 3700 - OTHER</b>							
<a href="#">100-000-371000</a>	SALE OF SURPLUS EQUIP/PROPERT	30,000.00	30,000.00	0.00	0.00	-30,000.00	0.00 %
<b>RptType: 3700 - OTHER Total:</b>		<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-30,000.00</b>	<b>0.00 %</b>
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>		<b>23,866,612.00</b>	<b>23,866,612.00</b>	<b>142,259.57</b>	<b>142,259.57</b>	<b>-23,724,352.43</b>	<b>0.60 %</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">100-910-399105</a>	TRANSFER IN FROM ARPA FUND	653,500.00	653,500.00	0.00	0.00	-653,500.00	0.00 %
<a href="#">100-910-399205</a>	TRANSFER IN FROM STREET FUND	584,717.00	584,717.00	0.00	0.00	-584,717.00	0.00 %
<a href="#">100-910-399390</a>	TRANSFER IN FROM URBAN RENE	590,503.00	590,503.00	0.00	0.00	-590,503.00	0.00 %
<a href="#">100-910-399730</a>	TRANSFER IN FROM SEWER FUND	417,900.00	417,900.00	0.00	0.00	-417,900.00	0.00 %
<a href="#">100-910-399740</a>	TRANSFER IN FROM WATER FUND	523,678.00	523,678.00	0.00	0.00	-523,678.00	0.00 %
<a href="#">100-910-399750</a>	TRANSFER IN FROM STORM WATER	427,101.00	427,101.00	0.00	0.00	-427,101.00	0.00 %
<b>RptType: 3990 - TRANSFERS IN Total:</b>		<b>3,197,399.00</b>	<b>3,197,399.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,197,399.00</b>	<b>0.00 %</b>
<b>Department: 910 - TRANSFER IN Total:</b>		<b>3,197,399.00</b>	<b>3,197,399.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,197,399.00</b>	<b>0.00 %</b>
<b>Revenue Total:</b>		<b>27,064,011.00</b>	<b>27,064,011.00</b>	<b>142,259.57</b>	<b>142,259.57</b>	<b>-26,921,751.43</b>	<b>0.53 %</b>

Expense

Department: 121 - ADMIN

RptCategory: 40 - PERSONNEL SERVICES

<a href="#">100-121-431010</a>	CITY ADMINISTRATOR	409,752.00	409,752.00	20,769.02	20,769.02	388,982.98	5.07 %
<a href="#">100-121-431020</a>	CITY RECRDR/HR MGR	390,672.00	390,672.00	8,504.00	8,504.00	382,168.00	2.18 %
<a href="#">100-121-431030</a>	FINANCE DIRECTOR (.80)	206,542.00	206,542.00	0.00	0.00	206,542.00	0.00 %
<a href="#">100-121-431035</a>	TOURISM/EC DEV COORDINATOR	127,812.00	127,812.00	2,922.48	2,922.48	124,889.52	2.29 %
<a href="#">100-121-431070</a>	OFFICE ASSISTANT	154,764.00	154,764.00	6,354.00	6,354.00	148,410.00	4.11 %
<a href="#">100-121-431500</a>	ACCOUNTING CLERK	182,179.00	182,179.00	7,399.60	7,399.60	174,779.40	4.06 %
<a href="#">100-121-450500</a>	CAREER RECOGNITION PAY	17,311.00	17,311.00	742.90	742.90	16,568.10	4.29 %
<a href="#">100-121-470000</a>	ASSOCIATED PAYROLL COSTS	887,946.00	887,946.00	24,839.88	24,839.88	863,106.12	2.80 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>2,376,978.00</b>	<b>2,376,978.00</b>	<b>71,531.88</b>	<b>71,531.88</b>	<b>2,305,446.12</b>	<b>3.01 %</b>

RptCategory: 50 - MATERIAL AND SERVICES

<a href="#">100-121-500110</a>	CONTRACTUAL & PROFESSIONAL S	152,700.00	152,700.00	6,540.00	6,540.00	146,160.00	4.28 %
<a href="#">100-121-500120</a>	MUNICIPAL AUDIT CONTRACT	67,500.00	67,500.00	0.00	0.00	67,500.00	0.00 %
<a href="#">100-121-500130</a>	LEGAL FEES	206,000.00	206,000.00	0.00	0.00	206,000.00	0.00 %
<a href="#">100-121-500490</a>	COUNCIL ACTIVITIES	25,000.00	25,000.00	1,070.00	1,070.00	23,930.00	4.28 %
<a href="#">100-121-500491</a>	OUTSIDE AGENCY REQUESTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<a href="#">100-121-500492</a>	PLANNING SERVICES CONTRACT	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00 %
<a href="#">100-121-510020</a>	COMM PROMOTIONS/BUSINESS D	293,000.00	293,000.00	1,573.47	1,573.47	291,426.53	0.54 %
<a href="#">100-121-510021</a>	TOURISM PROMOTION/ACTIVITIES	42,000.00	42,000.00	967.20	967.20	41,032.80	2.30 %
<a href="#">100-121-520120</a>	BANK CHARGES	8,700.00	8,700.00	96.50	96.50	8,603.50	1.11 %
<a href="#">100-121-520400</a>	OFFICE SUPPLIES & EQUIPMENT	37,000.00	37,000.00	595.10	595.10	36,404.90	1.61 %
<a href="#">100-121-520450</a>	CITY NEWSLETTER	85,000.00	85,000.00	0.00	0.00	85,000.00	0.00 %
<a href="#">100-121-530000</a>	FIRE & LIABILITY INSURANCE	436,800.00	436,800.00	168,621.96	168,621.96	268,178.04	38.60 %
<a href="#">100-121-530200</a>	EMERGENCY MANAGEMENT	5,000.00	5,000.00	42.75	42.75	4,957.25	0.86 %
<a href="#">100-121-540110</a>	EMPLOYEE APPRECIATION	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
<a href="#">100-121-540120</a>	PERSONNEL RECRUITMENT	20,000.00	20,000.00	32.00	32.00	19,968.00	0.16 %
<a href="#">100-121-540200</a>	DUES & MEMBERSHIPS	60,000.00	60,000.00	10,654.82	10,654.82	49,345.18	17.76 %
<a href="#">100-121-540220</a>	TRAVEL, CONFERENCES & TRAININ	45,000.00	45,000.00	1,264.98	1,264.98	43,735.02	2.81 %
<a href="#">100-121-540230</a>	MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">100-121-542000</a>	PUBLICATIONS & SUBSCRIPTIONS	15,000.00	15,000.00	1,590.09	1,590.09	13,409.91	10.60 %
<a href="#">100-121-560120</a>	TELEPHONES	18,500.00	18,500.00	621.07	621.07	17,878.93	3.36 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>1,717,200.00</b>	<b>1,717,200.00</b>	<b>193,669.94</b>	<b>193,669.94</b>	<b>1,523,530.06</b>	<b>11.28 %</b>
<b>Department: 121 - ADMIN Total:</b>		<b>4,094,178.00</b>	<b>4,094,178.00</b>	<b>265,201.82</b>	<b>265,201.82</b>	<b>3,828,976.18</b>	<b>6.48 %</b>

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Department: 122 - INFORMATION TECHNOLOGY</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-122-432010</a>	IT MANAGER	239,844.00	239,844.00	9,844.00	9,844.00	230,000.00	4.10 %
<a href="#">100-122-470000</a>	ASSOCIATED PAYROLL COSTS	125,511.00	125,511.00	5,028.17	5,028.17	120,482.83	4.01 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>365,355.00</b>	<b>365,355.00</b>	<b>14,872.17</b>	<b>14,872.17</b>	<b>350,482.83</b>	<b>4.07 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-122-500110</a>	CONTRACTUAL & PROFESSIONAL	10,600.00	10,600.00	0.00	0.00	10,600.00	0.00 %
<a href="#">100-122-500210</a>	COMPUTER/TECHNOLOGY SERVICE	247,524.00	247,524.00	14,201.76	14,201.76	233,322.24	5.74 %
<a href="#">100-122-520400</a>	OFFICE SUPPLIES & EQUIPMENT	40,260.00	40,260.00	643.22	643.22	39,616.78	1.60 %
<a href="#">100-122-540220</a>	TRAVEL, CONFERENCES & TRAININ	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<a href="#">100-122-540300</a>	SMALL TOOLS, EQUIPMENT & SAFE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-122-560110</a>	CELL PHONES, PAGERS & RADIOS	71,076.00	71,076.00	3,230.79	3,230.79	67,845.21	4.55 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>373,460.00</b>	<b>373,460.00</b>	<b>18,075.77</b>	<b>18,075.77</b>	<b>355,384.23</b>	<b>4.84 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-122-661018</a>	COMPUTER & EQUIPMENT RESERV	130,499.00	130,499.00	187.02	187.02	130,311.98	0.14 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>130,499.00</b>	<b>130,499.00</b>	<b>187.02</b>	<b>187.02</b>	<b>130,311.98</b>	<b>0.14 %</b>
<b>Department: 122 - INFORMATION TECHNOLOGY Total:</b>		<b>869,314.00</b>	<b>869,314.00</b>	<b>33,134.96</b>	<b>33,134.96</b>	<b>836,179.04</b>	<b>3.81 %</b>
<b>Department: 124 - FACILITIES</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-124-437050</a>	PUBLIC WORKS SUPERVISOR	19,846.00	19,846.00	256.67	256.67	19,589.33	1.29 %
<a href="#">100-124-437070</a>	UTILITY WORKER II	119,296.00	119,296.00	2,564.19	2,564.19	116,731.81	2.15 %
<a href="#">100-124-450100</a>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-124-470000</a>	ASSOCIATED PAYROLL COSTS	81,639.00	81,639.00	1,558.06	1,558.06	80,080.94	1.91 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>221,781.00</b>	<b>221,781.00</b>	<b>4,378.92</b>	<b>4,378.92</b>	<b>217,402.08</b>	<b>1.97 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-124-500110</a>	CONTRACTUAL & PROFESSIONAL S	165,500.00	165,500.00	1,629.98	1,629.98	163,870.02	0.98 %
<a href="#">100-124-520130</a>	OPERATIONS, MAINTENANCE & RE	100,000.00	100,000.00	858.67	858.67	99,141.33	0.86 %
<a href="#">100-124-540220</a>	TRAVEL, CONFERENCES & TRAININ	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<a href="#">100-124-540300</a>	SMALL TOOLS, EQUIPMENT & SAFE	5,000.00	5,000.00	14.31	14.31	4,985.69	0.29 %
<a href="#">100-124-560100</a>	UTILITIES	193,500.00	193,500.00	7,500.45	7,500.45	185,999.55	3.88 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>466,500.00</b>	<b>466,500.00</b>	<b>10,003.41</b>	<b>10,003.41</b>	<b>456,496.59</b>	<b>2.14 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-124-641005</a>	PUBLIC WORKS FACILITY CONSTRU	4,660,188.00	4,660,188.00	5,851.24	5,851.24	4,654,336.76	0.13 %
<a href="#">100-124-641010</a>	BUILDING RESERVE/REPAIR	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>4,680,188.00</b>	<b>4,680,188.00</b>	<b>5,851.24</b>	<b>5,851.24</b>	<b>4,674,336.76</b>	<b>0.13 %</b>
<b>Department: 124 - FACILITIES Total:</b>		<b>5,368,469.00</b>	<b>5,368,469.00</b>	<b>20,233.57</b>	<b>20,233.57</b>	<b>5,348,235.43</b>	<b>0.38 %</b>
<b>Department: 220 - COURT</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-220-432020</a>	MUNICIPAL COURT CLERK	144,999.00	144,999.00	5,935.89	5,935.89	139,063.11	4.09 %
<a href="#">100-220-432035</a>	COURT ADMINISTRATOR	187,908.00	187,908.00	7,713.00	7,713.00	180,195.00	4.10 %
<a href="#">100-220-450500</a>	CAREER RECOGNITION PAY	7,041.00	7,041.00	289.02	289.02	6,751.98	4.10 %
<a href="#">100-220-470000</a>	ASSOCIATED PAYROLL COSTS	190,166.00	190,166.00	7,616.53	7,616.53	182,549.47	4.01 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>530,114.00</b>	<b>530,114.00</b>	<b>21,554.44</b>	<b>21,554.44</b>	<b>508,559.56</b>	<b>4.07 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-220-500110</a>	CONTRACTUAL & PROFESSIONAL S	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">100-220-500132</a>	PROSECUTING ATTORNEY	85,000.00	85,000.00	3,500.00	3,500.00	81,500.00	4.12 %
<a href="#">100-220-500134</a>	ATTORNEYS FOR INDIGENT CLIENTS	57,000.00	57,000.00	2,400.00	2,400.00	54,600.00	4.21 %
<a href="#">100-220-500136</a>	MUNICIPAL COURT JUDGE	84,000.00	84,000.00	3,500.00	3,500.00	80,500.00	4.17 %
<a href="#">100-220-500137</a>	PRO-TEM JUDGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<a href="#">100-220-500138</a>	JURY EXPENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-220-500282</a>	COURTROOM SECURITY	21,000.00	21,000.00	0.00	0.00	21,000.00	0.00 %
<a href="#">100-220-520120</a>	BANK CHARGES	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00 %
<a href="#">100-220-520400</a>	OFFICE SUPPLIES & EQUIPMENT	12,000.00	12,000.00	243.73	243.73	11,756.27	2.03 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-220-540220</a>	TRAVEL, CONFERENCES & TRAININ	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>281,000.00</b>	<b>281,000.00</b>	<b>9,643.73</b>	<b>9,643.73</b>	<b>271,356.27</b>	<b>3.43 %</b>
<b>Department: 220 - COURT Total:</b>		<b>811,114.00</b>	<b>811,114.00</b>	<b>31,198.17</b>	<b>31,198.17</b>	<b>779,915.83</b>	<b>3.85 %</b>
<b>Department: 240 - POLICE</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-240-432110</a>	POLICE CHIEF	337,464.00	337,464.00	13,852.00	13,852.00	323,612.00	4.10 %
<a href="#">100-240-432130</a>	POLICE LIEUTENANT	271,116.00	271,116.00	0.00	0.00	271,116.00	0.00 %
<a href="#">100-240-432140</a>	POLICE DETECTIVE	184,332.00	184,332.00	8,088.33	8,088.33	176,243.67	4.39 %
<a href="#">100-240-432160</a>	POLICE OFFICER	1,529,200.00	1,529,200.00	45,876.16	45,876.16	1,483,323.84	3.00 %
<a href="#">100-240-432170</a>	POLICE SERGEANT	642,360.00	642,360.00	25,441.50	25,441.50	616,918.50	3.96 %
<a href="#">100-240-432182</a>	PROPERTY ROOM TECHNICIAN	59,430.00	59,430.00	2,240.94	2,240.94	57,189.06	3.77 %
<a href="#">100-240-432185</a>	POLICE RECORDS CLERK	131,004.00	131,004.00	5,272.00	5,272.00	125,732.00	4.02 %
<a href="#">100-240-450100</a>	OVERTIME	290,000.00	290,000.00	11,561.41	11,561.41	278,438.59	3.99 %
<a href="#">100-240-450110</a>	TRAFFIC GRANT OVERTIME	80,000.00	80,000.00	3,432.66	3,432.66	76,567.34	4.29 %
<a href="#">100-240-450200</a>	HOLIDAY PAY	30,000.00	30,000.00	4,303.65	4,303.65	25,696.35	14.35 %
<a href="#">100-240-450210</a>	TRAINING OVERTIME	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00 %
<a href="#">100-240-450300</a>	PROFICIENCY PAY	176,563.00	176,563.00	5,436.27	5,436.27	171,126.73	3.08 %
<a href="#">100-240-450500</a>	CAREER RECOGNITION PAY	8,604.00	8,604.00	1,254.90	1,254.90	7,349.10	14.59 %
<a href="#">100-240-470000</a>	ASSOCIATED PAYROLL COSTS	2,192,668.00	2,192,668.00	71,082.19	71,082.19	2,121,585.81	3.24 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>5,950,741.00</b>	<b>5,950,741.00</b>	<b>197,842.01</b>	<b>197,842.01</b>	<b>5,752,898.99</b>	<b>3.32 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-240-500110</a>	CONTRACTUAL & PROFESSIONAL S	149,350.00	149,350.00	26,359.91	26,359.91	122,990.09	17.65 %
<a href="#">100-240-500284</a>	PARK PATROL	19,076.00	19,076.00	0.00	0.00	19,076.00	0.00 %
<a href="#">100-240-500498</a>	SHARE COST CCOM DISPATCH	153,700.00	153,700.00	0.00	0.00	153,700.00	0.00 %
<a href="#">100-240-510044</a>	JUVENILE DIVERSION PROGRAM	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">100-240-520100</a>	OPERATIONAL SUPPLIES AND EXPE	89,948.00	89,948.00	374.88	374.88	89,573.12	0.42 %
<a href="#">100-240-520112</a>	FIREARMS/AMMUNITION	72,080.00	72,080.00	44.00	44.00	72,036.00	0.06 %
<a href="#">100-240-520320</a>	FLEET FUEL, MAINTENANCE & REP	176,960.00	176,960.00	10,275.22	10,275.22	166,684.78	5.81 %
<a href="#">100-240-520345</a>	RADAR MAINTENANCE REPLACEME	4,240.00	4,240.00	0.00	0.00	4,240.00	0.00 %
<a href="#">100-240-520400</a>	OFFICE SUPPLIES & EQUIPMENT	37,492.00	37,492.00	963.84	963.84	36,528.16	2.57 %
<a href="#">100-240-540110</a>	EMPLOYEE APPRECIATION	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00 %
<a href="#">100-240-540200</a>	DUES & MEMBERSHIPS	12,000.00	12,000.00	180.00	180.00	11,820.00	1.50 %
<a href="#">100-240-540220</a>	TRAVEL, CONFERENCES & TRAININ	58,652.00	58,652.00	427.36	427.36	58,224.64	0.73 %
<a href="#">100-240-540301</a>	UNIFORMS AND SAFETY EQUIPME	41,976.00	41,976.00	4,400.00	4,400.00	37,576.00	10.48 %
<a href="#">100-240-542000</a>	PUBLICATIONS & SUBSCRIPTIONS	5,000.00	5,000.00	152.00	152.00	4,848.00	3.04 %
<a href="#">100-240-560120</a>	TELEPHONES	21,412.00	21,412.00	761.05	761.05	20,650.95	3.55 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>858,886.00</b>	<b>858,886.00</b>	<b>43,938.26</b>	<b>43,938.26</b>	<b>814,947.74</b>	<b>5.12 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-240-651000</a>	VEHICLES AND EQUIPMENT RESERV	182,850.00	182,850.00	42,585.67	42,585.67	140,264.33	23.29 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>182,850.00</b>	<b>182,850.00</b>	<b>42,585.67</b>	<b>42,585.67</b>	<b>140,264.33</b>	<b>23.29 %</b>
<b>Department: 240 - POLICE Total:</b>		<b>6,992,477.00</b>	<b>6,992,477.00</b>	<b>284,365.94</b>	<b>284,365.94</b>	<b>6,708,111.06</b>	<b>4.07 %</b>
<b>Department: 250 - FIRE</b>							
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-250-500110</a>	CONTRACTUAL & PROFESSIONAL S	3,668,444.00	3,668,444.00	555,817.50	555,817.50	3,112,626.50	15.15 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>3,668,444.00</b>	<b>3,668,444.00</b>	<b>555,817.50</b>	<b>555,817.50</b>	<b>3,112,626.50</b>	<b>15.15 %</b>
<b>Department: 250 - FIRE Total:</b>		<b>3,668,444.00</b>	<b>3,668,444.00</b>	<b>555,817.50</b>	<b>555,817.50</b>	<b>3,112,626.50</b>	<b>15.15 %</b>
<b>Department: 526 - PARKS</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-526-437049</a>	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,170.60	2,170.60	54,764.40	3.81 %
<a href="#">100-526-437050</a>	PUBLIC WORKS SUPERVISOR	89,310.00	89,310.00	1,155.01	1,155.01	88,154.99	1.29 %
<a href="#">100-526-437055</a>	PW ADMIN ASSISTANT	42,343.00	42,343.00	1,662.10	1,662.10	40,680.90	3.93 %
<a href="#">100-526-437071</a>	UTILITY WORKER II	237,712.00	237,712.00	7,306.18	7,306.18	230,405.82	3.07 %
<a href="#">100-526-439011</a>	SEASONAL HELP	77,125.00	77,125.00	0.00	0.00	77,125.00	0.00 %
<a href="#">100-526-450100</a>	OVERTIME	4,000.00	4,000.00	89.10	89.10	3,910.90	2.23 %
<a href="#">100-526-450500</a>	CAREER RECOGNITION PAY	163.00	163.00	7.55	7.55	155.45	4.63 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-526-470000</a>	ASSOCIATED PAYROLL COSTS	249,276.00	249,276.00	6,562.67	6,562.67	242,713.33	2.63 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>756,864.00</b>	<b>756,864.00</b>	<b>18,953.21</b>	<b>18,953.21</b>	<b>737,910.79</b>	<b>2.50 %</b>
	<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">100-526-500110</a>	CONTRACTUAL & PROFESSIONAL S	70,000.00	70,000.00	1,973.26	1,973.26	68,026.74	2.82 %
<a href="#">100-526-520120</a>	BANK CHARGES	11,200.00	11,200.00	747.03	747.03	10,452.97	6.67 %
<a href="#">100-526-520130</a>	OPERATIONS, MAINTENANCE & RE	152,000.00	152,000.00	2,940.42	2,940.42	149,059.58	1.93 %
<a href="#">100-526-520132</a>	HAZARDOUS TREE REMOVAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<a href="#">100-526-520320</a>	FLEET FUEL, MAINTENANCE & REP	45,000.00	45,000.00	1,004.46	1,004.46	43,995.54	2.23 %
<a href="#">100-526-520400</a>	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	102.24	102.24	4,897.76	2.04 %
<a href="#">100-526-540220</a>	TRAVEL, CONFERENCES & TRAININ	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">100-526-540300</a>	SMALL TOOLS, EQUIPMENT & SAFE	10,000.00	10,000.00	14.31	14.31	9,985.69	0.14 %
<a href="#">100-526-540400</a>	DUMPING, HAULING, GARBAGE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-526-560100</a>	UTILITIES	73,300.00	73,300.00	5,460.28	5,460.28	67,839.72	7.45 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>419,500.00</b>	<b>419,500.00</b>	<b>12,242.00</b>	<b>12,242.00</b>	<b>407,258.00</b>	<b>2.92 %</b>
	<b>RptCategory: 60 - CAPITAL OUTLAY</b>						
<a href="#">100-526-660100</a>	EQUIPMENT REPLACEMENT RESER	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<a href="#">100-526-676050</a>	SYSTEM IMPROVEMENTS & PROJEC	599,623.00	599,623.00	0.00	0.00	599,623.00	0.00 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>649,623.00</b>	<b>649,623.00</b>	<b>0.00</b>	<b>0.00</b>	<b>649,623.00</b>	<b>0.00 %</b>
	<b>Department: 526 - PARKS Total:</b>	<b>1,825,987.00</b>	<b>1,825,987.00</b>	<b>31,195.21</b>	<b>31,195.21</b>	<b>1,794,791.79</b>	<b>1.71 %</b>
	<b>Department: 527 - RECREATION</b>						
	<b>RptCategory: 40 - PERSONNEL SERVICES</b>						
<a href="#">100-527-435120</a>	RECREATION COORDINATOR	20,000.00	20,000.00	1,400.85	1,400.85	18,599.15	7.00 %
<a href="#">100-527-470000</a>	ASSOCIATED PAYROLL COSTS	7,500.00	7,500.00	546.94	546.94	6,953.06	7.29 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>1,947.79</b>	<b>1,947.79</b>	<b>25,552.21</b>	<b>7.08 %</b>
	<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">100-527-510062</a>	SUMMER PROGRAMS	3,000.00	3,000.00	190.17	190.17	2,809.83	6.34 %
<a href="#">100-527-510064</a>	SPECIAL EVENTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">100-527-520136</a>	MAINTENANCE & SUPPLIES	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>10,200.00</b>	<b>10,200.00</b>	<b>190.17</b>	<b>190.17</b>	<b>10,009.83</b>	<b>1.86 %</b>
	<b>Department: 527 - RECREATION Total:</b>	<b>37,700.00</b>	<b>37,700.00</b>	<b>2,137.96</b>	<b>2,137.96</b>	<b>35,562.04</b>	<b>5.67 %</b>
	<b>Department: 528 - SENIOR CENTER</b>						
	<b>RptCategory: 40 - PERSONNEL SERVICES</b>						
<a href="#">100-528-435210</a>	COMMUNITY SERVICES MANAGER	223,061.00	223,061.00	8,504.00	8,504.00	214,557.00	3.81 %
<a href="#">100-528-435240</a>	TRAM DRIVER	69,366.00	69,366.00	3,711.01	3,711.01	65,654.99	5.35 %
<a href="#">100-528-435250</a>	NUTRITION CATERER	112,776.00	112,776.00	4,516.00	4,516.00	108,260.00	4.00 %
<a href="#">100-528-435280</a>	CENTER ASSISTANT	140,388.00	140,388.00	6,385.08	6,385.08	134,002.92	4.55 %
<a href="#">100-528-435295</a>	BUILDING MONITOR	4,500.00	4,500.00	31.50	31.50	4,468.50	0.70 %
<a href="#">100-528-450500</a>	CAREER RECOGNITION PAY	1,404.00	1,404.00	63.85	63.85	1,340.15	4.55 %
<a href="#">100-528-470000</a>	ASSOCIATED PAYROLL COSTS	297,810.00	297,810.00	12,260.20	12,260.20	285,549.80	4.12 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>849,305.00</b>	<b>849,305.00</b>	<b>35,471.64</b>	<b>35,471.64</b>	<b>813,833.36</b>	<b>4.18 %</b>
	<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">100-528-510075</a>	NUTRITION PROGRAM SUPPLIES	30,000.00	30,000.00	464.50	464.50	29,535.50	1.55 %
<a href="#">100-528-520140</a>	TRAM EXPENSES	14,500.00	14,500.00	737.34	737.34	13,762.66	5.09 %
<a href="#">100-528-520200</a>	BLDG MAINTENANCE & SUPPLIES	4,000.00	4,000.00	124.00	124.00	3,876.00	3.10 %
<a href="#">100-528-520320</a>	FLEET FUEL, MAINTENANCE & REP	2,800.00	2,800.00	10.00	10.00	2,790.00	0.36 %
<a href="#">100-528-520400</a>	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	353.15	353.15	4,646.85	7.06 %
<a href="#">100-528-540200</a>	DUES & MEMBERSHIPS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-528-560120</a>	TELEPHONES	3,000.00	3,000.00	119.21	119.21	2,880.79	3.97 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>60,300.00</b>	<b>60,300.00</b>	<b>1,808.20</b>	<b>1,808.20</b>	<b>58,491.80</b>	<b>3.00 %</b>
	<b>Department: 528 - SENIOR CENTER Total:</b>	<b>909,605.00</b>	<b>909,605.00</b>	<b>37,279.84</b>	<b>37,279.84</b>	<b>872,325.16</b>	<b>4.10 %</b>



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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Department: 529 - LIBRARY</b>							
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-529-500110</a>	CONTRACTUAL & PROFESSIONAL S	446,540.00	446,540.00	0.00	0.00	446,540.00	0.00 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>446,540.00</b>	<b>446,540.00</b>	<b>0.00</b>	<b>0.00</b>	<b>446,540.00</b>	<b>0.00 %</b>
<b>Department: 529 - LIBRARY Total:</b>		<b>446,540.00</b>	<b>446,540.00</b>	<b>0.00</b>	<b>0.00</b>	<b>446,540.00</b>	<b>0.00 %</b>
<b>Department: 600 - DEBT SERVICE</b>							
<b>RptCategory: 70 - DEBT SERVICE</b>							
<a href="#">100-600-720040</a>	DEBT PRINCIPAL	854,265.00	854,265.00	0.00	0.00	854,265.00	0.00 %
<a href="#">100-600-730040</a>	DEBT SERVICE - INTEREST	364,010.00	364,010.00	0.00	0.00	364,010.00	0.00 %
<b>RptCategory: 70 - DEBT SERVICE Total:</b>		<b>1,218,275.00</b>	<b>1,218,275.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,218,275.00</b>	<b>0.00 %</b>
<b>Department: 600 - DEBT SERVICE Total:</b>		<b>1,218,275.00</b>	<b>1,218,275.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,218,275.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">100-990-910000</a>	CONTINGENCY FUNDS	821,908.00	821,908.00	0.00	0.00	821,908.00	0.00 %
<b>RptCategory: 90 - OTHER Total:</b>		<b>821,908.00</b>	<b>821,908.00</b>	<b>0.00</b>	<b>0.00</b>	<b>821,908.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY Total:</b>		<b>821,908.00</b>	<b>821,908.00</b>	<b>0.00</b>	<b>0.00</b>	<b>821,908.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>27,064,011.00</b>	<b>27,064,011.00</b>	<b>1,260,564.97</b>	<b>1,260,564.97</b>	<b>25,803,446.03</b>	<b>4.66 %</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-1,118,305.40</b>	<b>-1,118,305.40</b>	<b>-1,118,305.40</b>	<b>0.00 %</b>

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 105 - AMERICAN RESCUE PLAN RESERVE FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3150 - GRANTS</b>							
<a href="#">105-000-315080</a>	OTHER GRANTS (ARPA)	2,367,344.00	2,367,344.00	0.00	0.00	-2,367,344.00	0.00 %
<b>RptType: 3150 - GRANTS Total:</b>		<b>2,367,344.00</b>	<b>2,367,344.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,367,344.00</b>	<b>0.00 %</b>
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>		<b>2,367,344.00</b>	<b>2,367,344.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,367,344.00</b>	<b>0.00 %</b>
<b>Revenue Total:</b>		<b>2,367,344.00</b>	<b>2,367,344.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,367,344.00</b>	<b>0.00 %</b>
<b>Expense</b>							
<b>Department: 150 - ARPA GRANT</b>							
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">105-150-500110</a>	CONTRACTUAL & PROFESSIONAL S	115,300.00	115,300.00	6,540.00	6,540.00	108,760.00	5.67 %
<a href="#">105-150-530200</a>	EMERGENCY MANAGEMENT	17,600.00	17,600.00	13,048.80	13,048.80	4,551.20	74.14 %
<a href="#">105-150-530210</a>	ARPA FUNDING (TBD)	280,944.00	280,944.00	0.00	0.00	280,944.00	0.00 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>413,844.00</b>	<b>413,844.00</b>	<b>19,588.80</b>	<b>19,588.80</b>	<b>394,255.20</b>	<b>4.73 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">105-150-660100</a>	EQUIPMENT REPLACEMENT	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>100,000.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00 %</b>
<b>Department: 150 - ARPA GRANT Total:</b>		<b>513,844.00</b>	<b>513,844.00</b>	<b>19,588.80</b>	<b>19,588.80</b>	<b>494,255.20</b>	<b>3.81 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">105-920-899100</a>	TRANSFER OUT TO GENERAL FUND	653,500.00	653,500.00	0.00	0.00	653,500.00	0.00 %
<a href="#">105-920-899730</a>	TRANSFER OUT TO SEWER FUND	840,000.00	840,000.00	0.00	0.00	840,000.00	0.00 %
<a href="#">105-920-899750</a>	TRANSFER OUT TO STORM WATER F	360,000.00	360,000.00	0.00	0.00	360,000.00	0.00 %
<b>RptCategory: 89 - TRANSFERS OUT Total:</b>		<b>1,853,500.00</b>	<b>1,853,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,853,500.00</b>	<b>0.00 %</b>
<b>Department: 920 - TRANSFER OUT Total:</b>		<b>1,853,500.00</b>	<b>1,853,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,853,500.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>2,367,344.00</b>	<b>2,367,344.00</b>	<b>19,588.80</b>	<b>19,588.80</b>	<b>2,347,755.20</b>	<b>0.83 %</b>
<b>Fund: 105 - AMERICAN RESCUE PLAN RESERVE FUND Surplus (Defi</b>		<b>0.00</b>	<b>0.00</b>	<b>-19,588.80</b>	<b>-19,588.80</b>	<b>-19,588.80</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 205 - ROAD AND STREET FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">205-000-309999</a>	BEGINNING FUND BALANCE	2,822,000.00	2,822,000.00	0.00	0.00	-2,822,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>2,822,000.00</b>	<b>2,822,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,822,000.00</b>	<b>0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>							
<a href="#">205-000-310060</a>	VEHICLE REGISTRATION FEES	500,000.00	500,000.00	0.00	0.00	-500,000.00	0.00 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-500,000.00</b>	<b>0.00 %</b>
<b>RptType: 3110 - STATE SHARED TAXES</b>							
<a href="#">205-000-310140</a>	STATE HIGHWAY TAXES	1,944,766.00	1,944,766.00	0.00	0.00	-1,944,766.00	0.00 %
	<b>RptType: 3110 - STATE SHARED TAXES Total:</b>	<b>1,944,766.00</b>	<b>1,944,766.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,944,766.00</b>	<b>0.00 %</b>
<b>RptType: 3120 - RIGHT OF WAY FEES</b>							
<a href="#">205-000-312050</a>	RIGHT OF WAY - TELECOM	240,000.00	240,000.00	0.00	0.00	-240,000.00	0.00 %
<a href="#">205-000-312055</a>	RIGHT OF WAY - OTHER	225,000.00	225,000.00	0.00	0.00	-225,000.00	0.00 %
<a href="#">205-000-312060</a>	ROW LICENSES & APP FEES	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
	<b>RptType: 3120 - RIGHT OF WAY FEES Total:</b>	<b>466,000.00</b>	<b>466,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-466,000.00</b>	<b>0.00 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">205-000-360000</a>	ALL OTHER ROAD/STREET RECEIPTS	50,000.00	50,000.00	940.00	940.00	-49,060.00	1.88 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>940.00</b>	<b>940.00</b>	<b>-49,060.00</b>	<b>1.88 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>5,782,766.00</b>	<b>5,782,766.00</b>	<b>940.00</b>	<b>940.00</b>	<b>-5,781,826.00</b>	<b>0.02 %</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">205-910-399730</a>	TRANSFER IN FROM SEWER FUND	462,275.00	462,275.00	0.00	0.00	-462,275.00	0.00 %
<a href="#">205-910-399740</a>	TRANSFER IN FROM WATER FUND	349,000.00	349,000.00	0.00	0.00	-349,000.00	0.00 %
<a href="#">205-910-399750</a>	TRANSFER IN FROM STORM WATER	110,500.00	110,500.00	0.00	0.00	-110,500.00	0.00 %
	<b>RptType: 3990 - TRANSFERS IN Total:</b>	<b>921,775.00</b>	<b>921,775.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-921,775.00</b>	<b>0.00 %</b>
	<b>Department: 910 - TRANSFER IN Total:</b>	<b>921,775.00</b>	<b>921,775.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-921,775.00</b>	<b>0.00 %</b>
	<b>Revenue Total:</b>	<b>6,704,541.00</b>	<b>6,704,541.00</b>	<b>940.00</b>	<b>940.00</b>	<b>-6,703,601.00</b>	<b>0.01 %</b>
<b>Expense</b>							
<b>Department: 305 - ROAD AND STREET</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">205-305-437049</a>	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,170.60	2,170.60	54,764.40	3.81 %
<a href="#">205-305-437050</a>	PUBLIC WORKS SUPERVISOR	89,310.00	89,310.00	1,155.02	1,155.02	88,154.98	1.29 %
<a href="#">205-305-437051</a>	PW UTILITIES MANAGER	60,981.00	60,981.00	2,384.94	2,384.94	58,596.06	3.91 %
<a href="#">205-305-437055</a>	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,494.98	2,494.98	60,137.02	3.98 %
<a href="#">205-305-437070</a>	UTILITY WORKER, JOURNEY	154,764.00	154,764.00	6,619.43	6,619.43	148,144.57	4.28 %
<a href="#">205-305-437071</a>	UTILITY WORKER II	165,676.00	165,676.00	6,920.28	6,920.28	158,755.72	4.18 %
<a href="#">205-305-439011</a>	SEASONAL HELP	77,125.00	77,125.00	2,875.28	2,875.28	74,249.72	3.73 %
<a href="#">205-305-450100</a>	OVERTIME	10,000.00	10,000.00	471.92	471.92	9,528.08	4.72 %
<a href="#">205-305-450500</a>	CAREER RECOGNITION PAY	11,727.00	11,727.00	557.00	557.00	11,170.00	4.75 %
<a href="#">205-305-470000</a>	ASSOCIATED PAYROLL COSTS	427,801.00	427,801.00	15,769.76	15,769.76	412,031.24	3.69 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>1,116,951.00</b>	<b>1,116,951.00</b>	<b>41,419.21</b>	<b>41,419.21</b>	<b>1,075,531.79</b>	<b>3.71 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">205-305-500110</a>	CONTRACTUAL & PROFESSIONAL S	40,000.00	40,000.00	6,105.12	6,105.12	33,894.88	15.26 %
<a href="#">205-305-520130</a>	OPERATIONS, MAINTENANCE & RE	630,000.00	630,000.00	55,299.65	55,299.65	574,700.35	8.78 %
<a href="#">205-305-520172</a>	STREET LIGHT MAINTENANCE	200,000.00	200,000.00	7,319.56	7,319.56	192,680.44	3.66 %
<a href="#">205-305-520176</a>	TRAFFIC SIGNAL MAINTENANCE	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00 %
<a href="#">205-305-520178</a>	STREET SIGN MAINTENANCE	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<a href="#">205-305-520320</a>	FLEET FUEL, MAINTENANCE & REP	50,000.00	50,000.00	3,489.77	3,489.77	46,510.23	6.98 %
<a href="#">205-305-520400</a>	OFFICE SUPPLIES & EQUIPMENT	4,000.00	4,000.00	105.24	105.24	3,894.76	2.63 %
<a href="#">205-305-540220</a>	TRAVEL, CONFERENCES & TRAININ	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<a href="#">205-305-540300</a>	SMALL TOOLS, EQUIPMENT & SAFE	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">205-305-540400</a>	DUMPING, HAULING, GARBAGE	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">205-305-560100</a>	UTILITIES	2,500.00	2,500.00	50.41	50.41	2,449.59	2.02 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>1,020,500.00</b>	<b>1,020,500.00</b>	<b>72,369.75</b>	<b>72,369.75</b>	<b>948,130.25</b>	<b>7.09 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">205-305-660100</a>	EQUIPMENT REPLACEMENT RESER	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
<a href="#">205-305-675056</a>	BIKEWAY & SIDEWALK IMPROVEME	19,447.00	19,447.00	0.00	0.00	19,447.00	0.00 %
<a href="#">205-305-676050</a>	SYSTEM IMPROVEMENTS & PROJEC	1,884,122.00	1,884,122.00	137.70	137.70	1,883,984.30	0.01 %
<a href="#">205-305-678090</a>	RESERVE FROM SDC'S	596,139.00	596,139.00	0.00	0.00	596,139.00	0.00 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>2,749,708.00</b>	<b>2,749,708.00</b>	<b>137.70</b>	<b>137.70</b>	<b>2,749,570.30</b>	<b>0.01 %</b>
<b>Department: 305 - ROAD AND STREET Total:</b>		<b>4,887,159.00</b>	<b>4,887,159.00</b>	<b>113,926.66</b>	<b>113,926.66</b>	<b>4,773,232.34</b>	<b>2.33 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">205-920-899100</a>	TRANSFER OUT TO GENERAL FUND	584,717.00	584,717.00	0.00	0.00	584,717.00	0.00 %
<a href="#">205-920-899730</a>	TRANSFER OUT TO SEWER FUND	277,555.00	277,555.00	0.00	0.00	277,555.00	0.00 %
<a href="#">205-920-899740</a>	TRANSFER OUT TO WATER	277,555.00	277,555.00	0.00	0.00	277,555.00	0.00 %
<a href="#">205-920-899750</a>	TRANSFER OUT TO STORM	277,555.00	277,555.00	0.00	0.00	277,555.00	0.00 %
<b>RptCategory: 89 - TRANSFERS OUT Total:</b>		<b>1,417,382.00</b>	<b>1,417,382.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,417,382.00</b>	<b>0.00 %</b>
<b>Department: 920 - TRANSFER OUT Total:</b>		<b>1,417,382.00</b>	<b>1,417,382.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,417,382.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">205-990-910000</a>	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
<b>RptCategory: 90 - OTHER Total:</b>		<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY Total:</b>		<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>6,704,541.00</b>	<b>6,704,541.00</b>	<b>113,926.66</b>	<b>113,926.66</b>	<b>6,590,614.34</b>	<b>1.70 %</b>
<b>Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-112,986.66</b>	<b>-112,986.66</b>	<b>-112,986.66</b>	<b>0.00 %</b>

