



**GLADSTONE CITY COUNCIL MEETING  
CIVIC CENTER COUNCIL CHAMBERS  
December 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/85091871169?pwd=0xFSZYXuLOaHD8se1L\\_z724bTI\\_CWQ.r\\_3KDWIJUog0YirA](https://us06web.zoom.us/j/85091871169?pwd=0xFSZYXuLOaHD8se1L_z724bTI_CWQ.r_3KDWIJUog0YirA)

Passcode: 313272

Or One tap mobile :

+17207072699,,85091871169#,,,,\*313272# US (Denver); +12532050468,,85091871169#,,,,\*313272# US

Or Telephone:

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

+1 720 707 2699 US (Denver); +1 253 205 0468 US

Webinar ID: 850 9187 1169

Passcode: 313272

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 December 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 December 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**

**PRESENTATION-** Oath of Office Administered to new Gladstone Police Officer Ian Dornfeld

**AGENDA ADDITIONS OR CORRECTIONS**

**CONSENT AGENDA:**

1. Approval of November 14, 2023 Regular Minutes
2. Approval of October Bank Balances
3. Budget Report for Period ending 10-31-2023
4. Approval of October Check Register
5. Legal Costs on Projects for October
6. Department Head Monthly Reports for November 2023

7. Certify the Results of the November 7, 2023 Special Election on Vacant City Council Position #4, Renewal of the Policy Levy and Renewal of the Fire Levy

**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. RESOLUTION 1231 – A RESOLUTION ADOPTING A REVISED MASTER FEE SCHEDULE AND REPEALING RESOLUTION 1228 – UTILITY RATE CHANGES, RIGHT-OF-WAY MINIMUM CHARGES, ADDING PUBLIC WORKS ENGINEERING FEES AND COMMUNITY CENTER SUGGESTED DONATION FEE CHANGES**

Consider approval of Resolution 1231 – a Resolution adopting a revised master fee schedule for utility rate changes, right-of-way minimum charges, street opening one time extension fee, technical plan review/development engineering fees and community center suggested donation fees.

### **11. RESOLUTION 1232 – A RESOLUTION ADOPTING A POLICY FOR SYSTEM DEVELOPMENT CHARGES (SDC) CALCULATIONS IN CONNECTION WITH COMMERCIAL TO RESIDENTIAL CONVERSIONS, AS REQUIRED BY HOUSE BILL (HB) 2984**

Consider approval of Resolution 1232 – a Resolution adopting a policy for SDC calculations in conversion of a building, or portion of, from a commercial use to a residential use, as required by HB 2984.

### **12. OREGON DEPARTMENT OF TRANSPORTATION (ODOT) LOCAL AGENCY CERTIFICATION PROGRAM SUPPLEMENTAL PROJECT AGREEMENT BETWEEN ODOT, CLACKAMAS COUNTY AND CITY OF GLADSTONE, TO DELIVER THE TROLLEY TRAIL BRIDGE PROJECT THROUGH THE LOCAL AGENCY CERTIFICATION PROGRAM**

Consider approval of the ODOT Local Agency Certification Program Supplemental Project agreement between ODOT, Clackamas County and the City of Gladstone, to deliver the Trolley Trail Bridge Project through the Local Agency Certification Program.

### **13. APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSION**

- a. Audit Committee – three applications received for three positions
- b. Budget Committee – two applications received for four positions
- c. Community Center Advisory Board – three applications received for two positions
- d. Park & Recreation Advisory Board – eight applications received for three positions
- e. Planning Commission – six applications received for two positions
- f. Traffic Safety Advisory Board – three applications received for four positions

## **BUSINESS CARRIED FORWARD –**

## **BUSINESS FROM THE AUDIENCE**

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

## **BUSINESS FROM THE COUNCIL –**

## **COUNCIL AGENDA PLANNING DOCUMENT**

## **ADJOURN**

**Upcoming Meeting Dates:**

- January 9, 2024 – City Council Regular Meeting - 6:30 pm.
  - January 23, 2024 – City Council Work Session – 5:30 p.m.
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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.





December

**CONSENT AGENDA**





## **GLADSTONE CITY COUNCIL MEETING MINUTES OF NOVEMBER 14, 2023**

Meeting was called to order by Mayor Milch at 6:31 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; Cathy Brucker, Financial Consultant; John Schmerber, Police Chief; Chad Jacobs, City Attorney; Tami Bannick, City Recorder

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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 October 10, 2023 Regular Meeting Minutes
2. Approval of September Bank Balances
3. Budget Report for Period ending 9-30-2023
4. Approval of September Check Register
5. Legal Costs on Projects for August and September
6. Department Head Monthly Reports for October 2023

*Councilor Huckaby made a motion to approve the Consent Agenda. Motion was seconded by Councilor Alexander. 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.

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

Captain Michael Bauer said the Gladstone station had 136 calls for service, but no fires this month. They participated in the Goblin Gathering – it was awesome.

He and Chief Stewart participated in a reunification drill with the Gladstone School District – it is the process of getting students in touch with parents/guardians in a structured way in the event of a natural disaster, violent event, etc. He said there are some amazing people in the school district and Police Department – they are very proactive.

He said the levy passed – they appreciate the support from the citizens in Gladstone. The District is gearing up for Operation Santa Claus – it’s their 49<sup>th</sup> year of doing it. They go through a parade route with Santa riding on a fire engine. They will have drop sites where people can take food/donations/toys (there are barrels at the Gladstone Fire station). Information is available on their website. They are also participating with Pat McMahan and his old fire engine on the evenings of December 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>.

The October call volume for the entire District was 2,703 calls for service – which is up from previous years. They are working on training new people. Their safety message for the month is related to home heating and holiday safety. Councilor Alexander said Shawn Olson came to the Community Center recently and gave a presentation on fire safety – it is available online. He said that dryer vents can be a safety issue.

**8. GLADSTONE CITY EVENT ANNOUNCEMENTS:**

Bob Everett, representing the Gladstone Rotary Club, said they have bingo games every third Friday of the month at the Gladstone Community Center. This month they are partnering with Agave Dog Rescue. The doors open at 4:30 P.M., bingo starts at 5:30 P.M. – they serve food and drinks. They are making some changes to the games – bigger payouts, etc. Their club volunteers at the Clothes Closet – it is open every Saturday from 10:00 ‘til noon. Anyone in need of children’s/teen’s clothing should feel free to visit. They welcome donations.

**REGULAR AGENDA**

**9. ORDINANCE 1527 – AN ORDINANCE ADOPTING NEW TERMS AND CONDITIONS FOR CONTINUATION OF AN EXCLUSIVE FRANCHISE GRANTED TO THE GLADSTONE DISPOSAL COMPANY FOR SOLID WASTE, YARD DEBRIS, AND RECYCLING SERVICES, AND REPEALING ORDINANCE 1469:**

Ms. Betz said the City currently has a franchise agreement with Gladstone Disposal, which expires December 31<sup>st</sup>, 2026. The only section of the agreement they are referring to tonight is Section 8. She went over some background information as to why they are asking for new language – related to the ice storm debris in 2021 when citizens were allowed to bring yard debris to Meldrum Bar Park. Gladstone Disposal ended up hauling away all the debris. Because of the language in the agreement they were not reimbursed for this (approximately \$45,000 in fees). They asked if the City would consider amending the language. The proposal is that the franchisee shall provide service to the City and to churches located within the City at no charge for routine services, provided, however, that exceptional service, which shall be defined as services for any single event with a cost of more than \$1,000 for churches or \$25,000 for the City, shall be charged at franchise then applicable rates. At some point in the future Ms. Betz and Mr. Jacobs would like to discuss the fact that churches don’t pay for garbage services in general. Gladstone has never had an event that cost more than the ice storm in 2021, so there is risk to the City, but they feel it is minimal. They also feel that if there is such an event in the future that the City would be able to be reimbursed through FEMA (Gladstone Disposal cannot get reimbursed through FEMA).

Councilor Garlington had a question regarding the terms “fees” and “rates”. Ms. Betz gave a scenario/example. Fees are what the haulers pay to the City as their franchise fee. Rates are what the haulers charge the customer.

*Councilor Alexander made a motion to approve Ordinance 1527, an ordinance adopting new terms and conditions for continuation of an exclusive franchise granted to the Gladstone Disposal Company for Solid Waste, Yard Debris, and Recycling Service, specifically Section 8, and repealing Ordinance No. 1469. Motion was seconded by Councilor Cook. Ms. Bannick took a roll call vote: Councilor Cook – yes. Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby. Councilor Garlington – yes. Councilor Roberts – yes. Mayor Milch – yes. Motion passed with a unanimous vote.*

Mr. Jacobs said the ordinance as drafted does not repeal Ordinance 1469, so he recommended that they rescind the previous vote and do another motion adopting Ordinance 1527 because they do not want to repeal Ordinance 1469.

*Councilor Alexander made a motion to approve Ordinance 1527, an ordinance adopting new terms and conditions for continuation of an exclusive franchise granted to the Gladstone Disposal Company for Solid Waste, Yard Debris, and Recycling Service, specifically Section 8. Motion was seconded by Councilor Cook. Ms. Bannick took a roll call vote: Councilor Cook – yes. Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby. Councilor Garlington – yes. Councilor Roberts – yes. Mayor Milch – yes. Motion passed with a unanimous vote.*

**10. RESOLUTION 1230 – SUPPLEMENTAL BUDGET ADJUSTMENT TO THE BUDGET FOR THE BIENNIUM 2023-25:**

Ms. Betz gave some background information. In 2020 the Gladstone Senior Foundation purchased a Kia Sedona minivan for the Community Center to facilitate the transporting of a small number of seniors to and from medical appointments (in place of using a much larger bus). The van was then donated to the City, and it became part of the vehicle fleet. In 2022 the City received grant funds from the Oregon Department of Human Services Office of Aging and People With Disabilities to purchase enhanced transportation at the Community Center. The transportation needs increased, and therefore the City purchased a 10-passenger van. The City sold the Kia Sedona minivan, and the funds were deposited into the General Fund to offset expenditures. Recently the Senior Foundation has requested that the funds from the sale of the minivan (\$25,515) be allocated back to the Foundation so they can use those funds to enhance the lives of local seniors. They propose to use the funds to establish a foundation-administered program subsidizing tram trips for local seniors. They have been good stewards of the Foundation funds, and the City is confident that the requested monies will be beneficial to the seniors in Gladstone. Ms. Brucker went over the Oregon budget law pertaining to this.

*Councilor Cook made a motion to approve Resolution 1230, a supplemental budget resolution adjustment for the Community Center Tram Resource and Appropriation. Motion was seconded by Councilor Huckaby. Discussion: Councilor Garlington said the Foundation are good stewards of our senior population and she hopes that no one would question this. 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.*

**11. DISCUSSION ON USE OF OPIOID SETTLEMENT FUNDS FOR A BEHAVIORAL HEALTH MOBILE CRISIS POSITION IN GLADSTONE:**

Ms. Betz introduced Police Chief John Schmerber and Stacy England, the LPC Mobile Crisis Program Supervisor with Clackamas County. She went over the staff report. She pointed out that they are only talking about committing cash that is in the bank account currently, which is \$51,000. In October of 2022 the City Council decided to move forward with an IGA with Clackamas County to collaborate on using

Gladstone's settlement funds to focus on mental health, housing for detox, and reducing the supply of opioids County-wide.

Chief Schmerber said the Police Department has developed a strong relationship with the Mobile Crisis Team, but there remains limited resources to address mental illness and addiction. The P.D. has responded to 112 calls for service between October 2022 and October 2023 which have been identified as someone in crisis involving mental health, addiction, or a combination of both. These calls typically involve repeated calls for service and the City recognizes that Clackamas County Behavioral Health has an established program which can benefit the Gladstone community. Therefore, staff proposed that they use the settlement monies directly toward the hiring of a mental health service coordinator who is dual certified in mental illness and drug addiction in partnership with Clackamas County Behavioral Health. This would be a two-year pilot project starting when the County hires a qualified person in 2024. The P.D. would have input on the candidates. The person would be housed within the Gladstone P.D. with the ability to interact with officers, respond to calls for service, conduct follow up, and provide proactive outreach to assist those with addiction in crisis in hopes of reducing repeat calls for service. Having a dual-certified coordinator allows for getting immediate resources activated to provide appropriate care to the individuals. The current monies received will not cover the costs associated with the hiring of a full-time mental health service coordinator, but Clackamas County is committed to offset the remaining costs of the position, and the City will also provide in-kind service, such as office space, transportation, and communication.

Ms. England said that any time there is a crisis law enforcement or anyone from the community can call the crisis line and they will triage and see if a mobile response is appropriate. They work 24/7. This position would connect people to the next level of care/intensive support, as well as prevention. They can provide training/kits pertaining to NARCAN.

Mayor Milch asked about budgeting if there are future funds coming. Ms. Brucker said there are restrictions on the funding – it must be opioid-related. There are reporting requirements. They have only budgeted for an estimate for the year. If it ends up being more than the funds that they have appropriated, they will do a supplemental budget adjustment to increase the revenues/expenditures. Ms. England said they are asking the County to use opioid settlement funds to make the position a whole position. Councilor Reichle asked if there are similar positions in any surrounding jurisdictions. Chief Schmerber said that Lake Oswego, West Linn, Oregon City, and Milwaukie all have mental health clinicians. He isn't sure if they are dual certified. Councilor Roberts asked if there is a large pool of qualified candidates for a position like this –

Ms. England said that is an issue and it could take some time to find someone.

There was a consensus from the Council to move forward on this.

## **12. LEAGUE OF OREGON CITIES CONFERENCE DEBRIEF:**

Councilors Huckaby, Garlington, and Ms. Betz attended the conference last month.

Councilor Garlington thanked the City for the opportunity to attend. The opening speaker reminded them to think about the next generation – not the next election. To think about what they want their cities to look like in twenty years and always think about the impact of their decisions on the generation to come. She went over the sessions she attended and what she learned from them. She thanked staff and the City attorneys for their support.

Ms. Betz went over what she got out of the conference as well. She would like the federal government to allocate more funds like they did with ARPA without needing to apply/compete with each other. It's not just small cities who are having issues with finding revenue sources. Gladstone is trying to do the best it can with what it has and there will never be enough resources available to meet all the needs of the

community. They are thoughtfully spending within their means. She talked about a program called Clackamas Drop (located in Milwaukie) that is staffed by peer support specialists who are committed to helping young adults empower themselves and successfully transition to adulthood. They can also train families to provide peer support when services are not available.

Councilor Huckaby said she made some great connections. She learned that if a teenager has four influential adults in their life there is a 98% chance of graduation. She took a tour of the country fair in Veneta – it was amazing. She encouraged everyone to check it out.

**BUSINESS CARRIED FORWARD:**

None.

**BUSINESS FROM THE AUDIENCE:**

None.

**BUSINESS FROM THE COUNCIL:**

**Councilor Reichle:**

She attended the Parks & Rec Board meeting last night. There was a presentation from Metro pertaining to a bond/Local Share Program that was approved in 2019 and how Gladstone can utilize that bond funding. There is approximately \$850,000 available to invest in our parks. The Board is beginning the process of deciding where to use the funds. Community engagement is part of the process. The play equipment for Meldrum Bar Park should be delivered by the end of the month and hopefully installed by the end of the year.