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 228 - POLICE LEVY FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">228-000-309999</a>	BEGINNING FUND BALANCE	23,000.00	23,000.00	0.00	0.00	-23,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>23,000.00</b>	<b>23,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-23,000.00</b>	<b>0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>							
<a href="#">228-000-310020</a>	CURRENT LEVY TAX	1,515,498.00	1,515,498.00	0.00	0.00	-1,515,498.00	0.00 %
<a href="#">228-000-310050</a>	PRIOR YEAR TAXES	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>1,525,498.00</b>	<b>1,525,498.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,525,498.00</b>	<b>0.00 %</b>
<b>RptType: 3301 - INTEREST</b>							
<a href="#">228-000-330100</a>	INTEREST	4,000.00	4,000.00	190.03	190.03	-3,809.97	4.75 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>190.03</b>	<b>190.03</b>	<b>-3,809.97</b>	<b>4.75 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>1,552,498.00</b>	<b>1,552,498.00</b>	<b>190.03</b>	<b>190.03</b>	<b>-1,552,307.97</b>	<b>0.01 %</b>
	<b>Revenue Total:</b>	<b>1,552,498.00</b>	<b>1,552,498.00</b>	<b>190.03</b>	<b>190.03</b>	<b>-1,552,307.97</b>	<b>0.01 %</b>
<b>Expense</b>							
<b>Department: 245 - POLICE LEVY</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">228-245-432160</a>	POLICE OFFICER	184,338.00	184,338.00	8,524.30	8,524.30	175,813.70	4.62 %
<a href="#">228-245-432165</a>	SCHOOL RESOURCE OFFICER	184,338.00	184,338.00	0.00	0.00	184,338.00	0.00 %
<a href="#">228-245-432180</a>	MUNICIPAL ORDINANCE SPECIALIS	137,556.00	137,556.00	3,630.54	3,630.54	133,925.46	2.64 %
<a href="#">228-245-432195</a>	EXECUTIVE ASSISTANT	161,508.00	161,508.00	6,663.00	6,663.00	154,845.00	4.13 %
<a href="#">228-245-450100</a>	OVERTIME	30,000.00	30,000.00	545.67	545.67	29,454.33	1.82 %
<a href="#">228-245-450200</a>	HOLIDAY PAY	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
<a href="#">228-245-450300</a>	PROFICIENCY PAY	67,507.00	67,507.00	1,322.00	1,322.00	66,185.00	1.96 %
<a href="#">228-245-450500</a>	CAREER RECOGNITION PAY	0.00	0.00	178.45	178.45	-178.45	0.00 %
<a href="#">228-245-470000</a>	ASSOCIATED PAYROLL COSTS	490,468.00	490,468.00	13,127.74	13,127.74	477,340.26	2.68 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>1,259,715.00</b>	<b>1,259,715.00</b>	<b>33,991.70</b>	<b>33,991.70</b>	<b>1,225,723.30</b>	<b>2.70 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">228-245-500498</a>	SHARE COST CCOM DISPATCH	161,386.00	161,386.00	0.00	0.00	161,386.00	0.00 %
<a href="#">228-245-510032</a>	SRO EXPENSES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
<a href="#">228-245-510040</a>	K-9 EXPENSES	14,000.00	14,000.00	578.95	578.95	13,421.05	4.14 %
<a href="#">228-245-510041</a>	SWAT PROGRAM	8,200.00	8,200.00	0.00	0.00	8,200.00	0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>187,586.00</b>	<b>187,586.00</b>	<b>578.95</b>	<b>578.95</b>	<b>187,007.05</b>	<b>0.31 %</b>
	<b>Department: 245 - POLICE LEVY Total:</b>	<b>1,447,301.00</b>	<b>1,447,301.00</b>	<b>34,570.65</b>	<b>34,570.65</b>	<b>1,412,730.35</b>	<b>2.39 %</b>
<b>Department: 991 - UNAPPROPRIATED BALANCE</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">228-991-990000</a>	UNAPPROPRIATED ENDING FUND B	105,197.00	105,197.00	0.00	0.00	105,197.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>105,197.00</b>	<b>105,197.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,197.00</b>	<b>0.00 %</b>
	<b>Department: 991 - UNAPPROPRIATED BALANCE Total:</b>	<b>105,197.00</b>	<b>105,197.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,197.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>1,552,498.00</b>	<b>1,552,498.00</b>	<b>34,570.65</b>	<b>34,570.65</b>	<b>1,517,927.35</b>	<b>2.23 %</b>
	<b>Fund: 228 - POLICE LEVY FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-34,380.62</b>	<b>-34,380.62</b>	<b>-34,380.62</b>	<b>0.00 %</b>

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 229 - FIRE LEVY FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>						
<b>RptType: 3000 - BEG FUND BAL.</b>						
<a href="#">229-000-309999</a>	BEGINNING FUND BALANCE	160,000.00	160,000.00	0.00	0.00	-160,000.00 0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>160,000.00</b>	<b>160,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-160,000.00 0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>						
<a href="#">229-000-310020</a>	CURRENT LEVY TAX	690,889.00	690,889.00	0.00	0.00	-690,889.00 0.00 %
<a href="#">229-000-310050</a>	PRIOR YEAR TAXES	5,000.00	5,000.00	0.00	0.00	-5,000.00 0.00 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>695,889.00</b>	<b>695,889.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-695,889.00 0.00 %</b>
<b>RptType: 3301 - INTEREST</b>						
<a href="#">229-000-330100</a>	INTEREST	6,000.00	6,000.00	631.93	631.93	-5,368.07 10.53 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>631.93</b>	<b>631.93</b>	<b>-5,368.07 10.53 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>861,889.00</b>	<b>861,889.00</b>	<b>631.93</b>	<b>631.93</b>	<b>-861,257.07 0.07 %</b>
	<b>Revenue Total:</b>	<b>861,889.00</b>	<b>861,889.00</b>	<b>631.93</b>	<b>631.93</b>	<b>-861,257.07 0.07 %</b>
<b>Expense</b>						
<b>Department: 255 - FIRE LEVY</b>						
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">229-255-500110</a>	CONTRACTUAL & PROFESSIONAL S	861,889.00	861,889.00	0.00	0.00	861,889.00 0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>861,889.00</b>	<b>861,889.00</b>	<b>0.00</b>	<b>0.00</b>	<b>861,889.00 0.00 %</b>
	<b>Department: 255 - FIRE LEVY Total:</b>	<b>861,889.00</b>	<b>861,889.00</b>	<b>0.00</b>	<b>0.00</b>	<b>861,889.00 0.00 %</b>
	<b>Expense Total:</b>	<b>861,889.00</b>	<b>861,889.00</b>	<b>0.00</b>	<b>0.00</b>	<b>861,889.00 0.00 %</b>
	<b>Fund: 229 - FIRE LEVY FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>631.93</b>	<b>631.93</b>	<b>631.93 0.00 %</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 390 - URBAN RENEWAL FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>						
<b>RptType: 3000 - BEG FUND BAL.</b>						
<a href="#">390-000-309999</a>	BEGINNING FUND BALANCE	2,980,000.00	2,980,000.00	0.00	0.00	-2,980,000.00 0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>2,980,000.00</b>	<b>2,980,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,980,000.00 0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>						
<a href="#">390-000-310010</a>	CURRENT YEAR TAXES	2,129,997.00	2,129,997.00	0.00	0.00	-2,129,997.00 0.00 %
<a href="#">390-000-310050</a>	PRIOR YEAR TAXES	18,000.00	18,000.00	0.00	0.00	-18,000.00 0.00 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>2,147,997.00</b>	<b>2,147,997.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,147,997.00 0.00 %</b>
<b>RptType: 3301 - INTEREST</b>						
<a href="#">390-000-330100</a>	INTEREST	100,000.00	100,000.00	9,917.37	9,917.37	-90,082.63 9.92 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>9,917.37</b>	<b>9,917.37</b>	<b>-90,082.63 9.92 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>5,227,997.00</b>	<b>5,227,997.00</b>	<b>9,917.37</b>	<b>9,917.37</b>	<b>-5,218,079.63 0.19 %</b>
	<b>Revenue Total:</b>	<b>5,227,997.00</b>	<b>5,227,997.00</b>	<b>9,917.37</b>	<b>9,917.37</b>	<b>-5,218,079.63 0.19 %</b>
<b>Expense</b>						
<b>Department: 410 - URBAN RENEWAL</b>						
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">390-410-500110</a>	CONTRACTUAL & PROFESSIONAL S	22,000.00	22,000.00	0.00	0.00	22,000.00 0.00 %
<a href="#">390-410-500120</a>	MUNICIPAL AUDIT CONTRACT	38,000.00	38,000.00	0.00	0.00	38,000.00 0.00 %
<a href="#">390-410-530000</a>	FIRE & LIABILITY INSURANCE	69,000.00	69,000.00	0.00	0.00	69,000.00 0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>129,000.00</b>	<b>129,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>129,000.00 0.00 %</b>
<b>RptCategory: 70 - DEBT SERVICE</b>						
<a href="#">390-410-730030</a>	DEBT SERVICE PRINCIPAL	986,320.00	986,320.00	0.00	0.00	986,320.00 0.00 %
<a href="#">390-410-730040</a>	DEBT SERVICE - INTEREST	89,952.00	89,952.00	0.00	0.00	89,952.00 0.00 %
	<b>RptCategory: 70 - DEBT SERVICE Total:</b>	<b>1,076,272.00</b>	<b>1,076,272.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,076,272.00 0.00 %</b>
<b>RptCategory: 89 - TRANSFERS OUT</b>						
<a href="#">390-410-899100</a>	TRANSFER OUT TO GENERAL FUND	590,503.00	590,503.00	33,000.00	33,000.00	557,503.00 5.59 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>590,503.00</b>	<b>590,503.00</b>	<b>33,000.00</b>	<b>33,000.00</b>	<b>557,503.00 5.59 %</b>
	<b>Department: 410 - URBAN RENEWAL Total:</b>	<b>1,795,775.00</b>	<b>1,795,775.00</b>	<b>33,000.00</b>	<b>33,000.00</b>	<b>1,762,775.00 1.84 %</b>
<b>Department: 990 - CONTINGENCY</b>						
<b>RptCategory: 90 - OTHER</b>						
<a href="#">390-990-910000</a>	CONTINGENCY FUNDS	3,432,222.00	3,432,222.00	0.00	0.00	3,432,222.00 0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>3,432,222.00</b>	<b>3,432,222.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,432,222.00 0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>3,432,222.00</b>	<b>3,432,222.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,432,222.00 0.00 %</b>
	<b>Expense Total:</b>	<b>5,227,997.00</b>	<b>5,227,997.00</b>	<b>33,000.00</b>	<b>33,000.00</b>	<b>5,194,997.00 0.63 %</b>
	<b>Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-23,082.63</b>	<b>-23,082.63</b>	<b>-23,082.63 0.00 %</b>

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 730 - SEWER FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">730-000-309999</a>	BEGINNING FUND BALANCE	4,400,000.00	4,400,000.00	0.00	0.00	-4,400,000.00	0.00 %
<b>RptType: 3000 - BEG FUND BAL. Total:</b>		<b>4,400,000.00</b>	<b>4,400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,400,000.00</b>	<b>0.00 %</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">730-000-314050</a>	OAK LODGE SANITARY	1,900,000.00	1,900,000.00	87,166.97	87,166.97	-1,812,833.03	4.59 %
<a href="#">730-000-314055</a>	TRI-CITY SERVICE DISTRICT	6,505,000.00	6,505,000.00	275,752.01	275,752.01	-6,229,247.99	4.24 %
<a href="#">730-000-314080</a>	CONNECTION FEES	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>		<b>8,415,000.00</b>	<b>8,415,000.00</b>	<b>362,918.98</b>	<b>362,918.98</b>	<b>-8,052,081.02</b>	<b>4.31 %</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">730-000-314110</a>	SEWER SDCS	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
<b>RptType: 3141 - SDC Total:</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-20,000.00</b>	<b>0.00 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">730-000-360000</a>	ALL OTHER SEWER RECEIPTS	482,033.00	482,033.00	200.00	200.00	-481,833.00	0.04 %
<b>RptType: 3600 - MISCELLANEOUS Total:</b>		<b>482,033.00</b>	<b>482,033.00</b>	<b>200.00</b>	<b>200.00</b>	<b>-481,833.00</b>	<b>0.04 %</b>
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>		<b>13,317,033.00</b>	<b>13,317,033.00</b>	<b>363,118.98</b>	<b>363,118.98</b>	<b>-12,953,914.02</b>	<b>2.73 %</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">730-910-399105</a>	OPERATING TRANSFERS IN-ARPA RE	840,000.00	840,000.00	0.00	0.00	-840,000.00	0.00 %
<a href="#">730-910-399205</a>	TRANSFER IN FROM ROAD & STREE	277,555.00	277,555.00	0.00	0.00	-277,555.00	0.00 %
<b>RptType: 3990 - TRANSFERS IN Total:</b>		<b>1,117,555.00</b>	<b>1,117,555.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,117,555.00</b>	<b>0.00 %</b>
<b>Department: 910 - TRANSFER IN Total:</b>		<b>1,117,555.00</b>	<b>1,117,555.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,117,555.00</b>	<b>0.00 %</b>
<b>Revenue Total:</b>		<b>14,434,588.00</b>	<b>14,434,588.00</b>	<b>363,118.98</b>	<b>363,118.98</b>	<b>-14,071,469.02</b>	<b>2.52 %</b>
<b>Expense</b>							
<b>Department: 703 - SEWER</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">730-703-431500</a>	ACCOUNTING CLERK	34,269.00	34,269.00	1,307.00	1,307.00	32,962.00	3.81 %
<a href="#">730-703-437049</a>	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,170.60	2,170.60	54,764.40	3.81 %
<a href="#">730-703-437050</a>	PUBLIC WORKS SUPERVISOR	60,560.00	60,560.00	2,322.00	2,322.00	58,238.00	3.83 %
<a href="#">730-703-437051</a>	PW UTILITIES MANAGER	60,981.00	60,981.00	2,384.94	2,384.94	58,596.06	3.91 %
<a href="#">730-703-437055</a>	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,494.98	2,494.98	60,137.02	3.98 %
<a href="#">730-703-437070</a>	UTILITY WORKER, JOURNEY	71,964.00	71,964.00	2,150.57	2,150.57	69,813.43	2.99 %
<a href="#">730-703-437071</a>	UTILITY WORKER II	37,216.00	37,216.00	4,443.71	4,443.71	32,772.29	11.94 %
<a href="#">730-703-437072</a>	UTILITY WORKER III	146,012.00	146,012.00	2,744.70	2,744.70	143,267.30	1.88 %
<a href="#">730-703-439011</a>	SEASONAL HELP	38,600.00	38,600.00	0.00	0.00	38,600.00	0.00 %
<a href="#">730-703-450100</a>	OVERTIME	10,000.00	10,000.00	240.42	240.42	9,759.58	2.40 %
<a href="#">730-703-450500</a>	CAREER RECOGNITION PAY	6,148.00	6,148.00	182.27	182.27	5,965.73	2.96 %
<a href="#">730-703-470000</a>	ASSOCIATED PAYROLL COSTS	351,705.00	351,705.00	12,364.02	12,364.02	339,340.98	3.52 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>937,022.00</b>	<b>937,022.00</b>	<b>32,805.21</b>	<b>32,805.21</b>	<b>904,216.79</b>	<b>3.50 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">730-703-500110</a>	CONTRACTUAL & PROFESSIONAL S	64,000.00	64,000.00	73.76	73.76	63,926.24	0.12 %
<a href="#">730-703-500456</a>	OAK LODGE SANITARY DISTRICT	1,193,800.00	1,193,800.00	0.00	0.00	1,193,800.00	0.00 %
<a href="#">730-703-500458</a>	WATER ENVIRONMENT SERVICES (	2,891,161.00	2,891,161.00	126,871.17	126,871.17	2,764,289.83	4.39 %
<a href="#">730-703-520120</a>	BANK CHARGES	72,500.00	72,500.00	2,173.09	2,173.09	70,326.91	3.00 %
<a href="#">730-703-520130</a>	OPERATIONS, MAINTENANCE & RE	100,000.00	100,000.00	2,090.05	2,090.05	97,909.95	2.09 %
<a href="#">730-703-520320</a>	FLEET FUEL, MAINTENANCE & REP	57,800.00	57,800.00	876.67	876.67	56,923.33	1.52 %
<a href="#">730-703-520400</a>	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	215.58	215.58	4,784.42	4.31 %
<a href="#">730-703-520430</a>	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	717.21	717.21	16,782.79	4.10 %
<a href="#">730-703-540220</a>	TRAVEL, CONFERENCES & TRAININ	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">730-703-540300</a>	SMALL TOOLS, EQUIPMENT & SAFE	15,000.00	15,000.00	255.84	255.84	14,744.16	1.71 %
<a href="#">730-703-540400</a>	DUMPING, HAULING, GARBAGE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
<a href="#">730-703-560100</a>	UTILITIES	5,000.00	5,000.00	105.21	105.21	4,894.79	2.10 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>4,434,761.00</b>	<b>4,434,761.00</b>	<b>133,378.58</b>	<b>133,378.58</b>	<b>4,301,382.42</b>	<b>3.01 %</b>



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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">730-703-660100</a>	EQUIPMENT REPLACEMENT RESER	665,000.00	665,000.00	0.00	0.00	665,000.00	0.00 %
<a href="#">730-703-676050</a>	SYSTEM IMPROVEMENTS & PROJEC	6,648,471.00	6,648,471.00	898.53	898.53	6,647,572.47	0.01 %
<a href="#">730-703-678090</a>	RESERVE FROM SDC'S	469,159.00	469,159.00	0.00	0.00	469,159.00	0.00 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>7,782,630.00</b>	<b>7,782,630.00</b>	<b>898.53</b>	<b>898.53</b>	<b>7,781,731.47</b>	<b>0.01 %</b>
	<b>Department: 703 - SEWER Total:</b>	<b>13,154,413.00</b>	<b>13,154,413.00</b>	<b>167,082.32</b>	<b>167,082.32</b>	<b>12,987,330.68</b>	<b>1.27 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">730-920-899100</a>	TRANSFER OUT TO GENERAL FUND	417,900.00	417,900.00	0.00	0.00	417,900.00	0.00 %
<a href="#">730-920-899205</a>	TRANSFER OUT TO ROAD & STREET	462,275.00	462,275.00	0.00	0.00	462,275.00	0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>880,175.00</b>	<b>880,175.00</b>	<b>0.00</b>	<b>0.00</b>	<b>880,175.00</b>	<b>0.00 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>880,175.00</b>	<b>880,175.00</b>	<b>0.00</b>	<b>0.00</b>	<b>880,175.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">730-990-910000</a>	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>14,434,588.00</b>	<b>14,434,588.00</b>	<b>167,082.32</b>	<b>167,082.32</b>	<b>14,267,505.68</b>	<b>1.16 %</b>
	<b>Fund: 730 - SEWER FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>196,036.66</b>	<b>196,036.66</b>	<b>196,036.66</b>	<b>0.00 %</b>

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 740 - WATER FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">740-000-309999</a>	BEGINNING FUND BALANCE	6,100,000.00	6,100,000.00	0.00	0.00	-6,100,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>6,100,000.00</b>	<b>6,100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,100,000.00</b>	<b>0.00 %</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">740-000-314060</a>	WATER SERVICE REVENUE	6,350,000.00	6,350,000.00	307,576.07	307,576.07	-6,042,423.93	4.84 %
<a href="#">740-000-314080</a>	WATER SERVICE CONNECTIONS	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>6,360,000.00</b>	<b>6,360,000.00</b>	<b>307,576.07</b>	<b>307,576.07</b>	<b>-6,052,423.93</b>	<b>4.84 %</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">740-000-314110</a>	WATER SDC'S	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
	<b>RptType: 3141 - SDC Total:</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-20,000.00</b>	<b>0.00 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>12,480,000.00</b>	<b>12,480,000.00</b>	<b>307,576.07</b>	<b>307,576.07</b>	<b>-12,172,423.93</b>	<b>2.46 %</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">740-910-399205</a>	TRANSFER IN FROM ROAD & STREE	277,555.00	277,555.00	0.00	0.00	-277,555.00	0.00 %
	<b>RptType: 3990 - TRANSFERS IN Total:</b>	<b>277,555.00</b>	<b>277,555.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-277,555.00</b>	<b>0.00 %</b>
	<b>Department: 910 - TRANSFER IN Total:</b>	<b>277,555.00</b>	<b>277,555.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-277,555.00</b>	<b>0.00 %</b>
	<b>Revenue Total:</b>	<b>12,757,555.00</b>	<b>12,757,555.00</b>	<b>307,576.07</b>	<b>307,576.07</b>	<b>-12,449,978.93</b>	<b>2.41 %</b>
<b>Expense</b>							
<b>Department: 704 - WATER</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">740-704-431500</a>	ACCOUNTING CLERK	41,123.00	41,123.00	1,568.40	1,568.40	39,554.60	3.81 %
<a href="#">740-704-437049</a>	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,170.60	2,170.60	54,764.40	3.81 %
<a href="#">740-704-437050</a>	PUBLIC WORKS SUPERVISOR	62,396.00	62,396.00	2,392.36	2,392.36	60,003.64	3.83 %
<a href="#">740-704-437051</a>	PW UTILITIES MANAGER	60,981.00	60,981.00	2,366.19	2,366.19	58,614.81	3.88 %
<a href="#">740-704-437055</a>	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,494.98	2,494.98	60,137.02	3.98 %
<a href="#">740-704-437070</a>	UTILITY WORKER, JOURNEY	154,764.00	154,764.00	6,354.00	6,354.00	148,410.00	4.11 %
<a href="#">740-704-437071</a>	UTILITY WORKER II	155,649.00	155,649.00	6,251.03	6,251.03	149,397.97	4.02 %
<a href="#">740-704-439011</a>	SEASONAL HELP	38,600.00	38,600.00	0.00	0.00	38,600.00	0.00 %
<a href="#">740-704-450100</a>	OVERTIME	10,000.00	10,000.00	241.63	241.63	9,758.37	2.42 %
<a href="#">740-704-450500</a>	CAREER RECOGNITION PAY	6,746.00	6,746.00	222.53	222.53	6,523.47	3.30 %
<a href="#">740-704-470000</a>	ASSOCIATED PAYROLL COSTS	370,175.00	370,175.00	14,091.49	14,091.49	356,083.51	3.81 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>1,020,001.00</b>	<b>1,020,001.00</b>	<b>38,153.21</b>	<b>38,153.21</b>	<b>981,847.79</b>	<b>3.74 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">740-704-500110</a>	CONTRACTUAL & PROFESSIONAL S	275,000.00	275,000.00	10,644.76	10,644.76	264,355.24	3.87 %
<a href="#">740-704-500240</a>	METER READING CONTRACT	64,000.00	64,000.00	2,380.50	2,380.50	61,619.50	3.72 %
<a href="#">740-704-500425</a>	WHOLESALE WATER	1,272,960.00	1,272,960.00	68,243.09	68,243.09	1,204,716.91	5.36 %
<a href="#">740-704-520120</a>	BANK CHARGES	72,000.00	72,000.00	2,103.11	2,103.11	69,896.89	2.92 %
<a href="#">740-704-520130</a>	OPERATIONS, MAINTENANCE & RE	250,000.00	250,000.00	3,176.76	3,176.76	246,823.24	1.27 %
<a href="#">740-704-520162</a>	LABORATORY WATER TESTS	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
<a href="#">740-704-520165</a>	FIRE HYDRANT MAINTENANCE & R	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
<a href="#">740-704-520320</a>	FLEET FUEL, MAINTENANCE & REP	45,000.00	45,000.00	876.68	876.68	44,123.32	1.95 %
<a href="#">740-704-520400</a>	OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	215.58	215.58	5,784.42	3.59 %
<a href="#">740-704-520430</a>	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	717.21	717.21	16,782.79	4.10 %
<a href="#">740-704-540220</a>	TRAVEL, CONFERENCES & TRAININ	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">740-704-540300</a>	SMALL TOOLS, EQUIPMENT & SAFE	15,000.00	15,000.00	255.91	255.91	14,744.09	1.71 %
<a href="#">740-704-540400</a>	DUMPING, HAULING, GARBAGE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
<a href="#">740-704-560100</a>	UTILITIES	50,000.00	50,000.00	2,040.33	2,040.33	47,959.67	4.08 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>2,152,460.00</b>	<b>2,152,460.00</b>	<b>90,653.93</b>	<b>90,653.93</b>	<b>2,061,806.07</b>	<b>4.21 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">740-704-660100</a>	EQUIPMENT REPLACEMENT RESER	279,000.00	279,000.00	0.00	0.00	279,000.00	0.00 %
<a href="#">740-704-676050</a>	SYSTEM IMPROVEMENTS & PROJEC	7,018,269.00	7,018,269.00	0.00	0.00	7,018,269.00	0.00 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">740-704-678090</a>	RESERVE FROM SDC'S	657,771.00	657,771.00	0.00	0.00	657,771.00	0.00 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>7,955,040.00</b>	<b>7,955,040.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,955,040.00</b>	<b>0.00 %</b>
	<b>RptCategory: 70 - DEBT SERVICE</b>						
<a href="#">740-704-720040</a>	2005 BONDED DEBT/PRINCIPAL	347,000.00	347,000.00	0.00	0.00	347,000.00	0.00 %
<a href="#">740-704-730040</a>	2005 BONDED DEBT/INTEREST	10,376.00	10,376.00	0.00	0.00	10,376.00	0.00 %
	<b>RptCategory: 70 - DEBT SERVICE Total:</b>	<b>357,376.00</b>	<b>357,376.00</b>	<b>0.00</b>	<b>0.00</b>	<b>357,376.00</b>	<b>0.00 %</b>
	<b>Department: 704 - WATER Total:</b>	<b>11,484,877.00</b>	<b>11,484,877.00</b>	<b>128,807.14</b>	<b>128,807.14</b>	<b>11,356,069.86</b>	<b>1.12 %</b>
	<b>Department: 920 - TRANSFER OUT</b>						
	<b>RptCategory: 89 - TRANSFERS OUT</b>						
<a href="#">740-920-899100</a>	TRANSFER OUT TO GENERAL FUND	523,678.00	523,678.00	0.00	0.00	523,678.00	0.00 %
<a href="#">740-920-899205</a>	TRANSFER OUT TO ROAD & STREET	349,000.00	349,000.00	0.00	0.00	349,000.00	0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>872,678.00</b>	<b>872,678.00</b>	<b>0.00</b>	<b>0.00</b>	<b>872,678.00</b>	<b>0.00 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>872,678.00</b>	<b>872,678.00</b>	<b>0.00</b>	<b>0.00</b>	<b>872,678.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY</b>						
	<b>RptCategory: 90 - OTHER</b>						
<a href="#">740-990-910000</a>	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>12,757,555.00</b>	<b>12,757,555.00</b>	<b>128,807.14</b>	<b>128,807.14</b>	<b>12,628,747.86</b>	<b>1.01 %</b>
	<b>Fund: 740 - WATER FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>178,768.93</b>	<b>178,768.93</b>	<b>178,768.93</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 750 - STORM WATER FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">750-000-309999</a>	BEGINNING FUND BALANCE	1,875,000.00	1,875,000.00	0.00	0.00	-1,875,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>1,875,000.00</b>	<b>1,875,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,875,000.00</b>	<b>0.00 %</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">750-000-314060</a>	STORM REVENUE	2,010,500.00	2,010,500.00	81,979.38	81,979.38	-1,928,520.62	4.08 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>2,010,500.00</b>	<b>2,010,500.00</b>	<b>81,979.38</b>	<b>81,979.38</b>	<b>-1,928,520.62</b>	<b>4.08 %</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">750-000-314110</a>	STORMWATER SDC'S	11,000.00	11,000.00	0.00	0.00	-11,000.00	0.00 %
	<b>RptType: 3141 - SDC Total:</b>	<b>11,000.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-11,000.00</b>	<b>0.00 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">750-000-360000</a>	ALL OTHER STORM FUND RESOURC	187,833.00	187,833.00	0.00	0.00	-187,833.00	0.00 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>187,833.00</b>	<b>187,833.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-187,833.00</b>	<b>0.00 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>4,084,333.00</b>	<b>4,084,333.00</b>	<b>81,979.38</b>	<b>81,979.38</b>	<b>-4,002,353.62</b>	<b>2.01 %</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">750-910-399105</a>	TRANSFER IN FROM ARPA FUND	360,000.00	360,000.00	0.00	0.00	-360,000.00	0.00 %
<a href="#">750-910-399205</a>	TRANSFER IN FROM ROAD & STREE	277,555.00	277,555.00	0.00	0.00	-277,555.00	0.00 %
	<b>RptType: 3990 - TRANSFERS IN Total:</b>	<b>637,555.00</b>	<b>637,555.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-637,555.00</b>	<b>0.00 %</b>
	<b>Department: 910 - TRANSFER IN Total:</b>	<b>637,555.00</b>	<b>637,555.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-637,555.00</b>	<b>0.00 %</b>
	<b>Revenue Total:</b>	<b>4,721,888.00</b>	<b>4,721,888.00</b>	<b>81,979.38</b>	<b>81,979.38</b>	<b>-4,639,908.62</b>	<b>1.74 %</b>
<b>Expense</b>							
<b>Department: 705 - PUBLIC WORKS DIRECTOR</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">750-705-431500</a>	ACCOUNTING CLERK	34,269.00	34,269.00	1,307.00	1,307.00	32,962.00	3.81 %
<a href="#">750-705-437049</a>	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,170.60	2,170.60	54,764.40	3.81 %
<a href="#">750-705-437050</a>	PUBLIC WORKS SUPERVISOR	60,560.00	60,560.00	2,322.00	2,322.00	58,238.00	3.83 %
<a href="#">750-705-437051</a>	PW UTILITIES MANAGER	60,981.00	60,981.00	2,384.92	2,384.92	58,596.08	3.91 %
<a href="#">750-705-437055</a>	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,494.96	2,494.96	60,137.04	3.98 %
<a href="#">750-705-437070</a>	UTILITY WORKER, JOURNEY	71,964.00	71,964.00	2,150.56	2,150.56	69,813.44	2.99 %
<a href="#">750-705-437071</a>	UTILITY WORKER II	112,157.00	112,157.00	2,953.42	2,953.42	109,203.58	2.63 %
<a href="#">750-705-437072</a>	UTILITY WORKER III	146,012.00	146,012.00	2,744.70	2,744.70	143,267.30	1.88 %
<a href="#">750-705-450100</a>	OVERTIME	5,000.00	5,000.00	240.43	240.43	4,759.57	4.81 %
<a href="#">750-705-450500</a>	CAREER RECOGNITION PAY	6,148.00	6,148.00	182.24	182.24	5,965.76	2.96 %
<a href="#">750-705-470000</a>	ASSOCIATED PAYROLL COSTS	376,348.00	376,348.00	11,740.19	11,740.19	364,607.81	3.12 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>993,006.00</b>	<b>993,006.00</b>	<b>30,691.02</b>	<b>30,691.02</b>	<b>962,314.98</b>	<b>3.09 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">750-705-500110</a>	CONTRACTUAL & PROFESSIONAL S	44,000.00	44,000.00	573.72	573.72	43,426.28	1.30 %
<a href="#">750-705-520120</a>	BANK CHARGES	80,000.00	80,000.00	2,173.08	2,173.08	77,826.92	2.72 %
<a href="#">750-705-520130</a>	OPERATIONS, MAINTENANCE & RE	60,000.00	60,000.00	1,538.53	1,538.53	58,461.47	2.56 %
<a href="#">750-705-520320</a>	FLEET FUEL, MAINTENANCE & REP	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<a href="#">750-705-520400</a>	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	215.53	215.53	4,784.47	4.31 %
<a href="#">750-705-520430</a>	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	717.44	717.44	16,782.56	4.10 %
<a href="#">750-705-540220</a>	TRAVEL, CONFERENCES & TRAININ	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">750-705-540300</a>	SMALL TOOLS, EQUIPMENT & SAFE	6,000.00	6,000.00	255.84	255.84	5,744.16	4.26 %
<a href="#">750-705-540400</a>	DUMPING, HAULING, GARBAGE	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
<a href="#">750-705-560100</a>	UTILITIES	2,000.00	2,000.00	50.40	50.40	1,949.60	2.52 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>274,000.00</b>	<b>274,000.00</b>	<b>5,524.54</b>	<b>5,524.54</b>	<b>268,475.46</b>	<b>2.02 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">750-705-660100</a>	EQUIPMENT REPLACEMENT RESER	215,000.00	215,000.00	0.00	0.00	215,000.00	0.00 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">750-705-676050</a>	SYSTEM IMPROVEMENTS & PROJEC	2,302,281.00	2,302,281.00	405.52	405.52	2,301,875.48	0.02 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>2,517,281.00</b>	<b>2,517,281.00</b>	<b>405.52</b>	<b>405.52</b>	<b>2,516,875.48</b>	<b>0.02 %</b>
	<b>Department: 705 - PUBLIC WORKS DIRECTOR Total:</b>	<b>3,784,287.00</b>	<b>3,784,287.00</b>	<b>36,621.08</b>	<b>36,621.08</b>	<b>3,747,665.92</b>	<b>0.97 %</b>
	<b>Department: 920 - TRANSFER OUT</b>						
	<b>RptCategory: 89 - TRANSFERS OUT</b>						
<a href="#">750-920-899100</a>	TRANSFER OUT TO GENERAL FUND	427,101.00	427,101.00	0.00	0.00	427,101.00	0.00 %
<a href="#">750-920-899205</a>	TRANSFER OUT TO ROAD & STREET	110,500.00	110,500.00	0.00	0.00	110,500.00	0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>537,601.00</b>	<b>537,601.00</b>	<b>0.00</b>	<b>0.00</b>	<b>537,601.00</b>	<b>0.00 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>537,601.00</b>	<b>537,601.00</b>	<b>0.00</b>	<b>0.00</b>	<b>537,601.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY</b>						
	<b>RptCategory: 90 - OTHER</b>						
<a href="#">750-990-910000</a>	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>4,721,888.00</b>	<b>4,721,888.00</b>	<b>36,621.08</b>	<b>36,621.08</b>	<b>4,685,266.92</b>	<b>0.78 %</b>
	<b>Fund: 750 - STORM WATER FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>45,358.30</b>	<b>45,358.30</b>	<b>45,358.30</b>	<b>0.00 %</b>

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 801 - MUNICIPAL COURT TRUST FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">801-000-309999</a>	BEGINNING FUND BALANCE	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-40,000.00</b>	<b>0.00 %</b>
<b>RptType: 3260 - FINES AND FORFEITURES</b>							
<a href="#">801-000-326020</a>	CITY OF GLADSTONE FINES/FEES	710,000.00	710,000.00	19,747.28	19,747.28	-690,252.72	2.78 %
<a href="#">801-000-326030</a>	CLACKAMAS COUNTY FINES/FEES	34,000.00	34,000.00	989.81	989.81	-33,010.19	2.91 %
<a href="#">801-000-326040</a>	STATE OF OREGON FINES/FEES	122,000.00	122,000.00	4,212.12	4,212.12	-117,787.88	3.45 %
<a href="#">801-000-326050</a>	RESTITUTION	3,000.00	3,000.00	-100.00	-100.00	-3,100.00	3.33 %
<a href="#">801-000-326060</a>	BOND	1,000.00	1,000.00	894.63	894.63	-105.37	89.46 %
	<b>RptType: 3260 - FINES AND FORFEITURES Total:</b>	<b>870,000.00</b>	<b>870,000.00</b>	<b>25,743.84</b>	<b>25,743.84</b>	<b>-844,256.16</b>	<b>2.96 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>910,000.00</b>	<b>910,000.00</b>	<b>25,743.84</b>	<b>25,743.84</b>	<b>-884,256.16</b>	<b>2.83 %</b>
	<b>Revenue Total:</b>	<b>910,000.00</b>	<b>910,000.00</b>	<b>25,743.84</b>	<b>25,743.84</b>	<b>-884,256.16</b>	<b>2.83 %</b>
<b>Expense</b>							
<b>Department: 220 - COURT</b>							
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">801-220-500500</a>	CITY OF GLADSTONE FINES & FEES	710,000.00	710,000.00	29,232.16	29,232.16	680,767.84	4.12 %
<a href="#">801-220-500510</a>	CLACKAMAS COUNTY FINES & FEES	34,000.00	34,000.00	1,439.51	1,439.51	32,560.49	4.23 %
<a href="#">801-220-500520</a>	STATE OF OREGON FINES & FEES	122,000.00	122,000.00	5,650.86	5,650.86	116,349.14	4.63 %
<a href="#">801-220-500530</a>	RESTITUTION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<a href="#">801-220-500540</a>	BOND - COURT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>870,000.00</b>	<b>870,000.00</b>	<b>36,322.53</b>	<b>36,322.53</b>	<b>833,677.47</b>	<b>4.18 %</b>
	<b>Department: 220 - COURT Total:</b>	<b>870,000.00</b>	<b>870,000.00</b>	<b>36,322.53</b>	<b>36,322.53</b>	<b>833,677.47</b>	<b>4.18 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">801-990-910000</a>	CONTINGENCY FUNDS	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>910,000.00</b>	<b>910,000.00</b>	<b>36,322.53</b>	<b>36,322.53</b>	<b>873,677.47</b>	<b>3.99 %</b>
	<b>Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,578.69</b>	<b>-10,578.69</b>	<b>-10,578.69</b>	<b>0.00 %</b>
	<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-898,126.98</b>	<b>-898,126.98</b>	<b>-898,126.98</b>	<b>0.00 %</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	-1,118,305.40	-1,118,305.40	-1,118,305.40
105 - AMERICAN RESCUE PLAN RE	0.00	0.00	-19,588.80	-19,588.80	-19,588.80
205 - ROAD AND STREET FUND	0.00	0.00	-112,986.66	-112,986.66	-112,986.66
228 - POLICE LEVY FUND	0.00	0.00	-34,380.62	-34,380.62	-34,380.62
229 - FIRE LEVY FUND	0.00	0.00	631.93	631.93	631.93
390 - URBAN RENEWAL FUND	0.00	0.00	-23,082.63	-23,082.63	-23,082.63
730 - SEWER FUND	0.00	0.00	196,036.66	196,036.66	196,036.66
740 - WATER FUND	0.00	0.00	178,768.93	178,768.93	178,768.93
750 - STORM WATER FUND	0.00	0.00	45,358.30	45,358.30	45,358.30
801 - MUNICIPAL COURT TRUST F	0.00	0.00	-10,578.69	-10,578.69	-10,578.69
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-898,126.98</b>	<b>-898,126.98</b>	<b>-898,126.98</b>





## CHECK REGISTER FOR JULY 2023

Check Date	Check No.	Vendor	Amount	Line Item Description
07/06/2023	394	Amazon Capital Services	257.44	Office/Summer Rec Supplies - Admin/CT/PW
07/06/2023	395	John Southgate LLC	750.00	Professional Fees - Admin
07/06/2023	396	Rotator, LLC	5,000.00	Mural Project - Admin
07/06/2023	397	Smith-Wagar Brucker Consulting Inc.	9,832.50	Financial Consulting - Admin
07/06/2023	93577	Aramark	196.61	Mat Rental - PW
07/06/2023	93578	Comcast	52.55	Digital TV Receivers - PD
07/06/2023	93579	Crafco, Inc.	6,728.91	Road Maintenance Supplies - PW
07/06/2023	93580	Datec, Inc.	8,859.85	Printers/Mounting Stations - PD
07/06/2023	93581	Erskine Law Practice LLC	455.00	Indigent Defense
07/06/2023	93582	FBI National Academy Associates	275.00	Annual Conference Reg - PD
07/06/2023	93583	FBI National Academy Associates	40.00	Oregon Chapter Meeting - PD
07/06/2023	93584	Ferguson Enterprises	55.23	Splash Pad Repair Parts - PW
07/06/2023	93585	The Garden Corner	936.00	Hanging Basket Watering - Admin
07/06/2023	93586	GeoPacific Engineering	866.40	Professional Fees - PW
07/06/2023	93587	KPTV/KPDX	500.00	Clean Water Advertising - PW
07/06/2023	93588	League of Oregon Cities	10,474.82	Annual Dues - Admin
07/06/2023	93589	Portland General Electric	7,363.36	Electricity Usage - All Depts
07/06/2023	93590	SiteOne Landscape Supply	561.10	Irrigation Repair Parts - PW
07/06/2023	93591	Stein Oil Co. Inc.	2,676.90	Gasoline - PW
07/06/2023	93592	Verizon Wireless	2,457.06	Cell Phone Usage - All Depts
07/06/2023	93593	Walter E. Nelson Co.	3,337.06	Cleaning/Park Supplies - PW
07/10/2023	93594 - 93601	UB Refunds	1,217.89	UB Refunds - PW
07/13/2023	398	Amy Lindgren Law, LLC	2,545.00	Municipal Judge - CT
07/13/2023	399	Gladstone Municipal Court	2,768.17	Reimburse Bank/Supply Fees - Admin
07/13/2023	400	Jill Tate	487.50	Transcription - Admin
07/13/2023	93602	Alexin Analytical Laboratories	1,750.00	Drinking Water Tests - PW
07/13/2023	93603	BMS Technologies	2,151.86	Utility Bill Printing/Mailing
07/13/2023	93604	City of Wilsonville	80.00	CCA Dinner - Council
07/13/2023	93605	Datasafe Inc.	800.00	Shredding Event - PD
07/13/2023	93606	Gladstone Oak Grove Rotary Foundation	30.00	Festival Fees - Admin
07/13/2023	93607	Integrity Staffing, Inc.	1,944.00	Temporary Staffing - PW
07/13/2023	93608	Oak Lodge Water Services	97,446.70	Water/Sewer Services - PW
07/13/2023	93609	Office Depot	237.36	Office Supplies - Admin/CT
07/13/2023	93610	Pamplin Media Group	2,168.00	Newsletter Printing - Admin
07/13/2023	93611	Portland General Electric	6,689.20	Street Light Electricity - PW
07/13/2023	93612	Society of St. Vincent de Paul	5,000.00	ARPA Covid Assistance - Admin
07/13/2023	93613	Water Environment Services	126,293.20	Sewer Billing - PW
07/14/2023	401	US Bank	22,936.96	P-Card Purchases - All Depts.
07/14/2023	93614	Anthony Fich	25.00	Vehicle Expense Reimb. - PD
07/14/2023	93615	Gold Wrench	1,836.00	Vehicle Maintenance - PD
07/14/2023	93616	Mayflower Auto Body LLC	1,000.00	Insurance Deductible - Admin
07/14/2023	93617	Pamplin Media Group	52.00	Annual Subscription - PD
07/14/2023	93618	Stein Oil Co. Inc.	2,210.31	Gasoline - PD
07/19/2023	402	3J Consulting, Inc.	12,089.00	Planning Services - Admin
07/19/2023	403	8x8, Inc.	1,702.96	Phone Service - IT
07/19/2023	404	Amazon Capital Services	445.13	Office/Summer Rec Supplies - Admin/CT/PW
07/19/2023	405	BridgePay Network Solutions, LLC	371.10	UB Online Payment Fees - PW
07/19/2023	406	Leeway Engineering Solutions LLC	13,223.95	Professional Fees - PW
07/19/2023	407	MSPEN Consulting, LLC	1,540.00	Grant Writing Service - Admin
07/19/2023	408	P & C Construction	70,254.00	PW Building Construction - PW
07/19/2023	409	Quadiant Finance, USA	500.00	Postage - All Depts.
07/19/2023	410	Shiels Oblatz Johnsen	12,775.33	PW Building Mgmt - PW
07/19/2023	93619	Allstream	187.70	Land Lines - PW
07/19/2023	93620	Backflow Management Inc	2,454.00	Consumer Confidence Rpt - PW
07/19/2023	93621	Bravo Land Care & Maintenance	945.00	Landscape Maintenance - PW
07/19/2023	93622	Clackamas ESD	1,232.22	Off Site Data Storage - IT
07/19/2023	93623	Cummins Sales and Service	1,155.94	Generator Repair - PW
07/19/2023	93624	In and Out Auto Care LLC	2,989.01	Vehicle Maintenance - PW
07/19/2023	93625	Integrity Staffing, Inc.	904.32	Temporary Staffing - PW
07/19/2023	93626	J. Thayer Co.	18.35	Nameplates - CT
07/19/2023	93627	Karen Smith	200.00	Rental Deposit Refund - SC
07/19/2023	93628	Luxury Restroom Trailers	5,339.00	Construction Portable Restrooms - PW

**CHECK REGISTER FOR JULY 2023**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Line Item Description</b>
07/19/2023	93629	Metro Overhead Door	375.00	PD Security Gate Repair - PW
07/19/2023	93630	North Clackamas County Water	57,025.37	Water Purchases - PW
07/19/2023	93631	Northwest Parking Equipment Company	312.07	Parking Kiosk Supplies - PW
07/19/2023	93632	Northwest Success, Inc.	2,253.31	Janitorial Service - PW
07/19/2023	93633	One Call Concepts Inc	95.20	Utility Locates - PW
07/19/2023	93634	One Diversified LLC	785.00	Lobby Monitor Repair - IT
07/19/2023	93635	Oregon City/County Management Assn.	400.00	Conference Fee - Admin
07/19/2023	93636	Pacific Mobile Structures, Inc.	532.00	Mobile Bldg Rental - PW
07/19/2023	93637	Portland General Electric	235.00	Light Pole Permit - PW
07/19/2023	93638	Portland Sign Company	1,125.22	Community Center Sign - Admin
07/19/2023	93639	Secure Pacific Corporation	220.50	SC Monitoring - PW
07/19/2023	93640	Sisul Engineering	5,870.00	Professional Fees - PW
07/19/2023	93641	Stericycle	158.08	Shredding Service - PD
07/19/2023	93642	Titan Concrete Construction	15,900.00	Watts Ave. Improvements - PW
07/19/2023	93643	Tyler Technologies, Inc.	6,602.50	UB Online Payment Fees - PW
07/19/2023	93644	Walter E. Nelson Co.	37.86	Janitorial Supplies - PW
07/19/2023	93645	Winsupply of Portland	19,707.98	Hereford PRV Project - PW
07/27/2023	411	CIS Trust	200,320.96	FY 23/24 Property/Liability Ins. - Admin
07/27/2023	412	Clackamas Fire District #1	555,817.50	Quarterly Fire District IGA - Admin
07/27/2023	413	Satcom Global Ltd.	42.75	Satellite Phone Access - PD
07/27/2023	93646	American Medical Response	200.00	Blood Draws - PD
07/27/2023	93647	Canon Financial Services, Inc.	1,315.04	Copier Leases/Usage - IT
07/27/2023	93648	Cintas First Aid Lockbox	423.60	First Aid/Water Filtering - Admin/PD/SC/PW
07/27/2023	93649	City of Portland Water Bureau	8,171.00	FY 23/24 Regional Providers Consortium - PW
07/27/2023	93650	D & D Concrete and Utilites, Inc.	97,670.00	Webster/Cason Crossing Project - PW
07/27/2023	93651	Elite Window Tinting, LLC	129.00	Vehicle Modification - PD
07/27/2023	93652	Gold Wrench	1,216.40	Vehicle Maintenance - PD
07/27/2023	93653	Integrity Staffing, Inc.	2,712.96	Temporary Staffing - PW
07/27/2023	93654	Laserwerks	40.00	Picture Frame Lettering - PD
07/27/2023	93655	Lord & Associates Inc	1,350.00	Flagging Service - PW
07/27/2023	93656	Mountain View Kennel	240.00	K9 Boarding - PD
07/27/2023	93657	Northwest Jeep, Inc.	41,241.67	Vehicle Purchase - PD
07/27/2023	93658	Oregon DMV	19.50	Driving Records - PD
07/27/2023	93659	Oregon Patrol Service	2,770.46	Court/Meeting/Park Security - CT/Admin/PD
07/27/2023	93660	Platt Electric Supply	388.76	Lighting Repair Supplies - PW
07/27/2023	93661	Sign Guy	495.00	Vehicle Modification - PD
07/27/2023	93662	State of Oregon	40.00	Notary Renewal - PD
07/27/2023	93663	Stein Oil Co. Inc.	9,148.93	Gasoline - PD/PW/SC
07/27/2023	93664	Traffic Safety Supply Co. Inc.	8,811.75	School Crossing Beacon - PW
07/27/2023	93665	TransUnion Risk and Alternative	75.00	Data Research - PD
07/27/2023	93666	Wire Works LLC	530.95	Vehicle Modification - PD
07/28/2023	414	CIS Trust	62,938.11	Monthly Health Insurance
07/28/2023	415	HRA VEBA Plan	3,343.87	Employer VEBA contribution
07/28/2023	416	MissionSquare Retirement	10,107.95	Voluntary Payroll Deferred Comp
07/28/2023	93667	Axa Equi-Vest	8,894.12	Voluntary Payroll Deferred Comp
07/28/2023	93668	Clackamas Community Federal Credit Union	1,099.82	GPA Union Dues
07/28/2023	93669	Equitable	1,463.22	Non-PERS Retirement Pmt
07/28/2023	93670	Equitable Financial Life Insurance Co.	86.00	Non-PERS Retirement Pmt
07/28/2023	93671	Oregon AFSCME Council #75	1,176.47	AFSCME Union Dues
07/28/2023	93672	Oregon Department of Justice/Child Support	286.00	Child Support
Total General Fund Payments			<u>\$ 1,603,873.83</u>	
<u>Urban Renewal Fund Checks:</u>				
Total July 2023 Payments			<u><u>\$ 1,603,873.83</u></u>	





# Public Works

## Staff Report for August 2023

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Report Date : August 31, 2023  
To : Jacque M. Betz, City Administrator  
Copy : Mayor and City Council  
From : Darren Caniparoli, Public Works Director

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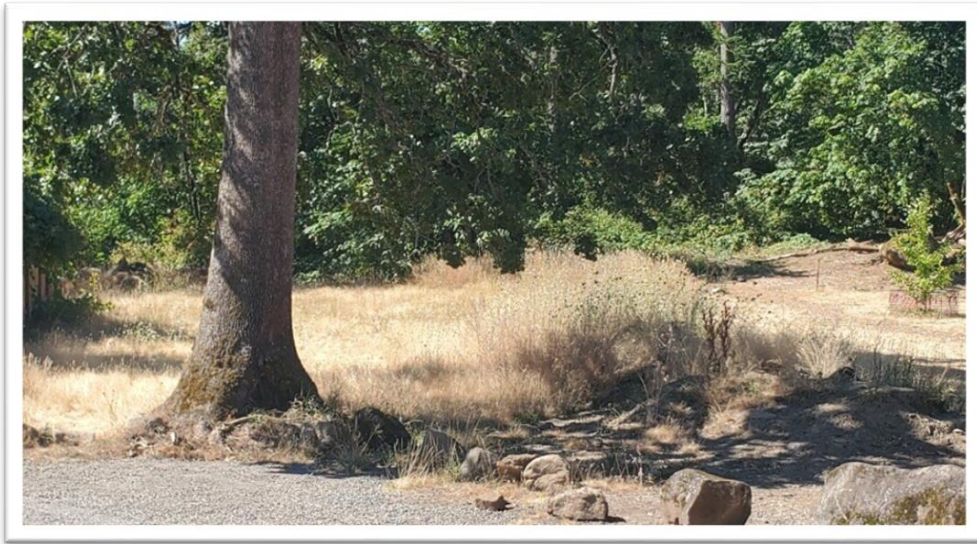
### PARKS:

- Trash pick-up in all parks two days a week.
- Park irrigation, repairs continue where needed.
- Mowing parks weekly: Irrigated fields are mowed weekly; non-irrigated fields are mowed bi-weekly.
- Graffiti clean-up continues on a regular basis in our parks and public areas.
- Detail work within our parks has been a priority. Edging and trimming of flower beds, trimming and cutting back plants which need attention.



Detail work at Robin Hood Park





Detail work at the Gladstone Nature Park

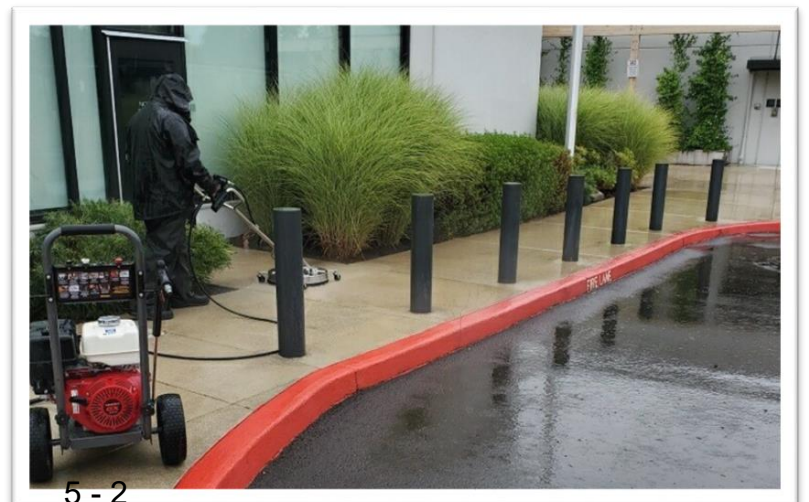


## STREETS:

Skin Patching has been ongoing and will continue along with crack sealing over the remainder of the summer months and good weather. Crews continue to fill potholes using hot asphalt which will provide a longer lasting patch that will hold up during the wetter months.

## FACILITIES:

- Twice a month Facility Inspections continue
- Ongoing repairs at all facility buildings continue
- Pressure washing of the Community Center and the Civic Center Building



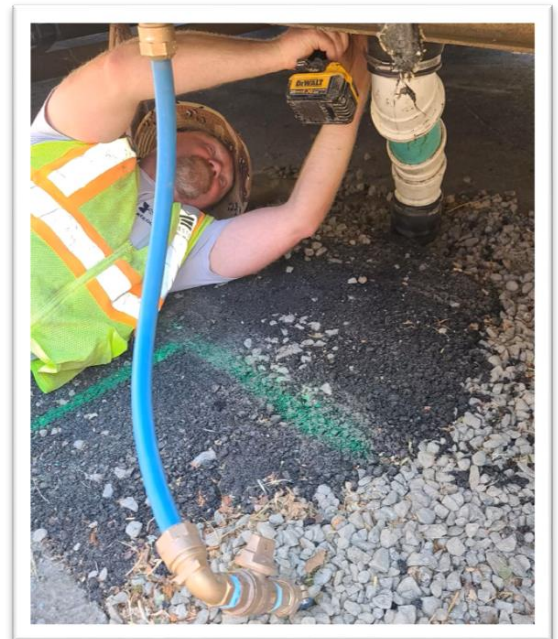
The Public Works Dept. has officially moved out its main shop for the start of the remodel project, the office will remain open during construction and operations will not be effected. The crews worked diligently over the weeks prior to the move to relocated operations into the existing utility building and the old fire building. The office trailer was relocated to the back of the Public Works Yard, which has an access point for patrons needing to visit the Public Works office. The Public Works staff is excited that the project is underway and looking forward to moving into our renovated home!



Pictured above the Public Works shop, emptied and ready for the remodel project. Below, the Public Works office is hooked up to the truck ready to be moved to the back portion of the yard, the office entrance is now located off of Watts. Ave.

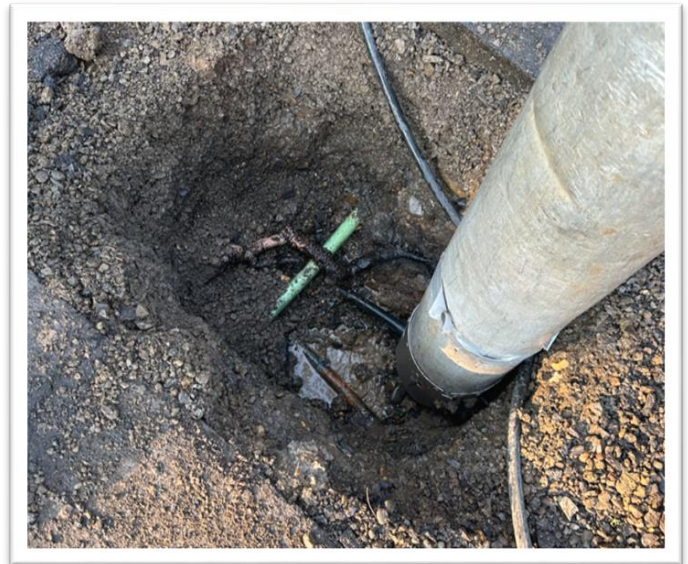
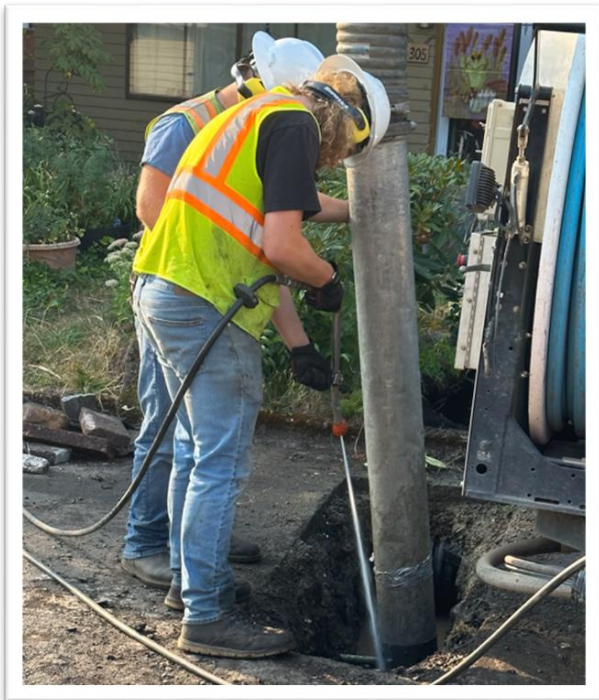


Utilities for the mobile office trailer were relocated to the back of the Public Works Yard. Utility Supervisor Jeff Shepherd is making the final sanitary sewer connection in the picture to the right.



## WATER:

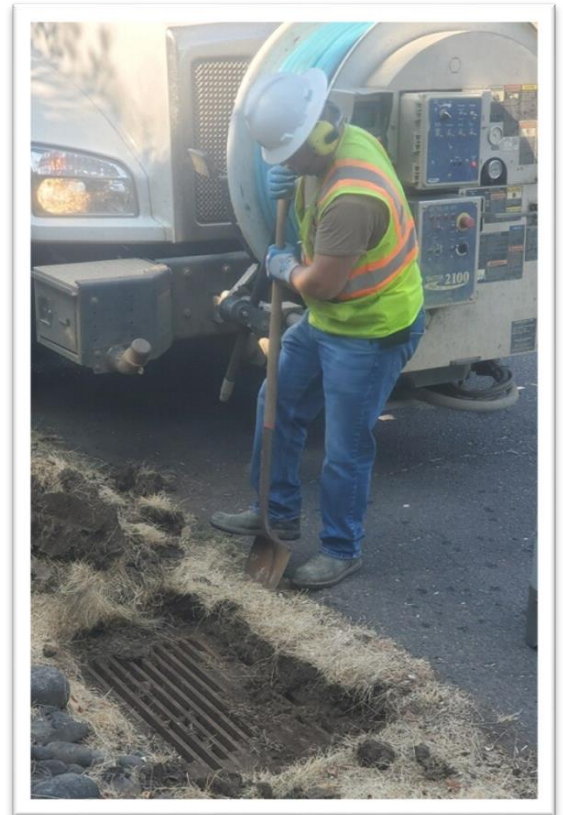
- Read and reported Master Meter reads weekly.
- Change Charts at Webster Pump Station weekly.
- Test Chlorine Residuals at least 2 times per week.
- Routine maintenance for the pump station control panels and auto dialer.
- Routine Water Samples as required.
- Door Hangers and water meter shut offs for non-payment.
- Map updates, utility locates.
- Relocated the pipe, fittings, hydrants, and water meter boxes to Webster reservoir ahead of the demolition of the old Public works building
- Installed Hydrant meters for contractors for use during ongoing projects.
- Completed Door Hangers and Shut offs for delinquent payments
- Replaced a Broken unusual water meter box at the bus barn on 82<sup>nd</sup>
- Resolved an unusual issue with the filling of the reservoirs at Webster, the cause was a spring that is expanding due to the extreme heat
- Conducted a flow reduction simulation for a control valve replacement at Oatfield Rd and E. Hereford



Crews work to repair a leaking water service on E. Jersey St. Utilizing the Vactor truck to access the leak allows for less pavement cuts and a reduction in the excavation site.

## STORM:

- Completed Catch basin inspections and cleaning of the entire cities storm system per DEQ requirements
- Continuing the maintenance of the cities head walls and outfalls per DEQ requirements
- Storm investigation is underway in and around Crownview and Shawn Ct
- A resident alerted Public Works to a Basin Grate on Oatfield Rd. near Ridgegate that had a substantial gap that could injure a bicyclist
- Continuing to jet the storm system on Watts St.
- Cleaned and maintained Public Works yard basin structures and decant facility
- Conducted a rehab of a catch basin/ curb inlet @ Webster Rd and Charloais Dr.
- Street sweeping entire city per schedule



Dugout the ditch coming from Glen Echo which floods the road, below





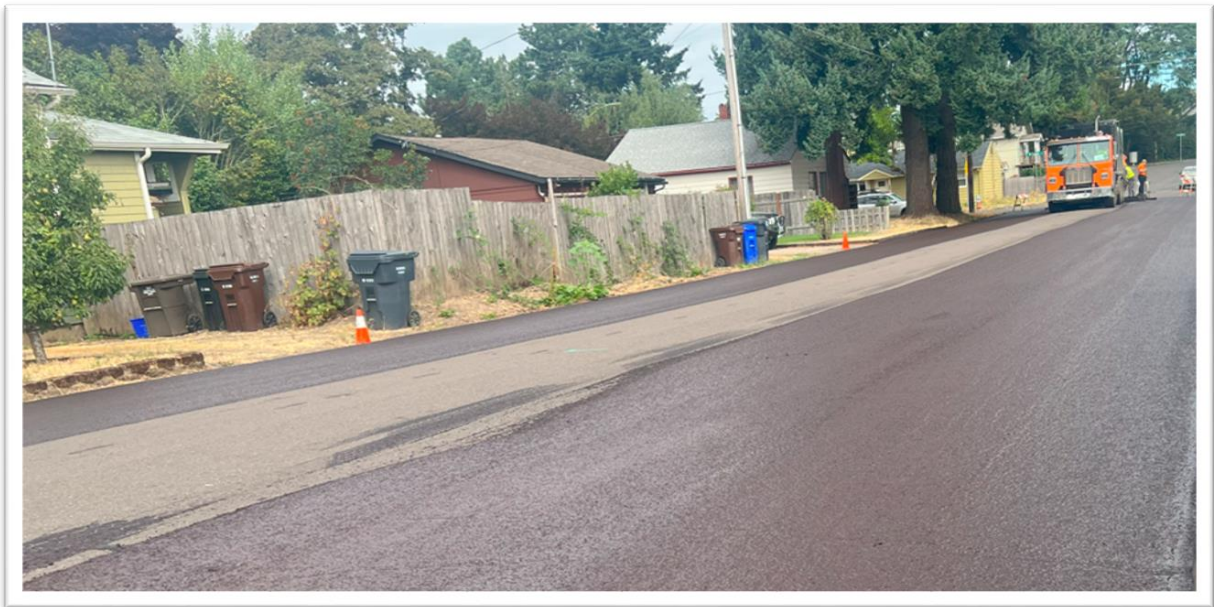
## PROJECTS

Working with Blackline, Inc. the City of Gladstone completed the Annual Slurry Seal Project and we are very happy with the results. This year the focus was on residential streets. Cornell Pl. had paving work completed on it prior to the slurry seal project, with the slurry on the roadway the cul-de-sac is like a brand new roadway. Below you will see overall phases of the paving and slurry seal that were done on Cornell Pl. this year in two phases with two separate projects. The end result is a much improved roadway!





The Annual Slurry Seal Project, crews from Blackline, Inc. work to apply the slurry seal emulsion on Barton Ave.



## ADMINISTRATION:

- Clackamas River Basin Council conducted a work party at Cross Park as part of the Cross Park Restoration Project.
- Stormwater Management Program items are ongoing in accordance with MS4 Stormwater Permit requirements.
- Working with Clackamas County WES to develop a scope of work and IGA for WES to perform MS4 Permit required stormwater sampling and lab work on the City's behalf.
- Working with North Clackamas Watersheds Council to coordinate May-October temperature monitoring on Rinearson Creek adjacent to the Olsen Wetlands and at Meldrum Bar Park.
- Library project ROW coordination.
- Performed a one-year post project inspection for the Barclay Avenue Project.
- Working on completing Gladstone's Clackamas County Multi-Jurisdiction Natural Hazard Mitigation Plan Addendum.
- Working with Backflow Management Incorporated (BMI) to complete water system Lead and Copper Rule sampling.
- Webster Rd/Cason Rd Crossing project has been completed, and entered into the maintenance bond period.
- Clackamas County Building Permit plan reviews, approvals and release letters.

*Things turn out best for the people who make the best of the way things turn out.*

*~ John Wooden*

**Gladstone Police Department**  
**Monthly Report**  
**August 2023**





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



## CHIEF'S REPORT

August 2023

Greetings,

During the course of the month, I have been involved in many discussions related to traffic signage, speed and uncontrolled intersections. Many drivers today rely on signage as a means of traffic control, which in some locations is appropriate, while in other areas it may hazardous or create new problems. The Manual on Uniform Traffic Control Devices (MUTCD) informs the City of Gladstone as to reasons and processes for traffic control signage and speed to help ensure traffic safety. As the city works through projects that include correcting certain traffic control signage, I wanted to share one of the most forgotten rules of the road **"Failure to yield right of way at uncontrolled intersection" Oregon Revised Statue 811.275 (ORS)**. I hope this traffic tip helps ensure traffic safety for all motorists.

Who Has the Right of Way?

The law simply states when the right of way must be yielded. Right of way can be used when the law permits its use by requiring that others yield the right of way to you. Failure to yield the right of way leads to crashes in all states. There are some ways for you to reduce this probability when you are driving however. Right of way must be yielded to other drivers in the following instances:

- At a yield sign
- To pedestrians in a crosswalk
- At uncontrolled intersections

If a driver fails to yield the right of way to the driver on the right regardless of which driver first reaches and enters the intersection, the drivers failing to yield to the right is at fault.

The law gives the right of way to no one, but it does state who must yield (give up) the right of way. Every driver, motorcyclist, bicyclist, and pedestrian must do everything possible to avoid a crash. When you yield the right of way to another vehicle, you are letting them go before you in the traffic situation. Few areas of traffic safety are more misunderstood than the "Yield to the Driver on the Right" rule.

Please review the above ORS if you have additional questions.



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



## CHIEF'S REPORT Continued.....

- **Right-of-Way is not a right or privilege – it must be given!**
- **Determined by a set of rules.**
- **Drivers must understand right-of-way rules governing:**
  - **Intersections;**
  - **Merges; and**
  - **Special conditions.**



Sincerely,

John Schmerber, Chief of Police



GLADSTONE POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT

**AUGUST 2023**



"Respect ~Service ~Character ~Passion"

GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	615	4,292	4,397	-2.39%	Speeding	21
Officer Initiated Incidents	388	3,618	3,396	6.54%	Driving Uninsured	17
Total Number of Incidents	1,003	7,910	7,793	1.50%	Driving While Suspended	13
Police Reports Filed	310	2,311	2,553	-9.48%	Unlawful Use of Cell Phone	12
Traffic Contacts	240	2,510	1,875	33.87%	Improper Display of Plates	5
Citations Issued (Charges)	99	1,135	1,164	-2.49%	<b>ALARM ADMINISTRATION REPORT</b>	
Parking Citations	7	64	118	-45.76%		
DUII	3	31	26	19.23%	Renewals Billed	14
Community Policing Contacts	15	110	177	-37.85%	Renewal Fees Collected	\$350.00
Murders	0	0	0	0.00%	New Permits Issued	0
K9 Deployments	1	19	31	-38.71%	False Alarms w/No Permit	2
Tow Releases	1	18	11	63.64%	1st false Alarm Events	6
					2nd False Alarm Events	0
					3rd False Alarm Events	0
					4th False Alarm Events	0
					False Alarm fees collected	\$0.00
					False Alarm fees billed	\$0.00



GLADSTONE POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT

**AUGUST 2023**

*"Respect ~Service ~Character ~Passion"*



SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATAGORIES	HOURS
Abuse/Neglect	2	20	27	-25.93%	Shift Coverage	167.25
Accident/Injury or Fatal	2	15	15	0.00%	Court	25
Accident/Property Damage	5	54	53	1.89%	Training	3.5
Assault	3	23	29	-20.69%	Presentations/Meetings	3.5
Burglary	1	19	21	-9.52%	Traffic Grant	50
Domestic Disputes	25	162	132	22.73%	Special Assignment	59.5
Drugs/Narcotics	5	24	14	71.43%	K9	9
Disturbance-Fights-Noise	16	105	117	-10.26%	SRO	0
Forgery/Fraud	14	80	58	37.93%		
Hit and Run	6	38	32	18.75%		
Ordinance Violations	12	162	82	97.56%		
Runaway/Missing	2	30	45	-33.33%		
Sex Offense	9	19	38	-50.00%		
Suicide Attempt/Threat	2	36	41	-12.20%		
Suspicious Person or Circumstance	83	463	542	-14.58%		
Thefts	21	152	191	-20.42%		
Trespass/Prowler	9	81	108	-25.00%		
Vandalism	7	48	81	-40.74%		
Vehicles Recovered	2	22	32	-31.25%		
Vehicles Stolen	3	29	67	-56.72%		
Death(Not Suicide/Murder)	1	6	13	-53.85%		

\*\*Coded at time of dispatch, not final disposition





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



## BIAS MONTHLY REPORT

REPORTED BY: Kristi Walls

August 2023

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.  
2 Bias Incidents were reported.

*Bias Incident defined: a person's hostile expression of animus towards 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.*

1. 23-017068 - On August 15, 2023, Officers were dispatched to an unwanted person call at Tukwila Springs. The suspect was naked in the building and had been previously trespassed from this location. The suspect was exposing himself and calling the manager on duty derogatory names relating to his skin color and other racial slurs. The suspect was taken into custody and cited for Criminal Trespass I and Private Indecency I.

The Gladstone Police Department made the proper referral per ORS 147.380.

2. 23-018034 – On August 28, 2023, an officer was called to Dahl Beach/Meldrum Bar Park on a traffic complaint. The complainant reported that a vehicle was driving about 40 mph in the 15 mph zone. The complainant said that he and his children had to jump out of the way so they were not hit. The driver denied speeding and told the officer the complainant called him derogatory names related to his skin color and other racial slurs.

The Gladstone Police Department made the proper referral per ORS 147.380.



# GLADSTONE POLICE DEPARTMENT DETECTIVES MONTHLY REPORT TO CHIEF AND COUNCIL



## DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

August, 2023

### New Cases Assigned:

1. 23-016183 Murder. Clackamas County Interagency Major Crimes Team (MCT) call-out for a homicide in Oregon City on August 4, 2023.
2. 23-016554. Sexual Assault. Assigned 08/10/23
3. 23-016915 Sexual Assault. Assigned 08/14/23
4. 23-017654 Sexual Assault. Assigned 08/25/23
5. 23-018213 Sexual Assault. Assigned 08/31/23
6. 23-018098 Sexual Assault. Assigned 08/31/23

### Current Caseload:

1. 23-007287 Sexual Abuse. Assigned 04/10/23. (Awaiting DNA forensic results)
2. 23-007432 Sexual Abuse. Out-of-state referral (Great Falls, Montana) Assigned 04/10/23
3. 23-009913 Sexual Abuse. Assigned 05/13/23
4. 23-013024 Attempted Murder, Assault 1, Burglary 1. GPD call-out on 06/22/23
5. 23-016554. Sexual Assault. Assigned 08/10/23
6. 23-017654 Sexual Assault. Assigned 08/25/23
7. 23-018213 Sexual Assault. Assigned 08/31/23
8. 23-018098 Sexual Assault. Assigned 08/31/23

### Cases Cleared:

1. 23-016183 Murder. Clackamas County Interagency Major Crimes Team (MCT) call-out for a homicide. Reports forwarded to the Clackamas County District Attorney's Office on 08/23/23.
2. 23-016915 Sexual Assault. Victim's statement recanted. Case closed at adult victim's request

### Sex Offender Registrations Completed: 0

### Highlights/Noteworthy:

Child Abuse: On 08/02/23 a suspect was indicted by a Clackamas County Circuit Court Grand Jury on charges of 5 counts of Criminal Mistreatment in the First Degree, two counts of Felony Strangulation, and three counts of Assault in the First Degree/Child Under 10. (GPD Case 22-026151, OCPD Case 22-022365, CCSO Case 22-955008)



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



**K9 MONTHLY REPORT**

**Prepared by: Officer Olson**

**August 2023**

K9 Nanuk is a seven 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.

<b>Officer</b>	<b>K9 Deployments GPD</b>	<b>K9 Deployments Other Agencies</b>	<b>K9 Training Hours</b>
Olson	0	1	16

This month Nanuk and I had one deployment. We assisted Lake Oswego Police Department on a burglary in progress. We arrived to help but, we were unable to track for the suspects. Nanuk performed an article search and located several pieces of evidence that will hopefully help identify the suspects.

K9 Nanuk and I spent time at this year’s Community Festival meeting people the first week in August.

## **OPERATIONS MONTHLY REPORT**

**Prepared by Sgt. Okerman**

**August 2023**

8/1 Two verbal domestic disputes were reported. Both involved couples yelling at each other in their homes. Officers investigated both incidents and while no crimes were committed at either incident reports were written to document what happened.

Chief Schmerber and other officers attended a National Night Out gathering on Via Monte Mar Ct. It was well attended by the neighborhood.



8/5 Chief Schmerber in the dunk tank at the Gladstone Community Festival!

8/6 While on patrol an officer located a wanted subject sitting behind the Safeway store. The subject was part of a group but was cooperative and taken to jail for their outstanding City Municipal theft warrant.

A subject who was previously trespassed from Tukwila Springs had returned. Before an officer could arrive the subject left and was not located. About an hour later the subject returned. An officer was still in the area and was able to coordinate other officers to respond. The subject was taken into custody without incident at the back of the building.

8/9 Neighbors called to report suspicious activity in the area where CCSO did a search warrant. The neighbors reported possible drug activity. While officers were on scene an associate drove by who the officers knew to have a criminally suspended driver license. They stopped the vehicle and took the subject into custody. The subject had suspected fentanyl pills on them and other drugs were located in the vehicle.



# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT Continued....

8/28 A sexual assault was reported at High Rocks Park over the weekend. The victim was in Multnomah County who assisted with taking an initial report. The case has been assigned to Detective Fich for investigation.

8/29 A fight was reported in the parking lot of the Budget Inn. Several people were involved. When Officers arrived they did not get much cooperation from the involved parties. One subject was trespassed by the manager but they returned immediately to the property and was arrested.



# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT

Prepared by Sgt. Graves

August 2023

08/01/23- Officers responded to a domestic disturbance in the 300 block of Beatrice. The domestic was between parties that were getting divorced but still living together. Officers determined there was no crime at this time. It is to note that over the month officers responded to the same address 6 times to no crime domestic disturbances.

08/03/2- A theft from 24HR Fitness was reported. Suspects entered the locker room, cut the locks on a locker and stole the victim's wallet. The suspect then went to local stores and bought several gift cards. Officers were able to obtain video of the suspects using the credit card and compare it to video from 24HR Fitness. The suspect's appearance and what vehicle was driven were determined from the video. No arrests have been made.

08/08/23- Clackamas County Sheriff's Office conducted a search warrant in the 6500 block of Paola Ct. An arrest was made by them in regards to the search warrant.