**Councilor Cook:**

They thanked Ms. Betz, Councilor Huckaby and Councilor Garlington for attending the League of Oregon Cities conference and representing Gladstone so well. They heard from two teachers that the biggest challenge in teaching now is the social/emotional learning that kids are dealing with after the pandemic. They are excited to continue the conversation regarding how other communities are serving their students. They said that since the elected positions are unpaid and one unintended result of that is not everybody has equal opportunity to participate in representative government – not everybody can work for free. What you end up with is often disproportionately wealthier and older people who have the flexibility to volunteer in this way. They said the Council does a good job of attempting to represent everybody within their community, even though they are not necessarily a representative cross section of our community. It's something for them to think about. They said they should consider if they have removed every barrier possible.

**Councilor Alexander:**

He said he and the Council have been called hypocritical because they had chances to get diversity on the Council, but they didn't, and now seven white people sit on the Council. He doesn't have an answer for that. He feels there needs to be a conversation about this.

Ms. Betz pointed out that at the November 28<sup>th</sup> work session they will continue to have that conversation on diversity, equity, and inclusion as a Council goal.

**Councilor Garlington:**

She said Friday, November 10<sup>th</sup> was Veterans Day. On October 31<sup>st</sup> of this year President Biden made a proclamation that November 2023 is National Veterans and Military Family Month – he called upon the people of the United States to honor veterans and military families with appropriate ceremonies and



activities. She said Gladstone and the School District have done a remarkable job of doing that and she appreciates it.

She thanked the staff for organizing another great Halloween festival (Police Department, Fire Department, City staff, and citizens).

She reminded everyone that if their leaf pile will fit in their yard debris can, please use it to keep leaves out of storm drains.

She thanked the voters who turned out on Election Day. The Council doesn't have to reconfigure any parts of the Police/Fire budget. They have a permanent Council member now – Councilor Cook.

She attended the School Board meeting last week – they are doing a lot of good work.

She also attended the Parks Board meeting to see the Metro presentation. She is excited about the direction the Parks Board is going.

She reminded anyone who is currently serving on our committees/boards/commissions to reapply if you would like to keep your position. She encouraged anyone who is thinking about applying to go ahead and apply. Applications are due by December 5<sup>th</sup>.

On December 9<sup>th</sup>, from 10:00 A.M. to 5:00 P.M. is the Holiday Market at the Community Center. It's a great event. The Kiwanis will be serving breakfast from 8:00 A.M. to 10:00 A.M. with Santa Claus. The Holiday Tree Lighting will be at 5:00 P.M.

She wished everyone a very happy Thanksgiving.

**Councilor Huckaby:**

She said she is glad the discussions regarding diversity, equity, and inclusion are happening.

She asked Chief Schmerber what he feels will help solve the issues they are experiencing with restrooms being damaged. Chief Schmerber said they have researched camera systems. He asked the community to come forward if they have information regarding suspects.

She enjoyed the Halloween festival. The Public Works booth was her favorite.

She was appointed to LEDIC (Leaders for Equity, Diversity, and Inclusion Council) in Clackamas County. Their purpose is to advise the Board of Commissioners on items related to equity, diversity, and inclusion. They had their first meeting.

Gladstone High School put on a play called "Trap" last week – it was awesome.

**Mayor Milch:**

He said age-wise having evening Council meetings and not being paid is not restricting them too much along those lines. He appreciates the advisory committees that they have at the City level. This is the way to involve citizens.

He said through his contacts with the Metro Mayor's Consortium and the C-4 group they are tackling some of the County-wide issues, particularly the issue of potential tolling of our freeway. He said we are lucky in Gladstone that our Representatives are both in significant leadership positions regarding this issue. He spoke about a pilot program regarding paying for your automobile costs through a voluntary program of

vehicle miles traveled. The State has to make sure that there is equity in terms of whether the vehicles that do the most damage to roads are paying in proportion to that. He is hoping that our Representatives will encourage this ongoing conversation to look at other alternatives to tolling.

He attended the School Board meeting last week – they continue to have the needs of students at the forefront - mental health/well-being of students and trying to make up for the gaps in learning that were lost during the pandemic.

Mayor Milch asked for a motion to adjourn the meeting.

**ADJOURN:**

*Councilor Roberts 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 8:35 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	\$ 25,449,877.99	\$ 25,170,836.81	\$ 24,467,079.91		
LGIP - Urban Renewal Agency #4650	2,427,381.48	2,438,367.43	2,450,180.17	2,248,798.67		
<b>Checking Accounts:</b>						
General Fund	432,049.63	169,111.09	104,430.92	207,700.44		
Urban Renewal	549,462.65	33,760.33	33,760.60	33,760.88		
Municipal Court	28,242.65	30,073.80	31,893.41	29,051.19		
<b>Totals</b>	<b>\$ 28,630,115.96</b>	<b>\$ 28,121,190.64</b>	<b>\$ 27,791,101.91</b>	<b>\$ 26,986,391.09</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: 10/31/2023

		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	8,828.52	8,828.52	-61,171.48	12.61 %
<a href="#">100-000-314045</a>	TRANSIENT LODGING TAX	350,000.00	350,000.00	40,594.32	47,825.24	-302,174.76	13.66 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>10,379,943.00</b>	<b>10,379,943.00</b>	<b>49,422.84</b>	<b>56,653.76</b>	<b>-10,323,289.24</b>	<b>0.55%</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	11,319.02	37,070.67	-449,851.33	7.61 %
<a href="#">100-000-311015</a>	MARIJUANA TAX	88,955.00	88,955.00	13,027.17	13,027.17	-75,927.83	14.64 %
<a href="#">100-000-311020</a>	CIGARETTE TAX REVENUE	17,402.00	17,402.00	894.40	2,428.87	-14,973.13	13.96 %
	<b>RptType: 3110 - STATE SHARED TAXES Total:</b>	<b>903,279.00</b>	<b>903,279.00</b>	<b>25,240.59</b>	<b>52,526.71</b>	<b>-850,752.29</b>	<b>5.82%</b>
<b>RptType: 3120 - RIGHT OF WAY FEES</b>							
<a href="#">100-000-312010</a>	GLADSTONE DISPOSAL FRANCHISE ...	275,000.00	275,000.00	37,185.97	37,185.97	-237,814.03	13.52 %
<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>37,185.97</b>	<b>37,185.97</b>	<b>-1,851,954.03</b>	<b>1.97%</b>
<b>RptType: 3130 - LICENSES AND PERMITS</b>							
<a href="#">100-000-313010</a>	BUSINESS LICENSE FEES	187,500.00	187,500.00	1,140.00	4,335.00	-183,165.00	2.31 %
<a href="#">100-000-313015</a>	LIQUOR LICENSE RENEWALS	1,000.00	1,000.00	0.00	170.00	-830.00	17.00 %
<a href="#">100-000-313020</a>	ALARM PERMITS	19,000.00	19,000.00	100.00	2,100.00	-16,900.00	11.05 %
<a href="#">100-000-313025</a>	PARKING PERMITS	227,000.00	227,000.00	3,295.00	32,671.00	-194,329.00	14.39 %
	<b>RptType: 3130 - LICENSES AND PERMITS Total:</b>	<b>434,500.00</b>	<b>434,500.00</b>	<b>4,535.00</b>	<b>39,276.00</b>	<b>-395,224.00</b>	<b>9.04%</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">100-000-314010</a>	RECREATION FEES	14,000.00	14,000.00	0.00	559.17	-13,440.83	3.99 %
<a href="#">100-000-314015</a>	SENIOR CENTER BUILDING RENTAL ...	13,500.00	13,500.00	1,875.00	3,302.50	-10,197.50	24.46 %
<a href="#">100-000-314020</a>	PLANNING APPLICATION FEES	80,000.00	80,000.00	3,211.00	12,673.88	-67,326.12	15.84 %
<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	150.00	990.00	-8,510.00	10.42 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>207,000.00</b>	<b>207,000.00</b>	<b>5,236.00</b>	<b>17,525.55</b>	<b>-189,474.45</b>	<b>8.47%</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">100-000-314110</a>	PARK SDC FEES	0.00	0.00	392.67	392.67	392.67	0.00 %
<a href="#">100-000-314111</a>	SDC REIMBURSEMENT FEE	0.00	0.00	3,669.48	3,669.48	3,669.48	0.00 %
	<b>RptType: 3141 - SDC Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>4,062.15</b>	<b>4,062.15</b>	<b>4,062.15</b>	<b>0.00%</b>
<b>RptType: 3150 - GRANTS</b>							
<a href="#">100-000-315030</a>	POLICE GRANTS	90,000.00	90,000.00	3,151.11	4,751.86	-85,248.14	5.28 %
<a href="#">100-000-315065</a>	WES/GOOD NEIGHBOR GRANT	110,250.00	110,250.00	0.00	50,000.00	-60,250.00	45.35 %
<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>3,151.11</b>	<b>54,751.86</b>	<b>-245,498.14</b>	<b>18.24%</b>
<b>RptType: 3260 - FINES AND FORFEITURES</b>							
<a href="#">100-000-326010</a>	COURT FINES & FORFEITURES	670,000.00	670,000.00	25,793.42	96,062.48	-573,937.52	14.34 %
	<b>RptType: 3260 - FINES AND FORFEITURES Total:</b>	<b>670,000.00</b>	<b>670,000.00</b>	<b>25,793.42</b>	<b>96,062.48</b>	<b>-573,937.52</b>	<b>14.34%</b>



Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>RptType: 3301 - INTEREST</b>							
<a href="#">100-000-330100</a>	INTEREST	565,000.00	565,000.00	103,521.42	385,313.80	-179,686.20	68.20 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>565,000.00</b>	<b>565,000.00</b>	<b>103,521.42</b>	<b>385,313.80</b>	<b>-179,686.20</b>	<b>68.20%</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">100-000-360000</a>	ALL OTHER GF RECEIPTS	40,000.00	40,000.00	589.07	5,476.46	-34,523.54	13.69 %
<a href="#">100-000-360100</a>	NAT'L OPIOID SETTLEMENT FUNDS	140,000.00	140,000.00	0.00	7,447.65	-132,552.35	5.32 %
<a href="#">100-000-362115</a>	SENIOR CENTER MISC. INCOME	5,500.00	5,500.00	72.00	368.00	-5,132.00	6.69 %
<a href="#">100-000-362212</a>	TRAM TRIPS	22,000.00	22,000.00	1,616.85	5,688.73	-16,311.27	25.86 %
<a href="#">100-000-362213</a>	MEAL DONATIONS	40,000.00	40,000.00	1,473.00	5,544.05	-34,455.95	13.86 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>247,500.00</b>	<b>247,500.00</b>	<b>3,750.92</b>	<b>24,524.89</b>	<b>-222,975.11</b>	<b>9.91%</b>
<b>RptType: 3700 - OTHER</b>							
<a href="#">100-000-371000</a>	SALE OF SURPLUS EQUIP/PROPERTY	30,000.00	30,000.00	0.00	10,696.76	-19,303.24	35.66 %
	<b>RptType: 3700 - OTHER Total:</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>10,696.76</b>	<b>-19,303.24</b>	<b>35.66%</b>
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>		<b>23,866,612.00</b>	<b>23,866,612.00</b>	<b>261,899.42</b>	<b>778,579.93</b>	<b>-23,088,032.07</b>	<b>3.26%</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	212,866.48	212,866.48	-377,636.52	36.05 %
<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>212,866.48</b>	<b>212,866.48</b>	<b>-2,984,532.52</b>	<b>6.66%</b>
<b>Department: 910 - TRANSFER IN Total:</b>		<b>3,197,399.00</b>	<b>3,197,399.00</b>	<b>212,866.48</b>	<b>212,866.48</b>	<b>-2,984,532.52</b>	<b>6.66%</b>
<b>Revenue Total:</b>		<b>27,064,011.00</b>	<b>27,064,011.00</b>	<b>474,765.90</b>	<b>991,446.41</b>	<b>-26,072,564.59</b>	<b>3.66%</b>
<b>Expense</b>							
<b>Department: 121 - ADMIN</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-121-431010</a>	CITY ADMINISTRATOR	409,752.00	409,752.00	16,418.64	70,024.94	339,727.06	17.09 %
<a href="#">100-121-431020</a>	CITY RECRDR/HR MGR	390,672.00	390,672.00	8,504.00	34,016.00	356,656.00	8.71 %
<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	4,699.22	16,023.84	111,788.16	12.54 %
<a href="#">100-121-431070</a>	OFFICE ASSISTANT	154,764.00	154,764.00	6,354.00	25,416.00	129,348.00	16.42 %
<a href="#">100-121-431500</a>	ACCOUNTING CLERK	182,179.00	182,179.00	7,717.60	30,234.40	151,944.60	16.60 %
<a href="#">100-121-450500</a>	CAREER RECOGNITION PAY	17,311.00	17,311.00	755.62	2,997.04	14,313.96	17.31 %
<a href="#">100-121-470000</a>	ASSOCIATED PAYROLL COSTS	887,946.00	887,946.00	22,572.19	93,875.58	794,070.42	10.57 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>2,376,978.00</b>	<b>2,376,978.00</b>	<b>67,021.27</b>	<b>272,587.80</b>	<b>2,104,390.20</b>	<b>11.47%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-121-500110</a>	CONTRACTUAL & PROFESSIONAL S...	152,700.00	152,700.00	14,335.00	55,531.25	97,168.75	36.37 %
<a href="#">100-121-500120</a>	MUNICIPAL AUDIT CONTRACT	67,500.00	67,500.00	0.00	10,500.00	57,000.00	15.56 %
<a href="#">100-121-500130</a>	LEGAL FEES	206,000.00	206,000.00	25,897.30	41,999.30	164,000.70	20.39 %
<a href="#">100-121-500490</a>	COUNCIL ACTIVITIES	25,000.00	25,000.00	3,035.00	5,011.45	19,988.55	20.05 %
<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	16,177.00	27,999.00	152,001.00	15.56 %
<a href="#">100-121-510020</a>	COMM PROMOTIONS/BUSINESS D...	293,000.00	293,000.00	1,747.15	8,819.79	284,180.21	3.01 %
<a href="#">100-121-510021</a>	TOURISM PROMOTION/ACTIVITIES	42,000.00	42,000.00	0.00	7,879.52	34,120.48	18.76 %
<a href="#">100-121-520120</a>	BANK CHARGES	8,700.00	8,700.00	0.00	190.00	8,510.00	2.18 %
<a href="#">100-121-520400</a>	OFFICE SUPPLIES & EQUIPMENT	37,000.00	37,000.00	914.80	2,853.41	34,146.59	7.71 %
<a href="#">100-121-520450</a>	CITY NEWSLETTER	85,000.00	85,000.00	4,926.18	11,801.07	73,198.93	13.88 %
<a href="#">100-121-530000</a>	FIRE & LIABILITY INSURANCE	436,800.00	436,800.00	32,020.80	200,642.76	236,157.24	45.93 %
<a href="#">100-121-530200</a>	EMERGENCY MANAGEMENT	5,000.00	5,000.00	42.75	171.00	4,829.00	3.42 %
<a href="#">100-121-540110</a>	EMPLOYEE APPRECIATION	8,000.00	8,000.00	0.00	306.35	7,693.65	3.83 %
<a href="#">100-121-540120</a>	PERSONNEL RECRUITMENT	20,000.00	20,000.00	235.00	1,080.50	18,919.50	5.40 %
<a href="#">100-121-540200</a>	DUES & MEMBERSHIPS	60,000.00	60,000.00	0.00	13,087.82	46,912.18	21.81 %
<a href="#">100-121-540220</a>	TRAVEL, CONFERENCES & TRAINING	45,000.00	45,000.00	2,931.79	5,921.72	39,078.28	13.16 %
<a href="#">100-121-540230</a>	MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-121-542000</a>	PUBLICATIONS & SUBSCRIPTIONS	15,000.00	15,000.00	118.00	3,284.99	11,715.01	21.90 %
<a href="#">100-121-560120</a>	TELEPHONES	18,500.00	18,500.00	643.22	2,526.98	15,973.02	13.66 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>1,717,200.00</b>	<b>1,717,200.00</b>	<b>103,023.99</b>	<b>399,606.91</b>	<b>1,317,593.09</b>	<b>23.27%</b>
<b>Department: 121 - ADMIN Total:</b>		<b>4,094,178.00</b>	<b>4,094,178.00</b>	<b>170,045.26</b>	<b>672,194.71</b>	<b>3,421,983.29</b>	<b>16.42%</b>
<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	39,376.00	200,468.00	16.42 %
<a href="#">100-122-470000</a>	ASSOCIATED PAYROLL COSTS	125,511.00	125,511.00	5,028.61	20,113.69	105,397.31	16.03 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>365,355.00</b>	<b>365,355.00</b>	<b>14,872.61</b>	<b>59,489.69</b>	<b>305,865.31</b>	<b>16.28%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-122-500110</a>	CONTRACTUAL & PROFESSIONAL	10,600.00	10,600.00	2,500.00	2,500.00	8,100.00	23.58 %
<a href="#">100-122-500210</a>	COMPUTER/TECHNOLOGY SERVICE	247,524.00	247,524.00	0.00	31,662.13	215,861.87	12.79 %
<a href="#">100-122-520400</a>	OFFICE SUPPLIES & EQUIPMENT	40,260.00	40,260.00	1,493.85	5,022.57	35,237.43	12.48 %
<a href="#">100-122-540220</a>	TRAVEL, CONFERENCES & TRAINING	3,000.00	3,000.00	0.00	562.84	2,437.16	18.76 %
<a href="#">100-122-540300</a>	SMALL TOOLS, EQUIPMENT & SAFE...	1,000.00	1,000.00	0.00	72.77	927.23	7.28 %
<a href="#">100-122-560110</a>	CELL PHONES, PAGERS & RADIOS	71,076.00	71,076.00	2,511.42	10,037.39	61,038.61	14.12 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>373,460.00</b>	<b>373,460.00</b>	<b>6,505.27</b>	<b>49,857.70</b>	<b>323,602.30</b>	<b>13.35%</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-122-661018</a>	COMPUTER & EQUIPMENT RESERVE	130,499.00	130,499.00	9,999.36	10,244.37	120,254.63	7.85 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>130,499.00</b>	<b>130,499.00</b>	<b>9,999.36</b>	<b>10,244.37</b>	<b>120,254.63</b>	<b>7.85%</b>
<b>Department: 122 - INFORMATION TECHNOLOGY Total:</b>		<b>869,314.00</b>	<b>869,314.00</b>	<b>31,377.24</b>	<b>119,591.76</b>	<b>749,722.24</b>	<b>13.76%</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	0.00	256.67	19,589.33	1.29 %
<a href="#">100-124-437070</a>	UTILITY WORKER II	119,296.00	119,296.00	5,128.37	15,584.82	103,711.18	13.06 %
<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	2,760.01	8,531.86	73,107.14	10.45 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>221,781.00</b>	<b>221,781.00</b>	<b>7,888.38</b>	<b>24,373.35</b>	<b>197,407.65</b>	<b>10.99%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-124-500110</a>	CONTRACTUAL & PROFESSIONAL S...	165,500.00	165,500.00	3,758.61	12,968.72	152,531.28	7.84 %
<a href="#">100-124-520130</a>	OPERATIONS, MAINTENANCE & RE...	100,000.00	100,000.00	4,100.14	22,351.89	77,648.11	22.35 %
<a href="#">100-124-540220</a>	TRAVEL, CONFERENCES & TRAINING	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	118.13	376.94	4,623.06	7.54 %
<a href="#">100-124-560100</a>	UTILITIES	193,500.00	193,500.00	4,551.09	34,031.54	159,468.46	17.59 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>466,500.00</b>	<b>466,500.00</b>	<b>12,527.97</b>	<b>69,729.09</b>	<b>396,770.91</b>	<b>14.95%</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-124-641000</a>	FACILITY IMPROVEMENTS	0.00	0.00	0.00	2,810.00	-2,810.00	0.00 %
<a href="#">100-124-641005</a>	PUBLIC WORKS FACILITY CONSTRU...	4,660,188.00	4,660,188.00	22,271.37	710,002.24	3,950,185.76	15.24 %
<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>22,271.37</b>	<b>712,812.24</b>	<b>3,967,375.76</b>	<b>15.23%</b>
<b>Department: 124 - FACILITIES Total:</b>		<b>5,368,469.00</b>	<b>5,368,469.00</b>	<b>42,687.72</b>	<b>806,914.68</b>	<b>4,561,554.32</b>	<b>15.03%</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	23,743.56	121,255.44	16.37 %
<a href="#">100-220-432035</a>	COURT ADMINISTRATOR	187,908.00	187,908.00	7,713.00	30,852.00	157,056.00	16.42 %
<a href="#">100-220-450500</a>	CAREER RECOGNITION PAY	7,041.00	7,041.00	289.02	1,156.08	5,884.92	16.42 %
<a href="#">100-220-470000</a>	ASSOCIATED PAYROLL COSTS	190,166.00	190,166.00	7,617.55	30,468.42	159,697.58	16.02 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>530,114.00</b>	<b>530,114.00</b>	<b>21,555.46</b>	<b>86,220.06</b>	<b>443,893.94</b>	<b>16.26%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-220-500110</a>	CONTRACTUAL & PROFESSIONAL S...	2,000.00	2,000.00	244.00	254.50	1,745.50	12.73 %
<a href="#">100-220-500132</a>	PROSECUTING ATTORNEY	85,000.00	85,000.00	7,000.00	14,000.00	71,000.00	16.47 %
<a href="#">100-220-500134</a>	ATTORNEYS FOR INDIGENT CLIENTS	57,000.00	57,000.00	0.00	3,800.00	53,200.00	6.67 %
<a href="#">100-220-500136</a>	MUNICIPAL COURT JUDGE	84,000.00	84,000.00	3,500.00	14,000.00	70,000.00	16.67 %
<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 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-220-500282</a>	COURTROOM SECURITY	21,000.00	21,000.00	750.00	2,250.00	18,750.00	10.71 %
<a href="#">100-220-520120</a>	BANK CHARGES	12,000.00	12,000.00	0.00	1,523.53	10,476.47	12.70 %
<a href="#">100-220-520400</a>	OFFICE SUPPLIES & EQUIPMENT	12,000.00	12,000.00	500.04	959.78	11,040.22	8.00 %
<a href="#">100-220-540220</a>	TRAVEL, CONFERENCES & TRAINING	4,000.00	4,000.00	171.61	978.19	3,021.81	24.45 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>281,000.00</b>	<b>281,000.00</b>	<b>12,165.65</b>	<b>37,766.00</b>	<b>243,234.00</b>	<b>13.44%</b>
<b>Department: 220 - COURT Total:</b>		<b>811,114.00</b>	<b>811,114.00</b>	<b>33,721.11</b>	<b>123,986.06</b>	<b>687,127.94</b>	<b>15.29%</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	55,408.00	282,056.00	16.42 %
<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	8,099.02	32,439.33	151,892.67	17.60 %
<a href="#">100-240-432160</a>	POLICE OFFICER	1,529,200.00	1,529,200.00	49,971.71	196,517.35	1,332,682.65	12.85 %
<a href="#">100-240-432170</a>	POLICE SERGEANT	642,360.00	642,360.00	26,219.69	104,353.87	538,006.13	16.25 %
<a href="#">100-240-432182</a>	PROPERTY ROOM TECHNICIAN	59,430.00	59,430.00	2,450.24	9,950.32	49,479.68	16.74 %
<a href="#">100-240-432185</a>	POLICE RECORDS CLERK	131,004.00	131,004.00	0.00	22,502.04	108,501.96	17.18 %
<a href="#">100-240-450100</a>	OVERTIME	290,000.00	290,000.00	17,074.04	61,709.59	228,290.41	21.28 %
<a href="#">100-240-450110</a>	TRAFFIC GRANT OVERTIME	80,000.00	80,000.00	1,095.64	9,473.03	70,526.97	11.84 %
<a href="#">100-240-450200</a>	HOLIDAY PAY	30,000.00	30,000.00	2,048.08	14,066.05	15,933.95	46.89 %
<a href="#">100-240-450210</a>	TRAINING OVERTIME	18,000.00	18,000.00	779.44	779.44	17,220.56	4.33 %
<a href="#">100-240-450300</a>	PROFICIENCY PAY	176,563.00	176,563.00	5,874.35	23,078.77	153,484.23	13.07 %
<a href="#">100-240-450500</a>	CAREER RECOGNITION PAY	8,604.00	8,604.00	1,318.77	5,379.91	3,224.09	62.53 %
<a href="#">100-240-470000</a>	ASSOCIATED PAYROLL COSTS	2,192,668.00	2,192,668.00	69,747.93	287,048.15	1,905,619.85	13.09 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>5,950,741.00</b>	<b>5,950,741.00</b>	<b>198,530.91</b>	<b>822,705.85</b>	<b>5,128,035.15</b>	<b>13.83%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-240-500110</a>	CONTRACTUAL & PROFESSIONAL S...	149,350.00	149,350.00	618.59	29,246.71	120,103.29	19.58 %
<a href="#">100-240-500284</a>	PARK PATROL	19,076.00	19,076.00	0.00	8,898.19	10,177.81	46.65 %
<a href="#">100-240-500498</a>	SHARE COST CCOM DISPATCH	153,700.00	153,700.00	6,506.87	26,027.50	127,672.50	16.93 %
<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	488.00	4,327.96	85,620.04	4.81 %
<a href="#">100-240-520112</a>	FIREARMS/AMMUNITION	72,080.00	72,080.00	274.00	498.00	71,582.00	0.69 %
<a href="#">100-240-520320</a>	FLEET FUEL, MAINTENANCE & REPA...	176,960.00	176,960.00	9,540.53	44,874.89	132,085.11	25.36 %
<a href="#">100-240-520345</a>	RADAR MAINTENANCE REPLACEM...	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	1,590.88	4,929.81	32,562.19	13.15 %
<a href="#">100-240-540110</a>	EMPLOYEE APPRECIATION	12,000.00	12,000.00	0.00	407.99	11,592.01	3.40 %
<a href="#">100-240-540200</a>	DUES & MEMBERSHIPS	12,000.00	12,000.00	0.00	521.00	11,479.00	4.34 %
<a href="#">100-240-540220</a>	TRAVEL, CONFERENCES & TRAINING	58,652.00	58,652.00	3,007.42	7,809.83	50,842.17	13.32 %
<a href="#">100-240-540301</a>	UNIFORMS AND SAFETY EQUIPMENT	41,976.00	41,976.00	388.30	7,767.48	34,208.52	18.50 %
<a href="#">100-240-542000</a>	PUBLICATIONS & SUBSCRIPTIONS	5,000.00	5,000.00	0.00	611.00	4,389.00	12.22 %
<a href="#">100-240-560120</a>	TELEPHONES	21,412.00	21,412.00	800.47	3,132.90	18,279.10	14.63 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>858,886.00</b>	<b>858,886.00</b>	<b>23,215.06</b>	<b>139,053.26</b>	<b>719,832.74</b>	<b>16.19%</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-240-651000</a>	VEHICLES AND EQUIPMENT RESERV...	182,850.00	182,850.00	8,008.32	70,231.78	112,618.22	38.41 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>182,850.00</b>	<b>182,850.00</b>	<b>8,008.32</b>	<b>70,231.78</b>	<b>112,618.22</b>	<b>38.41%</b>
<b>Department: 240 - POLICE Total:</b>		<b>6,992,477.00</b>	<b>6,992,477.00</b>	<b>229,754.29</b>	<b>1,031,990.89</b>	<b>5,960,486.11</b>	<b>14.76%</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	1,111,635.00	2,556,809.00	30.30 %
<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>1,111,635.00</b>	<b>2,556,809.00</b>	<b>30.30%</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>1,111,635.00</b>	<b>2,556,809.00</b>	<b>30.30%</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	2,319.26	8,831.06	48,103.94	15.51 %
<a href="#">100-526-437050</a>	PUBLIC WORKS SUPERVISOR	89,310.00	89,310.00	0.00	1,155.01	88,154.99	1.29 %
<a href="#">100-526-437055</a>	PW ADMIN ASSISTANT	42,343.00	42,343.00	1,716.90	6,723.20	35,619.80	15.88 %
<a href="#">100-526-437070</a>	UTILITY WORKER, JOURNEY	0.00	0.00	6,095.49	17,621.49	-17,621.49	0.00 %
<a href="#">100-526-437071</a>	UTILITY WORKER II	237,712.00	237,712.00	4,562.53	25,028.60	212,683.40	10.53 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<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	17.30	380.01	3,619.99	9.50 %
<a href="#">100-526-450500</a>	CAREER RECOGNITION PAY	163.00	163.00	67.79	250.74	-87.74	153.83 %
<a href="#">100-526-470000</a>	ASSOCIATED PAYROLL COSTS	249,276.00	249,276.00	6,815.80	28,634.46	220,641.54	11.49 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>756,864.00</b>	<b>756,864.00</b>	<b>21,595.07</b>	<b>88,624.57</b>	<b>668,239.43</b>	<b>11.71%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-526-500110</a>	CONTRACTUAL & PROFESSIONAL S...	70,000.00	70,000.00	2,212.12	11,731.39	58,268.61	16.76 %
<a href="#">100-526-520120</a>	BANK CHARGES	11,200.00	11,200.00	0.00	1,536.34	9,663.66	13.72 %
<a href="#">100-526-520130</a>	OPERATIONS, MAINTENANCE & RE...	152,000.00	152,000.00	2,591.89	22,003.53	129,996.47	14.48 %
<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 & REPA...	45,000.00	45,000.00	1,783.95	5,067.81	39,932.19	11.26 %
<a href="#">100-526-520400</a>	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	66.65	305.02	4,694.98	6.10 %
<a href="#">100-526-540220</a>	TRAVEL, CONFERENCES & TRAINING	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	30.14	805.86	9,194.14	8.06 %
<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	762.41	20,515.55	52,784.45	27.99 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>419,500.00</b>	<b>419,500.00</b>	<b>7,447.16</b>	<b>61,965.50</b>	<b>357,534.50</b>	<b>14.77%</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>29,042.23</b>	<b>150,590.07</b>	<b>1,675,396.93</b>	<b>8.25%</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	0.00	4,054.05	15,945.95	20.27 %
<a href="#">100-527-470000</a>	ASSOCIATED PAYROLL COSTS	7,500.00	7,500.00	0.00	1,582.81	5,917.19	21.10 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>27,500.00</b>	<b>27,500.00</b>	<b>0.00</b>	<b>5,636.86</b>	<b>21,863.14</b>	<b>20.50%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-527-510062</a>	SUMMER PROGRAMS	3,000.00	3,000.00	0.00	839.25	2,160.75	27.98 %
<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>0.00</b>	<b>839.25</b>	<b>9,360.75</b>	<b>8.23%</b>
<b>Department: 527 - RECREATION Total:</b>		<b>37,700.00</b>	<b>37,700.00</b>	<b>0.00</b>	<b>6,476.11</b>	<b>31,223.89</b>	<b>17.18%</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	33,623.50	189,437.50	15.07 %
<a href="#">100-528-435240</a>	TRAM DRIVER	69,366.00	69,366.00	3,402.72	14,625.12	54,740.88	21.08 %
<a href="#">100-528-435250</a>	NUTRITION CATERER	112,776.00	112,776.00	4,541.00	18,139.00	94,637.00	16.08 %
<a href="#">100-528-435280</a>	CENTER ASSISTANT	140,388.00	140,388.00	5,763.00	23,674.08	116,713.92	16.86 %
<a href="#">100-528-435295</a>	BUILDING MONITOR	4,500.00	4,500.00	149.63	358.32	4,141.68	7.96 %
<a href="#">100-528-450500</a>	CAREER RECOGNITION PAY	1,404.00	1,404.00	57.63	236.74	1,167.26	16.86 %
<a href="#">100-528-470000</a>	ASSOCIATED PAYROLL COSTS	297,810.00	297,810.00	11,935.84	48,177.68	249,632.32	16.18 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>849,305.00</b>	<b>849,305.00</b>	<b>34,353.82</b>	<b>138,834.44</b>	<b>710,470.56</b>	<b>16.35%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-528-510075</a>	NUTRITION PROGRAM SUPPLIES	30,000.00	30,000.00	1,440.74	5,846.57	24,153.43	19.49 %
<a href="#">100-528-520140</a>	TRAM EXPENSES	14,500.00	14,500.00	524.65	2,508.44	11,991.56	17.30 %
<a href="#">100-528-520200</a>	BLDG MAINTENANCE & SUPPLIES	4,000.00	4,000.00	370.00	494.00	3,506.00	12.35 %
<a href="#">100-528-520320</a>	FLEET FUEL, MAINTENANCE & REPA...	2,800.00	2,800.00	68.85	1,034.85	1,765.15	36.96 %
<a href="#">100-528-520400</a>	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	99.95	1,362.98	3,637.02	27.26 %
<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	124.52	488.17	2,511.83	16.27 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>60,300.00</b>	<b>60,300.00</b>	<b>2,628.71</b>	<b>11,735.01</b>	<b>48,564.99</b>	<b>19.46%</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>RptCategory: 60 - CAPITAL OUTLAY</b>						
<a href="#">100-528-651000</a> VEHICLES AND EQUIPMENT RESERV...	0.00	0.00	14,765.00	16,794.00	-16,794.00	0.00 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>14,765.00</b>	<b>16,794.00</b>	<b>-16,794.00</b>	<b>0.00%</b>
<b>Department: 528 - SENIOR CENTER Total:</b>	<b>909,605.00</b>	<b>909,605.00</b>	<b>51,747.53</b>	<b>167,363.45</b>	<b>742,241.55</b>	<b>18.40%</b>
<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	177,775.00	676,490.00	20.81 %
<a href="#">100-600-730040</a> DEBT SERVICE - INTEREST	364,010.00	364,010.00	0.00	35,091.48	328,918.52	9.64 %
<b>RptCategory: 70 - DEBT SERVICE Total:</b>	<b>1,218,275.00</b>	<b>1,218,275.00</b>	<b>0.00</b>	<b>212,866.48</b>	<b>1,005,408.52</b>	<b>17.47%</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>212,866.48</b>	<b>1,005,408.52</b>	<b>17.47%</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>1,144,192.88</b>	<b>4,403,609.21</b>	<b>22,660,401.79</b>	<b>16.27%</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-669,426.98</b>	<b>-3,412,162.80</b>	<b>-3,412,162.80</b>	<b>0.00%</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	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	5,840.00	12,380.00	102,920.00	10.74 %
<a href="#">105-150-530200</a> EMERGENCY MANAGEMENT	17,600.00	17,600.00	11,444.97	24,493.77	-6,893.77	139.17 %
<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>17,284.97</b>	<b>36,873.77</b>	<b>376,970.23</b>	<b>8.91%</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>17,284.97</b>	<b>36,873.77</b>	<b>476,970.23</b>	<b>7.18%</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>17,284.97</b>	<b>36,873.77</b>	<b>2,330,470.23</b>	<b>1.56%</b>
<b>Fund: 105 - AMERICAN RESCUE PLAN RESERVE FUND Surplus (Defici..</b>	<b>0.00</b>	<b>0.00</b>	<b>-17,284.97</b>	<b>-36,873.77</b>	<b>-36,873.77</b>	<b>0.00%</b>



Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	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 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	19,410.32	-480,589.68 3.88 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>0.00</b>	<b>19,410.32</b>	<b>-480,589.68 3.88%</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	93,454.56	230,054.82	-1,714,711.18 11.83 %
	<b>RptType: 3110 - STATE SHARED TAXES Total:</b>	<b>1,944,766.00</b>	<b>1,944,766.00</b>	<b>93,454.56</b>	<b>230,054.82</b>	<b>-1,714,711.18 11.83%</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	12,228.10	12,516.40	-227,483.60 5.22 %
<a href="#">205-000-312055</a>	RIGHT OF WAY - OTHER	225,000.00	225,000.00	76.50	7,737.33	-217,262.67 3.44 %
<a href="#">205-000-312060</a>	ROW LICENSE FEES	1,000.00	1,000.00	250.00	250.00	-750.00 25.00 %
	<b>RptType: 3120 - RIGHT OF WAY FEES Total:</b>	<b>466,000.00</b>	<b>466,000.00</b>	<b>12,554.60</b>	<b>20,503.73</b>	<b>-445,496.27 4.40%</b>
<b>RptType: 3141 - SDC</b>						
<a href="#">205-000-314075</a>	TRANSPORTATION SDC'S	0.00	0.00	1,445.49	1,445.49	1,445.49 0.00 %
<a href="#">205-000-314076</a>	SDC Reimbursement Fee	0.00	0.00	176.73	176.73	176.73 0.00 %
	<b>RptType: 3141 - SDC Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,622.22</b>	<b>1,622.22</b>	<b>1,622.22 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	4,100.00	6,215.00	-43,785.00 12.43 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>4,100.00</b>	<b>6,215.00</b>	<b>-43,785.00 12.43%</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>5,782,766.00</b>	<b>5,782,766.00</b>	<b>111,731.38</b>	<b>277,806.09</b>	<b>-5,504,959.91 4.80%</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 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 0.00%</b>
	<b>Revenue Total:</b>	<b>6,704,541.00</b>	<b>6,704,541.00</b>	<b>111,731.38</b>	<b>277,806.09</b>	<b>-6,426,734.91 4.14%</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	2,319.26	8,831.06	48,103.94 15.51 %
<a href="#">205-305-437050</a>	PUBLIC WORKS SUPERVISOR	89,310.00	89,310.00	0.00	1,155.02	88,154.98 1.29 %
<a href="#">205-305-437051</a>	PW UTILITIES MANAGER	60,981.00	60,981.00	2,395.50	9,560.88	51,420.12 15.68 %
<a href="#">205-305-437055</a>	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,556.03	10,085.97	52,546.03 16.10 %
<a href="#">205-305-437070</a>	UTILITY WORKER, JOURNEY	154,764.00	154,764.00	11,612.16	41,454.79	113,309.21 26.79 %
<a href="#">205-305-437071</a>	UTILITY WORKER II	165,676.00	165,676.00	1,535.44	15,827.60	149,848.40 9.55 %
<a href="#">205-305-439011</a>	SEASONAL HELP	77,125.00	77,125.00	0.00	3,640.88	73,484.12 4.72 %
<a href="#">205-305-450100</a>	OVERTIME	10,000.00	10,000.00	38.92	904.77	9,095.23 9.05 %
<a href="#">205-305-450500</a>	CAREER RECOGNITION PAY	11,727.00	11,727.00	535.68	2,286.17	9,440.83 19.49 %
<a href="#">205-305-470000</a>	ASSOCIATED PAYROLL COSTS	427,801.00	427,801.00	14,311.32	60,293.79	367,507.21 14.09 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>1,116,951.00</b>	<b>1,116,951.00</b>	<b>35,304.31</b>	<b>154,040.93</b>	<b>962,910.07 13.79%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">205-305-500110</a>	CONTRACTUAL & PROFESSIONAL S...	40,000.00	40,000.00	790.31	18,171.55	21,828.45 45.43 %
<a href="#">205-305-520130</a>	OPERATIONS, MAINTENANCE & RE...	630,000.00	630,000.00	23,407.74	175,669.22	454,330.78 27.88 %
<a href="#">205-305-520172</a>	STREET LIGHT MAINTENANCE	200,000.00	200,000.00	7,457.03	29,735.05	170,264.95 14.87 %
<a href="#">205-305-520176</a>	TRAFFIC SIGNAL MAINTENANCE	14,000.00	14,000.00	253.02	574.21	13,425.79 4.10 %
<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 & REPA...	50,000.00	50,000.00	1,159.65	6,864.88	43,135.12 13.73 %
<a href="#">205-305-520400</a>	OFFICE SUPPLIES & EQUIPMENT	4,000.00	4,000.00	21.08	242.43	3,757.57 6.06 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">205-305-540220</a>	TRAVEL, CONFERENCES & TRAINING	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	30.16	117.75	19,882.25	0.59 %
<a href="#">205-305-540400</a>	DUMPING, HAULING, GARBAGE	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
<a href="#">205-305-560100</a>	UTILITIES	2,500.00	2,500.00	52.65	206.42	2,293.58	8.26 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>1,020,500.00</b>	<b>1,020,500.00</b>	<b>33,171.64</b>	<b>231,581.51</b>	<b>788,918.49</b>	<b>22.69%</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 IMPROVEM...	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	15.72	67,882.25	1,816,239.75	3.60 %
<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>15.72</b>	<b>67,882.25</b>	<b>2,681,825.75</b>	<b>2.47%</b>
<b>Department: 305 - ROAD AND STREET Total:</b>		<b>4,887,159.00</b>	<b>4,887,159.00</b>	<b>68,491.67</b>	<b>453,504.69</b>	<b>4,433,654.31</b>	<b>9.28%</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>68,491.67</b>	<b>453,504.69</b>	<b>6,251,036.31</b>	<b>6.76%</b>
<b>Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>43,239.71</b>	<b>-175,698.60</b>	<b>-175,698.60</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	1,345.04	1,345.04	-8,654.96	13.45 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>1,525,498.00</b>	<b>1,525,498.00</b>	<b>1,345.04</b>	<b>1,345.04</b>	<b>-1,524,152.96</b>	<b>0.09%</b>
<b>RptType: 3301 - INTEREST</b>							
<a href="#">228-000-330100</a>	INTEREST	4,000.00	4,000.00	-419.55	-584.19	-4,584.19	14.60 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>-419.55</b>	<b>-584.19</b>	<b>-4,584.19</b>	<b>14.60%</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>1,552,498.00</b>	<b>1,552,498.00</b>	<b>925.49</b>	<b>760.85</b>	<b>-1,551,737.15</b>	<b>0.05%</b>
	<b>Revenue Total:</b>	<b>1,552,498.00</b>	<b>1,552,498.00</b>	<b>925.49</b>	<b>760.85</b>	<b>-1,551,737.15</b>	<b>0.05%</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	8,720.32	34,402.78	149,935.22	18.66 %
<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 SPECIALIST	137,556.00	137,556.00	5,021.00	14,445.11	123,110.89	10.50 %
<a href="#">228-245-432195</a>	EXECUTIVE ASSISTANT	161,508.00	161,508.00	6,663.00	26,652.00	134,856.00	16.50 %
<a href="#">228-245-450100</a>	OVERTIME	30,000.00	30,000.00	1,404.50	3,362.47	26,637.53	11.21 %
<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	1,558.99	5,645.90	61,861.10	8.36 %
<a href="#">228-245-450500</a>	CAREER RECOGNITION PAY	0.00	0.00	198.39	750.82	-750.82	0.00 %
<a href="#">228-245-470000</a>	ASSOCIATED PAYROLL COSTS	490,468.00	490,468.00	14,307.98	53,827.53	436,640.47	10.97 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>1,259,715.00</b>	<b>1,259,715.00</b>	<b>37,874.18</b>	<b>139,086.61</b>	<b>1,120,628.39</b>	<b>11.04%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">228-245-500498</a>	SHARE COST CCOM DISPATCH	161,386.00	161,386.00	6,772.46	27,089.86	134,296.14	16.79 %
<a href="#">228-245-510032</a>	SRO EXPENSES	4,000.00	4,000.00	0.00	2,722.83	1,277.17	68.07 %
<a href="#">228-245-510040</a>	K-9 EXPENSES	14,000.00	14,000.00	689.06	2,667.40	11,332.60	19.05 %
<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>7,461.52</b>	<b>32,480.09</b>	<b>155,105.91</b>	<b>17.31%</b>
	<b>Department: 245 - POLICE LEVY Total:</b>	<b>1,447,301.00</b>	<b>1,447,301.00</b>	<b>45,335.70</b>	<b>171,566.70</b>	<b>1,275,734.30</b>	<b>11.85%</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>45,335.70</b>	<b>171,566.70</b>	<b>1,380,931.30</b>	<b>11.05%</b>
	<b>Fund: 228 - POLICE LEVY FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-44,410.21</b>	<b>-170,805.85</b>	<b>-170,805.85</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	612.66	612.66	-4,387.34 12.25 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>695,889.00</b>	<b>695,889.00</b>	<b>612.66</b>	<b>612.66</b>	<b>-695,276.34 0.09%</b>
<b>RptType: 3301 - INTEREST</b>						
<a href="#">229-000-330100</a>	INTEREST	6,000.00	6,000.00	793.38	2,820.45	-3,179.55 47.01 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>793.38</b>	<b>2,820.45</b>	<b>-3,179.55 47.01%</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>861,889.00</b>	<b>861,889.00</b>	<b>1,406.04</b>	<b>3,433.11</b>	<b>-858,455.89 0.40%</b>
	<b>Revenue Total:</b>	<b>861,889.00</b>	<b>861,889.00</b>	<b>1,406.04</b>	<b>3,433.11</b>	<b>-858,455.89 0.40%</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>1,406.04</b>	<b>3,433.11</b>	<b>3,433.11 0.00%</b>