08/09/23- A suspicious vehicle arrived in the 6500 block of Paola Ct. (same address as search warrant) Officer arrived and found one of the suspects had a warrant for their arrest. The subject was arrested without incident.

08/10/23- An abandoned RV was towed from the 100 block of W. Clackamas Ave.

08/17/23- Officers responded to a theft in progress at Walgreens. Officers arrived and found the suspect in the area. The suspect was arrested on Theft charges.

08/21/23- Officers responded to a death investigation under the water treatment plant at Portland/Clackamas. Officers arrived and found the subject beyond help. It appears the unidentified transient male died of a drug overdose.

08/22/23 – Officers assisted OSP with a traffic accident that occurred on McGloughlin and Glen Echo.





# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT Continued....

08/24/23- Officers were dispatched to a cold Violation of Restraining Order in the 300 block of Beatrice. (repeat home). Officers determined based on the order that a violation did not occur. A report was still written and forwarded to the DA's office for review.

08/25/23- Officers responded to the 17500 block of Springhill. The reporting party reported an unknown female was parked in his driveway of the home. He asked her to leave but she refused saying that she knows someone in the home. Officers arrived and recognized the subject as a person that has mental health and drug issues. After speaking with her and her refusal to move from the driveway, she was placed under arrest for Trespassing. She was transported to Clackamas County Jail.

08/26/23- Officers responded to the 17800 block of 82<sup>nd</sup> Drive on an attempted burglary. The RP advised it appeared someone tried to pry the metal wall on the back side of the business open. This same entry into the business has happened in previous incident where entry and theft from the business occurred. Officers advised some other security measures the owners could take.

08/30/23- A cold theft from 24HR Fitness was reported. Again, a suspect entered into the locker room and broke into locked lockers stealing wallets and then using the credit cards at locations to purchase gift cards. Staff at 24HR determined it was the same suspects from the incident earlier in the month. During this incident there was several victims identified.

08/31/23- Officers responded to a traffic crash at the uncontrolled intersections of Exeter and Columbia. One of the vehicles involved was a City Shops vehicle. There were no injuries and no citations were issued.

08/31/23- Officers assisted the Fire Department with a large tree that fell into a home. The home owner was uninjured in the incident. The tree also brought down power lines in the area.





# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL

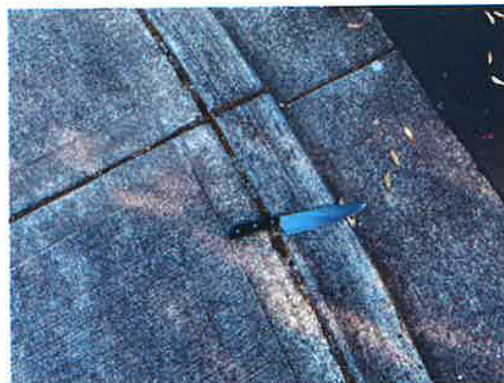


## OPERATIONS MONTHLY REPORT

Prepared by Sgt. Hutchinson

August 2023

August 2 – Officers responded to a disturbance involving a knife. The suspect had an argument with his manager from work while they were drinking at the suspect’s home. The suspect kicked the manager out of his home and threw a large kitchen knife at him, missing him by inches. The suspect turned himself in on Felony Weapon’s charges a few days later.



Officers responded to a disturbance between a mother and her three daughters. The mother claimed the daughters ganged up on her and attempted to use a glass mug as a weapon on her. The daughters claimed the mother struck them and they claimed to have pain, but no visible injuries. No arrests were made and the older brother came home to help mediate the situation.

August 9 – Officers were called to a subject on Risley/Gloucester who was acting strange. They reported the male was lying down at the entrance for the apartment complex. The suspect was located and he initially refused to identify himself. After some research, the suspect was identified and had multiple warrants for his arrest. He was arrested without incident.

August 11 – Officer responded to an assault at a home in Gladstone. The suspect was reported to have assaulted the son of another resident. The suspect would not respond to their bedroom door and another resident was concerned the suspect was overdosing on drugs. The other resident opened the suspect’s door where he was sitting on his bed. He would not respond to commands. The suspect was arrested for Harassment.

August 12 – Officers responded to a subject who was having a mental health crisis. He was running down Gloucester after saying he was being followed. The subject was later located running in the middle of Mcloughlin Blvd dressed in dark clothing and in the dark. He was clearly a danger to himself and was taken into custody on a Police Officer Hold.





# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT Continued....

August 18 – Gladstone Officers responded to an assault where 3 juveniles were assaulted by another juvenile. The suspect drove recklessly down a dead end street and attacked 2 of the victims causing injuries. The suspect fled prior to police arrival. With independent witnesses, probable cause for the suspect's arrest was obtained. The suspect was located at a later time.

August 19 – Officers responded to a disturbance where a male in a wheelchair was pushed over after a confrontation about where he can smoke and whom he can speak to at the Rivergreen Apartments. The victim stated another resident ordered him to move from the location because he didn't have permission from him to smoke there. The suspect is a resident and had no authority to trespass anyone on public property. The suspect was unreasonable and could not be convinced that he had no authority. The suspect had a witness that contradicted the victim's statements so no parties were arrested and they were advised to stay separated.

August 23 – Gladstone Officers received a report of a sexual assault that occurred on July 4th at the Budget Inn. The report came from Woodburn Police who took the initial report. The suspect apparently had a relationship with the victim after the assault, and the victim had the suspect served with a restraining order at the time of the report. The case was submitted to Detectives for investigation.

August 24 – Officers responded to a violation of a restraining order. The caller stated her sister has a restraining order against her child's father and he was at her home when the sister arrived. It was determined that the male was called there by the respondent in order to watch her child while she grocery shopped. All parties were advised to modify the restraining order to prevent arrests and confusion. No violation was determined to be a mandatory arrest as the parties never interacted and the protected address was not the address the parties were at.



# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT Continued....

Officers responded to a pursuit initiated by the Oregon City Police Department. Officers attempted to box in the suspect who then rammed multiple police vehicles. The suspect took the chase through Oregon City and Gladstone. 4 Oregon City Patrol Vehicles were disabled during the chase which eventually led officers to I205 after the tires were spiked. After a PIT maneuver, the vehicle was stopped on the freeway and pinned in by Gladstone Police. The suspect fled on foot but was quickly detained. One Gladstone Police Vehicle sustained minor damage to the push bumper when the vehicle was pinned. No Officers were injured in the pursuit.



August 26 – Officers stopped a subject who was walking shirtless in the middle of Mcloughlin Blvd. The subject was not cooperative and acting irrational. He was attempting to race vehicles while on foot. Multiple officers surrounded the man to prevent him from running out into traffic again and he was detained. He was placed on a police officer hold and transported to the hospital by AMR.

## RECORDS UNIT MONTHLY REPORT

Reported by: Executive Assistant Kristi Walls

August 2023

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 contacts me at [kwalls@gladstoneoregon.us](mailto:kwalls@gladstoneoregon.us) will win a prize. We had no correct answer last month. The correct answer was at the dead end of Portland Ave and Clackamas Blvd.

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. We gave away a total of 82 bike helmets this month! (Including 70 from the Community Festival.

The Community Festival was a huge hit this year. We gave away 70 bike helmets and lots of fun stuff for the kids.





# Where is K9 Nanuk? September 2023



Join us every month to identify where is K9 Nanuk



Each month we will post of a picture of K9 Nanuk somewhere in Gladstone. Be the first to identify where K9 Nanuk is, and you will get something special from us. If you think you know where K9 Nanuk is, contact us at [kwalls@gladstoneoregon.us](mailto:kwalls@gladstoneoregon.us). You must email your response to win.





# GLADSTONE POLICE DEPARTMENT TRAINING UNIT MONTHLY REPORT TO CHIEF AND COUNCIL



## TRAINING UNIT MONTHLY REPORT

Prepared by: Sergeant Okerman

August 2023

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
Day	Armorer	No	8
Gilliam	Armorer	No	8
Olson	Taser Instructor	No	8
Walls	CJIS Conference	No	16
<b>Total</b>			<b>40</b>

Officer Gilliam was recently selected as a new Firearms Instructor. Officer Gilliam brings with him many years of instructor and tactical experience. We look forward to him leading future firearms training. He was able to join Officer Day at a one day Glock armorer course to recertify both officers. This will allow them to detail inspect all the duty handguns of the department.

Officer Olson became a certified Taser instructor. Now that he has completed the certification he will be assisting the other instructor, Sgt. Hutchinson, as the department looks to annual Taser training this fall.

Executive Assistance Kristi Walls attended the Oregon CJIS Statewide Conference. This was a three-day event covering topics about records audits, cyber security, and many other administrative updates. IT and Court managers attended as well.

August is a limited month for training with the Community Festival and end of summer vacations taking up most of the availability. But, training will be ramping up as we move into the fall.

Preparations are also being made for the new Code Compliance officer and Records Specialist.

## GLADSTONE MUNICIPAL COURT FROM AUGUST 2023

### General Court Information from August 2023

- 59 traffic citations filed
- 99 violations disposed
- 12 misdemeanors filed
- 10 misdemeanors disposed
- 27 payment agreements entered
- 18 warrants were issued
- 57 payment reminders were mailed to defendants
- 10 driver's licenses were requested suspended
- 18 driver's licenses were released
- 64 violations were sent to collections
- 21 cases were sent to the Department of Revenue
- 0 Jury trial was held
- \$33,645.00 in violation fees assessed
- \$21,492.13 in violation fees paid
- \$13,131.75 in misdemeanor fees assessed
- \$4,873.64 in misdemeanor fees paid
- \$438.44 collection with Department of Revenue
- \$10,027.19 collected with The Western Agency

	Traffic Cites Issued 2021	Traffic Cites Issued 2022	Traffic Cites Issued 2023	Traffic Viol Disp 2021	Traffic Viol Disp 2022	Traffic Viol Disp 2023	Misd. Issued 2021	Misd. Issued 2022	Misd. Issued 2023	Misd. Disp. 2021	Misd. Disp. 2022	Misd. Disp. 2023	Parking 2021	Parking 2022	Parking 2023
Jan	96	78	120	197	97	132	6	2	2	14	3	10	3	0	1
Feb	49	86	64	117	115	173	5	13	9	8	8	6	2	0	1
Mar	157	62	129	87	122	92	6	3	3	10	8	6	3	1	21
Apr	107	118	84	137	93	166	6	13	8	6	2	8	8	3	4
May	92	76	69	173	189	109	5	4	10	6	9	9	9	40	14
Jun	177	118	64	93	150	122	5	13	10	7	8	12	49	13	3
Jul	146	42	61	254	160	111	21	2	11	4	9	13	45	61	7
Aug	101	37	59	199	111	99	7	16	12	10	12	10	19	21	6
Sep	127	35		144	76		7	5		7	8		12	5	
Oct	55	37		199	32		2	4		10	3		4	5	
Nov	70	67		87	64		8	4		3	9		8	2	
Dec	55	99		85	62		0	4		7	3		1	0	
Total	1232	855	650	1772	1271	1004	78	83	65	92	82	74	163	151	57

GLADSTONE MUNICIPAL COURT FROM AUGUST 2023

TRAFFIC FINE & FEES ASSESSED AND PAID BY YEAR

	Traffic Fees Assessed 2021	Traffic Fees Assessed 2022	Traffic Fees Assessed 2023	Traffic Fees Paid 2021	Traffic Fees Paid 2022	Traffic Fees Paid 2023
Jan	51,046.00	35,192.50	39,830.00	16,230.42	18,573.88	24,445.59
Feb	31,940.00	30,750.00	58,120.00	32,689.75	25,724.67	19,848.78
Mar	22,844.00	33,126.10	22,835.00	16,401.78	36,100.00	21,799.95
Apr	39,964.84	28,805.00	50,087.50	40,979.85	26,349.01	45,057.40
May	50,745.00	57,275.00	37,620.00	22,791.29	27,039.72	25,258.81
Jun	28,460.00	38,788.00	39,330.00	23,934.76	42,927.32	29,711.23
July	22,818.60	51,636.25	36,920.00	43,103.86	24,562.98	21,100.71
Aug	53,950.00	28,160.00	33,645.00	26,648.20	25,312.14	21,492.13
Sept	44,225.00	31,143.00		25,539.13	23,137.49	
Oct	47,026.00	24,148.77		28,491.79	9,505.00	
Nov	26,505.00	17,975.00		21,086.93	20,958.48	
Dec	30,290.00	16,775.00		17,573.05	28,268.41	
<b>Total</b>	<b>\$449,814.44</b>	<b>\$393,774.62</b>	<b>\$318,387.50</b>	<b>\$315,470.81</b>	<b>\$308,459.10</b>	<b>\$208,714.60</b>

MISDEAMNOR FINE & FEES ASSESSED AND PAID BY YEAR

	Misdemeanor Fees Assessed 2021	Misdemeanor Fees Assessed 2022	Misdemeanor Fees Assessed 2023	Misdemeanor Fees Paid 2021	Misdemeanor Fees Paid 2022	Misdemeanor Fees Paid 2023
Jan	13,698.48	2,136.00	14,109.00	7,346.08	3,771.92	2,944.52
Feb	5,511.00	6,511.00	10,168.00	5,267.95	10,412.41	5,025.10
Mar	4,308.00	5,831.62	6,775.00	10,012.54	6,955.75	4,709.73
Apr	4,128.28	963.00	12,564.00	14,939.91	6,962.43	10,229.69
May	4,737.00	7,062.00	5,293.92	5,646.16	1,841.15	8,143.54
Jun	9,960.01	7,183.00	9,794.00	5,179.63	9,152.68	6,316.30
July	4,381.00	7,921.38	12,359.10	6,741.67	3,411.36	3,803.50
Aug	14,716.00	8,991.00	13,131.75	10,463.60	2,149.64	4,873.64
Sept	30,584.00	6,868.00		6,507.01	2,668.68	
Oct	5,546.00	4,155.73		9,914.75	6,588.00	
Nov	5,463.00	8,535.00		5,557.93	3,654.71	
Dec	3,786.00	2,580.00		1,834.12	2,552.88	
<b>Total</b>	<b>\$106,818.77</b>	<b>\$68,737.73</b>	<b>\$84,194.77</b>	<b>\$89,411.35</b>	<b>\$60,121.61</b>	<b>\$46,046.02</b>

## Monthly Report Date: August 2023

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 Temporary Nutrition Assistant 4.) 25hr/wk Tram Driver

**Services we provide;** The center captured 60 Info and Assistance calls coming in about inquiries regarding program/service needs, transportation, follow-up etc. The center handled 13 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 8 case management, calls to direct plan, support and assist our senior participants navigate the system.

### Guest Attendance

Total number of participants/guests, 808 this month

### Food Program/Home Deliveries and Volunteers

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 279 in-dining meals were served to our guests/participants.

We delivered 1705 Homebound meals to Gladstone community members.

Over the month, 180 food boxes were sourced, prepped, and delivered.

We reported 468.5 volunteer hours over the month, and 5 new volunteers.

We total 127 active volunteers.

### AUGUST HIGHLIGHTS

**Kroger Grant written to support our Food Box program at the center to feed food insecure 60+ seniors in Gladstone.** We received \$5000 in Fred Meyer gift cards (written through Gladstone Seniors Foundation). This supports the grocery shopping for food boxes and will stretch us for a year, as we will continue to receive a small amount of donated funds from the Foundation as well as in-kind donations for the Gladstone community. We will reapply through the Foundation in a year.

**The Senior Advisory Board** As a follow-up to the change in name of the center, the Board also wanted to rename the Board itself, to compliment and distinguish the newly named center, as being a community-focused group where age was not the only identity of the board; in particular, by its name. Also too, a clearer identity to community members who may be interested in Board members, or committees of the center.

The board voted unanimously for the renaming of the Gladstone Senior Advisory Board to be “The Gladstone Community Center Advisory Board”. We feel this new Advisory Board name better incorporates and highlights the

### **1 Senior Center August Monthly Report**

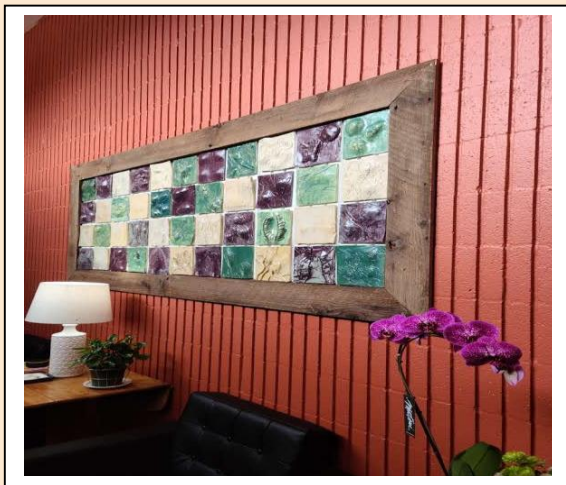


new Mission and Vision for the center, which is to enhance the vitality and wellness of a multigenerational community through meaningful connections. In September, the Board will ask for the Gladstone City Council to approve our request. Also, in August, the Board work the info table for the community center, sharing info about the center, and its programs as well as candy for the kids. We intend to continue have Board members represented in our community efforts as they volunteer. In the meantime, we are working to create a couple of Ad Hoc Committees focused on our Winter Holiday Market planning and the Music on the Green series in the summer.

**Clackamas County Contractors:** A sub-recipient contract from the County was signed and submitted for continued senior services by the Community Center.

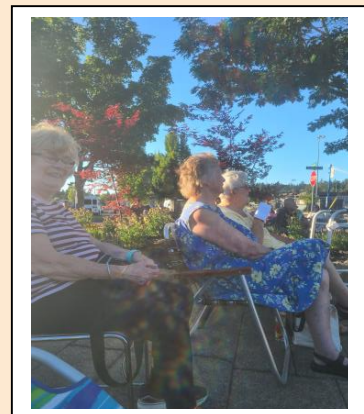
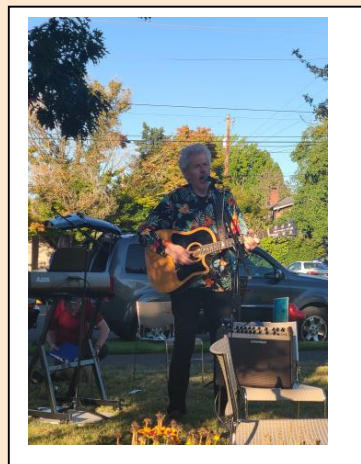
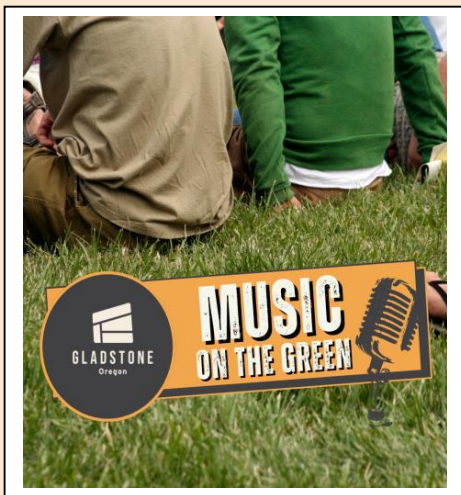
**Construction CONTINUED in AUGUST Grant-funded Dining/Kitchen Modernization-** American Legacy Home + Construction LLC has finished the reclaimed wood wall, added new counter-tops, and cabinets to the dining. They

have added electrical outlets in the dining, and will also add the exterior covered area above the back door in September. They also added a reclaimed wood trim to our ceramic tile art in the lobby, shown below.

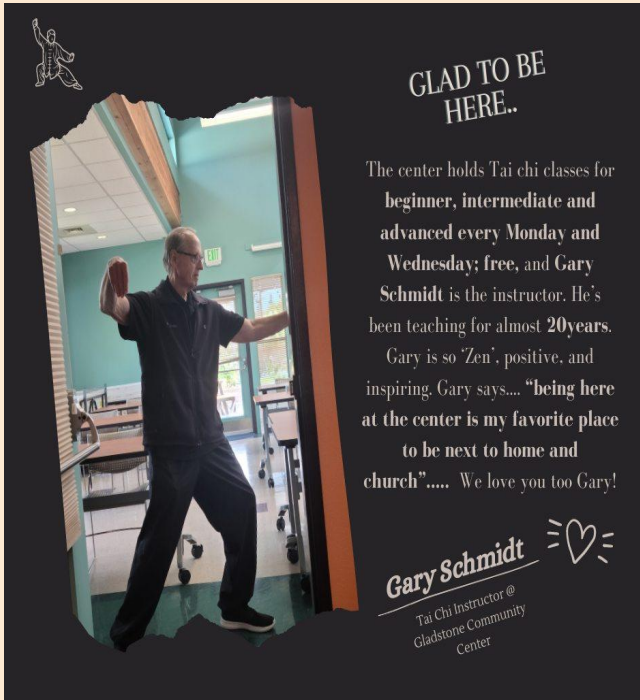


Reclaimed wood trim around the Kraxebreger Middle School Art Ceramic tile project.

**MUSIC ON THE GREEN coordinating:** We have continued to promote, online, and in-person, attendance to the 2nd music concert for September 8th; Marci has helped support by creating great marketing materials that are sharable via email and for online. It's very much catching on.



**GLAD TO BE HERE** features and **new Revolving Art Wall** at the community center highlights vision of inclusive, creative and multigenerational center; help promote the center and types of people coming the center.



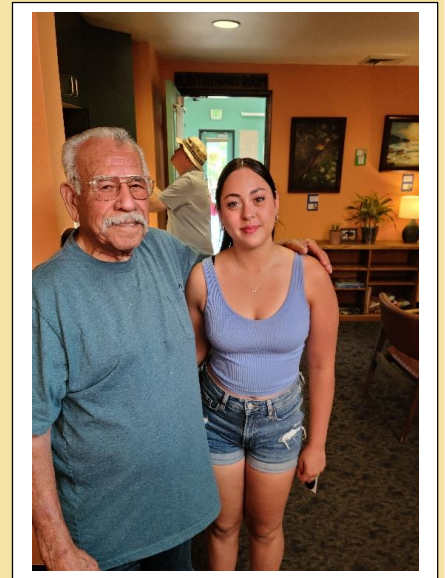
**"GLAD to be here"**  
**HIGHLIGHT:**

Carlos and his family were looking for a safe and social place to make new friends, get involved in a low-impact exercise routine and other fun activities, after his move to Oregon to live with his family.

Daily, the local program, "Transportation Reaching People" at 503-655-8208 picks Carlos up in Damascus, a rural community, where there is no local community center, and brings him to Gladstone.

Carlos has now been coming to the [Gladstone Community Center](#) - the spirit of generations for months now, and has been enjoying Tai Chi classes, board games and Adventure Trip outings every week.

Here's Carlos with his granddaughter, who joins him sometimes for coffee in the lobby.



### Revolving Art Wall 2023

The community center has a Revolving Art Wall in the main lobby - and Sara "Star" Sawyer is the September artist on display.

Come by and check out her paintings.

**All ages, skill-level and art mediums** are encouraged to submit an application (found in the lobby of the center) to have their work displayed for a month at the Gladstone Community Center - the spirit of generations.

We are still looking for artists for Nov, Dec., Jan and beyond. (photos of the wall below)





# City of Gladstone Monthly Planning Report August 2023

## PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR-TO-DATE TOTALS
Customer Service Counter Contacts	1	1	1	1	0	1	0	0					5
Customer phone/email Contacts	48	37	31	43	34	27	20	32					272
Building Permits with Land Use Review	4	6	2	4	8	4	2	3					33
Code Compliance Review	1	1	1	0	0	0	1	0					4
Pre-application Conferences	1	0	1	0	0	0	1	1					4
Administrative Decisions	2	2	0	0	0	0	2	0					6

### PLANNING COMMISSION ACTIONS/DECISIONS

- Annexation Code Language- Recommendation of Approval to City Council for Public Hearing 9/12/23

### CITY COUNCIL LAND USE ACTIONS/DECISIONS

- No Council Land Use Actions/Decisions in August

### PRE-APPLICATION CONFERENCES

- PAC 23-03 Food Cart Pod and Commercial Building on Arlington

## ADMINISTRATIVE PERMITS

- None in August

## BUILDING PERMITS WITH LAND USE REVIEW

Date	Address	Building Permit #	Description
08/03/23	18595 Portland Ave	B0203923	Gladstone Public Works Building (approved by PC in April 2023)
08/03/23	275 Ipswich Street	B0210923	Triplex addition to site with 1 dwelling unit (total of 4 dwelling units/quadplex)  Middle Housing- no design review required. Setbacks and maximum height met. No trees to be removed. Parking shown without dimensions.
08/07/23	19640 McLoughlin Blvd	B0341823	Wong's Building Supply (approved by PC in June 2023)- Demolition of existing building (old Pizza Hut)
08/21/23	275 Ipswich Street	B0210923	Same as above with parking dimensions added. Parking not required because site is within ½ mile of McLoughlin (high frequency transit) per CFEC rules. However, if parking is provided, it must meet city standards. Returned to applicant to revise parking to either meet city standards or remove one or more spaces.
08/21/23 and 08/28/23	19505 McLoughlin Blvd	B0198123	Gladstone Nissan Service Bay Expansion (approved by PC in February 2023)- addition to service bay in rear of property and a small shed to side of existing building. Small landscaping change. All PC Conditions met with submittal.
08/29/23	6665 Devonshire Drive	B0456823	Addition of 24' wide x 6' deep covered deck on rear of existing home. All minimum setbacks and maximum building height continue to be met.

## FUTURE ITEMS/PROPERTY UPDATES

Date	Topic
September	9/12/23- Council Public Hearing on Annexation Municipal Code Update



# City of Gladstone Staff Report

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Report Date: September 5, 2023  
Meeting Date: September 12, 2023  
To: City Council  
From: Jacque M. Betz, City Administrator

## AGENDA ITEM

Consider approval of the Oregon Liquor & Cannabis Commission (OLCC) liquor license application for The Brew LLC, located at 465 Portland Avenue.

## PROPOSAL

Gladstone Municipal Code, Chapter 2.52.020 states "... The City Council will ultimately approve recommendations for new liquor licenses and changes of ownership/management for existing liquor licenses." The new owner of the business at 465 Portland Avenue (formerly Happy Rock Coffee) has submitted a new OLCC liquor license application. Typically, liquor licenses are approved under the consent agenda at a regular City Council meeting, which will be September 12, 2023.

Prior to recommendation for approval, the Police Department reviews all submitted applications. The Police Department advises the new owner, Elizabeth Banta, has met all requirements and the Gladstone Police Department has no objections to OLCC or the Gladstone City Council authorizing the issuance of the liquor license application.

## STAFF RECOMMENDATIONS

One of the Gladstone City Council goals is to *support, maintain, and grow all businesses in Gladstone*. Staff recommends that the City Council approve the submitted OLCC liquor license application for Elizabeth Banta, new owner of The Brew LLC located at 465 Portland Avenue.

\_\_\_\_\_  
Department Head  
Signature

Date

  
City Administrator  
Signature

9-6-23  
Date

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet |  Change of Ownership |  Greater Privilege |  Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

## Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

## Brewery

- Primary location
- Additional locations:  2nd  3rd

## Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

## Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

## Distillery

- Primary location
- Additional tasting locations:  2nd  3rd  4th  5th  6th

## Limited On-Premises

## Off Premises

## Warehouse

## Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name:

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

The Brew LLC

Trade Name



# LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
<p><b>Identify</b> the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.</p>	
Name of entity or individual applicant #1: <b>Elizabeth Banta</b>	Name of entity or individual applicant #2: <b>Chuck Banta</b>
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): <b>The Brew LLC</b>		
Premises street address (The physical location of the business and where the liquor license will be posted): <b>465 Portland Avenue</b>		
City: <b>Gladstone</b>	Zip Code: <b>97027</b>	County: <b>Clackamas</b>
Business phone number: <b>503-318-1571</b>		Business email: <b>thebrewgladstone@gmail.com</b>
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].):		
City: <b>Milwaukie</b>	State: <b>OR</b>	Zip Code: <b>97267</b>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p><b>AUTHORIZED REPRESENTATIVE</b> – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.</p> <p><b>I give permission for the below named representative to:</b></p> <p><input type="checkbox"/> Make changes regarding this license/application on my behalf.</p> <p><input type="checkbox"/> Sign application forms regarding this license/application on my behalf.</p> <p><input type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.</p>		
Representative Name:		
Phone number:		Email:
Mailing address:		
City:	State:	Zip Code:

# LIQUOR LICENSE APPLICATION

Page 3 of 4

**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

**Application Contact Name:**

Elizabeth Banta

Phone number:

503-318-1571

Email:

thebrewgladastone@gmail.com

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

The Brew LLC





# OREGON LIQUOR & CANNABIS COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Elizabeth Banta Phone: 503-318-1571

Trade Name (dba): The Brew LLC

Business Location Address: 465 Portland Avenue

City: Gladstone ZIP Code: 97027

### DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 7am to 4pm  
Monday 7am to 4pm  
Tuesday 7am to 4pm  
Wednesday 7am to 4pm  
Thursday 7am to 4pm  
Friday 7am to 4pm  
Saturday 7am to 4pm

Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Enclosed, how \_\_\_\_\_  
The exterior area is adequately viewed and/or supervised by Service Permittees.  
\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: Once building permits are received, we will build an outdoor patio with seating.

We don't anticipate completion until early 2024.

### ENTERTAINMENT

Check ALL that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing  Nude Dancing
- Live Entertainment
- Minor Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

### DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

\*Minor Entertainers in an area prohibited to minors need prior approval from the OLCC

### SEATING COUNT

Restaurant: 15 Outdoor: \_\_\_\_\_ Lounge: \_\_\_\_\_  
Banquet: \_\_\_\_\_ Other (explain): \_\_\_\_\_ Total Seating: \_\_\_\_\_

**OLCC USE ONLY**  
Investigator Verified Seating: \_\_\_\_\_(Y) \_\_\_\_\_(N)  
Investigator Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.  
Applicant Signature: Elizabeth Banta Date: 8/16/23  
[www.oregon.gov/olcc](http://www.oregon.gov/olcc)  
6 - 6



# OREGON LIQUOR & CANNABIS COMMISSION

## FLOOR PLAN FORM

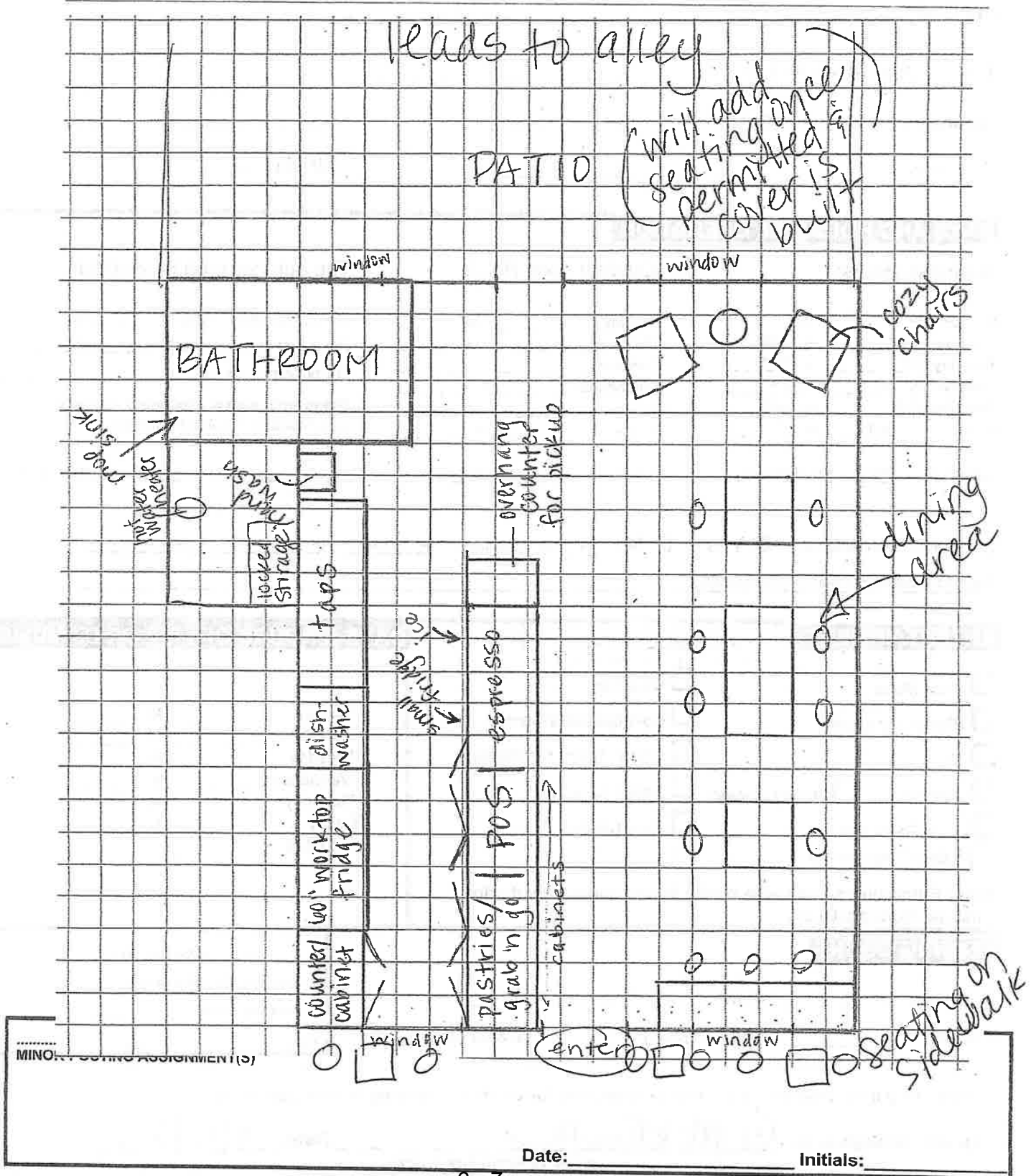
Your floor plan must be submitted on this form

Elizabeth Banta

The Brew LLC

Applicant Name

Trade Name (dba)





OREGON LIQUOR & CANNABIS COMMISSION  
**INDIVIDUAL HISTORY FORM**

PRINT FORM

RESET FORM

1. Name (Print):	Banta Last	Elizabeth First	Middle	
2. Other names used (maiden, other):				
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, you must list your SSN: .				
<p><b>SOCIAL SECURITY NUMBER DISCLOSURE:</b> As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) &amp; ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).</p>				
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>				
5. Date of Birth (DOB):	(mm)	(dd)	(yyyy)	
6. Driver License or State ID #			7. State OR	
8. Contact Phone: 503-318-1571				
9. E-mail Address: thebrewgladstone@gmail.com				
10. Mailing Address:	(Number and Street)	Milwaukie (City)	OR (State)	97267 (Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.				



OREGON LIQUOR & CANNABIS COMMISSION  
**INDIVIDUAL HISTORY FORM**

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No  Yes  Please list licenses (and year(s) licensed) below    Unsure  Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No  Yes  Please list licenses (and year(s) licensed) below    Unsure  Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No  Yes  Please list applications below    Unsure  Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

**Affirmation**

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Banta	Last	Elizabeth	First		Middle
Signature:					Date:	8/16/23

**This box for OLCC use ONLY**

\_\_\_\_\_ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



OREGON LIQUOR & CANNABIS COMMISSION  
**INDIVIDUAL HISTORY FORM**

PRINT FORM

RESET FORM

1. Name (Print):	Banta Last	Charles First	Middle	
2. Other names used (maiden, other):				
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, you must list your SSN:				
<b>SOCIAL SECURITY NUMBER DISCLOSURE:</b> As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.  Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).				
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>				
5. Date of Birth (DOB):	(mm)	(dd)	(yyyy)	
6. Driver License or State ID #:			7. State OR	
8. Contact Phone: 503-351-1529				
9. E-mail Address: thebrewgladstone@gmail.com				
10. Mailing Address:	(Number and Street)	Milwaukie (City)	OR (State)	97267 (Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.				





OREGON LIQUOR & CANNABIS COMMISSION  
**INDIVIDUAL HISTORY FORM**

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No  Yes  Please list licenses (and year(s) licensed) below    Unsure  Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No  Yes  Please list licenses (and year(s) licensed) below    Unsure  Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No  Yes  Please list applications below    Unsure  Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

**Affirmation**

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Banta Last	Charles First	Middle
Signature:			Date: 8/16/23

**This box for OLCC use ONLY**

\_\_\_\_\_ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



**FULL ON-PREMISES, COMMERCIAL (F-COM)  
 FULL ON-PREMISES, FOR-PROFIT PRIVATE CLUB (F-FPC)  
 FOOD SERVICE AFFIRMATION**

**Elizabeth Banta**

Applicant / Licensee \_\_\_\_\_

Trade Name of the Business (Name Customers Will See)

**The Brew LLC**

Business Address **465 Portland Avenue, Gladstone 97027**  
 (Number, Street Address, City, and Zip Code)

I affirm that I have read OAR 845-006-0459, OAR 845-006-0460, and OAR 845-006-0466 and

I affirm:

- I understand that "meal" means a food item, or combination of food items, prepared or cooked on the licensed premises that the Commission determines is a main course and is a serving of food sufficient to satisfy the appetite of one individual. Food items that are appetizers, snacks, and desserts do not qualify as a meal. Examples include, but are not limited to, popcorn, peanuts, chips, a serving of food that is not sufficient to satisfy the appetite of one individual, and food items offered by the licensee as other than a meal.
- I understand that "dining seats" means seating at tables or food counters as defined in OAR 845-006-0340(2)(j) located in areas of the licensed premises regularly open to the public where the Commission determines that each table top or seating area provides a minimum space that will accommodate a place setting consisting of a plate or dish, glassware, napkin and utensils for each seat. Seats at counters in entertainment areas and at bars as defined in OAR 845-006-0340 do not qualify as dining seating.
- I will have at least 30 dining seats during a time period which must last at least two hours prior to 10:00 p.m.
- I will make at least five different meals available at all times and in all areas where alcohol service is available. However, I may make fewer than five different meals available if the OLCC has determined that the clearly dominant emphasis in the areas with alcoholic beverage service is food service.
- I will always have a food preparation area and equipment on my licensed premises that are adequate to meet the food service requirements of this license.
- I am authorized to sign this form on behalf of the applicant or licensee.

Name (print) **Elizabeth Banta**

Date **8/16/23**

Signature *Elizabeth Banta*



# LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE

PRINT FORM

RESET FORM

LLC Name The Brew LLC

Trade Name of Business (Name Customers Will See) The Brew

The LLC named in this document is a (see page 1 for definitions):  Manager-Managed LLC  Member-Managed LLC

**This section is ONLY for a manager-managed LLC.** (Directions on page 1. You may include information on a separate sheet.)

Name of Managing Member (please print)	Name of Managing Member (please print)

**This section is for BOTH a manager-managed LLC and a member-managed LLC.** (Directions on page 1. You may include information on a separate sheet.)