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		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</b>	<b>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	1,948.09	1,948.09	-16,051.91	10.82 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>2,147,997.00</b>	<b>2,147,997.00</b>	<b>1,948.09</b>	<b>1,948.09</b>	<b>-2,146,048.91</b>	<b>0.09%</b>
<b>RptType: 3301 - INTEREST</b>							
<a href="#">390-000-330100</a>	INTEREST	100,000.00	100,000.00	9,536.89	37,848.35	-62,151.65	37.85 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>9,536.89</b>	<b>37,848.35</b>	<b>-62,151.65</b>	<b>37.85%</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>5,227,997.00</b>	<b>5,227,997.00</b>	<b>11,484.98</b>	<b>39,796.44</b>	<b>-5,188,200.56</b>	<b>0.76%</b>
	<b>Revenue Total:</b>	<b>5,227,997.00</b>	<b>5,227,997.00</b>	<b>11,484.98</b>	<b>39,796.44</b>	<b>-5,188,200.56</b>	<b>0.76%</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</b>	<b>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	485,896.00	500,424.00	49.26 %
<a href="#">390-410-730040</a>	DEBT SERVICE - INTEREST	89,952.00	89,952.00	0.00	29,806.60	60,145.40	33.14 %
	<b>RptCategory: 70 - DEBT SERVICE Total:</b>	<b>1,076,272.00</b>	<b>1,076,272.00</b>	<b>0.00</b>	<b>515,702.60</b>	<b>560,569.40</b>	<b>47.92%</b>
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">390-410-899100</a>	TRANSFER OUT TO GENERAL FUND	590,503.00	590,503.00	212,866.48	245,866.48	344,636.52	41.64 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>590,503.00</b>	<b>590,503.00</b>	<b>212,866.48</b>	<b>245,866.48</b>	<b>344,636.52</b>	<b>41.64%</b>
	<b>Department: 410 - URBAN RENEWAL Total:</b>	<b>1,795,775.00</b>	<b>1,795,775.00</b>	<b>212,866.48</b>	<b>761,569.08</b>	<b>1,034,205.92</b>	<b>42.41%</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</b>	<b>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</b>	<b>0.00%</b>
	<b>Expense Total:</b>	<b>5,227,997.00</b>	<b>5,227,997.00</b>	<b>212,866.48</b>	<b>761,569.08</b>	<b>4,466,427.92</b>	<b>14.57%</b>
	<b>Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-201,381.50</b>	<b>-721,772.64</b>	<b>-721,772.64</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: 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 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	87,063.05	348,399.91	-1,551,600.09 18.34 %
<a href="#">730-000-314055</a>	TRI-CITY SERVICE DISTRICT	6,505,000.00	6,505,000.00	269,699.73	1,102,863.27	-5,402,136.73 16.95 %
<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>356,762.78</b>	<b>1,451,263.18</b>	<b>-6,963,736.82 17.25%</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 0.00%</b>
<b>RptType: 3600 - MISCELLANEOUS</b>						
<a href="#">730-000-360000</a>	ALL OTHER SEWER RECEIPTS	482,033.00	482,033.00	500.00	700.00	-481,333.00 0.15 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>482,033.00</b>	<b>482,033.00</b>	<b>500.00</b>	<b>700.00</b>	<b>-481,333.00 0.15%</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>13,317,033.00</b>	<b>13,317,033.00</b>	<b>357,262.78</b>	<b>1,451,963.18</b>	<b>-11,865,069.82 10.90%</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 & STREET..	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 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 0.00%</b>
	<b>Revenue Total:</b>	<b>14,434,588.00</b>	<b>14,434,588.00</b>	<b>357,262.78</b>	<b>1,451,963.18</b>	<b>-12,982,624.82 10.06%</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	5,228.00	29,041.00 15.26 %
<a href="#">730-703-437049</a>	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,319.26	8,831.06	48,103.94 15.51 %
<a href="#">730-703-437050</a>	PUBLIC WORKS SUPERVISOR	60,560.00	60,560.00	2,308.68	9,289.61	51,270.39 15.34 %
<a href="#">730-703-437051</a>	PW UTILITIES MANAGER	60,981.00	60,981.00	2,395.50	9,560.88	51,420.12 15.68 %
<a href="#">730-703-437055</a>	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,556.03	10,085.97	52,546.03 16.10 %
<a href="#">730-703-437070</a>	UTILITY WORKER, JOURNEY	71,964.00	71,964.00	3,177.00	11,681.57	60,282.43 16.23 %
<a href="#">730-703-437071</a>	UTILITY WORKER II	37,216.00	37,216.00	4,137.06	14,514.76	22,701.24 39.00 %
<a href="#">730-703-437072</a>	UTILITY WORKER III	146,012.00	146,012.00	2,826.84	8,398.38	137,613.62 5.75 %
<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	38.92	395.91	9,604.09 3.96 %
<a href="#">730-703-450500</a>	CAREER RECOGNITION PAY	6,148.00	6,148.00	152.59	746.59	5,401.41 12.14 %
<a href="#">730-703-470000</a>	ASSOCIATED PAYROLL COSTS	351,705.00	351,705.00	12,540.45	49,941.82	301,763.18 14.20 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>937,022.00</b>	<b>937,022.00</b>	<b>33,759.33</b>	<b>128,674.55</b>	<b>808,347.45 13.73%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">730-703-500110</a>	CONTRACTUAL & PROFESSIONAL S...	64,000.00	64,000.00	2,121.71	8,545.88	55,454.12 13.35 %
<a href="#">730-703-500456</a>	OAK LODGE SANITARY DISTRICT	1,193,800.00	1,193,800.00	122,157.76	244,315.52	949,484.48 20.47 %
<a href="#">730-703-500458</a>	WATER ENVIRONMENT SERVICES (...)	2,891,161.00	2,891,161.00	125,335.87	504,487.33	2,386,673.67 17.45 %
<a href="#">730-703-520120</a>	BANK CHARGES	72,500.00	72,500.00	64.23	9,540.16	62,959.84 13.16 %
<a href="#">730-703-520130</a>	OPERATIONS, MAINTENANCE & RE...	100,000.00	100,000.00	1,540.78	6,217.27	93,782.73 6.22 %
<a href="#">730-703-520320</a>	FLEET FUEL, MAINTENANCE & REPA...	57,800.00	57,800.00	2,121.29	5,410.67	52,389.33 9.36 %
<a href="#">730-703-520400</a>	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	68.30	501.02	4,498.98 10.02 %
<a href="#">730-703-520430</a>	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	993.68	3,300.83	14,199.17 18.86 %
<a href="#">730-703-540220</a>	TRAVEL, CONFERENCES & TRAINING	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	41.25	1,205.22	13,794.78 8.03 %
<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	109.81	431.31	4,568.69 8.63 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>4,434,761.00</b>	<b>4,434,761.00</b>	<b>254,554.68</b>	<b>783,955.21</b>	<b>3,650,805.79 17.68%</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	21,437.17	24,238.82	6,624,232.18 0.36 %
<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>21,437.17</b>	<b>24,238.82</b>	<b>7,758,391.18 0.31%</b>
	<b>Department: 703 - SEWER Total:</b>	<b>13,154,413.00</b>	<b>13,154,413.00</b>	<b>309,751.18</b>	<b>936,868.58</b>	<b>12,217,544.42 7.12%</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 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 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 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 0.00%</b>
	<b>Expense Total:</b>	<b>14,434,588.00</b>	<b>14,434,588.00</b>	<b>309,751.18</b>	<b>936,868.58</b>	<b>13,497,719.42 6.49%</b>
	<b>Fund: 730 - SEWER FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>47,511.60</b>	<b>515,094.60</b>	<b>515,094.60 0.00%</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

		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	232,497.79	1,190,866.53	-5,159,133.47	18.75 %
<a href="#">740-000-314080</a>	WATER SERVICE CONNECTIONS	10,000.00	10,000.00	0.00	890.00	-9,110.00	8.90 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>6,360,000.00</b>	<b>6,360,000.00</b>	<b>232,497.79</b>	<b>1,191,756.53</b>	<b>-5,168,243.47</b>	<b>18.74%</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">740-000-314110</a>	WATER SDC'S	20,000.00	20,000.00	0.00	19,860.80	-139.20	99.30 %
<a href="#">740-000-314111</a>	SDC Reimbursement Fee	0.00	0.00	0.00	1,204.20	1,204.20	0.00 %
	<b>RptType: 3141 - SDC Total:</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>21,065.00</b>	<b>1,065.00</b>	<b>105.33%</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">740-000-360000</a>	ALL OTHER WATER RECEIPTS	0.00	0.00	0.00	-482.50	-482.50	0.00 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-482.50</b>	<b>-482.50</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>232,497.79</b>	<b>1,212,339.03</b>	<b>-11,267,660.97</b>	<b>9.71%</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">740-910-399205</a>	TRANSFER IN FROM ROAD & STREET..	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>232,497.79</b>	<b>1,212,339.03</b>	<b>-11,545,215.97</b>	<b>9.50%</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	6,273.60	34,849.40	15.26 %
<a href="#">740-704-437049</a>	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,319.26	8,831.06	48,103.94	15.51 %
<a href="#">740-704-437050</a>	PUBLIC WORKS SUPERVISOR	62,396.00	62,396.00	2,378.64	9,612.68	52,783.32	15.41 %
<a href="#">740-704-437051</a>	PW UTILITIES MANAGER	60,981.00	60,981.00	2,376.75	9,485.88	51,495.12	15.56 %
<a href="#">740-704-437055</a>	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,556.03	10,085.97	52,546.03	16.10 %
<a href="#">740-704-437070</a>	UTILITY WORKER, JOURNEY	154,764.00	154,764.00	6,383.60	25,445.60	129,318.40	16.44 %
<a href="#">740-704-437071</a>	UTILITY WORKER II	155,649.00	155,649.00	6,251.03	25,004.12	130,644.88	16.06 %
<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	135.15	495.02	9,504.98	4.95 %
<a href="#">740-704-450500</a>	CAREER RECOGNITION PAY	6,746.00	6,746.00	220.19	987.19	5,758.81	14.63 %
<a href="#">740-704-470000</a>	ASSOCIATED PAYROLL COSTS	370,175.00	370,175.00	14,148.46	56,388.02	313,786.98	15.23 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>1,020,001.00</b>	<b>1,020,001.00</b>	<b>38,337.51</b>	<b>152,609.14</b>	<b>867,391.86</b>	<b>14.96%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">740-704-500110</a>	CONTRACTUAL & PROFESSIONAL S...	275,000.00	275,000.00	3,641.25	18,797.03	256,202.97	6.84 %
<a href="#">740-704-500240</a>	METER READING CONTRACT	64,000.00	64,000.00	4,763.76	9,524.76	54,475.24	14.88 %
<a href="#">740-704-500425</a>	WHOLESALE WATER	1,272,960.00	1,272,960.00	63,591.83	206,256.47	1,066,703.53	16.20 %
<a href="#">740-704-520120</a>	BANK CHARGES	72,000.00	72,000.00	-180.75	8,700.24	63,299.76	12.08 %
<a href="#">740-704-520130</a>	OPERATIONS, MAINTENANCE & RE...	250,000.00	250,000.00	8,344.69	30,508.55	219,491.45	12.20 %
<a href="#">740-704-520162</a>	LABORATORY WATER TESTS	40,000.00	40,000.00	80.00	4,280.00	35,720.00	10.70 %
<a href="#">740-704-520165</a>	FIRE HYDRANT MAINTENANCE & RE...	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
<a href="#">740-704-520320</a>	FLEET FUEL, MAINTENANCE & REPA...	45,000.00	45,000.00	1,144.14	5,599.06	39,400.94	12.44 %
<a href="#">740-704-520400</a>	OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	68.30	534.62	5,465.38	8.91 %
<a href="#">740-704-520430</a>	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	993.68	3,300.83	14,199.17	18.86 %
<a href="#">740-704-540220</a>	TRAVEL, CONFERENCES & TRAINING	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	115.36	786.02	14,213.98	5.24 %
<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	1,670.23	7,694.60	42,305.40	15.39 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>2,152,460.00</b>	<b>2,152,460.00</b>	<b>84,232.49</b>	<b>295,982.18</b>	<b>1,856,477.82</b>	<b>13.75%</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="#">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	10,464.00	12,371.87	7,005,897.13 0.18 %
<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>10,464.00</b>	<b>12,371.87</b>	<b>7,942,668.13 0.16%</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 0.00%</b>
<b>Department: 704 - WATER Total:</b>		<b>11,484,877.00</b>	<b>11,484,877.00</b>	<b>133,034.00</b>	<b>460,963.19</b>	<b>11,023,913.81 4.01%</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 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 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 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 0.00%</b>
<b>Expense Total:</b>		<b>12,757,555.00</b>	<b>12,757,555.00</b>	<b>133,034.00</b>	<b>460,963.19</b>	<b>12,296,591.81 3.61%</b>
<b>Fund: 740 - WATER FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>99,463.79</b>	<b>751,375.84</b>	<b>751,375.84 0.00%</b>

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		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	81,964.64	327,898.32	-1,682,601.68	16.31 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>2,010,500.00</b>	<b>2,010,500.00</b>	<b>81,964.64</b>	<b>327,898.32</b>	<b>-1,682,601.68</b>	<b>16.31%</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>81,964.64</b>	<b>327,898.32</b>	<b>-3,756,434.68</b>	<b>8.03%</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 & STREET..	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>81,964.64</b>	<b>327,898.32</b>	<b>-4,393,989.68</b>	<b>6.94%</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	5,228.00	29,041.00	15.26 %
<a href="#">750-705-437049</a>	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,319.28	8,831.08	48,103.92	15.51 %
<a href="#">750-705-437050</a>	PUBLIC WORKS SUPERVISOR	60,560.00	60,560.00	2,308.68	9,248.04	51,311.96	15.27 %
<a href="#">750-705-437051</a>	PW UTILITIES MANAGER	60,981.00	60,981.00	2,395.48	9,560.80	51,420.20	15.68 %
<a href="#">750-705-437055</a>	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,556.01	10,085.89	52,546.11	16.10 %
<a href="#">750-705-437070</a>	UTILITY WORKER, JOURNEY	71,964.00	71,964.00	3,177.00	11,681.56	60,282.44	16.23 %
<a href="#">750-705-437071</a>	UTILITY WORKER II	112,157.00	112,157.00	6,674.83	15,032.54	97,124.46	13.40 %
<a href="#">750-705-437072</a>	UTILITY WORKER III	146,012.00	146,012.00	2,826.83	8,398.36	137,613.64	5.75 %
<a href="#">750-705-450100</a>	OVERTIME	5,000.00	5,000.00	38.93	395.91	4,604.09	7.92 %
<a href="#">750-705-450500</a>	CAREER RECOGNITION PAY	6,148.00	6,148.00	152.56	746.44	5,401.56	12.14 %
<a href="#">750-705-470000</a>	ASSOCIATED PAYROLL COSTS	376,348.00	376,348.00	13,201.61	49,792.65	326,555.35	13.23 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>993,006.00</b>	<b>993,006.00</b>	<b>36,958.21</b>	<b>129,001.27</b>	<b>864,004.73</b>	<b>12.99%</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">750-705-500110</a>	CONTRACTUAL & PROFESSIONAL S...	44,000.00	44,000.00	2,121.66	7,144.14	36,855.86	16.24 %
<a href="#">750-705-520120</a>	BANK CHARGES	80,000.00	80,000.00	64.22	9,540.81	70,459.19	11.93 %
<a href="#">750-705-520130</a>	OPERATIONS, MAINTENANCE & RE...	60,000.00	60,000.00	1,898.29	6,388.01	53,611.99	10.65 %
<a href="#">750-705-520320</a>	FLEET FUEL, MAINTENANCE & REPA...	50,000.00	50,000.00	1,900.19	5,425.24	44,574.76	10.85 %
<a href="#">750-705-520400</a>	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	68.26	500.93	4,499.07	10.02 %
<a href="#">750-705-520430</a>	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	993.98	3,301.85	14,198.15	18.87 %
<a href="#">750-705-540220</a>	TRAVEL, CONFERENCES & TRAINING	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	41.26	1,205.45	4,794.55	20.09 %
<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	52.67	206.44	1,793.56	10.32 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>274,000.00</b>	<b>274,000.00</b>	<b>7,140.53</b>	<b>33,712.87</b>	<b>240,287.13</b>	<b>12.30%</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 %



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	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	833.75	2,054.90	2,300,226.10	0.09 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>2,517,281.00</b>	<b>2,517,281.00</b>	<b>833.75</b>	<b>2,054.90</b>	<b>2,515,226.10</b>	<b>0.08%</b>
<b>Department: 705 - PUBLIC WORKS DIRECTOR Total:</b>	<b>3,784,287.00</b>	<b>3,784,287.00</b>	<b>44,932.49</b>	<b>164,769.04</b>	<b>3,619,517.96</b>	<b>4.35%</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>44,932.49</b>	<b>164,769.04</b>	<b>4,557,118.96</b>	<b>3.49%</b>
<b>Fund: 750 - STORM WATER FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>37,032.15</b>	<b>163,129.28</b>	<b>163,129.28</b>	<b>0.00%</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	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 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	23,211.77	89,575.09	-620,424.91 12.62 %
<a href="#">801-000-326030</a>	CLACKAMAS COUNTY FINES/FEES	34,000.00	34,000.00	921.49	3,975.41	-30,024.59 11.69 %
<a href="#">801-000-326040</a>	STATE OF OREGON FINES/FEES	122,000.00	122,000.00	3,843.88	16,368.12	-105,631.88 13.42 %
<a href="#">801-000-326050</a>	RESTITUTION	3,000.00	3,000.00	0.00	-100.00	-3,100.00 3.33 %
<a href="#">801-000-326060</a>	BOND	1,000.00	1,000.00	-1,165.00	-1,511.35	-2,511.35 151.14 %
	<b>RptType: 3260 - FINES AND FORFEITURES Total:</b>	<b>870,000.00</b>	<b>870,000.00</b>	<b>26,812.14</b>	<b>108,307.27</b>	<b>-761,692.73 12.45%</b>
<b>RptType: 3600 - MISCELLANEOUS</b>						
<a href="#">801-000-360000</a>	ALL OTHER COURT FEES	0.00	0.00	177.50	177.50	177.50 0.00 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>177.50</b>	<b>177.50</b>	<b>177.50 0.00%</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>910,000.00</b>	<b>910,000.00</b>	<b>26,989.64</b>	<b>108,484.77</b>	<b>-801,515.23 11.92%</b>
	<b>Revenue Total:</b>	<b>910,000.00</b>	<b>910,000.00</b>	<b>26,989.64</b>	<b>108,484.77</b>	<b>-801,515.23 11.92%</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	25,739.40	95,595.48	614,404.52 13.46 %
<a href="#">801-220-500510</a>	CLACKAMAS COUNTY FINES & FEES	34,000.00	34,000.00	922.09	4,493.43	29,506.57 13.22 %
<a href="#">801-220-500520</a>	STATE OF OREGON FINES & FEES	122,000.00	122,000.00	4,095.01	18,175.10	103,824.90 14.90 %
<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>30,756.50</b>	<b>118,264.01</b>	<b>751,735.99 13.59%</b>
	<b>Department: 220 - COURT Total:</b>	<b>870,000.00</b>	<b>870,000.00</b>	<b>30,756.50</b>	<b>118,264.01</b>	<b>751,735.99 13.59%</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 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 0.00%</b>
	<b>Expense Total:</b>	<b>910,000.00</b>	<b>910,000.00</b>	<b>30,756.50</b>	<b>118,264.01</b>	<b>791,735.99 13.00%</b>
	<b>Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,766.86</b>	<b>-9,779.24</b>	<b>-9,779.24 0.00%</b>
	<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-707,617.23</b>	<b>-3,094,060.07</b>	<b>-3,094,060.07 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	-669,426.98	-3,412,162.80	-3,412,162.80
105 - AMERICAN RESCUE PLAN RE:	0.00	0.00	-17,284.97	-36,873.77	-36,873.77
205 - ROAD AND STREET FUND	0.00	0.00	43,239.71	-175,698.60	-175,698.60
228 - POLICE LEVY FUND	0.00	0.00	-44,410.21	-170,805.85	-170,805.85
229 - FIRE LEVY FUND	0.00	0.00	1,406.04	3,433.11	3,433.11
390 - URBAN RENEWAL FUND	0.00	0.00	-201,381.50	-721,772.64	-721,772.64
730 - SEWER FUND	0.00	0.00	47,511.60	515,094.60	515,094.60
740 - WATER FUND	0.00	0.00	99,463.79	751,375.84	751,375.84
750 - STORM WATER FUND	0.00	0.00	37,032.15	163,129.28	163,129.28
801 - MUNICIPAL COURT TRUST FL	0.00	0.00	-3,766.86	-9,779.24	-9,779.24
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-707,617.23</b>	<b>-3,094,060.07</b>	<b>-3,094,060.07</b>



**CHECK REGISTER FOR OCTOBER 2023**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Line Item Description</b>
10/02/2023	463	CIS Trust	63,922.65	Monthly Health Insurance
10/02/2023	464	HRA VEBA Plan	3,427.20	Employer VEBA contribution
10/02/2023	465	MissionSquare Retirement	13,392.86	Voluntary Payroll Deferred Comp
10/02/2023	93875	Axa Equi-Vest	8,894.12	Voluntary Payroll Deferred Comp
10/02/2023	93876	Clackamas Community Federal Credit Union	1,013.69	GPA Union Dues
10/02/2023	93877	Equitable	1,463.22	Non-PERS Retirement Pmt
10/02/2023	93878	Equitable Financial Life Insurance Co.	86.00	Non-PERS Retirement Pmt
10/02/2023	93879	Oregon AFSCME Council #75	1,266.24	AFSCME Union Dues
10/02/2023	93880	Oregon Department of Justice/Child Support	286.00	Child Support
10/03/2023	93881 - 93885	UB Refund Checks	4,820.43	UB Refund Checks - PW
10/05/2023	466	Amazon Capital Services	335.15	Office Supplies - Admin/CT
10/05/2023	467	Amy Lindgren Law, LLC	3,500.00	Municipal Judge - CT
10/05/2023	468	Clackamas Fire District #1	555,817.50	Quarterly Fire Services IGA - Admin
10/05/2023	469	Jill Tate	285.00	Transcription - Admin
10/05/2023	470	Lundquist, Kyndre	3,500.00	Prosecutor Services - CT
10/05/2023	471	Smith-Wagar Brucker Consulting Inc.	9,602.50	Financial Services - Admin
10/05/2023	93886	Aramark	101.62	Mat Rental - PW
10/05/2023	93887	Cheryl Brandeberry	200.00	Comm Ctr Deposit Refund - CC
10/05/2023	93888	Chip Osborne Photography	450.00	High Resolution Images - Admin
10/05/2023	93889	Curtis, L. N. Co.	1,632.33	Uniforms - PD
10/05/2023	93890	Elmer's Flag & Banner LLC	805.70	Flag Replacement - PW
10/05/2023	93891	Ferguson Enterprises	4,093.20	Stock Water System Parts - PW
10/05/2023	93892	Integrity Staffing, Inc.	1,130.40	Temporary Staffing - PW
10/05/2023	93893	League of Oregon Cities	20.00	Job Posting - Admin
10/05/2023	93894	Les Schwab Tires	2,238.57	Vehicle Maintenance - PD
10/05/2023	93895	Paramount Pest Control Inc	165.00	Pest Control - PW
10/05/2023	93896	Portland General Electric	7,456.28	Electricity Usage - All Depts.
10/05/2023	93897	Sentry Alarm Systems	122.85	Quarterly Monitoring - PW
10/05/2023	93898	Stop Stick, Ltd	261.00	Stop Sticks - PD
10/05/2023	93899	Titan Concrete Construction	5,130.00	Water Leak Repairs - PW
10/05/2023	93900	T-Mobile	403.00	Cell Phone Usage - PW
10/05/2023	93901	Trio Community Meals	326.30	Nutrition Program Supplies - CC
10/05/2023	93902	United States Postal Service	200.00	Newsletter Postage - Admin
10/05/2023	93903	Verizon Wireless	2,457.87	Cell Phones/Data Lines - IT
10/05/2023	93904	Vortex Industries, LLC	5,763.64	CC Door Project - PW
10/06/2023	93905	Portland Custom Wraps	2,665.00	Final Pmt - Van Custom Wrap - CC
10/10/2023	93906	American Legacy Homes	12,100.00	Final Pmt - Kitchen Remodel - CC
10/10/2023	93907	Clackamas County Clerk	118.00	Recording Fee - Admin
10/10/2023	93908	Oak Lodge Water Services	1,345.63	Water Purchases - PW
10/10/2023	93909	Owen Equipment Company	188.54	Vactor Truck Parts - PW
10/10/2023	93910	Portland General Electric	6,754.43	Street Light Electricity - PW
10/10/2023	93911	Water Environment Services	125,306.89	Monthly Sewer Billing - PW
10/19/2023	472	3J Consulting, Inc.	16,177.00	Planning Services - Admin
10/19/2023	473	8x8, Inc.	1,778.83	Phone Service - IT
10/19/2023	474	Amazon Capital Services	174.72	Office Supplies - Admin/CT
10/19/2023	475	Beery Elsner & Hammond LLP	6,026.00	Legal Fees - Admin
10/19/2023	476	BridgePay Network Solutions, LLC	192.70	UB Online Pmt Fees - PW
10/19/2023	477	Oregon Patrol Service	917.80	Meeting Security - Admin/CT
10/19/2023	478	P & C Construction	504,339.00	PW Facility Construction - Admin
10/19/2023	479	Satcom Global Ltd.	42.75	Satellite Phone Access - PD
10/19/2023	480	Shiels Oblatz Johnsen	17,257.06	PW Facility Oversight - Admin
10/19/2023	93912	ACS Testing, Inc.	409.10	PW Facility Testing - Admin
10/19/2023	93913	Backflow Management Inc	4,200.00	Water Testing - PW
10/19/2023	93914	Bravo Land Care & Maintenance	945.00	Landscape Maintenance - PW
10/19/2023	93915	Cascade Form Systems	2,925.92	Parking Pass/Check Printing - PW/CT
10/19/2023	93916	Cintas First Aid Lockbox	427.17	First Aid/Water Cooler - Admin/PD/PW/CC
10/19/2023	93917	City Wide Tree Service Inc.	3,760.00	Tree Maintenance - PW
10/19/2023	93918	Clackamas County Finance Department	17,330.15	Dispatch/Signal Maint/Work Crew - PD/PW

**CHECK REGISTER FOR OCTOBER 2023**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Line Item Description</b>
10/19/2023	93919	Comcast	52.55	Digital Receivers - PD
10/19/2023	93920	Curtis, L. N. Co.	1,343.53	Uniforms - PD
10/19/2023	93921	D & H Flagging, Inc.	681.00	Flagging Service - PW
10/19/2023	93922	Edge Analytical, Inc.	40.00	Water Testing - PW
10/19/2023	93923	Elena's Language Services	114.00	Interpreting Service - CT
10/19/2023	93924	Gold Wrench	2,461.35	Vehicle Maintenance - PD
10/19/2023	93925	Guardian Alliance Technologies, Inc.	95.00	Background Investigation Software - PD
10/19/2023	93926	Integrity Staffing, Inc.	1,957.01	Temporary Staffing - PW
10/19/2023	93927	Jim Smith Excavating Inc	10,424.00	Hereford PRV Project - PW
10/19/2023	93928	League of Oregon Cities	290.00	Training/Job Ads - Admin
10/19/2023	93929	Northwest Success, Inc.	2,253.31	Janitorial Service - PW
10/19/2023	93930	Office Depot	237.36	Office Supplies - Admin
10/19/2023	93931	One Call Concepts Inc	96.60	Utility Locates - PW
10/19/2023	93932	Oregon Association of Water Utilities	1,315.00	Annual Membership - PW
10/19/2023	93933	Oregon DMV	10.00	Driving Records - Admin/PD
10/19/2023	93934	Pacific Mobile Structures, Inc.	532.00	Mobile Office Rental - PW
10/19/2023	93935	Portland Custom Wraps	200.00	Custom Vehicle Wrap Design fee - CC
10/19/2023	93936	Secure Pacific Corporation	220.50	Monitoring - PW
10/19/2023	93937	Sisul Engineering	2,821.25	Professional Fees - PW
10/19/2023	93938	Stein Oil Co. Inc.	4,639.62	Gasoline - PD/PW/CC
10/19/2023	93939	Stericycle	176.65	Shredding Service - PD
10/19/2023	93940	TransUnion Risk and Alternative	75.00	Data Research - PD
10/19/2023	93941	Trio Community Meals	784.18	Beverages/Paper Products - CC
10/19/2023	93942	Two Chicks and a Rooster	1,710.00	Clack. Cities Dinner Catering - Admin
10/19/2023	93943	United States Postal Service	1,279.09	Newsletter Postage - Admin
10/19/2023	93944	Walter E. Nelson Co.	2,366.50	Janitorial Supplies - PW
10/24/2023	481	Metereaders	4,763.76	Metereading Service (2 mos) - PW
10/24/2023	482	Quadient Finance, USA	539.00	Postage - All Depts
10/24/2023	483	School's In, LLC	11,444.97	Computer Tables - CC
10/24/2023	484	Sonsray Machinery LLC	10,232.96	Equipment Maintenance - PW
10/24/2023	93945	Consolidated Supply Co.	5,276.34	Water Meters - PW
10/24/2023	93946	The Campbell Course	100.00	Rental Fee/Clack Co. Cities Dinner - Admin
10/27/2023	485	Amy Lindgren Law, LLC	3,500.00	Municipal Judge - CT
10/27/2023	486	MSPEN Consulting, LLC	840.00	Grant Writing Services - Admin
10/27/2023	487	US Bank Corporate Payments	31,385.97	P-Card Purchases - All Depts
10/27/2023	93947	Blackline, Inc.	18,198.00	Slurry Seal/Striping - PW
10/27/2023	93948	Buel's Impressions Printing	193.00	Form/Business Card Printing - PD
10/27/2023	93949	Canon Financial Services, Inc.	1,481.96	Copier Leases/Usage - IT
10/27/2023	93950	Donna Mathews	1,627.00	Embroidery - PD
10/27/2023	93951	Gladstone Municipal Court	1,523.53	Bank Fee Reimbursement - Admin
10/27/2023	93952	Integrity Staffing, Inc.	1,102.14	Temporary Staffing - PW
10/27/2023	93953	Lilian Belsky	130.00	Interpreting Service - CT
10/27/2023	93954	Luxury Restroom Trailers	2,810.00	Portable Restrooms/PW Facility Project
10/27/2023	93955	Paramount Pest Control Inc	220.00	Pest Control - PW
10/27/2023	93956	PBS Engineering & Environmental Inc.	7,627.51	Testing -PW Facility Project
10/27/2023	93957	Porter W Yett Co	699.30	Cold Mix - PW
10/27/2023	93958	Providence Health Services Oregon	100.00	DOT Physical - Admin
10/27/2023	93959	Society of St. Vincent de Paul	5,000.00	ARPA Covid Assistance - Admin
10/27/2023	93960	Stein Oil Co. Inc.	5,944.19	Gasoline - PD/PW/CC
10/27/2023	93961	Tyler Technologies, Inc.	6,702.50	UB Online Pmt Fees - PW
10/30/2023	488	CIS Trust	66,331.54	Monthly Health Insurance
10/30/2023	489	HRA VEBA Plan	3,427.20	Employer VEBA contribution
10/30/2023	490	MissionSquare Retirement	6,983.32	Voluntary Payroll Deferred Comp
10/30/2023	93962	Axa Equi-Vest	8,894.12	Voluntary Payroll Deferred Comp
10/30/2023	93963	Clackamas Community Federal Credit Union	1,048.86	GPA Union Dues
10/30/2023	93964	Equitable	1,463.22	Non-PERS Retirement Pmt
10/30/2023	93965	Equitable Financial Life Insurance Co.	86.00	Non-PERS Retirement Pmt
10/30/2023	93966	Oregon AFSCME Council #75	1,263.81	AFSCME Union Dues