Name of Member (please print)	Percentage of issued membership held
Elizabeth Banta	51%
Chuck Banta	49%

**This section is ONLY for an LLC with the listed officers.** (Directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President	
Secretary	
Treasurer	
Vice president with responsibility over the operation of the business	

**SERVER EDUCATION DESIGNEE** (Directions on page 1)

Name (please print)	Date of Birth
Elizabeth Banta	

**SIGNATURE** (Directions on page 1)

NAME of Signing Person (please type or print) Elizabeth Banta

*Elizabeth Banta* DATE 8/16/23  
SIGNATURE of signing person (may electronically sign)

**This box for OLCC use ONLY**

Does the entity hold, or has it ever held, an OLCC-issued liquor license? \_\_\_\_\_





# City of Gladstone Staff Report

---

Report Date : September 5, 2023  
Meeting Date : September 12, 2023  
To : City Council  
From : Jacque M. Betz, City Administrator

## **AGENDA ITEM:**

Consider authorizing the City Administrator to sign an amendment to the Intergovernmental Agreement between Clackamas County's Department of Health, Housing and Human Services Housing and Community Development Division, Community Development Block Grant (CDBG) Program.

## **History/Background:**

Since 1978, the CDBG Program has provided funding for a wide range of neighborhood and community improvement projects in cities and unincorporated areas throughout the County. Gladstone has benefited by receiving funds to complete multiple ADA ramps throughout the community.

In 1993, the City of Gladstone entered into an intergovernmental agreement (IGA) with Clackamas County Department of Health, Housing and Human Services and Community Development Division's Community Development Block Grant (CDBG) Program. In 2017, the agreement allowed the County, in partnership with cities, to apply for and receive federal CDBG funds using countywide population data. The agreement contains an automatic renewal clause however, the Department of Housing and Urban Development (HUD) requires the County to offer cities the opportunity to "opt out" of the program every three years.

## **Proposal:**

There is a new requirement that the County amend agreements to include new language regarding compliance with Affirmatively Furthering Fair Housing and any other HUD requirements that may be required of the County and City to receive these grants. As a sub recipient of federal grants the City of Gladstone is also legally required to comply with these federal laws. Included in the packet is Amendment #2, which has the required language.

## **Options:**

- The City could approve the amendment and authorize the City Administrator to sign the agreement.
- The City could decide not to approve the amendment and notify the County and HUD to terminate the agreement.

## **Cost Impact:**

- There is no cost impact to amending the agreement

**Recommended Staff Action:**

Staff recommends the following motion:

**"I make a motion to authorize the City Administrator to sign an amendment to the Intergovernmental Agreement between Clackamas County's Department of Health, Housing and Human Services Housing and Community Development Division, Community Development Block Grant (CDBG) Program.**

Attachment 1- Second amendment to the agreement (2023)

Attachment 2- First amendment to the agreement (2017)

Attachment 3- Original agreement (1993)

\_\_\_\_\_  
Department Head  
Signature:  
Date:

  
\_\_\_\_\_  
City Administrator  
Signature:  
Date: 9-6-23



ATTACHMENT 1

## Housing and Community Development Division

August 16, 2023

Jacque Betz, City Manager  
City of Gladstone  
525 Portland Avenue,  
Gladstone, Oregon 97027

Jacque:

This is a second letter on this CDBG Program Intergovernmental Agreement (IGA) this year. After I sent you the April 24<sup>th</sup> letter, the Department of Housing and Urban Development (HUD) contacted me regarding these new language requirements for our CDBG Program agreement.

In 1993, the City of Gladstone entered into a three year IGA with Clackamas County. This agreement as amended in 2017, has allowed the County, in partnership with its cities, to apply for and receive federal CDBG funds using county wide population data. The agreement contains an automatic renewal clause, however, HUD requires the County to offer cities the opportunity to “opt out” of the program every three years.

**New this year** is the requirement that we amend our agreements to include new language regarding compliance with Affirmatively Furthering Fair Housing and any other HUD requirements that may be required of the County and City to receive these grant funds. The attached Amendment # 2 contains the required language. **We request that you sign and return the included Amendment #2.** By signing Amendment #2, you are acknowledging that the agreement will automatically renew unless your city chooses to terminate the agreement in writing.

If the city chooses to terminate the agreement, it must notify the County and HUD in writing by September 30, 2023, that it elects not to continue participating with the County during the FY 2024-2026 qualification period which begins July 1, 2024. An election for exclusion will be effective for the entire three-year period. Thank you for your continued participation in this important program.

If you have any questions about the agreement or the CDBG Program, please do not hesitate to contact me at (503) 351-7240 or [marksir@clackamas.us](mailto:marksir@clackamas.us).

Sincerely,

A handwritten signature in black ink that reads "Mark Sirois".

Mark Sirois, Manager  
Housing and Community Development Division

*Healthy Families. Strong Communities.*

2051 Kaen Road, Oregon City, OR 97045 • Phone: (503) 655-8591 • Fax: (503) 655-8563 • [www.clackamas.us/cd](http://www.clackamas.us/cd)



**AMENDMENT TO**  
**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN**  
**CLACKAMAS COUNTY**  
**DEPARTMENT OF HEALTH, HOUSING AND HUMAN SERVICES**  
**HOUSING AND COMMUNITY DEVELOPMENT DIVISION**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**AND**  
**THE CITY OF GLADSTONE**

Amendment Requested by: Clackamas County

Changes:       Scope of Work                       Contract Budget  
                   Contract Time                        Other

Justification for Amendment No.2:

An agreement was signed in 1993 between Clackamas County (COUNTY) and the City of Gladstone (CITY) for the cooperation of units of local government under the authority of ORS 190.010 for the purpose of establishing an urban county to qualify for federal Community Development Block Grant (CDBG) and HOME low-income housing grant funds (Agreement).

The Department of Housing and Urban Development has added to the minimum provisions which must be included within any intergovernmental agreement into which local governments enter to qualify for urban county eligibility.

The 1993 Agreement is automatically renewed every 3 years and has a provision for amendments. The underlined text listed below is added to the Agreement.

No County General funds are involved in this Agreement.

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The 1993 Agreement is amended to add new Sections 15 and 16 which read:

15. The parties agree to take all actions necessary to assure compliance with the urban county's certification required by Section 104 (b) of Title I of the Housing and Community Development Act of 1974, conducted and administered in accordance with Title VI of the Civil Rights Act of 1964 and the implementing regulations at 24 CFR part 1, the Fair Housing Act and the implementing regulations at 24 CFR part 100, and will affirmatively further fair housing. See 24 CFR 91.225(a) and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152, available at <https://www.federalregister.gov/documents/2021/06/10/2021-12114/restoring-affirmatively-furthering-fair-housing-definitions-and-certifications>.

The parties further agree to take all actions necessary to comply with section 109 of Title I of the Housing and Community Development Act of 1974 and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR part 146, and Section 3 of the Housing and Urban Development Act of 1968; and other applicable laws. The parties further agree that no urban funding shall be provided to City under this agreement for any activities in or in support of City if City does not affirmatively further fair housing within its own jurisdiction or if City's activities impede the County's actions to comply with the County's fair housing certification.

16. City shall further comply with any and all terms, conditions, and other obligations as may be required by the U.S. Department of Housing and Urban Development (“HUD”), which is providing funding for performance under this Agreement. City agrees to take all necessary steps, and execute and deliver any and all necessary written instruments, to perform under this Agreement including, but not limited to, executing all additional documentation necessary for County to comply with applicable HUD funding requirements. This Agreement is subject to the additional terms and conditions required by federal law for participation in the CDBG Program. All terms and conditions required under applicable federal law for the CDGB Program are hereby incorporated by this reference herein.

#### CERTIFICATION

The parties by the signatures below certify that the governing body of each party has authorized entry into this Amendment.

---

**CITY OF GLADSTONE**

**CLACKAMAS COUNTY**

Commissioner Tootie Smith, Chair  
Commissioner Paul Savas  
Commissioner Martha Schrader  
Commissioner Mark Shull  
Commissioner Ben West

Signing on Behalf of the Board.

\_\_\_\_\_  
City Manager/Administrator

\_\_\_\_\_  
Tootie Smith, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

In our opinion, the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law, and the agreement provides full legal authority for the COUNTY.

Reviewed as to Form:

\_\_\_\_\_  
County Counsel

\_\_\_\_\_  
Date



Chuck Robbins, *Director*  
Community Development Division

May 30, 2017

Eric Swanson, City Manager  
City of Gladstone  
525 Portland Avenue,  
Gladstone, Oregon 97027

Eric:

Since 1978, Clackamas County's Community Development Block Grant (CDBG) Program has provided funding for a wide range of neighborhood and community improvement projects in cities and unincorporated areas throughout the County.

In 1993, the City of Gladstone entered into a three year Intergovernmental Agreement with Clackamas County. This agreement has allowed the County, in partnership with its cities, to apply for and receive federal CDBG funds using county wide population data. The agreement contains an automatic renewal clause, however, the Department of Housing and Urban Development (HUD) requires the County to offer cities the opportunity to "opt out" of the program every three years.

New this year is the requirement that we amend our agreements to include new language regarding the transfer of federal funds for unrestricted funds. The attached Amendment # 1 contains the required language. **We request that you sign and return the included Amendment #1.** By signing Amendment #1, you are acknowledging that the agreement will automatically renew unless your city chooses to terminate the agreement in writing.

If the city chooses to terminate the agreement it must notify the County and HUD in writing by June 30, 2017, that it elects not to continue participating with the County during the FY 2018-2020 qualification period which begins July 1, 2018. An election for exclusion will be effective for the entire three-year period. Thank you for your continued participation in this important program. If you have any questions about the agreement or the CDBG Program, please do not hesitate to contact me at (503) 650-5666.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chuck Robbins".

Chuck Robbins, Director  
Housing and Community Development Division

**AMENDMENT TO  
INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
CLACKAMAS COUNTY  
DEPARTMENT OF HEALTH, HOUSING AND HUMAN SERVICES  
COMMUNITY DEVELOPMENT DIVISION  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
AND  
THE CITY OF GLADSTONE**

Amendment Requested by: Clackamas County

Changes:      Scope of Work                      Contract Budget  
               Contract Time                      Other

Justification for Amendment No.1:

An agreement was signed in 1993 between Clackamas County (COUNTY) and the City of Gladstone (CITY) for the cooperation of units of local government under the authority of ORS 190.010 for the purpose of establishing an urban county to qualify for federal Community Development Block Grant (CDBG) and HOME low-income housing grant funds (Agreement).

The Department of Housing and Urban Development has added to the minimum provisions which must be included within any intergovernmental agreement into which local governments enter to qualify for urban county eligibility.

The 1993 Agreement is automatically renewed every 3 years and has a provision for amendments. The underlined text listed below is added to the Agreement.

No County General funds are involved in this Agreement.

---

---

The 1993 Agreement is amended to add a new Section 14 which reads:

14. The City may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.

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**CITY OF GLADSTONE**

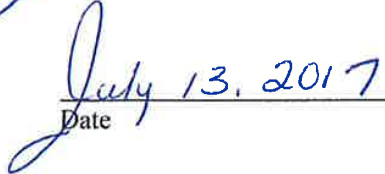
**CLACKAMAS COUNTY**

Chair Jim Bernard  
Commissioner Sonya Fischer  
Commissioner Ken Humberston  
Commissioner Paul Savas  
Commissioner Martha Schrader

Signing on Behalf of the Board.

  
\_\_\_\_\_  
City Manager/Administrator




  
\_\_\_\_\_  
Richard Swift, Director  
Health, Housing & Human Services  
Department

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

In our opinion, the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law, and the agreement provides full legal authority for the COUNTY.

Reviewed as to Form:

  
  
\_\_\_\_\_  
Chris Storey, County Counsel  
  
\_\_\_\_\_  
Date

ATTACHMENT 3

INTERGOVERNMENTAL AGREEMENT

CLACKAMAS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROGRAM YEARS 1994 - 1996

This Agreement is entered into between Clackamas County (COUNTY), a political subdivision of the State of Oregon, and the City of Gladstone (CITY), a municipal corporation of the State of Oregon within Clackamas County, for the cooperation of units of local government under the authority of ORS 190.010.

The circumstances surrounding the making of this Agreement are as follows:

- A. The Congress of the United States has enacted the Housing and Community Development Act of 1974, as amended, and the Department of Housing and Urban Development has adopted regulations pursuant thereto (hereinafter jointly referred to as the "Act"); and
- B. The Congress has found and declared that the Nation's cities, towns, and small urban communities face critical social, economic, and environmental problems; and
- C. The Congress has further found and declared that the future welfare of the nation and the well being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic, and political entities;
- D. The primary objective of the Act is the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income.
- E. The CITY and the COUNTY desire to provide decent housing and a suitable living environment and to expand economic opportunities principally for persons of low and moderate income through Community Development Block Grant (CDBG) funding and the HOME Investment Partnership program pursuant to the Act.
- F. Title I of said Act provides that urban counties may, under some circumstances, receive Community Development Block Grant funds in the same manner as larger cities; and
- G. One of the criteria for urban county eligibility is a county population of at least 200,000, not including entitlement cities; and

INTERGOVERNMENTAL AGREEMENT

Page 2

- H. The COUNTY desires to count the population of the CITY in order to receive CDBG funds; and
- I. The Department of Housing and Urban Development has specified the minimum provisions which must be included within any intergovernmental agreement into which local governments enter to qualify for urban county eligibility;

NOW, THEREFORE, in consideration of the mutual promises made herein and the mutual benefits received hereunder, the parties agree as follows:

1. The CITY and the COUNTY agree to cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities, specifically urban renewal and publicly assisted housing.
2. The CITY authorizes the inclusion of its population for purposes of the Act; and joins together with other units of general local government to qualify the COUNTY as an urban county for Community Development Block Grant and HOME Investment Partnership funds.
3. The COUNTY has final responsibility for selecting projects and annually filing Final Statements with HUD and assumes all other obligations of an applicant as specified in the Act and the regulations thereunder for Community Development Block Grant activities which will be funded from Federal Fiscal Years' 1994, 1995, and 1996 appropriations and from any program income generated from the expenditure of such funds.
4. The COUNTY is prohibited from funding activities in or in support of the CITY if the CITY does not affirmatively further fair housing within its own jurisdiction or if it impedes the COUNTY's actions to comply with its fair housing certification.
5. Pursuant to 24 CFR 570.501(b) the CITY is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement set forth in 24 CFR 570.503.
6. For the purposes of developing the Three-Year Community Development Plan and Annual Final Statement as required by the Act, the CITY and the COUNTY agree to cooperate in the continuation of the presently established Policy Advisory Board which shall advise the COUNTY on program policies, priorities, and project selection.
7. The COUNTY and CITY agree to take all actions necessary to assure compliance with the urban county's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, and other applicable laws.



INTERGOVERNMENTAL AGREEMENT  
Page 3

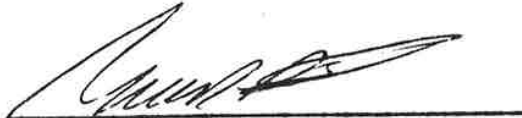
8. This agreement shall remain in full force and effect from September 4, 1993 through July 1, 1997, inclusive, provided that the COUNTY qualifies as an urban county under, and block grant funding is allocated to the COUNTY pursuant to, the Act.
9. This agreement will automatically be renewed at the end of the three-year qualification period, unless one of the following events occur: (1) changes to the agreement are required by HUD that would require the execution of a new agreement; (2) failure by either party to adopt an amendment to the agreement incorporating all changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for a subsequent three-year qualification period, and to submit the amendment to HUD as required; (3) the COUNTY or CITY provides written notice it elects not to participate in a new qualification period by the date specified in HUD's urban county qualification period. The COUNTY will notify the CITY in writing of its right to make an election not to participate in a new qualification period by the dates specified in HUD's urban county qualification notice for the next qualification period. This agreement also remains in effect with respect to all CDBG and HOME funds and income allocated during the three-year qualification period until such funds are expended and the funded activities completed.
10. The CITY may not apply for grants under the small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the urban county's CDBG program;
11. The CITY may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation.
12. The COUNTY and CITY may not terminate or withdraw from the agreement while it remains in effect.
13. The CITY has adopted and is enforcing:
  - A. a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - B. a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within the CITY.

INTERGOVERNMENTAL AGREEMENT  
Page 4

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this 12<sup>th</sup> day of July, 1993

CLACKAMAS COUNTY, OREGON

City of GLADSTONE



Michael F. Swanson  
Chief Executive Officer

By: Wade Byers  
Wade Byers

MAYOR  
Title

In our opinion, the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law, and the agreement provides full legal authority for the COUNTY to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing.

Wiles G. Ward, for  
Scott Parker, Counsel for Clackamas County, Oregon



**CLACKAMAS  
FIRE DISTRICT  
REPORT**







CLACKAMAS FIRE DISTRICT #1

# FIRE CHIEF'S REPORT

August 2023

*Here for you*

- Clackamas Fire spent much of August educating about, preparing for, and responding to natural vegetation fires in district and across the state.
- To highlight one event, the Camp Creek Fire outside of Sandy had Clackamas firefighters responding to the fire, supporting the USFS who is responsible for the fire, engaging the public with information, helping protect communication tower assets, and implementing an incident management team (to ensure timely communication with our communities and prepare for changes in fire conditions).
- Clackamas Fire District also participated in numerous community events including National Night Out and the Gladstone community festival.
- On August 28<sup>th</sup>, Clackamas Fire District celebrated the graduation of our apprentice academy. Our thirteen new apprentice firefighters are now out learning the trade and serving the community!

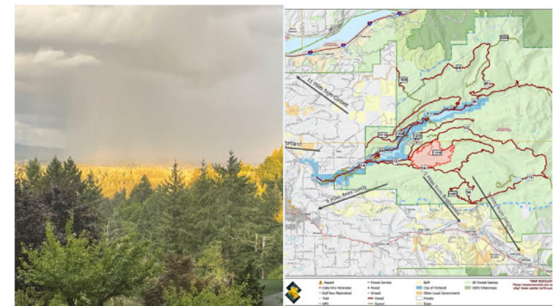
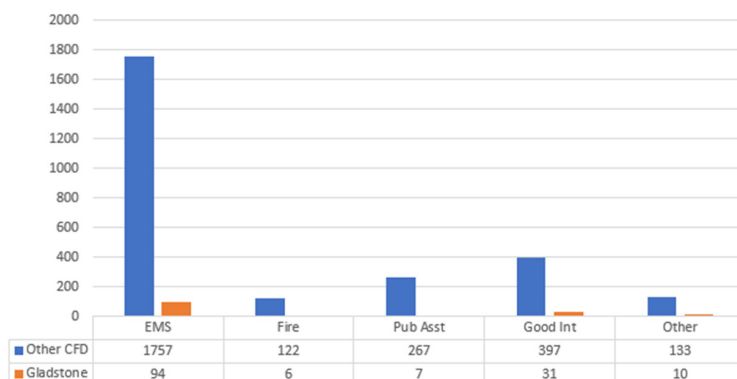


**August 21:** Your firefighters and high school teachers had a good time together when the teachers stopped by for the school year kick off scavenger hunt.



**August 17:** Clackamas firefighters trained Rose Villa staff on moving residents up and down stairs safely using stair chairs.

Gladstone Fire Report  
August 2023  
Total Incidents by Type



**End of August:** Clackamas Fire worked with partner agencies and the community to ensure the best communications, response, and preparedness for the Camp Creek Fire.

Fire Incidents in Gladstone

Incident Date/Time Incident Number	Status	Address Incident Type	Unit(s) Shift
08/18/2023 15:28:20 F3223-0031493	DRAFT	1135 CLAYTON WAY (111) - Building fire	HR305, E322, E315, E3... A Shift
08/29/2023 07:56:10 F3223-0033033	LOCKED	Princeton Ave (1421) - Barkdust Fire	E322 A Shift
08/22/2023 20:32:32 F3223-0032160	LOCKED	75 82ND DR (150) - Outside rubbish fire, other	E322 B Shift
08/13/2023 18:30:20 F3223-0030712	LOCKED	19500 MCLOUGHLIN BLVD (1421) - Barkdust Fire	E322 A Shift
08/10/2023 13:28:26 F3223-0030245	LOCKED	Princeton Ave (1421) - Barkdust Fire	E322 A Shift
08/06/2023 22:06:32 F3223-0029763	LOCKED	655 BARBARY PL (111) - Building fire	FM307, E315, BC302, ... B Shift

Clayton Way (13 units responded)

Information from CCOM was that there was an exterior fire that was catching the roof on fire. Report still being completed.

Princeton Avenue (8/29) (single unit response)

E322 extinguished a small bark dust fire without incident using the booster line.

82nd Drive (single unit response)

E322 was code three from quarters top the report of a miscellaneous fire. Dispatch info was BUSHES AND GARBAGE ON FIRE.....PPL ARE EXTINGUISHING. E322 arrived to find the remnant of a bum camp fire that has caught the surrounding bark dust on fire. Fire is out upon arrival. E322 sprayed the area down and confirmed that it was cool to the touch. E322 cleared, AOA.

McLoughlin Ave (single unit response)

E322 extinguished a large section of smoldering bark dust along HWY 99 just north of Arlington without incident.

Princeton Avenue (8/10) (single unit response)

E322 extinguished a small smoldering bark dust fire contained to a small parking island without incident.



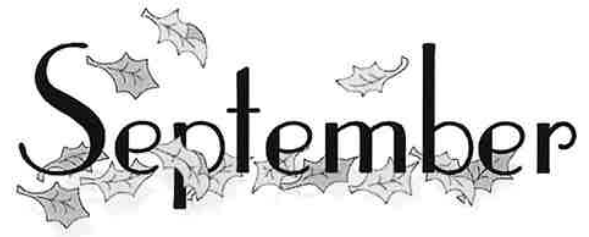
**Barbary Place** (10 units responded)

E322 was code three from quarters to the report of a residential fire. Dispatch info was INF IS SEEING SMOKE AND ORANGE.....THIS INF CALLING FROM COLUMBIA AVE....UNK IF SOMEONE IN THE HOME OR NT. E322 arrived to find a two-story home with a walk out basement that had extensive fire on the Charlie side. Fire companies arrived and proceeded with fire suppression operations. See additional unit reports for further.





**GLADSTONE  
CITY  
EVENT  
ANNOUNCEMENTS**

The word "September" is written in a large, black, serif font. The letters are decorated with several small, detailed illustrations of leaves, some of which are positioned as if they are falling or blowing around the text. The entire word is centered horizontally.

September

**REGULAR AGENDA**



# City of Gladstone Staff Report

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Report Date: September 5, 2023  
Meeting Date: September 12, 2023  
To: Gladstone City Council  
Via:  
From: Jacque M. Betz, City Administrator  
David Doughman, Beery Elsner & Hammond  
Heather Austin, 3J Consulting

## AGENDA ITEM

Consider approval of Ordinance 1524 approving text amendments to add a new chapter to the Gladstone Municipal Code (GMC), Chapter 17.81- Annexation, city file TXT-23-02.

## History/Background

The City of Gladstone does not currently have language in the Municipal Code pertaining to annexation requests. In recent years, several landowners adjacent to Gladstone's municipal boundary have expressed interest in the annexation process for the city. In June, the city council discussed issues around annexation and directed staff to prepare amendments to the code. The proposed code chapter establishes the process to petition annexation to the city, approval criteria and the administration and approval process. In addition to the new annexation chapter, minor clarification amendments are also proposed to GMC 17.82.010(3) (Fees Due and Payable) and 17.94.010 and 17.94.060(1)(a) (Hearings- General Provisions and Planning Commission Decisions).

The Planning Commission reviewed the proposed text amendment at a public hearing on August 15, 2023 and recommended approval of the proposal to the City Council. The Planning Commission Recommendation contains the findings of fact on which the Gladstone City Council may base the approval of this text amendment proposal.

## Options

- The City could choose to approve the proposed amendments to add Chapter 17.81- Annexation to the Gladstone Municipal Code, as recommended by city staff and the Planning Commission.
- The City could choose not to approve the proposed addition of Chapter 17.81- Annexation to the GMC.
- The City could choose to approve the proposed addition of Chapter 17.81- Annexation to the GMC with additional amendments.

## Recommendation

Staff and Planning Commission recommend approval of Ordinance 1524 approving a text amendment to the Gladstone Municipal Code to add Chapter 17.81- Annexation, city file TXT-23-02.

*Heather M Austin*

September 5, 2023

Department

Head Signature

Date

*Jacqueline M. Betz* 9-6-23  
City Administrator Signature Date

**ORDINANCE 1524**

***AN ORDINANCE APPROVING TEXT AMENDMENTS TO ADD A NEW CHAPTER TO THE GLADSTONE MUNICIPAL CODE- CHAPTER 17.81 ANNEXATION, CITY FILE TXT-23-02***

**WHEREAS**, the Gladstone Municipal Code (GMC) does not currently contain a chapter pertaining to annexation into the city limits;

**WHEREAS**, the city is approached on occasion by property owners contiguous to the city limits requesting information regarding annexation into the city limits; and

**WHEREAS** the city has drafted a new chapter of the Gladstone Municipal Code, Chapter 17.81-Annexation; and

**WHEREAS**, the Gladstone Planning Commission conducted a duly-noticed public hearing on August 15, 2023 and considered and recommended to City Council adoption of the proposed GMC Chapter 17.81; and

**WHEREAS**, the Gladstone City Council conducted a duly-noticed public hearing on September 12, 2023 to consider the materials in the record for File TXT-23-02, Text Amendments to add GMC 17.81; and

**WHEREAS**, the City desires to amend the Gladstone Municipal Code to reflect these changes.

**NOW, THEREFORE, THE CITY OF GLADSTONE ORDAINS AS FOLLOWS:**

**Section 1.** Gladstone Municipal Code Chapter 17.81 is hereby added and reads as set forth in the attached “Exhibit A”.

**Section 2.** Edits to other sections of the Code to conform to the new Chapter 17.81 are also set forth in the attached “Exhibit A.”

**Section 3. Severability.** Each section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

**Section 4. Effective Date.** As provided in the Gladstone Charter, this ordinance is effective 30 days from the date of adoption.

Approved by the Gladstone City Council this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Michael Milch, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder



**New GMC chapter re annexation****Chapter 17.81 Annexation****17.81.010 Purpose**

This chapter implements state and local laws, including ORS Chapter 222 and Metro Code Chapter 3.09, regarding the annexation of property into the City of Gladstone. It is intended to facilitate efficient urban and economic development opportunities by transferring jurisdiction over property within the Metro urban growth boundary from Clackamas County to the City of Gladstone. It also implements city-specific policies regarding annexation.

**17.81.020 Annexation Proposal**

- (1) Only owners of real property in the territory to be annexed, or the Gladstone City Council, may initiate an annexation. A property owner must file an application with the city to initiate an annexation and pay the associated fee. State law refers to the application as a "petition" for annexation. The city council may initiate an annexation by simply approving a motion during a public meeting.
- (2) If the city agrees to provide utility services (e.g. water or sewer service) to a property outside the city limits, the property owner must annex into the city. If, at the time the city agrees to provide utility services, the property is not contiguous to the city, then the property owner must enter into an annexation contract with the city in accordance with ORS 222.115.

**17.81.030 Petition**

- (1) Prior to filing a petition for annexation, a property owner must schedule and attend a preapplication conference with the city. At that time, the city will review the annexation process with the property owner and identify the applicable requirements, including applicable forms and fees. The city manager may waive this requirement on a case-by-case basis. Annexations that the city council may initiate are exempt from the preapplication conference requirement.
- (2) Except as state law may otherwise permit, petitions for annexation must relate to territory located within the Metro urban growth boundary.
- (3) A petition must be filed on a form provided by the city, be accompanied by the applicable fee, and include the following:
  - (a) The information required by Metro Code 3.09.040;
  - (b) A narrative addressing the approval criteria of this chapter, the criteria in Metro Code 3.09.045(D), and if applicable, 3.09.045(E);
  - (c) A copy of an assessor's map clearly showing the territory proposed for annexation and the existing boundary of the city near the territory;
  - (d) A legal description of the territory, which must be in the form of a metes and bounds description unless the territory was the product of a subdivision or partition, in which case it may be described by lot and block;

- (e) The existing county zoning for the territory, and the proposed city zoning for the territory; and
- (f) A determination of whether the territory proposed for annexation qualifies as a “minor boundary change” pursuant to Metro Code Chapter 3.09.

**17.81.040 Approval Criteria**

The city may approve a petition for annexation if it finds the petition satisfies the following criteria:

- (1) The territory proposed for annexation is located within the Metro urban growth boundary;
- (2) The territory is contiguous to the existing boundary of the City of Gladstone;
- (3) The proposed annexation complies with applicable provisions of ORS Chapter 222;
- (4) The proposed annexation is consistent with applicable provisions of the city’s comprehensive plan;
- (5) The proposed annexation complies with Metro Code 3.09.045(D) and, if applicable, (E);
- (6) The proposed zoning for the territory is consistent with the city’s comprehensive plan, and other Metro or state requirements that may affect the zoning for the territory; and
- (7) Approving the proposed annexation is in the city’s best interest.

**17.81.050 Administration and Approval Process**

- (1) Upon receipt of a petition, the city administrator or designee will review the petition for completeness in a manner consistent with GMC 17.90.060, and subsequently allow the petitioner the opportunity to supplement the petition with any missing or requested information.
- (2) The city administrator or designee will review whether the territory proposed for annexation qualifies as a “minor boundary change” pursuant to Metro Code Chapter 3.09.
  - (a) If the petition qualifies as a “minor boundary change,” the city may review and approve the petition in accordance with Metro Code 3.09.045 and applicable terms of this chapter. Section 3.09.045 of the Metro Code allows the city to expedite review of minor boundary changes and does not require the city to hold a public hearing, unless a party entitled to notice requests one.
  - (b) If the petition does not qualify as a “minor boundary change,” the city will process the petition in accordance with GMC 17.94.060 and Metro Code 3.09.050.
- (3) Notwithstanding any language to the contrary in this code, an annexation petition is not a “permit” as that term is defined in ORS 227.160. Therefore, annexations are not subject to the 120-day processing deadline established in ORS 227.178.

Amendment to Chapter 17.82

Amend GMC 17.82.010(3) as follows:

(3) Fees Due and Payable. Fees are due and payable at the time an application is submitted of original application unless otherwise specified in the application title. The requirement to pay a fee is jurisdictional, and the city will not process an application without payment of the associated fee. If an applicant pays a fee after submitting an application, the date they pay the fee will be considered the date they submitted the application.

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Amendments to Chapter 17.94

Replace GMC 17.94.010 as follows:

The city will generally hold public hearings for all quasi-judicial and legislative land use applications, except when state or local law does not require a hearing.

Replace GMC 17.94.060(1)(a) as follows:

(a) Annexations, unless state or local law does not require a hearing;



## PC RECOMMENDATION

PC Meeting Date: 08/15/2023

### Planning Commission Recommendation of Approval to City Council (New) GMC 17.81 Annexation Code Amendments

**File No.:** TXT-23-02

**Applicant or Presenter:** City of Gladstone

**Project Location:** Properties Eligible for Annexation to Gladstone

**Project Description:** City staff propose a new chapter to the Gladstone Municipal Code (GMC), which will be identified as Chapter 17.81-Annexation. The criteria of GMC Chapter 17.81 will apply to any annexation applications submitted to Gladstone.

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#### SUMMARY OF RECOMMENDATION

The Gladstone Planning Commission recommends approval of the updates identified in TXT 23-02 to the City Council for a public hearing scheduled for September 12, 2023.

TXT 23-02 proposes updates to the text of Gladstone Municipal Code (GMC), adding a new Chapter 17.81-Annexation. This recommendation includes the findings from the staff report regarding the proposed code amendments.

Recommended for Approval at a public hearing on August 15, 2023.

Signed this 18th day of August, 2023.

A handwritten signature in cursive script that reads "Natalie Smith".

Natalie Smith, Planning Commission Chair

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**INCLUDED WITH STAFF REPORT**

- A. Draft Amendments**
- B. Public Notice**

**I. PUBLIC NOTICE**

**Published In:** The Oregonian, DLCD’s post-acknowledgment plan amendment website (PAPA), and on the Gladstone Website. Notice was also emailed to Gladstone’s agency partners for review.

**Responses Received:** None at date of staff report publication.

**II. CONSISTENCY WITH STATEWIDE PLANNING GOALS**

- 1. Goal 1 – Citizen Involvement:** To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

**Finding:** Goal 1 requires the City to incorporate six key components in its public involvement program:

- **Citizen Involvement:** An officially recognized committee for public involvement broadly representative of geographic areas and interests related to land use and land-use decisions to provide for widespread public involvement;
- **Communication:** Mechanisms for effective two-way communication between the public and elected/appointed officials;
- **Influence:** Opportunities for the public to be involved in all phases of the planning and decision-making process including developing, evaluating, and amending plans;
- **Technical Information:** Access to technical information used in the decision-making process, provided in an accessible and understandable format;
- **Feedback Mechanisms:** Programs to ensure that members of the public receive responses from policymakers and that a written record for land-use decisions is created and made accessible; and,
- **Financial Support:** Adequate resources allocated for the public involvement program as an integral component of the planning budget.

The Planning Commission is conducting a public hearing with opportunities the public to

review draft code amendments and discuss key aspects related to the proposed amendments. The City publicized these public meetings on their website, social media, and newspaper print. The amendments were further publicized through the DLCDC PAPA website and noticed to the interested agencies.

Based on the findings above, the code amendments are consistent with Statewide Planning Goal 1.

**Goal 2 – Land Use Planning:** To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

**Finding:** Statewide Planning Goal 2 requires each local government in Oregon to have and follow a comprehensive land use plan and implementing regulations. Cities and counties must build their comprehensive plans on a factual base and follow their plan when making decisions on appropriate zoning. An “adequate factual base” means facts and evidence that reasonable people would rely on when conducting their day-to-day affairs. City and county plans must be consistent with one another. Special district and state agency plans and programs must be coordinated with comprehensive plans.

The proposed amendments to add an annexation chapter to the GMC represents the land use planning process and policy framework for annexation petition to the city of Gladstone. The proposed annexation chapter is consistent with the current Comprehensive Plan, particularly the Procedural Goal of the Land Use Planning Chapter: “To ensure a factual base for land use decisions and actions and to establish a planning process and policy framework for this purpose.”

The proposal also supports the following Goal in the Comprehensive Plan Growth Management Chapter: “To provide for orderly and efficient use of land” as well as Policy 7 of the same Chapter: “Extend services outside the present city limits only when and where needed.”

Notice of the proposed amendment package for consideration was provided to Metro and DLCDC through the Post-Acknowledgement Plan Amendment website and distribution system.

Therefore, the amendments, as proposed, are consistent with Statewide Planning Goal 2.

**Goals 3 -4 – Agricultural and Forest Lands:**

**Finding:** These goals are not applicable because the proposed amendments do not change the City of Gladstone policies required to meet these goals that are directed at rural areas and counties.

**Goal 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources:** To protect natural resources and conserve scenic and historic areas and open spaces.

**Finding:** Particularly in urban areas, the emphasis of Goal 5 is on the inventory and conservation of wetlands, riparian zones, and wildlife habitats. In addition to Goal 5, the City is required to comply with Metro Title 13 for all mapped resources located within the UGB. By meeting the requirements of Title 13, the City also complies with Goal 5 for

riparian areas and wildlife habitat. Metro Title 13 is addressed in the findings for the Urban Growth Management Functional Plan.

The Gladstone Municipal code contains the following zoning overlays that serve to protect Significant Natural Resources:

- 17.25 HCAD—Habitat Conservation Area District;
- 17.26 OS—Open Space District;
- 17.27 WQ—Water Quality Resource Area District;
- 17.28 GW—Greenway Conditional Use District; and
- 17.29 FM—Flood Management Area District.

The proposed annexation code chapter does not modify these natural resource zoning overlay districts, adopted inventories, mapping or inventory of resources or historic preservation efforts. Goal 5 does not directly apply to the amendments because no new Goal 5 program is advanced by this amendment and no existing Goal 5 program is changed by this amendment.

Based on the findings above, the Zoning Code Update to adopt the proposed amendments into the Gladstone Municipal Code is consistent with Statewide Planning Goal 5.

**Goal 6 – Air, Water and Land Resources Quality:** To maintain and improve the quality of the air, water and land resources of the state.

**Finding:** Goal 6 instructs local governments to consider protection of air, water and land resources from pollution and pollutants when developing comprehensive plans. The pollutants addressed in Goal 6 include solid waste, water waste, noise and thermal pollution, air pollution, and industry-related contaminants. Comprehensive Plans must demonstrate consistency with the administrative rules related to air, water, and land quality established by the Environmental Quality Commission (EQC).

Under the oversight of the EQC, the Oregon Department of Environmental Quality (DEQ) regulates air, water, and land through its permitting actions under the federal Clean Water Act and Clean Air Act. The Department of State Lands and the Army Corps of Engineers regulate jurisdictional wetlands and waters of the state and the country, respectively. The City of Gladstone Public Works department regulates impervious surface and stormwater runoff throughout the City through design standards applied to development. The Clackamas County Water Environmental Services and Oak Lodge also provide sewer and stormwater services for City residents. The Gladstone Municipal Code (GMC) has the following overlay districts that are related to water quality, wetlands, and surface water:

- 17.25 HCAD—Habitat Conservation Area District;
- 17.27 WQ—Water Quality Resource Area District; and
- 17.29 FM—Flood Management Area District.

While air quality is largely regulated by DEQ, the City can impose conditions of approval on land use approvals that require minimizing air pollution and carbon emission impacts through actions such as vegetative plantings and conservation.

The Federal Transit Administration and Federal Highway Administration enforce noise standards for federally-funded rail and highway projects. The Oregon Noise Control Act authorizes cities and counties to adopt and enforce noise ordinances and standards of their own. Gladstone regulates noise through the GMC Chapter 8.12 Noise Control, which designates prohibited noises and maximum permissible environmental noise and sound levels. Gladstone's Zoning Code (Chapter 17) also includes noise-related provisions in several sections of the code, often referring to the City's Noise Ordinance in Chapter 8.12 or standards of the DEQ.

The proposed amendment package does not modify the existing habitat conservation, water quality or floodplain overlay districts or the noise ordinance. The adoption of the TXT-23-02 amendments does not include any changes to the adopted inventories, the Comprehensive Plan Map, or the habitat or water resource zoning districts in the Gladstone Municipal Code. Goal 6 does not directly apply to the proposed amendments, or comprehensive plan amendment because no new Goal 6 program is advanced by this amendment and no existing Goal 6 program is changed by this amendment.

Therefore, Goal 6 is not applicable to the amendments proposed through TXT-23-02 as the amendments do not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 6.

Based on the findings above, the Zoning Code amendment to adopt the TXT-23-02 amendments is consistent with Statewide Planning Goal 6.