CHECK REGISTER FOR OCTOBER 2023

<u>Check Date</u>	<u>Check No.</u>	<u>Vendor</u>	<u>Amount</u>	<u>Line Item Description</u>
10/30/2023	93967	Oregon Department of Justice/Child Support	286.00	Child Support
		Total October 2023 Payments	<u>\$ 1,677,353.71</u>	







**ATTORNEY CHARGES**

<b>Attorneys:</b>	<b>July, 2023</b>	<b>Aug, 2023</b>	<b>Sept, 2023</b>	<b>Oct, 2023</b>	<b>Nov, 2023</b>	<b>Dec, 2023</b>	<b>Totals</b>
City Charter	\$ -	\$ -	\$ -	\$ -			\$ -
Elections	132.50	114.00	-	-			246.50
Finance	-	-	256.50	-			256.50
General	199.50	1,311.00	759.50	285.00			2,555.00
Meeting Attendance	-	-	-	-			-
Governance/City Council	655.50	370.50	456.00	969.00			2,451.00
Meeting Attendance	1,852.50	684.00	912.00	427.50			3,876.00
Intergovernmental	57.00	114.00	484.50	-			655.50
Meeting Attendance	-	-	-	-			-
Land Use/ Community Development	1,054.50	855.00	142.50	572.80			2,624.80
Meeting Attendance	-	114.00	-	-			114.00
Parks & Recreation	28.50	-	-	-			28.50
Personnel/Labor	-	826.50	1,425.00	17,105.50			19,357.00
GPA	-	-	-	-			-
City Administration	-	-	-	-			-
Personnel Handbook	-	-	-	-			-
Meeting Attendance	-	-	-	-			-
Public Records & Meetings	399.00	-	-	513.00			912.00
Public Safety	199.50	-	199.50	484.50			883.50
Public Works	464.50	-	142.50	-			607.00
Public Works Facility Project	737.00	199.50	-	-			936.50
Real Property Transactions	57.00	-	-	-			57.00
Risk Management/Litigation	28.50	-	142.50	57.00			228.00
Rights of Way-Telecommunications	4,210.50	1,437.50	562.50	-			6,210.50
Urban Renewal	-	-	-	-			-
<b>Total</b>	<b>\$ 10,076.00</b>	<b>\$ 6,026.00</b>	<b>\$ 5,483.00</b>	<b>\$ 20,414.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,999.30</b>

<b>Attorneys:</b>	<b>Jan, 2024</b>	<b>Feb, 2024</b>	<b>Mar, 2024</b>	<b>Apr, 2024</b>	<b>May, 2024</b>	<b>June, 2024</b>	<b>Totals for Year</b>
City Charter							\$ -
Elections							246.50
Finance							256.50
General							2,555.00
Meeting Attendance							-
Governance/City Council							2,451.00
Meeting Attendance							3,876.00
Intergovernmental							655.50
Meeting Attendance							-
Land Use/ Community Development							2,624.80
Meeting Attendance							114.00
Parks & Recreation							28.50
Personnel/Labor							19,357.00
GPA							-
City Administration							-
Personnel Handbook							-
Meeting Attendance							-
Public Records & Meetings							912.00
Public Safety							883.50
Public Works							607.00
Public Works Facility Project							936.50
Real Property Transactions							57.00
Risk Management/Litigation							228.00
Rights of Way-Telecommunications							6,210.50
Urban Renewal							-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,999.30</b>







# Public Works

## Staff Report for November 2023

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Report Date : December 4, 2023  
To : Jacque M. Betz, City Administrator  
Copy : Mayor and City Council  
From : Darren Caniparoli, Public Works Director

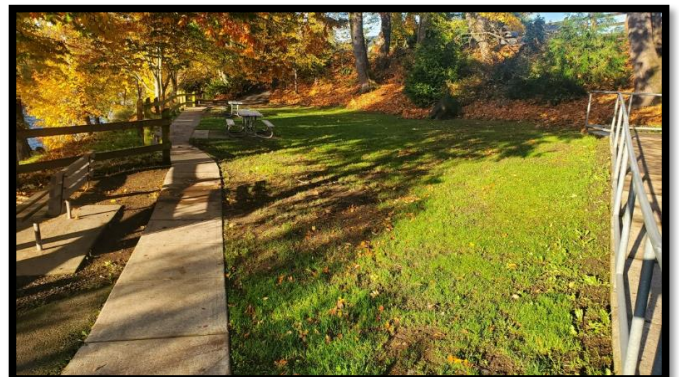
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### PARKS:

- Trash pick-up in all parks two days a week.
- Detail work within our parks has been a priority. Edging and trimming of flowerbeds, trimming and cutting back plants, which need attention, this will continue throughout the winter months.
- Leaf clean-up continues in all parks and greenways.



Before & After, Leaf Clean-up



## STREETS:

- Winter street sign maintenance, which includes: trimming branches, cleaning graffiti from signs, tightening of hardware and sign replacement when needed.
- Crews are out clearing catch basins when needed in a mutual effort to prevent urban flooding.



## FACILITIES:

- Twice a month facility inspections
- Ongoing repairs and maintenance at all facilities, including cleaning gutters and winterization of buildings in preparation for colder temperatures.
- Installed the washer and drier at Public Works.
- Began holiday decoration installation on Civic Center and Public Works, more will be underway the first week of December.



## FLEET:

- Yearly DEQ Compliance scans completed on 12 Public Works vehicles to maintain our "exempt" plate status.
- Began winter oil changes on multiple pieces of small equipment
- Repaired two lawn mowers.



## WATER:

- Utility billing service orders.
- Utility locates and GIS map updates.
- Routine coliform sampling, system chlorine residual monitoring
- Routine pumpstation/reservoir inspections
- Utility billing door hangers and shut-offs for nonpayment.
- Call in the city's Master Meter read to the treatment plant every Monday.
- Change the recording charts at the Webster Reservoir Pump Station every Monday.
- Investigate meter readings for discrepancies, high usage, leaks, broken box, broken lid, and meters not registering.

Conducted an investigation at 7580 Ridge Dr., utilizing a “smart water meter” that can record usage every hour, every day, for up to 100 days. The findings from the meter led crews to address the possibility of an irrigation line on a timer. This matter is technically a private matter, though as the water provider it is our responsibility to address areas of water loss, especially when it is a large amount of water such as this. We continue to monitor the situation with the property owner, who is working with a leak detection company. This was a read from 1 day of usage, 343.9 units of water, which is equal to 257,237 gallons of water.

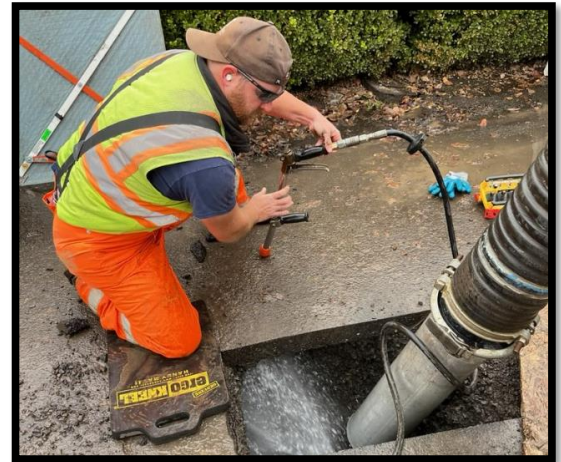


The Water crew abandoned the water service at the Library worksite, at Portland Ave. and Dartmouth St. Also part of this work crews replaced the fire hydrant and installed a new 1.5” service and meter.



We have had several leaking water services, which have had to be replaced. This leak was at 7580 Ridgewood Dr., utilizing the Vactor truck to assist in making the repair, crew made a small concrete cut to access the leak and make the repair.

Repaired a leaking water meter valve at 150 W. Clackamas. The crew was able to do the repair by freezing the water line and replace the valve.



Frozen water line, which allows crews to replace the valve.

## SEWER:

- The sewer crew is utilizing the camera truck to inspect sewer mains that are on the paving list this upcoming year. Taking this step will allow crews to make repairs prior to the upcoming paving project, ideally this will reduce the likelihood crews will need to make repairs after the paving is done; preserving the integrity of the roadway.
- The sewer crew is using the camera truck to locate sewer laterals throughout the town and mark them at the curb with a sewer marker.

While utilizing the camera truck to inspect sewer mains the sewer crew found a partially blocked sewer main at the 400 block of W. Berkeley St. Crews brought in the Vactor truck to clean and clear the obstruction in conjunction with the camera truck.





## STORM:

- Locates/GIS map updates ongoing.
- Catch basin/headwall cleaning to mitigate flooding.
- Completed Citywide street sweeping.
- Crews are utilizing the Vector truck to clean known troubled storm lines ahead of heavy rain events
- Crews are performing catch basin repairs on basins in need of concrete floors and re-grouting the pipe connections to the basin box.
- The storm crew is placing storm drain markers on catch basins that do not already have markers.



Crews have been cleaning stormlines with the Vector truck, during the process crews dislodged a good sized root ball in the main storm line on Portland Ave., in front of the high school football stadium.

## Leaf season is still here.....

Crews have been working five days a week to maintain the leaf pick up schedule. Crews will pick up any resident of Gladstones leaves which are placed curbside during their area's pick-up. To date this leaf season Public Works has picked up approximately **365** cubic yards of leaves! Public Works will complete leaf pick up on December 15<sup>th</sup> and the dept. will do a final street sweep the following week, just in time for the holidays!



## ADMINISTRATION:

- Clackamas River Basin Council conducted an invasive species treatment along the Dahl Beach Pathway.
- Submitted stormwater MS4 annual report to submit to DEQ.
- Working with Backflow Management Incorporated (BMI) to complete water system Lead and Copper Rule sampling. Also worked to complete the water system quarterly Fifth Unregulated Contaminant Monitoring Rule (UCMR5) sampling.
- Continued work on completing Gladstone's Clackamas County Multi-Jurisdiction Natural Hazard Mitigation Plan Addendum.
- Working with Sisul Engineering to prepare conditions of approval for several private development projects.
- Clackamas County Building Permit plan reviews, approvals and release letters.
- Maintenance of HVAC for Community Center and Public Works, Civic Center will follow.
- Management of the Janitorial contract; scheduling of bi-annual window cleaning for city facilities.
- Procedure development and rollout of the new ROW Ordinance, which is now being managed by administration within the Public Works.
- Preparing a new contract for water meter reading, contract expires December 31st.
- Working with our partners in the Regional Water Providers Consortium to develop an updated member IGA draft. The IGA was first developed and adopted by individual members in 1996; the IGA was last updated and adopted in 2005. The Consortium Board unanimously approved the updated IGA October 4, 2023 with a recommendation that Consortium members' individual board, council, or commission approve the amended and restated IGA.
- Attended pre-app meetings as scheduled
- Attended regulatory meetings as required
- ROW Inspections for private and commercial work within the ROW.

Happy  
Holidays

Gladstone Public Works

**Gladstone Police Department**  
**Monthly Report**  
**November 2023**







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



**CHIEF'S REPORT**

**November 2023**

Greetings,

Last month I talked about home safety during the holidays to include avoiding porch thefts. I just want to take the opportunity one more time to discuss measures to avoid porch thefts.

- Network with Neighbors.
- Have packages delivered to work.
- Leave specific drop off instructions
- Install security camera's

The final bullet point from last month shared that you can have your holiday packages delivered to the Gladstone Police Department if you have no other options. Yes, the "Santa Squad" has been activated and ready to accept packages. During the month of December, Gladstone residents can prevent the Grinch from stealing Christmas. We are offering to have your packages delivered to the Police Department if a family member or neighbor is unable to collect the package for you. Please email Santa's elf, Yvonne at [Ymcneil@gladstoneoregon.us](mailto:Ymcneil@gladstoneoregon.us) with your name and phone number of where you can be reached once your package arrives. Packages may be delivered to:

18505 Portland Ave, Gladstone OR 97027

Address it to "Santa's Squad-GPD", C/O (your name) so we know who to call for pickup. If you have special circumstances let us know and we will deliver your package to your home after it is delivered.

The Gladstone Police Department would like to wish everyone a happy holiday season and remind everyone to be kind and look out for one another. Your Police Department is grateful for the opportunity to serve such a great community.

Sincerely,

John Schmerber, Chief of Police



GLADSTONE POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT



**NOVEMBER 2023**

"Respect ~Service ~Character ~Passion"

GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	667	6,108	6,089	0.31%	Speeding	15
Officer Initiated Incidents	337	4,592	4,433	3.59%	Driving Uninsured	14
Total Number of Incidents	1,004	10,700	10,522	1.69%	Fail to Obey Traffic Control Device	12
Police Reports Filed	302	3,200	3,349	-4.45%	Driving While Suspended	9
Traffic Contacts	223	3,114	2,401	29.70%	No Operators License	6
Citations Issued (Charges)	95	1,365	1,437	-5.01%	<b>ALARM ADMINISTRATION REPORT</b>	
Parking Citations	184	311	128	142.97%	Renewals Billed	N/A
DUII	5	48	39	23.08%	Renewal Fees Collected	N/A
Community Policing Contacts	18	146	214	-31.78%	New Permits Issued	N/A
Murders	0	0	0	0.00%	False Alarms w/No Permit	N/A
K9 Deployments	2	32	43	-25.58%	1st False Alarm Events	N/A
Tow Releases	2	24	16	50.00%	2nd False Alarm Events	N/A
					6th False Alarm Events	N/A
					False alarm fees collected	N/A
					False alarm fees billed	N/A



**GLADSTONE POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT**

**NOVEMBER 2023**

*"Respect ~Service ~Character ~Passion"*



SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATAGORIES	HOURS
Abuse/Neglect	0	23	35	-34.29%	Cover Short Shift	181.25
Accident/Injury or Fatal	1	21	18	16.67%	Court	21.50
Accident/Property Damage	4	71	77	-7.79%	Training	0.00
Assault	4	36	40	-10.00%	Presentations/Meetings	6.50
Burglary	5	29	24	20.83%	Other	14.25
Domestic Disputes	19	208	199	4.52%	Grant	57.00
Drugs/Narcotics	8	43	20	115.00%	K9	13.50
Disturbance-Fights-Noise	10	142	163	-12.88%	SRO	0.00
Forgery/Fraud	5	98	78	25.64%		
Hit and Run	6	51	40	27.50%		
Ordinance Violations	15	244	127	92.13%		
Runaway/Missing Person	9	63	63	0.00%		
Sex Offense	4	29	41	-29.27%		
Suicide Threat/Attempts	2	52	59	-11.86%		
Suspicious Person or Circumstance	43	623	716	-12.99%		
Thefts	11	187	258	-27.52%		
Trespass/Prowler	6	115	151	-23.84%		
Vandalism	2	63	105	-40.00%		
Vehicles Recovered	0	27	42	-35.71%		
Vehicles Stolen	2	40	82	-51.22%		
Death(Not Suicide/Murder)	2	11	15	-26.67%		

\*\*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**

**November 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.

No 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.*



# GLADSTONE POLICE DEPARTMENT COMMUNITY SERVICES OFFICER MONTHLY REPORT TO CHIEF AND COUNCIL



## COMMUNITY SERVICES OFFICER MONTHLY REPORT

Prepared by Yvonne McNeil

November 2023

- 3 Car seat checks
- 16 Vehicles tagged to be towed
- 2 Vehicles towed
- 243 Parking contacts
- 12 Ordinance violation contacts
- 4 Animal complaints
- 9 Community contacts

### Noxious Vegetation and Junk Keeping Violations *(completed)*

We had a complaint of overgrown vegetation and boxes piled on a front porch on Cornell Avenue. We contacted the resident and worked with them for 10 weeks to get both issues abated.