**Goal 7 – Areas Subject to Natural Disasters and Hazards:** To protect people and property from natural hazards.

**Finding:** Goal 7 requires local comprehensive plans to address Oregon's natural hazards. Protecting people and property from natural hazards requires knowledge, planning, coordination, and education. Natural hazards applicable to Gladstone include floods, landslides, weak foundation soils, earthquakes, and wildfires. Goal 7 calls for local governments to respond to new hazard inventory information provided by federal and state agencies by adopting or amending plan policies and implementing measures as needed. For riverine flood hazards, local governments must adopt and implement local floodplain regulations that meet the minimum National Flood Insurance Program (NFIP) requirements. In implementing natural hazard plans and policies, the State goal urges local governments to do the following: coordinate plans with emergency preparedness and recovery programs; consider stormwater management as a means to address flood and landslide hazards; consider nonregulatory approaches to implementing hazard plans; and to require technical reports when reviewing development requests in hazard areas.

The City of Gladstone complies with Goal 7 by regulating development in hazard-prone areas through the Municipal Code, the Public Works Design Guidelines and MOU's with Clackamas County on fire response and other emergency preparedness efforts. The following Gladstone Municipal Code Chapters address flooding and landslides:



- 17.27 WQ—Water Quality Resource Area District.
- 17.29 FM—Flood Management Area District.

Additionally, the Design Review and Conditional Use land use processes address applicable natural hazards on a site specific basis.

The TXT-23-02 amendments do not modify existing zoning overlay districts or design standards related to protecting development from hazards. The adoption of the amendments does not include any changes to the adopted inventories, the Comprehensive Plan Map, or the overlay zoning districts in the Gladstone Municipal Code. Goal 7 does not directly apply to the TXT-23-02 amendments because no new Goal 7 program is advanced by these amendments and no existing Goal 7 program is changed by this amendment package. Therefore, Goal 7 is not applicable to the TXT-23-02 zoning code amendments because the amendments do not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 7.

Based on the findings above, adoption of the TXT-23-02 amendments is consistent with Statewide Planning Goal 7.

**Goal 8 – Recreational Needs:** To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

**Finding:** Goal 8 requires local governments to plan for the recreational needs of their residents and visitors. The goal places priority on non-motorized forms of recreation, and recreation areas that serve high-density populations with limited transportation options and limited financial resources. It also places priority on recreation areas that are free or available at a low cost to the public.

The City of Gladstone has a robust system of parks, recreation facilities and trails, including 14 neighborhood parks, community gardens, and natural areas. All of Gladstone’s parks are owned and managed by the City. The City completed a Parks Master Plan in 2017. Many of the current parks are included in the Open Space District that is regulated by Chapter 17.26 of the Gladstone Municipal Code.

The proposed amendments do not modify existing open space overlay districts or the Parks Master Plan. The adoption of the TXT-23-02 amendments does not propose any changes to the Parks Master Plan, adopted inventories, the Comprehensive Plan Map, or the overlay zoning districts in the Gladstone Municipal Code. Goal 8 does not directly apply to the TXT-23-02 amendments because no new Goal 8 program is advanced by this amendment and no existing Goal 8 program is changed by this amendment. Therefore, Goal 8 is not applicable to the proposed amendments because the amendments do not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 8.

Based on the findings above, adopting the TXT-23-02 amendments is consistent with Statewide Planning Goal 8.

**Goal 9 – Economy of the State:** To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

**Finding:** Goal 9 ensures cities and counties have enough land available to realize economic growth and development opportunities. Commercial and industrial development takes a variety of shapes and leads to economic activities that are vital to the health, welfare and prosperity of Oregon's citizens. To be ready for these opportunities, local governments perform Economic Opportunity Analyses based on a 20-year forecast of population and job growth. The proposed amendments are related to annexation of land into the city and therefore do not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 9.

Based on the findings above, adopting the TXT-23-02 amendments is consistent with Statewide Planning Goal 9.

**Goal 10 – Housing:** To provide for the housing needs of citizens of the state.

**Finding:** Goal 10 concerns urban lands designated for residential use. Goal 10 requires the City to maintain and plan for an adequate land supply to accommodate at least 20 years of future growth, providing flexibility in housing location, type, and density (specifically at an overall density of 10 or more units/acre with the opportunity for 50 percent of new units to be attached single family or multifamily) to ensure the availability and prices of housing units are commensurate with the needs and financial capabilities of Oregon households.

Comprehensive plans are required to include an analysis of community housing needs by type and affordability, the recent housing needs assessment of housing development potential, and an inventory of residential land; contain policies for residential development and supportive services based on that analysis that increase the likelihood that needed housing types will be developed; and provide for an adequate supply of a variety of housing types consistent with identified policies and meeting minimum density and housing mix requirements (established by OAR 660, Division 007).

The findings for Goal 10 Housing, based on the City's Housing Needs Analysis (HNA), include findings that demonstrate that Gladstone currently has a range of housing types, including single-family detached and attached homes, duplexes, multi-family, and mixed-use developments, and has a need for additional capacity to provide for needed housing during the next 20 years. The HNA provides information about the factors that could affect housing development, including demographics, affordability trends, workforce housing availability, and development patterns.

The Housing Needs Analysis was adopted in 2021 and includes the City's buildable lands inventory (BLI) for housing within the UGB. The BLI is required by Goal 10 and ORS 197.296 to ensure that current use designations provide an adequate short- and long-term land supply for housing development for meeting existing needs and those of projected growth. It analyzes existing development patterns and intensity, land and development values, existing land use

designations and zoning, and building constraints to determine where there is vacant land and/or land that is likely to be redeveloped and compares the existing supply of land to emerging trends and indicators for future estimates of demand. The proposed amendments do not propose to change the buildable lands inventory, or housing needs analysis.

The proposed changes to add an annexation chapter to the Municipal Code do support an additional avenue for increasing the availability of housing options in the city. The proposed amendments provide a clear and reasonable process by which a property may be annexed into the city which, once adopted, could result in more land available within the city limits for residential development and adoption of the amendments do not negatively impact the provision of housing within the city.

Based on the findings above the TXT-23-02 amendments are consistent with Statewide Planning Goal 10.

**Goal 11 – Public Facilities and Services:** To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

**Finding:** The City conducted a Water System Master Plan and a Sanitary Sewer Master Plan in 2014. In 2017, a Sanitary Sewer Master Plan, Parks Master Plan and Transportation System Plan were completed. The proposed amendments do not propose any changes to the adopted master plans, the Comprehensive Plan Map, or the Gladstone Municipal Code. The amendments do not propose to change the comprehensive land use plan policies or implementing regulations regarding public facilities and services for compliance with Statewide Planning Goal 11.

Based on the findings above, the adoption of the TXT-23-02 amendments is consistent with Statewide Planning Goal 11.

**Goal 12 – Transportation:** To provide and encourage a safe, convenient and economic transportation system.

**Finding:** Goal 12 is implemented by Oregon Administrative Rules (OAR) Chapter 660, Division 12. Local governments are required to adopt a transportation system plan (TSP) and land use regulations to implement the TSP. OAR 660-012-0060 requires any comprehensive plan amendment to be evaluated according to the terms outlined in that OAR to demonstrate whether they will have a significant impact on the transportation system. The City of Gladstone completed a Transportation System Plan in 2017. The proposed amendments do not propose any changes to the adopted Transportation System Plan, the Comprehensive Plan Map, or the Gladstone Zoning Map with regard to transportation. The TXT-23-02 amendments propose no new Goal 12 program and no existing Goal 12 program, or standard, is changed by this amendment package. The amendments do not propose to change the comprehensive land use plan policies or implementing regulations regarding transportation and compliance with Statewide Planning Goal 12.

Based on the findings above, the proposed amendments are consistent with Statewide Planning Goal 12.

**Goal 13 – Energy Conservation:** To conserve energy.

**Finding:** Goal 13 requires that land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles. The TXT-23-02 amendments package does not modify existing design standards or land use regulations related to energy conservation. The adoption of the proposed amendments does not propose any changes to the adopted inventories, the Comprehensive Plan Map, or the Gladstone Municipal Code. Goal 13 does not directly apply to the proposed amendments because no new Goal 13 program is advanced by this amendment and no existing Goal 13 program is changed by this amendment. Therefore, Goal 13 is not applicable to the TXT-23-02 amendments because the amendment package does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 13.

Based on the findings above, to adopt the TXT-23-02 amendments, is consistent with Statewide Planning Goal 13.

**Goal 14 – Urbanization:** To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

**Finding:** The entirety of the city and its Urban Growth Management Area is located within the Regional Urban Growth Boundary (UGB). As such, this text amendment will not result in the transition of any land from rural to urban uses, or result in population or employment growth outside of the UGB. The proposed amendments do not modify the Gladstone Urban Growth Management Area, the UGB, or existing zoning requirements related to urbanization. The adoption of the TXT 23-02 amendments does not propose any changes to the adopted inventories, the Comprehensive Plan Map, or the Gladstone Zoning Map. Goal 14 does not directly apply to the amendments because no new Goal 14 program is advanced by this amendment and no existing Goal 14 program is changed by this amendment. Therefore, Goal 14 is not applicable to the TXT-23-02 amendments because the amendment package does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 14.

Based on the findings above, adopting the TXT-23-02 amendments is consistent with Statewide Planning Goal 14.

**Goal 15 – Willamette River Greenway:** To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.

**Finding:** Gladstone is bordered on one side by the Willamette River and the Greenway. Therefore, the Gladstone Municipal Code includes Chapter 17.28 that establishes the land use regulations related to the Greenway Conditional Use District. The proposed amendments do not modify the Greenway Conditional Use District, or existing zoning requirements related to

the Willamette River Greenway. The adoption of the TXT-23-02 amendments do not propose any changes to the adopted inventories, the Comprehensive Plan Map, or the Gladstone Municipal Code Chapter 17.28. Goal 15 does not directly apply to the amendments because no new Goal 15 program is advanced by this amendment and no existing Goal 15 program is changed by this amendment. Therefore, Goal 15 is not applicable to the TXT-23-02 amendments because it does not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 15.

Based on the findings above, to adopt the TXT-23-02 is consistent with Statewide Planning Goal 15.

**Goals 16-19 – Estuarine Resources, Coastal Shore lands, Beaches and Dunes, and Ocean Resources:**

**Finding:** The City of Gladstone is not subject to these four Statewide Planning Goals. Therefore, they are not applicable to the proposed amendments found in the TXT-23-02 amendment package.

**III. FINDINGS RELATED TO GLADSTONE MUNICIPAL CODE**

Once the proposed amendments are adopted by City Council, the TXT-23-02 amendments package will be consistent with all of the Statewide Planning Goals.

The City of Gladstone planning staff finds:

**17.68.010 AUTHORIZATION TO INITIATE AMENDMENTS.**

*(1) An amendment to the text of this title or the Comprehensive Plan may be initiated by the City Council, the City Planning Commission or the City Administrator or his designee.*

*(2) An amendment to the Zoning Map or to the Comprehensive Plan Map may be initiated by:*

*(a) The City Council;*

*(b) The City Planning Commission;*

*(c) The City Administrator or his designee; or*

*(d) By application of a property owner, contract purchaser or authorized agent of the subject property.*

*(3) The request by a property owner for a map amendment shall be accomplished by filing an application with the city using forms prescribed by the city and submitting the information required from the applicant under Section 17.68.050.*

**Finding:** The request came from the City Administrator after a discussion with the Gladstone City Council about extending utilities to property outside the city limits. This criterion is met.

**17.68.020 Review process.** *Applications under this chapter shall be reviewed pursuant to GMC Division VII (administrative procedures).*

**Finding:** The proposed amendments are being reviewed by the Planning Commission at a public hearing on August 15, 2023, at which time the Planning Commission will make a

recommendation regarding the amendments to the City Council. The Council will conduct a public hearing and make a decision on the amendments at their meeting on September 12, 2023. Notice of these public hearings was publicized as required. The TXT-23-02 amendments package is being reviewed according to GMC Division VII. This criterion is met.

**17.68.040 Conditions.**

*(1) City Council may require conditions. When necessary to properly relate new developments to existing or anticipated conditions in the vicinity or to make possible a higher quality of development than would otherwise be possible, the City Council may determine that a zone change will be accompanied by the acceptance or accomplishment of certain specified conditions. Conditions and requirements invoked pursuant to a zoning map amendment shall thereafter apply to the property so zoned.*

*(2) Acceptance of conditions. Such conditions shall be designed to further the objectives of the comprehensive plan and the zoning ordinance codified in this title and shall clearly set forth, in written form or upon drawings, all restrictions and requirements which will be applicable to the property rezoned. Where a zone change is made subject to such conditions, it shall become effective upon written acceptance and filing of the applicable terms and conditions by the property owner and by any other person intending to have an ownership interest in or to develop the property. The signed acceptance of conditions shall be filed with the City Recorder and a certified copy shall also be filed in the county deed records at the expense of the petitioner.*

*(3) Type of conditions. Conditions may include special measures designed to limit use or density, screen or separate buildings or portions of the site from adjoining property; limit access from important thoroughfares or through residential areas; provide additional right-of-way for an abutting street, preserve or provide public access to greenspace, floodplains, or river frontage; improve bicycle or pedestrian safety and connectivity; or improve transit capacity and efficiency.*

*(4) No variance of ordinance standards. In connection with the adoption of a zoning amendment, ordinance standards may be varied only when the Planning Commission finds that the development proposed and covered by specific limiting conditions will provide benefits and safeguards equal to or better than those possible under a strict interpretation of the zoning ordinance. In no case shall a use not specifically permitted within the zoning district be allowed under this section and Section 17.68.050. When circumstances as described in GMC Section 17.72.020 (circumstances for granting) exist, the regular variance procedures shall be followed.*

*(5) Building permit conditions. In addition to conditions as described above in this section, the Council may also provide that a zoning amendment will become effective upon satisfactory performance by the applicant of certain conditions or actions, such as a bona fide application for a building permit within a specified period of time.*

**Finding:** Staff are not recommending any special conditions. This criterion does not apply.

**17.68.050 Evidence supplied by applicant.** *The applicant seeking a zoning map change*

*pursuant to the provisions of GMC Section 17.68.010 must show by a preponderance of the evidence all of the following, unless otherwise provided for in this title:*

*(1) Granting the request fulfills a public need; the greater departure from present development policies or land use patterns, the greater the burden of the applicant.*

*(2) The public need is best carried out by granting the petition for the proposed action, and that need is best served by granting the petition at this time.*

*(3) The proposed action is consistent with the comprehensive plan and Metro's Functional Plan (Metro Code 3.07), and the Transportation Planning Rule (OAR 660-012-0060).*

*(4) Proof of significant change in a neighborhood or community or a mistake in the planning or zoning for the property under consideration, when relevant.*

*(5) The property and affected area is presently provided with, or concurrent with development can be provided with, adequate public facilities, including, but not limited to, the planned function, capacity, and performance standards of the transportation system as adopted in the transportation system plan.*

*(6) The transportation system is capable of safely supporting the uses allowed by the proposed designation in addition to the existing and planned uses in the area, consistent with the Transportation Planning Rule (OAR 660-012-0060). Requirements of the State Transportation Planning Rule shall apply to those land use actions that significantly affect the transportation system, as defined by OAR 660-012-0060.*

**Finding:** This project is proposing a new Annexation Chapter to the Gladstone Municipal Code. No zoning map change is proposed. No changes are proposed that would affect the service of public utilities or transportation patterns. This standard is met.

#### **17.70.10 Authorization to grant or deny.**

*2) Conditions of Approval. In addition to the specific requirements of this title, including those set forth in GMC Chapter 17.62 (special uses), and the comprehensive plan, approval of a conditional use may be granted subject to additional conditions that are found necessary to protect the best interests of the surrounding area or the city as a whole.*

*These conditions may include, but are not limited to, the following:*

- (a) Limiting the hours, days, place and manner of operation;*
- (b) Requiring design features that minimize environmental impacts such as noise, vibration, smoke, dust, fumes and glare;*
- (c) Requiring increased setbacks, lot area, lot depth and lot width;*
- (d) Limiting building height, size, lot coverage and location on the site;*
- (e) Designating the size, number, location and design of vehicle access points;*
- (f) Requiring street right-of-way to be dedicated and streets to be improved;*
- (g) Requiring landscaping, screening, drainage and surfacing of parking and loading areas;*
- (h) Limiting the number, size, location, height and lighting of signs;*
- (i) Regulating the location and intensity of outdoor lighting;*

- (j) Requiring a sight-obscuring fence or hedge to screen the conditional use from adjacent to or nearby property;*
- (k) Construction of off-site transportation improvements to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and*
- (l) Upgrade or construct public facilities to city standards.*

**Finding:** Currently there are no conditions recommended. This criterion is met.

#### **IV. CONSISTENCY WITH METRO'S FUNCTIONAL PLAN (METRO CODE 3.07)**

Title 1: Housing Capacity

Title 3: Water Quality And Flood Management

Title 4: Industrial and Other Employment Areas

Title 6 Centers, Corridors, Station Communities and Main Streets

**Finding:** The proposed amendments do not significantly alter residential capacity within the city. Water quality and flood management are addressed in the Gladstone Municipal Code and no changes are proposed to these chapters. The proposed Annexation code language does not include revisions to industrial and other employment areas or centers, corridors, station communities and main streets. The proposed amendments are consistent with Metro's Functional Plan. These criteria are met.

#### **V. CONSISTENCY WITH TRANSPORTATION PLANNING RULE**

OAR 660-012-0060 requires: (1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or
- (c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection.

**Finding:** The proposed zoning code amendments do not change the functional class of any existing or planned transportation facility or change the standards implementing a functional classification system. This criterion is met.

### **CONCLUSION**

Based on the findings identified above, the city finds that the proposed code amendments meet the required Gladstone, Metro and State of Oregon requirements for approval.

The Planning Commission recommends approval of TXT-23-02 adding an Annexation Chapter to the Gladstone Municipal Code.



## GLADSTONE PLANNING COMMISSION MEETING MINUTES OF AUGUST 15, 2023

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

### **ROLL CALL:**

Chair Natalie Smith, Commissioner Jennifer Volbeda, Commissioner Jacob Wease, Commissioner Andriel Langston, Commissioner Pat Smith, Commissioner Thomas Mersereau

### **ABSENT:**

Commissioner Andrew Labonte

### **STAFF:**

Tami Bannick, City Recorder; Heather Austin, Senior Planner; David Doughman, City Attorney

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### **CONSENT AGENDA:**

#### **1. APPROVAL OF JUNE 20, 2023 MEETING MINUTES:**

*Commissioner Mersereau made a motion to approve the Consent Agenda. Motion was seconded by Commissioner Langston. Ms. Bannick took a roll call vote: Commissioner Mersereau – yes. Commissioner Pat Smith – yes. Commissioner Langston – yes. Commissioner Wease – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

### **REGULAR AGENDA:**

#### **2. MONTHLY PLANNING REPORTS – JUNE & JULY 2023:**

Ms. Austin said the reports are included in the packet.

Chair Smith said she had a discussion with Ms. Betz regarding the recent changes to the Municipal Code and figuring out a way that everyone can be on the same page or be more educated, so they are fully aware of what's going on (referring to the "tree house" situation). Ms. Austin said they have the building permit section – she could add some narrative to each of those to explain the situation. Everyone agreed that was a good idea.

Commissioner Volbeda asked about why the Gladstone Library went back for re-review – Ms. Austin said there was nothing that she triggered for needing to review.

#### **3. PUBLIC HEARING: TXT-23-02 – GLADSTONE MUNICIPAL CODE AMENDMENTS FOR PROPOSED NEW CHAPTER 17.81 - ANNEXATION:**

Chair Smith opened the public hearing at 6:36 P.M.

Chair Smith went over the order/procedures they will be following. She said this is an item in which they will be receiving public testimony. Any interested person may present testimony concerning the proposed amendments. The public hearing is your opportunity to comment before the City makes a decision. She went over the procedures for testifying.

She asked if there were any abstentions from the Commissioners – there were none. She asked if there were any conflicts of interest – there were none.

Ms. Austin went over the staff report/slides.

The Planning Commission is considering the addition of a new chapter to the Gladstone Municipal Code (GMC), Chapter 17.81. They will be doing a text amendment to the Comprehensive Plan to be able to add this to the Development Code section of the GMC, which requires a recommendation of the Planning Commission to the City Council, who make the ultimate decision. This went before the City Council and they have had a chance to discuss it and direct staff to prepare these amendments to the code so they can address issues that have occurred with properties adjacent to the City and services and how the City can implement an annexation policy to make sure that it is growing appropriately and making sure that the services are available. Currently there is no language in the Development Code or GMC related to annexations, so they don't have a process in place for someone to request an annexation petition to the City. The staff report includes findings related to the proposed text amendments and they show compliance with the Oregon statewide planning goals that are applicable, the GMC, Metro's Functional Plan, and the Transportation Planning Rule. The report has been submitted to the LCD.

Staff is recommending that the Planning Commission recommend approval of the approved text amendments to the City Council and they will hold a public hearing on this matter on September 12<sup>th</sup>, 2023.

Commissioner Pat Smith asked how small a piece can be annexed to a City – the answer was a single lot. He asked (page 3-2) how staff sees an officially recognized committee for public involvement being structured. She said in a lot of cities the Planning Commission does tend to be the public involvement body where public hearings are held, so the City is already in compliance with the State laws regarding public involvement.

There has been no correspondence received pertaining to this matter.

**PUBLIC TESTIMONY:**

None.

*Commissioner Pat Smith made a motion to close the public hearing. Motion was seconded by Commissioner Langston. Ms. Bannick took a roll call vote: Commissioner Mersereau – yes. Commissioner Pat Smith – yes. Commissioner Langston – yes. Commissioner Wease – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

Chair Smith closed the public hearing at 6:44 P.M.

**Discussion:**

None.

*Commissioner Langston made a motion to approve TXT-23-02, New Gladstone Municipal Code Chapter 17.81, Annexation Code Amendments and recommend approval to the City Council. Motion was seconded by Commissioner Mersereau. Ms. Bannick took a roll call vote: Commissioner Volbeda – yes. Commissioner Wease – yes. Commissioner Langston – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

**BUSINESS FROM THE PUBLIC:**

None.

**BUSINESS FROM THE PLANNING COMMISSION:**

**Commissioner Wease:**

He said at the last meeting Commissioner Pat Smith had brought up the inclusion of renters in the nearby establishments in the radius. He asked if they could propose potentially including renters in the code as a party to notify of upcoming changes (17.94.020). Mr. Doughman said legally it would be fine. He said it would be very difficult to determine who is renting/who isn't. He said the standard is generally looking at the latest County tax rolls, so that's how notices will typically work for communities. If they add this he would suggest having it tied to the address of the property itself (the residents of such property). Everyone agreed with the idea. Ms. Austen said the City charges a fee for someone applying that they pay for the notices – they just increased it slightly in July, so they may need to increase the fee if it's taking more time to compare postal addresses and make sure they aren't duplicating with ownership addresses, etc. She would like to discuss this with Ms. Betz and Ms. Bannick.

**Commissioner Mersereau:**

He thanked the staff for the work they do.

**Commissioner Pat Smith:**

He said the Mayor recently decided to disclose his personal financial interests, and the rest of the Council followed suit. He feels it was a good idea. He will do the same at the next meeting. He feels it's a good thing as far as transparency. Everyone else agreed to participate. There was discussion regarding the format to follow.

**ADJOURN:**

*Commissioner Langston made a motion to adjourn the meeting. Motion was seconded by Commissioner Pat Smith. Ms. Bannick took a roll call vote: Commissioner Volbeda – yes. Commissioner Wease – yes. Commissioner Langston – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

Meeting was adjourned at approximately 6:54 P.M.

Minutes approved by the Planning Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Natalie Smith, Chair





# City of Gladstone Staff Report

Report Date: Sept 5, 2023  
Meeting Date: Sept 1, 2023  
To: City Council  
From: Tiffany Kirkpatrick, Community Service Manager

## AGENDA ITEM

### **Ordinance 1525 – Authorizing the Renaming of the Gladstone Senior Advisory Board and amending the duties of the Board**

#### History/Background

The Senior Advisory Board's name is a result of the center's original name, Gladstone Senior Center – for the last 42 years. This summer the Senior Advisory Board, along with a survey of community members and a unanimous vote by City Council, renamed the Gladstone Senior Center to the Gladstone Community Center – the Spirit of Generations. As a follow-up to the change in name of the center, the Board also wanted to rename the Board itself, to compliment and distinguish the newly named center, as being a community-focused group where age was not the only identity of the board; in particular, by its name. Also too, a clearer identity to community members who may be interested in Board members, or committees of the center.

#### Proposal

The Board voted unanimously to rename the Gladstone Senior Advisory Board to "The Gladstone Community Center Advisory Board". We feel this new Advisory Board name better incorporates and highlights the new Mission and Vision for the center, which is to enhance the vitality and wellness of a multigenerational community through meaningful connections. The Board also amended the proposed duties of the Board which are included with this staff report. Deletions are in black ~~strike through~~ and additions are underlined in red. We now ask for the Gladstone City Council to approve our request.

Staff will continue to provide the good work of the center and seek to recruit Ad Hoc Committees in the near future, that represent diverse skill-levels, interests, ages and backgrounds, for specific projects to further the programs and events created by the Gladstone Community Center. Staff will work to improve our reach with a multi-generational audience to offer an open and affirming safe space for activities and in times of emergency needs/education through our relationship with community partners.

#### Cost Impact

There is no cost impact.

#### Recommended Staff Action

Staff recommends City Council approval by making the following motion:

*"I make a motion to approve Ordinance 1525 amending Gladstone Municipal Code Chapter 2.10 – Boards, Commissions and Committees Generally and Chapter 2.70 – Senior Center Advisory Board."*

\_\_\_\_\_  
Department Head Signature

9/6/23  
Date

\_\_\_\_\_  
Jacque M. Betz  
City Administrator Signature

9-6-23  
Date

**ORDINANCE 1525**

***AN ORDINANCE AMENDING TITLE 2, CHAPTER 2.10 - BOARDS, COMMISSIONS AND COMMITTEES GENERALLY AND CHAPTER 2.70 – SENIOR CENTER ADVISORY BOARD OF THE GLADSTONE MUNICIPAL CODE***

**WHEREAS,** In June 2023 the Gladstone City Council approved Resolution 1215, renaming the Gladstone Senior Center to the Gladstone Community Center – The Spirit of Generations; and

**WHEREAS,** the mission and vision of the Gladstone Community Center is to enhance the vitality and wellness of a multi-generational community through meaningful connections and enriching space for community connections for group activities, meals, recreational classes as well as social gatherings; and

**WHEREAS,** in the Gladstone City Council adopted goals, the City Council desires to increase involvement for all which included a community engagement process to update the name of the former Gladstone Senior Center to expand multi-generational services, programs and activities at the Gladstone Community Center ; and

**WHEREAS,** the Gladstone City Council desires to update Title 2, Chapter 2.10 of the Gladstone Municipal Code as it relates to Boards, Commissions and Committees Generally and update Chapter 2.70 of the Gladstone Municipal Code to change the name of the Senior Center Advisory Board to the Gladstone Community Center Advisory Board;

**NOW, THEREFORE, THE CITY OF GLADSTONE ORDAINS AS FOLLOWS:**

Section 1. The Gladstone City Council amends Sections 2.10 and 2.70 of the Gladstone Municipal Code as described in Exhibit “A” to this ordinance, which is attached and incorporated by reference. Additions to the code are in red and deletions are shown as ~~struck through~~.

Section 2. All remaining provisions of Section 2.10 and 2.70 of the Gladstone Municipal Code are reaffirmed in their entirety.

Section 3. This Ordinance is effective 30 days from the date of adoption.

Approved by the Gladstone City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Michael Milch, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder

ORDINANCE 1525  
EXHIBIT “A”

**Chapter 2.10**  
**BOARDS, COMMISSIONS, AND COMMITTEES GENERALLY**

Sections:

- 2.10.010 Applicability.**
- 2.10.020 Definitions.**
- 2.10.030 Board, commission, and committee appointments.**
- 2.10.040 Removal.**
- 2.10.050 Organization and operation.**

**2.10.010 Applicability.**

This chapter applies to all city boards, commissions, and committees unless mandated otherwise by state statute or city ordinance, including but not limited to the following boards, commissions and committees:

- (1) Budget Committee (ORS [294.336](#));
- (2) ~~Senior Center~~ [Community Center](#) Advisory Board;
- (3) *Repealed by Ord. [1506](#).*
- (4) Park and Recreation Advisory Board;
- (5) Planning Commission (ORS [227.090](#));
- (6) Traffic Safety Advisory Board; and
- (7) Audit Committee.

**History:** Ord. [1484](#) §1 (Exh. A), 2018; Ord. [1506](#) §1 (Exh. A), 2020.

**2.10.020 Definitions.**

“Ad hoc” means a public body created by Council for a particular purpose, issue, or need.

“Board” means a public body created by ordinance or resolution which acts in an advisory capacity to the Council in all matters set forth by the enactment establishing the board.

“Commission” means a public body created by ordinance or resolution which acts as a decision making body on behalf of the Council in all matters set forth by the enactment establishing the commission.



“Committee” means a public body other than a board or commission. Each committee has the authority and responsibility established for it by this code and by Oregon law as applicable.

**History:** Ord. [1484](#) §1 (Exh. A), 2018.

**2.10.030 Board, commission, and committee appointments.**

(1) Any individual or group is encouraged to submit names for consideration to the city. Unless otherwise specified, all members must be residents of the city.

(2) Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, commission, or committee. In the event of any inconsistencies between this chapter and any chapter relating to a specific board, commission, or committee, the specific chapter shall control.

(3) In order to become more familiar with the applicants' qualifications, the Council may interview all applicants for a vacancy.

(4) Unless otherwise specified, all boards, commissions and committees will consist of seven members. The City Council may assign liaisons to boards, commissions and committees.

(5) Council members may not serve as voting members.

(6) Reappointment to a board, commission, or committee shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, commission, or committee and ~~his or her~~ **their** stated willingness to continue. No person may serve more than two successive terms on the Budget Committee unless there is an interval of at least one term prior to the reappointment.

(7) Consideration should be given to residents outside the city when the board, committee, or commission or function serves residents outside city boundaries.

(8) No individual should be considered for appointment to a position on any board, commission, or committee where a conflict of interest may result. Board, commission, and committee members are public officials and shall not participate in any proceeding or action to gain a financial benefit or to avoid a financial cost for themselves or a relative, any business in which the member is serving or has served within the previous two years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. A relative includes the public official's spouse or domestic partner and children, siblings, spouses of siblings, or parents of the public official and spouses. If the public official has a legal support obligation for an individual or provides

or receives benefits from another individual, they also may be defined as a relative of the public official. Any actual or potential conflict of interest shall be disclosed at the meeting of the board, commission, or committee.

(9) Board, commission, and committee vacancies are filled by appointment of the Council. Appointments are made for terms not to exceed four years and will expire the last day of December unless mandated by state statute or by the city ordinance that established the board, commission, or committee. All board, commission, and committee members shall serve without compensation.

(10) Individuals may not be appointed to more than two boards, commissions or committees at one time. If an individual is serving on more than one board, commission or committee they may not serve as the chair of both. This limitation does not apply to service on the City Budget Committee.

**History:** Ord. [1484](#) §1 (Exh. A), 2018; Ord. [1495](#) §1 (Exh. A), 2018; Ord. [1506](#) §1 (Exh. A), 2020.

#### **2.10.040 Removal.**

Members of a board, committee, or commission serve at the pleasure of the City Council and, except as may be limited or prohibited by law, may be removed at any time and for any reason by a majority vote of the City Council. Members of a board, committee or commission who are absent from more than three regular meetings in a calendar year are considered to have resigned from the board, committee or commission.

**History:** Ord. [1484](#) §1 (Exh. A), 2018.

#### **2.10.050 Organization and operation.**

(1) Annual Work Plan. Each board, commission, and committee shall prepare an annual work plan which will have elements of the city's strategic plan. These work plans shall be discussed with and approved by the City Council in a joint work session.

(2) Staff Support. The city will provide for necessary staff support for the board, commission, or committee including postage, meeting place, administrative support service, new member orientation and training.

(3) Meetings. Staff sets the agenda. Each board, commission, or committee should meet at least once each month or as needed to conduct its business and shall meet on the call of the staff person in conjunction with the chairperson. All meetings shall be subject to the requirements of ORS [192.610](#) to [192.690](#) (Open Meetings Law). A majority of the voting members shall constitute a quorum for the conduct of business and concurrence of a majority of those members present shall be

required to decide any matter. These meetings shall be an opportunity for public involvement in the discussion of issues relating to that particular board, commission, or committee.

(4) Authority to Bind. Neither a board, commission, nor committee, as a whole, or any member or members individually or collectively, shall exercise authority to bind the city, its officers or agents to financial commitment or obligations. Any funding for projects must be budgeted by the Council, and authorized expenditures presented to the staff for payment. The city may enter into agreements with other public agencies, associations, and individuals for services which will assist the board, commission, or committee in carrying out elements of its work plan.

(5) Annual Reports and Minutes. Each board, commission, or committee shall report on its activities in a work session with the City Council at least annually. The audio or written minutes for each board, commission, or committee shall be made available to Council for information.

(6) Chairperson and Vice-Chairperson. At its first meeting in January of each year members of the committee shall elect a chairperson and vice-chairperson.

(7) Ethics Law. Board, commission, and committee members appointed by the Council are considered “public officials.” As such, they are expected to abide by the Oregon Government Ethics Law of the State of Oregon (ORS [244.010](#) to [244.400](#)).

(8) Boards, commissions, and committees may be asked to provide comments to other advisory bodies and staff when matters under consideration relate to their functional area of expertise.

**History:** Ord. [1484](#) §1 (Exh. A), 2018.

**Chapter 2.70**  
**SENIOR-CENTER COMMUNITY CENTER ADVISORY BOARD**

Sections:

**2.70.010 Established—Purpose.**

**2.70.020 Membership—Qualifications.**

**2.70.010 Established—Purpose.**

The ~~Senior-Center~~ Community Center Advisory Board is established for the purpose of advising the City Council and the ~~Senior-Center~~ Community Center – The Spirit of Generations staff regarding the needs of ~~senior citizens~~ a multi-generational community. The Board shall be responsible for, but not limited to, the following activities:

- (1) Reviewing and commenting on rules and policies for the operation of the ~~Senior-Center~~ Community Center- The Spirit of Generations;
- (2) Commenting on the acceptance or rejection of donations of real or personal property or funds donated to the ~~Senior-Center~~ Community Center – The Spirit of Generations;
- (3) Commenting on the annual operating budget for the ~~Senior-Center~~ Community Center – The Spirit of Generations;
- (4) Commenting on sites for ~~senior~~ community services buildings or for location of ~~senior~~ community services facilities;
- (5) Create and appoint members to ad-hoc committee with a specific purpose, issue, or event for the Community Center – The Spirit of Generations;
- (~~5~~ 6) Such other activities as the Council may assign.

**History:** Ord. 1484 §1 (Exh. A), 2018.

**2.70.020 Membership—Qualifications.**

It is desirable that an applicant be familiar with and willing to support the ~~Senior-Center~~ Community Center – The Spirit of Generations and its programs, understand the needs of the Gladstone area seniors and the general community relative to senior multi-generational programs, have the ability to gather information regarding needs, and have experience in working with committees or other task groups.

**History:** Ord. 1484 §1 (Exh. A), 2018.





# City of Gladstone Staff Report

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Report Date: September 5, 2023  
Meeting Date: September 12, 2023  
To: Gladstone City Council  
From: Nancy McDonald, Human Resources Consultant

## AGENDA ITEM

Consider approval of Resolution 1225, a resolution authorizing the establishment of 401(a) money purchase plans through MissionSquare (aka ICMA RC) for executive management employees.

## History/Background

Since the spring of 2020, the beginning of the global COVID-19 Pandemic, the recruitment market for employees has become much more competitive; there are fewer people applying for open positions. Also, the ability for employers to retain qualified staff has also become much more difficult, especially for local governments which do not have much flexibility in their compensation packages. While Gladstone offers competitive wages and benefits, we are limited by the size of our organization and our personnel services budget. Larger public agencies have the ability to offer higher wages and larger benefit packages, yet we still have a need to be able to compete for people talent. One of the best ways to address this issue is by offering options to employees that do not increase the cost of wages and benefits; below are some examples.

For years employers have had the option of offering employees the ability to participate in cafeteria plans, usually through their health care administrator, which provides an employee options to set aside tax free dollars (according to federal limitations) to pay for dependent day care and health expenses which are not covered by their insurance. This type of plan is advantageous to employees who have dependents and incur higher health care expenses. Employees can purchase at their cost, additional life insurance, short term disability insurance, and other income supplemental insurance types of coverages for themselves and their dependents.

Public agencies also have had the option of establishing 401(a) Money Purchase Plan(s) and/or 457 Deferred Compensation Plans where employees can contribute tax deferred contributions. Some employers set this type of plan up with an employer matching contribution; Gladstone's existing 457 plans are only funded by the employee and other than the cost and time incurred by the administration of the plan this is a wonderful no-cost benefit provided by the City. These two plans are very similar however, the 401(a) plan design is best suited for attracting, retaining and rewarding executive employees.

The 401(a) plan offers more flexibility when negotiating compensation packages as contribution directives of either employee or employer can be stipulated in an Administrator's Employment Contract and/or in other executive's formal offer of employment letter. Employer contributions can be tied to a vesting schedule, based on years of service and include conversions of paid leave time; employee contributions belong 100% to the employee and allow for flexible distributions and full portability. Contributions are allocated according to the formula specified in each plan. Taxable distributions due to disability, death or after the age 55 and severance from employment avoid the IRS 10% early withdrawal penalty. Contributions can be amended, but must be substantial and recurring. The 401(a) has a current maximum contribution of \$66,000 which is not affected by the 457 plan current regular maximum contribution of \$22,500.

**Proposal**

Request that the City Council review the attached sample document, a copy of a MissionSquare/ICMA Retirement Corporation Prototype Money Purchase Plan and Trust Adoption Agreement, and direct the City Administrator to execute all necessary agreements with MissionSquare/ICMA Retirement Corporation to implement such plan(s) for the Gladstone's Executive Management Employees. Executive management employees include the City Administrator, Police Chief, City Recorder, Public Works Director, Finance Director, and Community Services Manager.

**Options**

1. City Council deny establishment of the 401(a) Money Purchase Plan and Trust Adoption Agreement(s) as a recruitment and retention strategy and request staff to research other options.

**Cost Impact**

Initial ICMA Plan set-up fee is de minimis; .55% per annum employee account fee; all transactions handled electronically through normal Gladstone Payroll process which is already set-up for contributions to the MissionSquare/ICMA 457 Deferred Compensation Account.

**Recommended Staff Action**

Staff recommends the City Council approve 401(a) Money Purchase Plan and Trust Adoption Agreement(s) with the initial plan set up for the City Administrator having an effective date of October 1, 2023 or as soon as possible thereafter; subsequent Agreements will be established after discussion with other Executive Management Employees, either current or resulting from future recruitments.

***"I move to approve Resolution 1225 to authorize the establishment of 401(a) money purchase plans through MissionSquare (aka ICMA RC) for executive management employees."***

*Nancy McDonald* 9/15/23  
Department Head  
Signature Date

*Jacqueline M. B...* 9/16/23  
City Administrator  
Signature Date

Attachment: Sample MissionSquare/ICMA Retirement Corporation Prototype Money Purchase Plan and Trust Adoption Agreement



**RESOLUTION 1225**

***A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A  
401(a) MONEY PURCHASE PLAN THROUGH MISSIONSQUARE (aka ICMA RC)  
FOR EXECUTIVE MANAGEMENT EMPLOYEES***

**WHEREAS**, the City of Gladstone needs to be competitive in the recruitment and retention of executive management employees that are rendering valuable City services, and

**WHEREAS**, the establishment of a 401(a) money purchase retirement plan is an instrument by which executive level management employees can contribute or direct a portion of their City-provided compensation into a tax deferred fund as a supplement to their retirement benefits or to be paid to their beneficiaries in the event of their death; and

**WHEREAS**, the City of Gladstone desires that its money purchase retirement plan be administered by MissonSquare (aka ICMA RC) and that the funds held in such plan be invested in VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans,

**WHEREAS**, the City of Gladstone Human Resources Consultant proposed the establishment of 401(a) Plans in addition to the City's existing 457-Deferred Compensation Plans in order to allow executive employees to maximize their retirement savings.

**NOW THEREFORE, BE IT RESOLVED**, the City of Gladstone hereby resolves as follows:

**Section 1.** That the City hereby establish an initial money purchase retirement plan (the "Plan") in the form of:

- a. The MissionSquare/ICMA Retirement Corporation Prototype Money Purchase Plan and Trust, pursuant to the specific provisions of the City of Gladstone Adoption Agreement (sample copy attached hereto).
- b. The City Council hereby directs the City Administrator to execute a Declaration of Trust of VantageTrust, intending this adoption to be operative with respect to any retirement or deferred compensation plan subsequently established by the City, if the assets of the plan are to be invested in VantageTrust.
- c. The City hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the MissionSquare/ICMA Retirement Trust.

**Section 2.** An initial Plan shall be established and maintained for the City Administrator and his/her beneficiaries. Subsequent Plans may be established and maintained for the remainder of the Executive Management Staff and their beneficiaries.

**Section 3.** The City Council authorizes the City Administrator to be the coordinator for the Plan(s); shall receive reports, notices, etc. from MissionSquare/ICMA Retirement Corporation or Vantage Trust; shall cast, on behalf of the City, any required votes under VantageTrust; and may delegate any administrative duties relating to the Plan(s) to appropriate Administration or Finance staff.

**Section 4.** That the City Council hereby authorizes the City Administrator to execute all necessary agreements with MissionSquare/ICMA Retirement Corporation incidental to the administration of the Plan(s).

This Resolution adopted by the Gladstone City Council and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Michael Milch, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder

# 401(a) Executive Compensation Plans

## TAX ADVANTAGES

- Participants pay no income taxes on contributions or earnings until they are received by them or their beneficiary.
- Tax-deferral maximizes the compounding value and increases the participant's ultimate retirement income.
- Flexible distributions and full portability

## PLAN FEATURES

- Ability to cover only key employees.
- Eligibility requirements can include up to age 21 and two years of service (1,000 hours each year).
- Contributions can be amended, but must be substantial and recurring.
- Contributions are allocated according to the formula specified in the plan.
- Ownership of an Employee's account can be tied to a vesting schedule based on years of service.
- The participant's vested account balance is payable upon retirement, severance from employment, disability or death.
- Taxable distributions on account of disability, death or after age 55 and severance from employment avoid the IRS 10% early withdrawal penalty.
- Employees can defer any or all distributions until they are subject to IRS minimum distribution rules at the later of age 72 or actual retirement.
- Younger and long-term Employees benefit the most because they have more contribution opportunities and a longer period of tax-deferred earnings.

## CONTRIBUTIONS

- Matching contributions can be based on 457 salary deferrals.
- The Employer's contribution is limited to 25% of the participant's aggregate compensation.
- The maximum annual addition to a participant's account is 100% of their compensation, subject to a \$66,000 annual limit (2023).
- Mandatory Employee pre-tax salary deferrals are available [414(h) Pick up].

## PLAN SUITABILITY

- Flexibility in making contributions
- Cost effective and easy-to-understand plan
- Attract, Retain, and reward Key Employees.

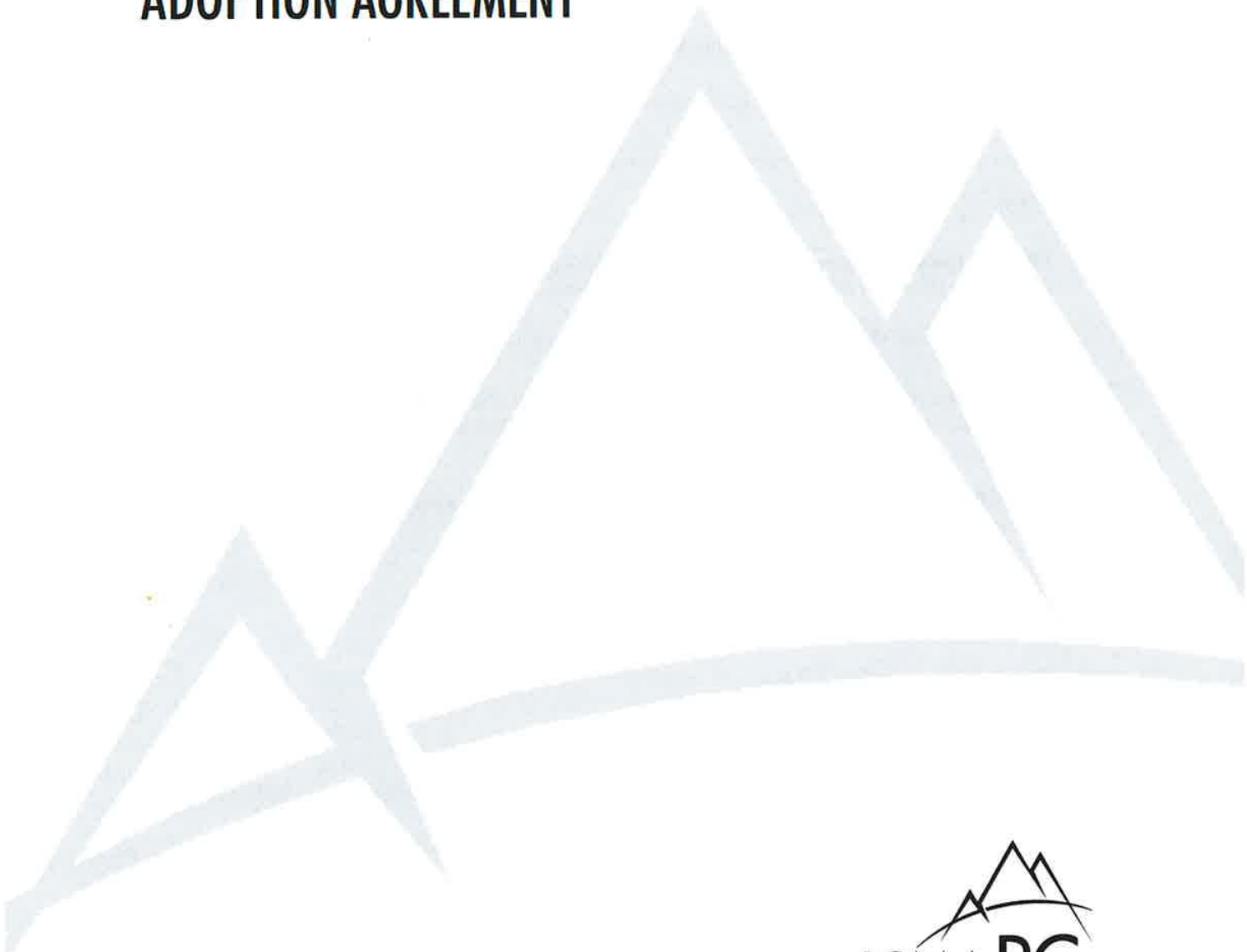
## ADVANTAGES OF USING A 401(a) DEFINED CONTRIBUTION PLAN FOR EMPLOYER CONTRIBUTIONS

- No offset against the 457 Plan contribution limit.
- Contributions are not subject to FICA tax as in a 457 Plan.
- A vesting schedule can apply to the contributions.
- Participant loans can be made available.
- The IRS 10% early withdrawal penalty can be avoided after age 55 (instead of 59½).



**ICMA RETIREMENT CORPORATION**

**GOVERNMENTAL MONEY PURCHASE PLAN & TRUST  
ADOPTION AGREEMENT**



**ICMA RETIREMENT CORPORATION  
GOVERNMENTAL MONEY PURCHASE PLAN & TRUST  
ADOPTION AGREEMENT**

Plan Number 10- \_\_\_\_\_

The Employer hereby establishes a Money Purchase Plan and Trust to be known as \_\_\_\_\_  
\_\_\_\_\_ (the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase  
Plan and Trust.

This Plan is an amendment and restatement of an existing defined contribution money purchase plan.

Yes                       No

If yes, please specify the name of the defined contribution money purchase plan which this Plan hereby amends and restates:

\_\_\_\_\_

**I. Employer:** \_\_\_\_\_

**II. Effective Dates**

1. **Effective Date of Restatement.** If this document is a restatement of an existing plan, the effective date of the Plan shall be January 1, 2007 unless an alternate effective date is hereby specified: \_\_\_\_\_

(Note: An alternate effective date can be no earlier than January 1, 2007.)

2. **Effective Date of New Plan.** If this is a new Plan, the effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate Effective Date is hereby specified:  
\_\_\_\_\_

3. **Special Effective Dates.** Please note here any elections in the Adoption Agreement with an effective date that is different from that noted in 1. or 2. above.

(Note provision and effective date.)

**III. Plan Year will mean:**

- The twelve (12) consecutive month period which coincides with the limitation year. (See Section 5.03(f) of the Plan.)
- The twelve (12) consecutive month period commencing on \_\_\_\_\_ and each anniversary thereof.

**IV. Normal Retirement Age shall be age \_\_\_\_\_ (not to exceed age 65).**

*Important Note to Employers:* Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. An age under 55 is presumed not to satisfy this requirement, unless the Commissioner of Internal Revenue determines that the facts and circumstances show otherwise.

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, applies in the case of a plan where substantially all of the participants in the plan are qualified public safety employees within the meaning of section 72(t)(10)(B) of the Code, in which case an age of 50 or later is deemed not to be earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

## V. ELIGIBILITY REQUIREMENTS

1. The following group or groups of Employees are eligible to participate in the Plan:

- All Employees
- All Full Time Employees
- Salaried Employees
- Non union Employees
- Management Employees
- Public Safety Employees
- General Employees
- Other Employees (Specify the group(s) of eligible employees below. Do not specify employees by name. Specific positions are acceptable.) \_\_\_\_\_

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment. **Note:** As stated in Sections 4.07 and 4.08, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. The Employer hereby waives or reduces the requirement of a twelve (12) month Period of Service for participation. The required Period of Service shall be (write N/A if an Employee is eligible to participate upon employment)\_\_\_\_\_.

If this waiver or reduction is elected, it shall apply to all Employees within the Covered Employment Classification.

3. A minimum age requirement is hereby specified for eligibility to participate. The minimum age requirement is \_\_\_\_\_ (not to exceed age 21. Write N/A if no minimum age is declared.)

## VI. CONTRIBUTION PROVISIONS

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Participant Contributions under Option B.)

**Fixed Employer Contributions With or Without Mandatory Participant Contributions.** (If Option B is chosen, please complete section C.)

A. Employer Contributions. The Employer shall contribute on behalf of each Participant \_\_\_\_\_% of Earnings or \$ \_\_\_\_\_ for the Plan Year (subject to the limitations of Article V of the Plan).

Mandatory Participant Contributions

are required     are not required

to be eligible for this Employer Contribution.

B. Mandatory Participant Contributions for Plan Participation.

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

Yes                       No

Employee Opt-In Mandatory Contributions. Each Employee eligible to participate in the Plan shall be given the opportunity to irrevocably elect to participate in the Mandatory Participant Contribution portion of the Plan by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

Yes                       No

Contribution Schedule.

- (i) \_\_\_\_\_% of Earnings,
- (ii) \$ \_\_\_\_\_, or
- (iii) a whole percentage of Earnings between the range of \_\_\_\_\_ (*insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)*), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions<sup>1</sup> (pick up is required if Option A is not selected).

Yes                       No (*"Yes" is the default provision under the Plan if no selection is made.*)

- C. Election Window (Complete if Option B is selected):  
Newly eligible Employees shall be provided an election window of \_\_\_\_\_ days (no more than 60 calendar days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to contribute as follows:

- A. Fixed Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant \_\_\_\_\_% of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed \_\_\_\_\_% of Earnings or \$ \_\_\_\_\_. Under this option, there is a single, fixed rate of Employer contributions, but a Participant may decline to make the required Participant contributions in any Plan Year, in which case no Employer contribution will be made on the Participant's behalf in that Plan Year.
- B. Variable Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):  
\_\_\_\_\_ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Participant contributions exceeding \_\_\_\_\_% of Earnings or \$ \_\_\_\_\_);

---

<sup>1</sup> Neither an IRS advisory letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).



PLUS \_\_\_\_\_% of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate \_\_\_\_\_% of Earnings or \$ \_\_\_\_\_).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ \_\_\_\_\_ or \_\_\_\_\_% of Earnings, whichever is \_\_\_\_\_ more or \_\_\_\_\_ less.

3. Each Participant may make a voluntary (unmatched), after tax contribution, subject to the limitations of Section 4.05 and Article V of the Plan:

Yes       No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

\_\_\_\_\_

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

\_\_\_\_\_

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

A. Plan contributions will be made based on differential wage payments:

Yes       No (*"Yes" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective beginning January 1, 2009 unless another later effective date is filled in here:

\_\_\_\_\_

B. Participants who die or become disabled will receive Plan contributions with respect to such service:

Yes       No (*"No" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective for participants who died or became disabled while performing qualified military service on or after January 1, 2007, unless another later effective date is filled in here:

\_\_\_\_\_

**VII. EARNINGS**

Earnings, as defined under Section 2.09 of the Plan, shall include:

- 1. Overtime  
 Yes                       No
- 2. Bonuses  
 Yes                       No
- 3. Other Pay (specifically describe any other types of pay to be included below)

**VIII. ROLLOVER PROVISIONS**

- 1. The Employer will permit rollover contributions in accordance with Section 4.12 of the Plan:  
 Yes                       No (*"Yes" is the default provision under the Plan if no selection is made.*)
- 2. Direct rollovers by non-spouse beneficiaries are effective for distributions after 2006 unless the Plan delayed making them available. If the Plan delayed making such rollovers available, check the box below and indicate the later effective date in the space provided.  
 Effective Date is \_\_\_\_\_.  
*(Note: Plans must offer direct rollovers by non-spouse beneficiaries no later than plan years beginning after December 31, 2009.)*

**IX. LIMITATION ON ALLOCATIONS**

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

- 1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply unless another method has been indicated below.  
 Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any excess amounts, in a manner that precludes Employer discretion.)
- 2. The Limitation Year is the following 12 consecutive month period: \_\_\_\_\_
- 3. Unless the Employer elects a delayed effective date below, Article 5 of the Plan will apply to limitations years beginning on or after July 1, 2007. \_\_\_\_\_

*(The effective date listed cannot be later than 90 days after the close of the first regular legislative session of the legislative body with authority to amend the plan that begins on or after July 1, 2007.)*

**X. VESTING PROVISIONS**

The Employer hereby specifies the following vesting schedule, subject to (1) the minimum vesting requirements and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percent – from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

Period of Service Completed	Percent Vested
Zero	%
One	%
Two	%
Three	%
Four	%
Five	%
Six	%
Seven	%
Eight	%
Nine	%
Ten	%

**XI. WITHDRAWALS AND LOANS**

1. In-service distributions are permitted under the Plan after a participant attains (select one of the below options):
  - Normal Retirement Age
  - Age 70½ (*"70½" is the default provision under the Plan if no selection is made.*)
  - Alternate age (after Normal Retirement Age): \_\_\_\_\_
  - Not permitted at any age
  
2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.
  - Yes                       No (*"Yes" is the default provision under the plan if no selection is made.*)
  
3. Tax-free distributions of up to \$3,000 for the direct payment of qualifying insurance premiums for eligible retired public safety officers are available under the Plan.
  - Yes                       No (*"No" is the default provision under the Plan if no selection is made.*)
  
4. In-service distributions of the Rollover Account are permitted under the Plan, as provided in Section 9.07.
  - Yes                       No (*"No" is the default provision under the Plan if no selection is made.*)
  
5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:
  - Yes                       No (*"No" is the default provision under the Plan if no selection is made.*)

**XII. SPOUSAL PROTECTION**

The Plan will provide the following level of spousal protection (select one):

- 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- 2. Beneficiary Spousal Consent Election (Article XII). The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (*"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.*)
- 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If C is selected, the spousal consent requirements in Article XII also will apply.)

**XIII. FINAL PAY CONTRIBUTIONS**

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected.

The following group of Employees shall be eligible for Final Pay Contributions:

- All Eligible Employees
- Other: \_\_\_\_\_

**Final Pay shall be defined as (select one):**

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (*insert definition of Final Pay – must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave*):  
\_\_\_\_\_

- 1. **Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant \_\_\_\_\_ % of Final Pay to the Plan (subject to the limitations of Article V of the Plan).
- 2. **Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute \_\_\_\_ % (insert fixed percentage of final pay to be contributed) or up to \_\_\_\_\_ % (insert maximum percentage of final pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

**XIV. ACCRUED LEAVE CONTRIBUTIONS**

The Plan will provide for accrued unpaid leave contributions annually if either 1 or 2 is selected below.

The following group of Employees shall be eligible for Accrued Leave Contributions:

- All Eligible Employees
- Other: \_\_\_\_\_

**Accrued Leave shall be defined as (select one):**

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (insert definition of accrued leave that is bona fide vacation and/or sick leave):  
\_\_\_\_\_

1. **Employer Accrued Leave Contribution.** The Employer shall contribute as follows (choose one of the following options):

- For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant the unused Accrued Leave in excess of \_\_\_\_\_ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).
- For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant \_\_\_\_\_% of unused Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

2. **Employee Designated Accrued Leave Contribution.**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to contribute \_\_\_\_\_% (insert fixed percentage of accrued unpaid leave to be contributed) or up to \_\_\_\_\_% (insert maximum percentage of accrued unpaid leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

**XV.** The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

**XVI.** The Employer understands that this Adoption Agreement is to be used with only the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust. This ICMA Retirement Corporation Governmental Money Purchase Plan and Trust is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on April 2, 2012, and received approval on March 31, 2014.

The Plan Administrator hereby agrees to inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

**XVII.** The Employer hereby appoints the ICMA Retirement Corporation as the Plan Administrator pursuant to the terms and conditions of the ICMA RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST.

The Employer hereby agrees to the provisions of the Plan and Trust.

**XVIII.** The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.

**XIX.** An adopting Employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code to the extent provided in applicable IRS revenue procedures and other official guidance.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

EMPLOYER

ICMA RETIREMENT CORPORATION  
777 North Capitol St., NE Suite 600  
Washington, DC 20002  
800-326-7272

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_



ICMA RETIREMENT CORPORATION  
777 NORTH CAPITOL STREET, NE | WASHINGTON, DC 20002-4240  
800-669-7400  
[WWW.ICMARC.ORG](http://WWW.ICMARC.ORG)  
BRC000-214-21268-201405-W1303







# City of Gladstone Staff Report

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**Report Date :** August 31, 2023  
**Meeting Date:** September 12, 2023  
**To :** Jacque Betz, City Administrator  
City Council  
**From :** Darren Caniparoli, Public Works Director

## **Agenda Item:**

Consider approval of Resolution 1226, a resolution adopting a Pavement Condition Index (PCI) of 71 for the City of Gladstone Pavement Management Plan.

## **History/Background:**

The City of Gladstone established a Pavement Management Program (PMP) in 2016, at which time a citywide review and rating of roadways within the City of Gladstone was completed. The initial rating provided a Pavement Condition Index (PCI) rating of 67 on a 0-100 scale; a rating of 67 is in the “fair” category. The current funding level of \$400,000 per year will no longer maintain the current PCI of 67.

In March staff brought the Gladstone Pavement Management Plan and Strategies for Street Funding Maintenance to the City Council during a work session. The discussion was informational in nature with discussions about the current state of street maintenance, upcoming street projects, the selection process for maintenance on streets and funding sources.

The process of raising the PCI from its current rating of a 67 (fair) to a 71 (good) will require an estimated investment of \$900,000 per year for the next five years. The effort will consist of both ongoing preventative maintenance such as crack sealing and the annual slurry seal program, as well as more significant rehabilitation repairs such as grind and inlay projects and overlays.

**Cost Impact:**

The investment to improve our roadways and raise the City of Gladstone's PCI will be funded by utilizing funds from both capital improvements and maintenance/operations. Attachment A is a yearly cost assessment and break down based on a PCI of 71.

**Options:**

- Approve and adopt a Pavement Condition Index (PCI) of 71 for the City of Gladstone Pavement Management Plan.
- Do not approve and adopt a Pavement Condition Index (PCI) of 71 for the City of Gladstone Pavement Management Plan.

**Recommended Staff Action:**

Staff recommends the approval of the resolution to adopt a Pavement Condition Index (PCI) of 71 for the City of Gladstone Pavement Management Plan.

***"I move to approve Resolution 1226 to adopt a Pavement Condition Index (PCI) of 71 for the City of Gladstone Pavement Management Plan.***

  
\_\_\_\_\_  
Department Head Signature      9/6/23  
Date

  
\_\_\_\_\_  
City Administrator Signature      9-6-23  
Date

# Attachment A

## Scenarios - Cost Summary

City of Gladstone

Interest: 4.50%

Inflation: 3.00%

Printed: 8/31/2023

Scenario: Increase PCI to 71

Year	PM	Budget	Rehabilitation	Preventative Maintenance	Surplus PM	Deferred	Stop Gap			
2024	20%	\$900,000	II	\$33,401	Non-Project	\$179,856	\$144	\$10,609,095	Funded	\$0
			III	\$0					Unmet	\$69,255
			IV	\$685,096					Project	\$0
			V	\$0						
			Total Project	\$718,497						
2025	20%	\$900,000	II	\$79,520	Non-Project	\$182,730	\$0	\$12,822,621	Funded	\$0
			III	\$0					Unmet	\$17,551
			IV	\$636,758					Project	\$0
			V	\$0						
			Total Project	\$716,278						
2026	20%	\$900,000	II	\$18,171	Non-Project	\$189,952	\$0	\$15,067,506	Funded	\$0
			III	\$0					Unmet	\$17,602
			IV	\$691,872					Project	\$0
			V	\$0						
			Total Project	\$710,043						
2027	20%	\$900,000	II	\$0	Non-Project	\$199,675	\$0	\$18,402,043	Funded	\$0
			III	\$191,577					Unmet	\$22,997
			IV	\$389,010					Project	\$0
			V	\$119,501						
			Total Project	\$700,088						
2028	20%	\$900,000	II	\$0	Non-Project	\$190,056	\$0	\$19,993,655	Funded	\$0
			III	\$0					Unmet	\$9,424
			IV	\$103,722					Project	\$0
			V	\$604,880						
			Total Project	\$708,602						

### Summary

Functional Class	Rehabilitation	Prev. Maint.	Funded Stop Gap	Unmet Stop Gap
Arterial	\$1,421,005	\$218,553	\$0	\$21,044
Collector	\$157,416	\$277,570	\$0	\$9,325
Residential/Local	\$1,975,085	\$446,146	\$0	\$106,461
<b>Grand Total:</b>	<b>\$3,553,506</b>	<b>\$942,269</b>	<b>\$0</b>	<b>\$136,829</b>

#### Assumptions:

- It is assumed that the costs in the Decision Tree are current at the beginning of the analysis for the starting year. Because of this consideration, treatment costs reported at the starting year (January 1st) for the budget needs analysis are not affected by inflation.
- The inflation rate percentage is cumulative through the year, and consequently the treatment costs projected at the beginning of the next year of analysis (January 1st) are affected by the annual inflation rate.

Scenarios Criteria:

Criteria:

**RESOLUTION NO. 1226**

*A Resolution Adopting a Pavement Condition Index (PCI)  
of 71 for the City of Gladstone Pavement Management Plan.*

**WHEREAS**, in 2016 the City of Gladstone established a Pavement Management Program (PMP) which included a citywide review and rating of roadways within city limits; and

**WHEREAS**, the initial rating provided a Pavement Condition Index (PCI) rating of 67 on a 0-100 scale which is placed in “fair” category with a current funding level of \$400,000 per year; and

**WHEREAS**, the City Council discussed the Pavement Management Plan and strategies for street funding maintenance during a work session in March 2023; and

**WHEREAS**, City Council was advised of the process to raise the PCI from its current rating of 67 (fair) to a 71 (good) and would require an estimated investment of \$900,000 per year for five years to improve roadways by utilizing funds from both capital improvements and maintenance/operations.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Gladstone, a municipal corporation of the State of Oregon, the following:

**Section 1:** The City of Gladstone hereby adopt a Pavement Condition Index (PCI) of 71 for the City of Gladstone Pavement Management Plan.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Michael Milch, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder



# City of Gladstone Staff Report

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Report Date: September 5, 2023  
Meeting Date: September 12, 2023  
To: Gladstone City Council  
From: Jacque Betz, City Administrator  
Chad Jacobs, City Attorney

## AGENDA ITEM

Consider approval of Resolution 1227, a resolution adopting council rules for the Gladstone City Council and repealing prior rules.

## BACKGROUND

**Gladstone Charter Chapter III Section 10. Rules, states** “In every odd-numbered year, the council must adopt rules to govern its meetings”.

In 2023, the City Council has spent ample time reviewing the Gladstone City Council Rules to bring them in conformity with the Charter and to make additional changes: This work occurred at the following public sessions:

- April 14, 2023 City Council meeting
- April 25, 2023 City Council work session
- July 25, 2023 City Council works session
- August 8, 2023 City Council meeting

Included in the packet, after the resolution, is a clean version of the City Council Rules.

The second attachment is a “tracked changes” version with ~~strike through~~ in black and new language in **red underlined**.

## STAFF RECOMMENDATION

Staff recommends the following motion:

**“I make a motion to approve Resolution 1227, a resolution adopting council rules for the Gladstone City Council and repealing prior rules.”**

Department Head  
Signature

Date

  
City Administrator  
Signature

9/6/23

Date

**RESOLUTION NO. 1227**

***A RESOLUTION ADOPTING COUNCIL RULES FOR THE GLADSTONE CITY  
COUNCIL AND REPEALING PRIOR RULES***

**WHEREAS**, the Gladstone City Charter Sections 11, 12, and 14 require the City Council to adopt rules to govern its members and proceedings;

**WHEREAS**, the City Council reviewed and edited the existing rules over multiple meetings and work sessions;

**WHEREAS**, the City Council held its final discussion on amendments to the existing rules on August 8, 2023 and directed staff to return with final rules for adoption by resolution;

**WHEREAS**, the City Council finds that the adoption of rules will provide clear and simple procedures for the orderly consideration of Council business and the efficient development and adoption of City policies; and

**WHEREAS**, the City Council finds that it is in the public interest to adopt Council Rules.

**NOW, THEREFORE**, the City of Gladstone Resolves as follows:

**SECTION 1.** The City of Gladstone adopts the Council Rules attached in Exhibit A.

**SECTION 2:** This resolution repeals Resolution No. 1129, which adopted the most recent version of the rules, and repeals any older version of rules governing the Council, its members and the conduct of Council business.

**SECTION 3:** This resolution is effective immediately upon adoption by the City Council.

**ADOPTED** this 12<sup>th</sup> day of September, 2023.

ATTEST:

\_\_\_\_\_  
Michael Milch, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder



**RESOLUTION 1227  
EXHIBIT "A"**

**CITY OF GLADSTONE  
CITY COUNCIL RULES**

**A. AUTHORITY**

City Charter Sections 11, 12 and 14 refer to meetings, quorum and records for Council meetings and require the Council to adopt a resolution relating to those subjects. The Council wishes to comply with the Charter and to adopt a resolution that governs the conduct of its meetings. As required by the Charter, the Council will review these rules in every odd-numbered year. Amendments will be made as necessary. The Council will have clear and simple procedures for considering agenda matters. These rules shall be made available to the public online and at City Hall.

**B. DEFINITIONS** As used in this resolution, the following mean:

- City Commissions: All City commissions, boards, committees, task forces and advisory bodies.
- Council and Council members: The Mayor, the President of the Council and the Councilors.
- Councilors: The Council President and the Councilors.
- Mayor: The Mayor, or in the absence of the Mayor, the President of the Council or other Presiding Officer.

**C. COUNCIL MEETINGS**

1. Regular Meetings to conduct Council business will be held the second Tuesday of each month. Regular meetings will be held at City Hall Council Chambers unless another location is approved by the Council. Council members may participate and vote in Council meetings via telephone, electronically or by other means consistent with the Oregon Public Meetings Law.
2. Work sessions to develop City policy will be held as the need arises. Work sessions may be held in conjunction with Council business meetings. Work session agendas will be developed by the City Administrator in consultation with the City Council. Typically, no public comment will be allowed during work sessions.
3. Special meetings may be called by the Mayor or three members of the Council.
4. Emergency meetings may be called by the Mayor, three members of the Council or City Administrator with less than 24 hours' notice.

5. Executive sessions may be held as permitted by the Oregon Public Meetings Law. Members of the media may only attend executive sessions in person or if meetings are only being held electronically at a space designated by the City Administrator.
6. All meetings will be held in compliance with the Oregon Public Meetings Law.
7. Minutes or their legal equivalent will be taken as provided by the Oregon Public Meetings Law.
8. Telephonic/electronic meetings shall be held in compliance with the Oregon law.
9. A quorum of the council is required to conduct business. Four members of the council are a quorum. A smaller number of the Council may meet and compel attendance of absent members to create a quorum by directing the Chief of Police or the Chief's designee to contact the absent members to compel participation in a manner consistent with these rules and state law including remote participation by telephonic or other electronic means.
10. Attendance at meetings is expected of Council members who should use their best efforts to attend all Council meetings. Excused absences from Council meetings include:
  - Death in the family
  - Illness
  - Family emergency
  - Scheduled vacation; however, Councilors are encouraged when possible to schedule vacations on days other than regularly scheduled meetings
  - Essential business duties
  - On City business
  - Other absences as excused by the Mayor and in case of the Mayor as excused by the Council President

**D. AGENDA**

1. The agenda headings for Council business meetings are generally as follows:
  - CALL TO ORDER
  - ROLL CALL
  - FLAG SALUTE & PLEDGE OF ALLEGIANCE
  - AGENDA ADDITIONS OR CORRECTIONS
  - CONSENT AGENDA
  - CORRESPONDENCE
  - REPORTS AND PRESENTATIONS
  - GLADSTONE CITY EVENT ANNOUNCEMENTS
  - REGULAR AGENDA
  - BUSINESS TO BE CARRIED FORWARD
  - BUSINESS FROM THE AUDIENCE
  - BUSINESS FROM THE COUNCIL
  - ADJOURNMENT

2. The City Administrator will prepare and schedule agenda items. Council members may request that items be placed on an agenda. Council members may make agenda suggestions at any Council meeting or by communication with the City Administrator. Council members will make best efforts to reach consensus at a public meeting on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Council is still in session at 9:30 p.m., then the Council will decide whether to continue with the agenda or move items to a future agenda.
3. Items appropriate for the consent agenda are items that are deemed to be non-controversial and not likely to require separate discussion. The consent agenda is generally approved with one motion. Any Council member may ask that any item be removed from the consent agenda. Upon such request, the item in question will be moved to the new business section of the agenda.

#### **E. COUNCIL DISCUSSIONS AND DECORUM**

1. Council members will conduct themselves so as to bring credit upon the City government by acting in a non-discriminatory manner, keeping informed about matters coming before the Council and abiding by Council decisions, whether or not the member voted on the prevailing side.
2. Councilors will assist the Mayor in preserving order and decorum during Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey rulings of the Mayor or Council rules. When addressing staff or members of the public, Council members will confine themselves to questions or issues under discussion and not engage in personal attacks or impugn the motives of any speaker.
3. The following ground rules will be observed to maintain order and decorum during Council discussions:
  - a. Council members will gather necessary information and ask questions of City staff before meetings.
  - b. Council members will have an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves and not for other Council members.
  - c. Council members will not speak on behalf of the Council, unless they have been authorized by the Council to do so.
  - d. Amendments to proposed ordinances may be appropriate, but input from the City Administrator or the City Attorney will be sought to accomplish the Council members' objectives.
  - e. Council members will be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on only one issue or topic at a time.
  - f. Council members will focus on City issues and avoid becoming involved in "extra-territorial" issues.

- g. The Mayor will recognize Councilors wishing to speak in the order of their requests. The Mayor will provide a Council member with an opportunity to speak before recognizing another Council member. Council members will not interrupt another Council member who has the floor.
  - h. Council members will not disguise statements as questions or use repetition as a way to convince others.
  - i. Council members will keep discussions moving and call for a “process check” if the Council becomes bogged down in discussions.
  - j. Council members may set and adhere to time limits on discussions.
  - k. Council members will refrain from criticizing or attacking each other, City staff or other persons.
  - l. If a Council member wishes to discuss a major policy issue, it will be scheduled on a future agenda and not raised during a current agenda.
4. Public Comment.
- a. The Council shall receive comments from the public:
    - 1. At the time on the agenda for public comment on items not on the agenda;
    - 2. During Gladstone city events announcements;
    - 3. As required for any public hearing; and
    - 4. Before the Council takes final action on any agenda item.
  - b. Citizen and community group testimony forms will be available at each regular business meeting. At the time on the agenda designated for public comment, during any public hearing, and before the Council takes action on any agenda item, any member of the public desiring to address the Council must first fill out a testimony form and when recognized by the Mayor then state his or her name for the record. The Council may set time limits for comments. The Council may request that groups with similar comments choose a spokesperson to present joint remarks.
  - c. During public hearings and public comment on the agenda items, all public comment must relate to the matter under discussion and addressed to the Mayor and Council.
  - d. In general, Council members will not respond to comments from the public, except to ask clarifying questions. Any public requests for Council action will be referred to staff for review before being placed on a future agenda.

## F. MOTIONS

### 1. General.

- a. Council member motions will be clearly and concisely stated. The Mayor will state the name of the Councilor who made the motion and the Councilor who made the second.
- b. The motion maker, Mayor or City Recorder should repeat the motion prior to voting as necessary to provide clarification to the Council.
- c. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes and a point of order do not require a second. .
- d. Discussion of a motion is open to all Council members who wish to address the motion. A Councilor must be recognized by the Mayor before speaking.
- e. The Mayor will ask for a voice vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified under state law from voting. A Council member who does not vote must state the basis for any conflict of interest or other disqualification. The City Recorder will maintain a record of the votes. Any Council member may request a roll call vote on any motion. A roll call vote is always taken when the Council votes on an ordinance.
- f. When more than two options are available to the Council in any single vote to address a matter pending before the Council, the Council may, by motion, decide to use preferential voting. If a motion to use preferential voting on any matter pending before the Council is approved, the Council shall vote on the matter using Ranked Choice Voting in a manner substantially the same as the following:
  - i. Council members will rank the options for a given matter by preference.
  - ii. If an option gains an outright majority of first-preference votes (i.e., 50 percent plus one), that option shall be adopted as the decision of the Council.
  - iii. If, on the other hand, no option gains an outright majority of first-preference votes, the option with the fewest first-preference votes is eliminated.
  - iv. All first-preference votes for the failed option are eliminated, and the second-preference votes of the Council members whose first-preference votes were eliminated shall be counted.
  - v. A new tally will be conducted to determine whether any option has gained an outright majority of the adjusted votes (combined remaining first and second-preference votes).
  - vi. The process is repeated until an option wins a majority of votes cast.
  - vii. If there is a tie, the following process will be used:
    - A. If two or more options are tied with the lowest votes received, a tie-breaker tally shall be generated with scenarios where each tied option is individually considered as a remaining option. The scenarios will be used to determine which of the tied options would receive the most votes and which option(s) would receive the least votes when the other tie vote option(s) are eliminated and the next available

ranking is applied for the tie-breaker tally. No votes will actually be cast during the tie-breaker tally.

- B. After the tie-breaker process is complete, the tie vote option in the scenario that generates the most votes received for that option shall be retained for the next round. The other tie vote option(s) shall be deemed eliminated and the next available ranking from those Council members shall be tallied.
  - C. If a tie vote remains amongst the originally tied options after the tie-breaker process, all tied options shall be eliminated and the next available ranking from those Council members shall be applied to the remaining option(s).
  - D. In the application of preferential voting, if two or more options are tied with the highest votes received after all other options have been eliminated, no decision will be deemed to have been reached, and the Council must re-vote using preferential voting or the Council may, by motion, determine to abandon the use of preferential voting for the matter pending before it..
- g. At the conclusion of any vote, the Mayor will announce the results. Council members who wish to explain the reasons for their votes should do so briefly and succinctly.
2. Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Council.
  3. Tie. A motion that receives a tie vote fails.
  4. Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
  5. Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
  6. Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a Council member calls for the question, each Council member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the Mayor will inquire whether any Council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.
  7. Point of Order. A challenge motion used to correct errors or mistakes of procedure. No vote is required and the Mayor decides the procedural point. The Mayor can confer with the City Attorney if desired.
  8. Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table and reconsider may not be amended.

9. Reconsideration. When a motion has been decided, any Council member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

## **G. COUNCIL MEMBER CONDUCT**

1. Representing City. If a Council member appears before another governmental agency, organization or media to give a statement on an issue, the Council member must state:
  - a. Whether the statement reflects personal opinion or is the official position of the City Council;
  - b. If the Council member is representing the City, the Council member must support and advocate for the official City position on the issue rather than a personal viewpoint.
  - c. Council members should obtain the appropriate permission before representing another Council member's view or position with the media.
2. Identification as an Individual. When an elected official is representing themselves in writing as an individual, they will, to the extent reasonably possible use their title first before their name or take other reasonable steps to ensure that it is clear they are appearing in the written communication as an individual and not on behalf of the Council as a body. For example, the Council member should use Gladstone City Councilor Jackie Jones instead of Jackie Jones, Gladstone City Council.
3. Censure.
  - a. The Council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a Council member substantially violates these rules or state law, the Council may take action to protect Council integrity and discipline the Council member with a public reprimand.
  - b. Before taking any action to publicly reprimand or censure a Council member, the Council must plainly state its concerns in writing or in an open public meeting, and the Council member must have a reasonable opportunity to respond.
  - c. The Council may thereafter investigate the actions of any Council member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(1)(b), the Council member under investigation may request an open hearing.

## **H. CONFIDENTIALITY**

1. Council members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Administrator, City Attorney or others as approved by City Council. Staff

and the City Attorney will endeavor to inform the Council when written materials contain matters of confidentiality under law, provided that a Council member who does not receive such notice must still keep matters of confidentiality under law in complete confidence and has a duty to inquire or conduct other due diligence to determine if written materials contain matters of confidentiality under law.

2. If the Council meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
3. All public statements, information or press releases relating to a confidential matter will be handled by designated staff or a designated Council member.
4. Unless required by law, no Council member may make public the discussions or information obtained in executive session. The Council may censure a member who discloses a confidential matter or otherwise violates these rules.

#### **I. COMMUNICATION WITH STAFF**

1. Council will respect the separation between policy making (Council function) and administration (City Administrator function) by:
  - a. Working with the staff as a team with a spirit of mutual respect and support.
  - b. Except in a Council meeting, not attempting to influence a City employee or the City Administrator concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of development applications or granting of City licenses and permits. However, the sharing of ideas on these matters is appropriate.
  - c. Limiting individual contacts with City staff to the City Administrator, or other designated staff so as not to influence staff decisions or recommendations, interfere with their work performance, undermine the City Administrator authority or prevent the full Council from having the benefit of any information received. To this end, Council members shall not request City staff to perform significant work without the prior approval of the City Administrator, so that workloads and work plans are not adversely impacted.
  - d. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.
2. All written informational material requested by Council members will be submitted by staff to the entire Council with a notation stating who requested the information. In situations where staff provides a copy of an existing document previously provided to the Council, staff will advise the entire Council rather than providing the material to each Council member.



3. The Mayor and City Council will refer any comments or questions regarding City personnel or administration to the City Administrator. The Mayor and City Council may redirect other questions to a Council member or the City Administrator, as appropriate.

## **J. MINUTES**

1. Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council will comply with provisions of ORS 192.650 by containing the following information at a minimum:
  - a. The name of Council members and staff present;
  - b. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
  - c. The result of all votes, including ayes and nays and the names of the Council members who voted and justification if given;
  - d. The substance of the discussion on any matter; and
  - e. Reference to any document discussed at the meeting.
2. The Council may amend the minutes to more accurately reflect what transpired at the meeting. Under no circumstances may the minutes be changed following approval by the Council, unless the Council authorizes such change.
3. The City Recorder or designee will make an audio or video recording of all meetings. The City Recorder will maintain custody of all recordings. The City Recorder is authorized to produce transcripts as required by law.

## **K. ADJOURNMENT**

1. Upon motion and majority vote of the Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
2. Upon the request of a Council member, a short recess may be taken during a Council meeting.
3. A motion to adjourn will be in order at any time except as follows:
  - a. When made as an interruption of a member while speaking; or
  - b. While a vote is being taken.

## **L. BIAS AND DISQUALIFICATION**

1. Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Any challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member should not participate and may not make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Mayor will give the challenged member an opportunity to respond. A motion to accept the

challenge will be accepted and voted upon by the Council minus the challenged member. Such challenges and the Council's decision will be incorporated into the record of the hearing.

2. In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether the member can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, the member has a duty not to participate in proceedings and to leave the Council table.
3. If the Council believes the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.
4. Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law:

A: an actual conflict of interest means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated.

B. A potential conflict of interest means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated.

A "relative" means the spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official or public official's spouse as well as: (1) any individual for whom the public official has a legal support obligation; or (2) any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment.. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

#### **M. EX PARTE CONTACTS AND DISQUALIFICATION**

1. For quasi-judicial hearings, Council members should refrain from having *ex parte* contacts relating to any issue of the hearing. *Ex parte* contacts are those contacts by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts may be either oral statements when other interested parties are not present or written information that other interested parties do not receive.
2. If a Council member has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and before the hearing. The Council member must describe the

substance of the contact and the Mayor will announce the right of interested persons to rebut the substance of the communication. The Council member also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether the member will participate or abstain.

3. For quasi-judicial hearings, a Council member who was absent during the presentation of evidence may not participate in any deliberations or decision regarding the matter, unless the Council member reviews all the evidence and testimony received.

#### **N. OREGON GOVERNMENT ETHICS COMMISSION REQUIREMENTS AND REPORTING**

1. Council members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
2. Council members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Council members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council.
3. In accordance with state law, it is each Council member's responsibility to file all required statements of economic interest with the Oregon Government Ethics Commission.

#### **O. OREGON PUBLIC RECORDS LAW**

1. Right to Inspect. The written record of public business is available, with some important exceptions, to any person. Under ORS 192.420, "every person" has a right to inspect any non-exempt public record.
2. Public Body. The Public Records Law applies to any public body in the state which includes the Council.
3. Records Covered. The definition of "public records" and the ORS 192.420 policy statement make it clear that the records law applies to all government records of any kind. The definition of "public record" includes "any information" prepared, owned, used or retained by a city, relating to an activity, transaction or function of the city, or necessary to satisfy fiscal, legal, administrative or historical policies, requirements or needs of the city. Public records are no longer limited to "documents" and need not be prepared by the city. Records prepared outside government "owned, used or retained" by the city, are within the scope of the records law. This includes e-mails relating to city business sent to and from any Council member whether those e-mails were sent from a Council member's private account or city e-mail account.
4. Exemptions. The records law is primarily a *disclosure* law not a confidentiality law. Exemptions are limited in nature and scope because state policy favors public access to government records. When the city denies a records inspection request, it has the burden of proving that the record information is exempt from disclosure and this determination should be made by the City Attorney.

5. Retention. State laws and regulations govern the retention and destruction of public records. There is no set amount of time that a public record should be retained; the content of the document will determine the retention schedule. For example, an e-mail sent to or from a Council member does not have a set retention schedule; it will depend on the content of the document and then conferral with the City Recorder and City Attorney to determine how long it should be retained. Council members are advised to consult with the City Recorder and City Attorney before destroying public records.

**P. LEGAL ADVICE**

Requests to the City Attorney for advice requiring legal research may not be made by a Council member without the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council members are encouraged to consider consulting with the City Administrator to determine if the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Council member should make requests of the City Attorney through the City Administrator. Exceptions to this are issues related to the performance of the City Administrator and unique or sensitive personal, yet City business-related, requests.

**Q. ROBERT'S RULES**

Robert's Rules of Order Newly Revised Twelfth Edition will be used as the guideline for conduct of Council meetings, except where these Rules specifically apply.

**R. COMMISSIONS, BOARDS, & COMMITTEES**

1. Council Committees.

- a. Pursuant to Section 8 of the Charter, the Mayor appoints members of council committees, which are established by these rules.
- b. The Council may, by motion, create a Council Committee to deal with any matter the Council deems necessary.
- c. Before creating a committee, the Council shall consult with the City Administrator to determine the effect the committee will have on staff's workload and the overall ability of the City to support a new committee.

2. Appointment and Removal.

- a. When a vacancy occurs on City commissions, boards and committees, the City will post notice of the vacancy and accept applications. After a review of the applications received, the Mayor and City Council will, by majority vote, appoint individuals to vacant positions.
- b. When creating an ad hoc committee or a vacancy occurs on an ad hoc committee, City staff and Council will make recommendations to the Mayor who will then appoint the chosen individuals with the consent of the Council by a majority vote at a Council meeting.

- c. Council members will encourage broad participation on City commissions, boards and committees.
  - d. An individual may not serve on more than two City commissions, boards or committees simultaneously, in order to encourage the broadest possible citizen involvement. Any individual serving on two City commissions, boards or committees may not be chairperson of both simultaneously. This limitation does not apply to service on the City Budget Committee, provided that appointive members of the budget committee may not be officers, agents or employees of the City.
  - e. Members of a board, committee, or commission serve at the pleasure of the City Council and, except as may be limited or prohibited by law, may be removed at any time and for any reason by a majority vote of the City Council. Members of a board, committee or commission who are absent from more than three (3) regular meetings in a calendar year are considered to have resigned from the board, committee or commission.
3. Council Member Participation.
- a. Council members will encourage citizen participation in City commissions, boards and committees.
  - b. Council members may and are encouraged to attend meetings so long as a quorum of the Council is not present.
  - c. Council shall: (1) be mindful of their role as individual Council members and not representing the full Council unless specifically authorized to do so, and (2) facilitate full discussion and participation by the regular members of the body.
  - d. Council members should limit their attendance at and participation in meetings at which quasi-judicial public hearings are conducted on matters that are appealable to Council, so as to avoid challenges for bias as set forth in Section L of these rules.

**S. CITY ADMINISTRATOR EVALUATION**

- 1. Criteria. The standards, criteria and policy directives used in the evaluation of the City Administrator will be adopted at a regular Council meeting in accordance with state law.
- 2. Process. The process used for and timing of the City Administrator’s evaluation shall be in conformance with the City Administrator’s contract.
  - a. If the City Administrator’s contract does not set forth an evaluation process, the Council shall delegate authority to one of its members to negotiate a process with the City Administrator and make a recommendation to the Council. The Council shall adopt a process that has been agreed upon by the City Administrator. If no process can be agreed upon, then the Council may adopt its own process.
  - b. If the timing of the City Administrator’s evaluation is not set forth in the Administrator’s contract, the Council may, at its discretion, conduct an evaluation as necessary and in the best interests of the City.

- c. Evaluation sessions will be scheduled in accordance with the City Administrator's decision on whether to hold the evaluation in open or executive session
  - d. Compensation may not be discussed in executive session. The Council may convene with the City Administrator in open session to review any final performance evaluation and discuss compensation.
3. Informal Evaluation. Notwithstanding the foregoing, the Council recognizes the importance of communication and feedback, and accordingly, the Council may, at its discretion, periodically identify concerns to the City Administrator either through individual discussions or through full Council deliberations.
4. Contract. If it is determined that an amendment to the City Administrator's contract is needed, the Council shall direct the City Attorney and Mayor or other designated member of the City Council to prepare any such amendments, which normally will be approved as a consent agenda item at the next regular Council meeting.

**T. COUNCIL EXPENSES**

1. Reimbursement. The Council will follow the same rules and procedures for reimbursement as City employees, as established by City policy. Councilor expenditures for other than routine expenses (e.g., conference registration and travel are examples of non-routine expenses) require Mayor approval. Unless requested otherwise, the City Recorder will coordinate travel accommodations for Councilors.
2. Budget. The Council will review and discuss its proposed annual budget as coordinated by the Mayor and President of the Council and as presented by City staff during a public meeting.

**RESOLUTION ~~1129~~ 1227**  
**EXHIBIT A**

**CITY OF GLADSTONE**  
**CITY COUNCIL RULES**

**A. AUTHORITY**

City Charter Sections ~~113~~, ~~124~~ and ~~145~~ refer to meetings, quorum and records for Council meetings and require the Council to adopt a resolution relating to those subjects. The Council wishes to comply with the Charter and to adopt a resolution that governs the conduct of its meetings. As required by the Charter, the Council will review ~~this resolution~~ these rules in every odd-numbered year at least annually. Amendments will be made as necessary. The Council will have clear and simple procedures for considering agenda matters. These rules shall be made available to the public online and at City Hall.

**B. DEFINITIONS** As used in this resolution, the following mean:

- City Commissions: All City commissions, boards, committees, task forces and advisory bodies.
- Council and Council members: The Mayor, the President of the Council and the Councilors.
- Councilors: The Council President and the Councilors.
- Mayor: The Mayor, or in the absence of the Mayor, the President of the Council or other Presiding Officer.

**C. COUNCIL MEETINGS**

1. Regular Meetings to conduct Council business will be held the second Tuesday of each month. Regular meetings will be held at City Hall Council Chambers unless another location is approved by the Council. Council members may participate and vote in Council meetings via telephone, electronically or by other means consistent with the Oregon Public Meetings Law.
2. Work sessions to develop City policy will be held as the need arises. Work sessions may be held in conjunction with Council business meetings. Work session agendas will be developed by the City Administrator in consultation with the City Council. Typically, no public comment will be allowed during work sessions.
3. Special meetings may be called by the Mayor or three members of the Council.
4. Emergency meetings may be called by the Mayor, three members of the Council or City Administrator with less than 24 hours' notice.

5. Executive sessions may be held as permitted by the Oregon Public Meetings Law. Members of the media may only attend executive sessions in person or if meetings are only being held electronically at a space designated by the City Administrator.
6. All meetings will be held in compliance with the Oregon Public Meetings Law.
7. Minutes or their legal equivalent will be taken as provided by the Oregon Public Meetings Law.
8. Telephonic/electronic meetings ~~may shall~~ be held in compliance with the ~~Oregon Public Meetings Law~~ Oregon law. Council members may participate and vote in Council meetings via telephone, electronically or by other means consistent with the Oregon Public Meetings Law.
9. A quorum of the council is required to conduct business. Four members of the council are a quorum. A smaller number of the Council may meet and compel attendance of absent members to create a quorum by directing the Chief of Police or the Chief's designee to contact the absent members to compel participation in a manner consistent with these rules and state law including remote participation by telephonic or other electronic means.

9.10. Attendance at meetings is expected of Council members who should use their best efforts to attend all Council meetings. Excused absences from Council meetings include:

- Death in the family
- Illness
- Family emergency
- Scheduled vacation; however, Councilors are encouraged when possible to schedule vacations during scheduled Council recesses on days other than regularly scheduled meetings
- Essential business duties
- On City business
- Other absences as excused by the Mayor and in case of the Mayor as excused by the Council President

#### D. AGENDA

1. The agenda headings for Council business meetings are generally as follows:

- CALL TO ORDER
- ROLL CALL
- FLAG SALUTE & PLEDGE OF ALLEGIANCE
- AGENDA ADDITIONS OR CORRECTIONS
- ~~PUBLIC COMMENTS (on topics on non-agenda items)~~
- CONSENT AGENDA
- CORRESPONDENCE
- REPORTS AND PRESENTATIONS
- GLADSTONE CITY EVENT ANNOUNCEMENTS
- REGULAR AGENDA
- BUSINESS TO BE CARRIED FORWARD

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- BUSINESS FROM THE AUDIENCE
- BUSINESS FROM THE COUNCIL
- ADJOURNMENT

2. The City Administrator will prepare and schedule agenda items. Council members may request that items be placed on an agenda. Council members may make agenda suggestions at any Council meeting or by communication with the City Administrator. Council members will make best efforts to reach consensus at a public meeting on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Council is still in session at 9:30 p.m., then the Council will decide whether to continue with the agenda or move items to a future agenda.
3. Items appropriate for the consent agenda are items that are deemed to be non-controversial and not likely to require separate discussion. The consent agenda is generally approved with one motion. Any Council member may ask that any item be removed from the consent agenda. Upon such request, the item in question will be moved to the new business section of the agenda.

**E. COUNCIL DISCUSSIONS AND DECORUM**

1. Council members will conduct themselves so as to bring credit upon the City government by acting in a non-discriminatory manner, keeping informed about matters coming before the Council and abiding by Council decisions, whether or not the member voted on the prevailing side.
2. Councilors will assist the Mayor in preserving order and decorum during Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey rulings of the Mayor or Council rules. When addressing staff or members of the public, Council members will confine themselves to questions or issues under discussion and not engage in personal attacks or impugn the motives of any speaker.
3. The following ground rules will be observed to maintain order and decorum during Council discussions:
  - a. Council members will gather necessary information and ask questions of City staff before meetings.
  - b. Council members will have an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves and not for other Council members.
  - c. Council members will not speak on behalf of the Council, unless they have been authorized by the Council to do so.
  - d. Amendments to proposed ordinances may be appropriate, but input from the City Administrator or the City Attorney will be sought to accomplish the Council members' objectives.

- e. Council members will be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on only one issue or topic at a time.
  - f. Council members will focus on City issues and avoid becoming involved in “extra-territorial” issues.
  - g. The Mayor will recognize Councilors wishing to speak in the order of their requests. The Mayor will provide a Council member with an opportunity to speak before recognizing another Council member. Council members will not interrupt another Council member who has the floor.
  - h. Council members will not disguise statements as questions or use repetition as a way to convince others.
  - i. Council members will keep discussions moving and call for a “process check” if the Council becomes bogged down in discussions.
  - j. Council members may set and adhere to time limits on discussions.
  - k. Council members will refrain from criticizing or attacking each other, City staff or other persons.
  - l. If a Council member wishes to discuss a major policy issue, it will be scheduled on a future agenda and not raised during a current agenda.
4. Public Comment.
- a. The Council shall receive comments from the public:
    - ~~1.~~ 1. At the time on the agenda for public comment on items not on the agenda;
    - ~~1-2.~~ 2. During Gladstone city events announcements;
    - ~~2-3.~~ 3. As required for any public hearing; and
    - ~~3-4.~~ 4. Before the Council takes final action on any agenda item.
  - b. Citizen and community group testimony forms will be available at each regular business meeting. At the time on the agenda designated for public comment, during any public hearing, and before the Council takes action on any agenda item, any member of the public desiring to address the Council must first fill out a testimony form and when recognized by the Mayor then state his or her name for the record. The Council may set time limits for comments. The Council may request that groups with similar comments choose a spokesperson to present joint remarks.
  - c. During public hearings and public comment on the agenda items, all public comment must relate to the matter under discussion and addressed to the Mayor and Council.
  - d. In general, Council members will not respond to comments from the public, except to ask clarifying questions. Any public requests for Council action will be referred to staff for review before being placed on a future agenda.

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## F. MOTIONS

### 1. General.

- a. Council member motions will be clearly and concisely stated. The Mayor will state the name of the Councilor who made the motion and the Councilor who made the second.
- b. The motion maker, Mayor or City Recorder should repeat the motion prior to voting as necessary to provide clarification to the Council.
- c. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes and a point of order do not require a second. .
- d. Discussion of a motion is open to all Council members who wish to address the motion. A Councilor must be recognized by the Mayor before speaking.
- e. The Mayor will ask for a voice vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified under state law from voting. A Council member who does not vote must state the basis for any conflict of interest or other disqualification. The City Recorder will maintain a record of the votes. Any Council member may request a roll call vote on any motion. A roll call vote is always taken when the Council votes on an ordinance.

f. When more than two options are available to the Council in any single vote to address a matter pending before the Council, the Council may, by motion, decide to use preferential voting. If a motion to use preferential voting on any matter pending before the Council is approved, the Council shall vote on the matter using Ranked Choice Voting in a manner substantially the same as the following:

- i. Council members will rank the options for a given matter by preference.
- ii. If an option gains an outright majority of first-preference votes (i.e., 50 percent plus one), that option shall be adopted as the decision of the Council.
- iii. If, on the other hand, no option gains an outright majority of first-preference votes, the option with the fewest first-preference votes is eliminated.
- iv. All first-preference votes for the failed option are eliminated, and the second-preference votes of the Council members whose first-preference votes were eliminated shall be counted.
- v. A new tally will be conducted to determine whether any option has gained an outright majority of the adjusted votes (combined remaining first and second-preference votes).
- vi. The process is repeated until an option wins a majority of votes cast.
- vii. If there is a tie, the following process will be used:
  - A. If two or more options are tied with the lowest votes received, a tie-breaker tally shall be generated with scenarios where each tied option is individually considered as a remaining option. The scenarios will be used to determine which of the tied options would receive the most votes and which option(s) would receive the least votes when the other tie vote option(s) are eliminated and the next available

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- ranking is applied for the tie-breaker tally. No votes will actually be cast during the tie-breaker tally.
- B. After the tie-breaker process is complete, the tie vote option in the scenario that generates the most votes received for that option shall be retained for the next round. The other tie vote option(s) shall be deemed eliminated and the next available ranking from those Council members shall be tallied.
- C. If a tie vote remains amongst the originally tied options after the tie-breaker process, all tied options shall be eliminated and the next available ranking from those Council members shall be applied to the remaining option(s).
- D. In the application of preferential voting, if two or more options are tied with the highest votes received after all other options have been eliminated, no decision will be deemed to have been reached, and the Council must re-vote using preferential voting or the Council may, by motion, determine to abandon the use of preferential voting for the matter pending before it..

f.g. At the conclusion of any vote, the Mayor will announce the results. Council members who wish to explain the reasons for their votes should do so briefly and succinctly.

2. Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Council.
3. Tie. A motion that receives a tie vote fails.
4. Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
5. Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
6. Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a Council member calls for the question, each Council member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the Mayor will inquire whether any Council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.
7. Point of Order. A challenge motion used to correct errors or mistakes of procedure. No vote is required and the Mayor decides the procedural point. The Mayor can confer with the City Attorney if ~~he/she~~ desiress.
8. Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table and reconsider may not be amended.

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9. Reconsideration. When a motion has been decided, any Council member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

## **G. COUNCIL MEMBER CONDUCT**

1. Representing City. If a Council member appears before another governmental agency, organization or media to give a statement on an issue, the Council member must state:
  - a. Whether the statement reflects personal opinion or is the official position of the City Council;
  - b. If the Council member is representing the City, the Council member must support and advocate for the official City position on the issue rather than a personal viewpoint.
  - c. Council members should obtain the appropriate permission before representing another Council member's view or position with the media.

2. Identification as an Individual. When an elected official is representing themselves in writing as an individual, they will, to the extent reasonably possible use their title first before their name or take other reasonable steps to ensure that it is clear they are appearing in the written communication as an individual and not on behalf of the Council as a body. For example, the Council member should use Gladstone City Councilor Jackie Jones instead of Jackie Jones, Gladstone City Council.

### 3. Censure.

- a. The Council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a Council member substantially violates these rules or state law, the Council may take action to protect Council integrity and discipline the Council member with a public reprimand.
- b. Before taking any action to publicly reprimand or censure a Council member, the Council must plainly state its concerns in writing or in an open public meeting, and the Council member must have a reasonable opportunity to respond.
- c. The Council may thereafter investigate the actions of any Council member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(1)(b), the Council member under investigation may request an open hearing.

## **H. CONFIDENTIALITY**

1. Council members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Administrator, City Attorney or others as approved by City Council. Staff

and the City Attorney will endeavor to inform the Council when written materials contain matters of confidentiality under law, provided that a Council member who does not receive such notice must still keep matters of confidentiality under law in complete confidence and has a duty to inquire or conduct other due diligence to determine if written materials contain matters of confidentiality under law.

2. If the Council meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
3. All public statements, information or press releases relating to a confidential matter will be handled by designated staff or a designated Council member.
4. Unless required by law, no Council member may make public the discussions or information obtained in executive session. The Council may censure a member who discloses a confidential matter or otherwise violates these rules.

#### **I. COMMUNICATION WITH STAFF**

1. Council will respect the separation between policy making (Council function) and administration (City Administrator function) by:
  - a. Working with the staff as a team with a spirit of mutual respect and support.
  - b. Except in a Council meeting, not attempting to influence a City employee or the City Administrator concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of development applications or granting of City licenses and permits. However, the sharing of ideas on these matters is appropriate.
  - c. Limiting individual contacts with City staff to the City Administrator, or other designated staff so as not to influence staff decisions or recommendations, interfere with their work performance, undermine the City Administrator authority or prevent the full Council from having the benefit of any information received. To this end, Council members shall not request City staff to perform significant work without the prior approval of the City Administrator, so that workloads and work plans are not adversely impacted.
  - d. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.
2. All written informational material requested by Council members will be submitted by staff to the entire Council with a notation stating who requested the information. In situations where staff provides a copy of an existing document previously provided to the Council, staff will advise the entire Council rather than providing the material to each Council member.

3. The Mayor and City Council will refer any comments or questions regarding City personnel or administration to the City Administrator. The Mayor and City Council may redirect other questions to a Council member or the City Administrator, as appropriate. ▸

#### **J. MINUTES**

1. Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council will comply with provisions of ORS 192.650 by containing the following information at a minimum:
  - a. The name of Council members and staff present;
  - b. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
  - c. The result of all votes, including ayes and nays and the names of the Council members who voted and justification if given;
  - d. The substance of the discussion on any matter; and
  - e. Reference to any document discussed at the meeting.
2. The Council may amend the minutes to more accurately reflect what transpired at the meeting. ~~Upon receipt of the minutes in the Council agenda packet, Council members should read and submit any changes, additions or corrections to the City Recorder so that a corrected copy may be issued prior to the meeting for approval.~~ Under no circumstances may the minutes be changed following approval by the Council, unless the Council authorizes such change.
3. The City Recorder or designee will make an audio or video recording of all meetings. The City Recorder will maintain custody of all recordings, ~~but a Council member may obtain a copy of any recording and the City Recorder will advise the entire Council of request. A Council member may obtain a meeting transcript or partial transcript if it can be produced with nominal staff time. If a transcript would require a significant amount of staff time, the City Recorder may only produce the transcript with Council approval unless the transcript is required to establish a written public record of an interpersonal conflict involving a member of the Council.~~ The City Recorder is authorized to produce transcripts as required by law.

#### **K. ADJOURNMENT**

1. Upon motion and majority vote of the Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
2. Upon the request of a Council member, a short recess may be taken during a Council meeting.
3. A motion to adjourn will be in order at any time except as follows:
  - a. When made as an interruption of a member while speaking; or
  - b. While a vote is being taken.

#### **L. BIAS AND DISQUALIFICATION**

1. Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Any challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member should not participate and may not make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Mayor will give the challenged member an opportunity to respond. A motion to accept the challenge will be accepted and voted upon by the Council minus the challenged member. Such challenges and the Council's decision will be incorporated into the record of the hearing.
2. In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether the member can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, the member has a duty not to participate in proceedings and to leave the Council table.
3. If the Council believes the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.
4. Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law:

A: an actual conflict of interest means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated~~is defined as one that would be to the private financial benefit or detriment of the Council member a relative or a business with which the Council member or a relative is associated.~~

B. A potential conflict of interest means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated~~is one that could be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated.~~

A "relative" means the spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law spouse, children, siblings or parents~~of the public official or public official's spouse as well as: (1) any individual for whom the public official has a legal support obligation; or (2) any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment.~~. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

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**M. EX PARTE CONTACTS AND DISQUALIFICATION**

1. For quasi-judicial hearings, Council members should refrain from having *ex parte* contacts relating to any issue of the hearing. *Ex parte* contacts are those contacts by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts may be either oral statements when other interested parties are not present or written information that other interested parties do not receive.
2. If a Council member has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and before the hearing. The Council member must describe the substance of the contact and the Mayor will announce the right of interested persons to rebut the substance of the communication. The Council member also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether ~~he or she~~ the member will participate or abstain.
3. For quasi-judicial hearings, a Council member who was absent during the presentation of evidence may not participate in any deliberations or decision regarding the matter, unless the Council member reviews all the evidence and testimony received.

**N. OREGON GOVERNMENT ETHICS COMMISSION REQUIREMENTS AND REPORTING**

1. Council members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
2. Council members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Council members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council.
3. In accordance with state law, it is each Council member's responsibility to file all required statements of economic interest with the Oregon Government Ethics Commission.

**O. OREGON PUBLIC RECORDS LAW**

1. Right to Inspect. The written record of public business is available, with some important exceptions, to any person. Under ORS 192.420, "every person" has a right to inspect any non-exempt public record.
2. Public Body. The Public Records Law applies to any public body in the state which includes the Council.
3. Records Covered. The definition of "public records" and the ORS 192.420 policy statement make it clear that the records law applies to all government records of any kind. The definition of "public record" includes "any information" prepared, owned, used or retained by a city, relating to an activity, transaction or function of the city, or necessary to satisfy fiscal, legal,

administrative or historical policies, requirements or needs of the city. Public records are no longer limited to “documents” and need not be prepared by the city. Records prepared outside government “owned, used or retained” by the city, are within the scope of the records law. This includes e-mails relating to city business sent to and from any Council member whether those e-mails were sent from a Council member’s private account or city e-mail account.

4. Exemptions. The records law is primarily a *disclosure* law not a confidentiality law. Exemptions are limited in nature and scope because state policy favors public access to government records. When the city denies a records inspection request, it has the burden of proving that the record information is exempt from disclosure and this determination should be made by the City Attorney.
5. Retention. State laws and regulations govern the retention and destruction of public records. There is no set amount of time that a public record should be retained; the content of the document will determine the retention schedule. For example, an e-mail sent to or from a Council member does not have a set retention schedule; it will depend on the content of the document and then conferral with the City Recorder and City Attorney to determine how long it should be retained. Council members are advised to consult with the City Recorder and City Attorney before destroying public records.

**P. LEGAL ADVICE**

Requests to the City Attorney for advice requiring legal research may not be made by a Council member without the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council members are encouraged to consider consulting with the City Administrator to determine if the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Council member should make requests of the City Attorney through the City Administrator. Exceptions to this are issues related to the performance of the City Administrator and unique or sensitive personal, yet City business-related, requests.

**Q. ROBERT’S RULES**

Robert’s Rules of Order Newly Revised ~~Eleventh~~ Twelfth Edition will be used as the guideline for conduct of Council meetings, except where these Rules specifically apply.

**R. COMMISSIONS, BOARDS, & COMMITTEES, ~~ORGANIZATIONS & MEDIA~~**

1. Council Committees.

- a. Pursuant to Section 8 of the Charter, the Mayor appoints members of council committees, which are established by these rules.
- b. The Council may, by motion, create a Council Committee to deal with any matter the Council deems necessary.
- c. Before creating a committee, the Council shall consult with the City Administrator to determine the effect the committee will have on staff’s workload and the overall ability of the City to support a new committee.

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~~4.2~~ Citizen Appointment and Removal.

- a. When a vacancy occurs on City commissions, boards and committees, the City will post notice of the vacancy and accept applications. After a review of the applications received, the Mayor and City Council will, by majority vote, appoint individuals to vacant positions.
- b. When creating an ad hoc committee or a vacancy occurs on an ad hoc committee, City staff and Council will make recommendations to the Mayor who will then appoint the chosen individuals with the consent of the Council by a majority vote at a Council meeting.
- c. Council members will encourage broad participation on City commissions, boards and committees.
- d. An individual citizen may not serve on more than two City commissions, boards or committees simultaneously, in order to encourage the broadest possible citizen involvement. Any ~~citizen~~ individual serving on two City commissions, boards or committees may not be chairperson of both simultaneously. This limitation does not apply to service on the City Budget Committee, provided that appointive members of the budget committee may not be officers, agents or employees of the City.
- e. Members of a board, committee, or commission serve at the pleasure of the City Council and, except as may be limited or prohibited by law, may be removed at any time and for any reason by a majority vote of the City Council. Members of a board, committee or commission who are absent from more than three (3) regular meetings in a calendar year are considered to have resigned from the board, committee or commission.

~~3.2~~ Council Member Participation.

- a. Council members will encourage citizen participation in City commissions, boards and committees.
- b. Council members may and are encouraged to attend meetings so long as a quorum of the Council is not present.
- c. Council shall: (1) be mindful of their role as individual Council members and not representing the full Council unless specifically authorized to do so, and (2) facilitate full discussion and participation by the regular members of the body.
- d. Council members should limit their attendance at and participation in meetings at which quasi-judicial public hearings are conducted on matters that are appealable to Council, so as to avoid challenges for bias as set forth in Section L of these rules.

**S. CITY ADMINISTRATOR EVALUATION**

- 1. Criteria. The standards, criteria and policy directives used in the evaluation of the City Administrator will be adopted at a regular Council meeting in accordance with state law.

2. Process. The process used for and timing of the City Administrator's evaluation shall be in conformance with the City Administrator's contract.

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- a. If the City Administrator's contract does not set forth an evaluation process, the Council shall delegate authority to one of its members to negotiate a process with the City Administrator and make a recommendation to the Council. The Council shall adopt a process that has been agreed upon by the City Administrator. If no process can be agreed upon, then the Council may adopt its own process.
- b. If the timing of the City Administrator's evaluation is not set forth in the Administrator's contract, the Council may, at its discretion, conduct an evaluation as necessary and in the best interests of the City.
- c. Evaluation sessions will be scheduled in accordance with the City Administrator's decision on whether to hold the evaluation in open or executive session

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2-d. Compensation may not be discussed in executive session. The Council may convene with the City Administrator in open session to review any final performance evaluation and discuss compensation.

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~~a. Evaluation sessions will be scheduled in accordance with the City Administrator's decision on whether to hold the evaluation in open or executive session.~~

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~~b. In February, or in accordance with the current City Administrator contract, Council members and staff designated by Council, if any, will review the elements in the evaluation forms and will provide completed evaluations to the City Recorder by March 1. The City Recorder will forward all sealed envelopes containing evaluations to the City Attorney who will tabulate the results of the evaluation forms.~~

~~e. At the first meeting in March, or in accordance with the current City Administrator contract, the Mayor and Council will meet in executive session to discuss their assessment of the City Administrator's performance and to decide what message will be delivered to the City Administrator. This is also the time, if necessary, to draft the criteria and goals for the upcoming year to discuss with the City Administrator.~~

~~d. At this or a subsequent meeting, the Council will then meet with the City Administrator in an evaluation session. Council summary comments and individual Council member comments will be made. The City Administrator will have an opportunity to respond to all comments. The effect of the evaluation on the City Administrator's employment contract will be discussed. Sufficient time will be allotted for the evaluation discussion with the City Administrator.~~

~~Compensation may not be discussed in executive session. The Council may convene with the City Administrator in open session to review any final performance evaluation and discuss compensation. Any final summary of the evaluation process shall be prepared by the City Attorney and the Mayor.~~

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3. Informal Evaluation. Notwithstanding the foregoing, the Council recognizes the importance of communication and feedback, and accordingly, the Council may, at its discretion, periodically identify concerns to the City Administrator either through individual discussions or through full Council deliberations.

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~~43. Contract. If it is determined that an amendment to the City Administrator's contract is needed, the Council shall direct the City Attorney and Mayor or other designated member of the City Council will to prepare any employment contracts such amendments, which to the City Administrator's contract. Contracts normally will be approved as a consent agenda item at the next regular Council meeting. The evaluation process should be concluded by the end of May each calendar year, although the formal consideration of any contract amendment may occur in the following year.~~

#### T. COUNCIL EXPENSES

1. Reimbursement. The Council will follow the same rules and procedures for reimbursement as City employees, as established by City policy. Councilor expenditures for other than routine expenses (e.g., conference registration and travel are examples of non-routine expenses) require ~~advance~~ Mayor approval. Unless requested otherwise, the City Recorder will coordinate travel accommodations for Councilors.
2. Budget. The Council will review and discuss its proposed annual budget as coordinated by the Mayor and President of the Council and as presented by City staff during a public meeting.



**BUSINESS  
CARRIED  
FORWARD**





**Congress of the United States**  
**House of Representatives**  
**Washington, DC 20515-3705**

June 1, 2023

The Honorable Shailen Bhatt  
Administrator  
Federal Highway Administration  
1200 New Jersey Ave, SE  
Washington, DC 20590

Dear Administrator Bhatt:

In response to intense public opposition, the State of Oregon has paused its plans for controversial tolling in the greater Portland area until 2026.

Although tolling on I-205 and I-5 is a State initiative, the Federal Highway Administration (FHWA) must exercise its due diligence in the process. Public comments raise serious questions about whether tolling by the Oregon Department of Transportation (ODOT), pursuant to the current Environmental Assessment (EA), is in compliance with federal law. I am concerned about ODOT's rushed and truncated process with an EA when the impacts of the proposed tolling program appear to rise to the level of a more deliberate Environmental Impact Statement (EIS).

A project of this magnitude requires understanding the real-world behavior and transportation needs of Oregonians in the region. The reality is that the car is the main means of transportation for many of my constituents and travel alternatives are limited. Moving forward based on a perfunctory EA trivializes the economic and social costs of tolling. Decisions must be in the interests of impacted Oregonians. The proponents of tolling appear to be insulated from its consequences.

Concerns expressed in the comments are numerous and beyond the scope of this letter. That said, a few noteworthy claims demand objective consideration in this process:

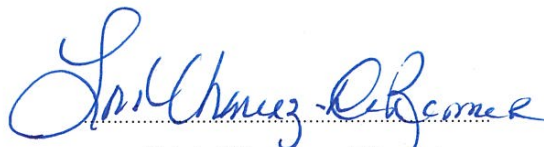
- The asserted issue of congestion is not resolved; traffic will divert from the highway to avoid tolls and increase traffic on nearby city and county roads that experience existing diversion caused by the interstate bottleneck.
- Neighboring communities and nearby rural roads are under-designed to handle the increased traffic volume shown in ODOT's modelling. Practical and safety considerations arise.
- The proposal that tolling will be implemented to pay for a new lane (Phase II) before the lane is built is not sufficiently modeled and threatens unnecessary diversion into local communities during construction.
- The proposed mitigation measures are underwhelming, and the monitoring methodology is insufficient. The EA presumes tolling today with vague assurances for mitigating issues later. I am not aware of a cohesive mitigation plan or strategy.

I am requesting an explanation as to how FHWA is acknowledging these concerns, next steps in the NEPA process, and the determination to resolve the impacts in compliance with all applicable laws and regulations. I request a meeting with you as soon as our staff can make those arrangements.

Sincerely,

A handwritten signature in blue ink that reads "Lori Chavez-DeRemer". The signature is written in a cursive, flowing style.

Lori Chavez-DeRemer  
Member of Congress



(Original Signature of Member)

118TH CONGRESS  
1ST SESSION

# H. R. \_\_\_\_\_

To prohibit authority to provide financial assistance for, or approve, tolling on Interstate Route 5 or Interstate Route 205 in the State of Oregon under certain tolling programs.

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## IN THE HOUSE OF REPRESENTATIVES

Mrs. CHAVEZ-DEREMER introduced the following bill; which was referred to the Committee on \_\_\_\_\_

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## A BILL

To prohibit authority to provide financial assistance for, or approve, tolling on Interstate Route 5 or Interstate Route 205 in the State of Oregon under certain tolling programs.

1 *Be it enacted by the Senate and House of Representa-*  
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “No Tolls on Oregon  
5 Roads Act of 2023”.

1 **SEC. 2. PROHIBITION ON USE OF FUNDS FOR TOLLING ON**  
2 **INTERSTATE ROUTE 5 OR INTERSTATE**  
3 **ROUTE 205.**

4 (a) **CONGESTION RELIEF PROGRAM.**—Section  
5 129(d)(6) of title 23, United States Code, is amended by  
6 adding at the end the following:

7 “(D) **EXCEPTION.**—The Secretary shall  
8 not allow the use of tolls on Interstate Route 5  
9 or Interstate Route 205 in the State of Oregon  
10 as part of a project carried out with a grant  
11 under the program.”.

12 (b) **TOLL ROADS, BRIDGES, TUNNELS, AND FER-**  
13 **RIES.**—Section 129 of title 23, United States Code, is  
14 amended by adding at the end the following:

15 “(e) **PROHIBITION ON TOLLING ON CERTAIN INTER-**  
16 **STATES.**—Notwithstanding this section or any other provi-  
17 sion of law, the Secretary may not approve Federal par-  
18 ticipation in the tolling of Interstate Route 5 or Interstate  
19 Route 205 in the State of Oregon.”.

20 (c) **VALUE PRICING PILOT PROGRAM.**—Section  
21 1012(b)(4) of the Intermodal Surface Transportation Ef-  
22 ficiency Act of 1991 (23 U.S.C. 129 note(b)) is amended  
23 by inserting “, except that the Secretary shall not allow  
24 tolling of Interstate Route 5 or Interstate Route 205 in  
25 the State of Oregon” before the period at the end.