**BEFORE:**



**AFTER:**







# GLADSTONE POLICE DEPARTMENT COMMUNITY SERVICES OFFICER MONTHLY REPORT TO CHIEF AND COUNCIL



## COMMUNITY SERVICES OFFICER MONTHLY REPORT Continued.....

### **Parking Violation (completed)**



A Cougar travel trailer parked on River Road, behind the car dealership that appeared to be abandon. There were no plates, broken door and broken window. Trailer was tagged for towed and was removed within 24 hours.

### **Parking Violation (completed)**

Complaint received of a boat parked in the street. The Resident was contacted and corrected the violation within just a few days.





# GLADSTONE POLICE DEPARTMENT DETECTIVES MONTHLY REPORT TO CHIEF AND COUNCIL



## DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

November, 2023

### New Cases Assigned:

1. 23-022769 Encouraging Child Sexual Abuse. Assigned 11/02/23
2. 23-024356 Sexual Abuse. Assigned 11/27/23

### Current Caseload:

1. 23-007287 Sexual Abuse. Assigned 04/10/23. (Awaiting DNA forensic results)
2. 23-009913 Sexual Abuse. Assigned 05/13/23
3. 23-018098 Sexual Assault. Assigned 08/31/23
4. 23-018639 Rape 1, Sodomy 1, Strangulation, and Violation of Restraining Order. Assigned 09/06/23
5. 23-020134 Sexual Abuse. Assigned 09/27/23
6. 23-022769 Encouraging Child Sexual Abuse. Assigned 11/02/23
7. 23-024356 Sexual Abuse. Assigned 11/27/23

### Cases Cleared:

1. 23-018475 Sexual Abuse. Investigation completed on 11/10/23. The case has been forwarded to the Clackamas County District Attorney's Office.
2. 23-007432 Historic Sexual Abuse. Out-of-state referral (Great Falls, Montana) Investigation completed on 11/30/23. The case has been forwarded to the Clackamas County District Attorney's Office for review.

**Sex Offender Registrations Completed: 0**



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



**K9 MONTHLY REPORT**

**Prepared by: Officer Olson**

**November 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.

Officer	K9 Deployments GPD	K9 Deployments Other Agencies	K9 Training Hours
Olson	0	2	4

Nanuk required surgery for a bowel obstruction this month and was out of service the rest of November. Nanuk has healed well from surgery and he is ready to work again!

Nanuk and I had two deployments during November the first was a possible burglary in progress in Milwaukie. Milwaukie PD requested a K9 and advised the suspect is still inside a fenced area of the property. Once on the property we challenged the suspect, he was told he is under arrest. The suspect was not compliant. K9 Nanuk barked and the suspect then surrendered.

K9 Nanuk assisted Clackamas County Sheriff's Office on a possible kidnapping. A high-risk stop was made and the suspect surrendered.



# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT

Prepared by Sgt. Okerman

November 2023

11/1 A dog was on the loose running around the neighborhood around Ipswich St. Several calls were received about the dog but officers could not get close enough to capture it. A neighbor did get it contained in a backyard but when officers arrive they discovered the dog had jumped the fence. The dog was captured later and returned to its owner.

11/3 A subject in a mental health crisis called in on Ridgeway Dr. The subject was referred to the Mental Health Crisis Line. About an hour later, the Mobile Crisis Team called for assistance. They had responded to talk with the subject who decided to go to the hospital for an evaluation but was being threatening towards the workers. With officers on scene the subject made more threats and tried to leave. Officers had to physically restrain the subject to get them to the ambulance.

11/4 The same dog was loose again and the owner was brought to the dog to return it home.

11/8 An officer located a vehicle with a stolen license plate parked in the Sherwood Forest neighborhood. The officer staked out the area for a while to see if a suspect would return but none did. The stolen plate was recovered. The vehicle with the plate was not stolen. It was unknown why the stolen plate was on the vehicle.

11/11 A subject was harassing employees at businesses along McLoughlin Blvd. Officers contacted the subject and learned they are a known offender. The subject was warned about their behavior and they were trespassed from several businesses.

11/16 A citizen reported a possible theft from Webster Ridge Apartments. A subject was seen carting off a propane patio heater from the complex. The subject was located and stopped. Officers investigated and were able to confirm the subject legally had possession of the item and was storing at a friend's apartment.

11/17 A neighbor called after seeing a subject rolling on the ground and moaning behind a building on McLoughlin Blvd. When officers arrived the subject was walking around but clearly under the influence of illegal drugs. The business did not have a problem with the subject being there and the subject declined assistance that was offered.





# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT Continued.....

11/18 A BMW was blocking a lane of travel on Webster Rd near Kraxberger Middle School. By the time officers arrived the vehicle had been pushed off the road by another BMW. The first vehicle had a major mechanical failure and the rear tires would not roll.

11/23 HAPPY THANKSGIVING!

11/24 A burglary was reported where a known suspect stole a revolver from an apartment. This investigation continued for several days and arrests were made. The gun has been recovered.

11/25 At about 1am two juvenile females were stopped walking on Windsor Dr. They were out past curfew and one of them had an open container of beer tucked in her pants. They were both taken to the juvenile department for curfew and MIP.

DUII arrest. The driver had a BAC of .18%, more than double the legal limit.



This is not a parking space. The officer who found this vehicle thought there might have been a crime happening inside the Walgreens as the vehicle was parked right in front of the doors as if it was prepared for a quick getaway.

11/28 Safeway Loss Prevention called in a theft where the suspect fled the store. Officers located the suspect and were able to detain them after the suspect walked away from officers in the street blocking traffic. Once the suspect was handcuffed they began to struggle. A citizen driving by stopped to assist the officers with getting the suspect into a police car.



# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT

Prepared by Sgt. Graves

November 2023

11/08/23- Officers responded to the Subway on Princeton Ave, of a report of an unwanted subject in the seating area. The subject was reported to be scaring employees with his erratic behavior. Officers arrived but the subject had left. Officers conducted an area check and located the subject. He was trespassed from the property.

11/08/23- Officers responded to the Holiday Inn on an unwanted person in the lobby. It was reported a female was in the lobby yelling and screaming. Officers arrived and located the female just outside of the business. She appeared to be having a mental health episode. Services were offered to her, but were declined. She was trespassed from the property.

11/13/23- Officers responded to a report of a pedestrian struck by a train in the 250 block of Edgewater. Officers arrived and found the subject on the trestle bridge over the Clackamas River. The subject only sustained some minor injuries and was transported to a hospital. Train traffic in the area was stopped for approximately 2 hours.

11/20/23- Officers responded to the 19000 block of Addie St. to assist on a CPR call. Enroute to the call it was determined by medics that the patient was beyond help. Officers conducted a death investigation and determined it appeared to be of natural causes. TIP volunteers came to the scene to assist the family.

11/26/23- Officers responded to Tukwila on a report of a female found down and unresponsive. Medics and Officers arrived on scene and it was determined the female was beyond help. Officers conducted an investigation and determined from a witness that this was mostly likely a fentanyl overdose death. The Clackamas County Medical Examiner was called to the scene to conduct their investigation. Detectives were also notified about the overdose.

11/29/23- While investigating a separate fraud at a local business, it was determined by Officers that another fraud had occurred at Safeway. A male and a female came into the store and purchased a 450 dollar gift card using counterfeit 100 dollar bills. An area check for the suspects was conducted, but they were not located.

For the month of November, approximately 75 calls were generated at Tukwila. Many of these calls had multiple calls to 911 or non-emergency for each generated CAD. The great majority of these calls involve some kind of mental health, alcohol or drug issue by the caller.



# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT

Prepared by Sgt. Hutchinson

November 2023

November 1, Wednesday: Officers responded to a disturbance between neighbors at the Tri City Mobile Home Park. One neighbor complained about property being stored on a shared fence line. After the other neighbor refused to fix the problem, the original reporting property went onto the neighbor's property to remove the stuff from the fence line. This ended up in a physical disturbance where both neighbors were fighting each other. In the end, one was cited for trespassing, and the other was sent to the City Prosecutor for Harassment charges.

November 2, Thursday: Officers responded to an out of control 12 year old. The parents were holding down the juvenile after she destroyed a lot of property in the home. The juvenile had had been upset after yelling at school staff that day. The juvenile was detained and taken to the hospital.

Officers took a report of a threat of harm to Kraxberger Middle School. A tip came in, that a student, who recently got in trouble at school, threatened to shoot up the school the next day. The student and family were interviewed and it was determined there were no guns in the home. The student was not allowed to return to school the next day until the school investigated the threat. The school administration was notified and extra patrols were made the next day.

November 3, Friday: Officers pulled over a driver who was not traveling in his lane on Oatfield Road. After a series of Standard Physical Sobriety Tests, the man was determined to be under the influence of alcohol and arrested for DUII. He was transported to the jail without incident.

Officer responded to a burglary that occurred sometime that day where the suspects broke in the back sliding door and took belongings from inside including a large amount of cash. After an investigation, no evidence could be located that would lead to the suspects identity. A follow up investigation did not find any neighborhood camera footage.





# GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



## OPERATIONS MONTHLY REPORT Continued.....



November 4: Saturday: A traffic complaint came in regarding a truck driving in circles on the Gladstone Football Field. Officers located a truck that matched the description and upon close inspection, it had fresh grass and mud in the wheel wells of the tires. The driver and passengers were juveniles and determined to be under the influence of alcohol. All the juveniles were cited for being Minors in Possession of Alcohol.

November 15: Wednesday: Officers responded to a juvenile having a mental health breakdown and destroying property in the home. The juvenile was detained, placed on a Police Officer Hold and sent to the hospital.

November 16, Thursday: Officers responded to a disturbance of two males fighting. This stemmed from an incident that happened earlier. One claimed the other tried to hit him with his trailer. No injuries were sustained and the parties were de-escalated.

November 18, Saturday: Officers took a report of a theft of a leaf blower from the front of the victim's garage. The suspect had previously been trespassed from the victim's property. After camera footage was located, the suspect was charged with trespassing.

Officers responded to Tukwilla Springs on a burglary. A known suspect had gone through a window and entered his mother's apartment. The suspect had been trespassed from the facility and arrested multiple times before. He was arrested again without incident.

November 22, Wednesday: Gladstone Officers responded to a woman having a mental health crisis. She was threatening harm to herself and her family and was making statements that were not normal. She was not violent with officers, but it was determined she needed professional mental health care. She was taken to the hospital on a Police Officer Hold.

November 23, Thursday: Happy Thanksgiving.





## GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



### OPERATIONS MONTHLY REPORT Continued.....

November 29, Wednesday: Officers responded to a burglary in progress at the River Run Village Apartments. An upstairs renter claimed that the downstairs neighbor had messed with the water heater in a vacant apartment. The vacant apartment was found secure and the burglary was determined to be unfounded. While the downstairs neighbor was being questioned, a woman in the apartment fled to the rear and exited through the bedroom window. Gladstone Officers and County Deputies chased after the woman and she was arrested for her warrants.

November 30, Thursday: Officers responded to a hit and run at Caldwell and Oatfield Rd.. The stop sign at the intersection had been ran over by an unknown suspect. There was no evidence left at the scene. The sign was replaced shortly after with a temporary sign by the Gladstone Public Works Department.





# MONTHLY REPORT TO CHIEF AND COUNCIL



## RECORDS UNIT MONTHLY REPORT

Reported by: Executive Assistant Kristi Walls

November 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. No one guessed where Nanuk was last month. He was in front of the Gladstone DMV.

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 4 bike helmets this month. Happy riding everyone!



Every year The Gladstone Police Department honors the Veterans at Somerset Assisted Living on Veterans Day. Thank you for your service!



**RECORDS UNIT MONTHLY REPORT  
Continued.....**



This month the Oregon City Elks Lodge #1189 presented the Gladstone Police Department with a Certificate of Appreciation and a \$500 donation, which we will use for the Shop with a Cop program.

Officer Lee Gilliam received a Life Saving Award at the OPOA Annual Banquet





# Where is K9 Nanuk? December 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

November 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
All	Hearing	Yes	14
Crotchett	Use of Force	No	24
Olson	Use of Force	No	16
All	Blood Borne	Yes	14
<b>Total</b>			<b>68</b>

Officer Crotchett attended a three-day Basic Defensive Tactics Instructor Workshop. He learned valuable skills he will be able to teach to the department during future in-service training in the areas of physical control, defense of self without weapons, and others. This is the beginning of building Officer Crotchett’s instructor credentials.

Officer Olson attended two days of Less Lethal Instructor recertification. There he recertified as an instructor in the use of pepper spray and kinetic energy weapons (40mm launcher). He also received updated training in those areas for future in-service training.

All employees also received training in hearing loss prevention while also having an annual hearing test completed.

The new city blood borne pathogen policy was also reviewed and trained on.

## GLADSTONE MUNICIPAL COURT FROM NOVEMBER 2023

### General Court Information from November 2023

- 49 traffic citations filed
- 74 violations disposed
- 18 misdemeanors filed
- 3 misdemeanors disposed
- 13 payment agreements entered
- 15 warrants were issued
- 20 payment reminders were mailed to defendants
- 24 driver's licenses were requested suspended
- 13 driver's licenses were released
- 34 cases were sent to collections
- 6 cases were sent to the Department of Revenue
- 0 Jury trial was held
- \$19,735.00 in violation fees assessed
- \$21,490.14 in violation fees paid
- \$1,990.00 in misdemeanor fees assessed
- \$3,690.74 in misdemeanor fees paid
- \$489.40 collection with Department of Revenue
- \$12,742.12 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	40	144	76	59	7	5	7	7	8	11	12	5	17
Oct	55	37	31	199	32	57	2	4	12	10	3	4	4	5	38
Nov	70	67	49	87	64	74	8	4	18	3	9	3	8	2	169
Dec	55	99		85	62		0	4		7	3		1	0	
Total	1232	855	770	1772	1271	1194	78	83	102	92	82	92	163	151	281

GLADSTONE MUNICIPAL COURT FROM NOVEMBER 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	20,765.00	25,539.13	23,137.49	23,599.95
Oct	47,026.00	24,148.77	25,622.70	28,491.79	9,505.00	22,156.65
Nov	26,505.00	17,975.00	19,735.00	21,086.93	20,958.48	21,490.14
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>\$384,510.20</b>	<b>\$315,470.81</b>	<b>\$308,459.10</b>	<b>\$275,961.34</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	10,323.80	6,507.01	2,668.68	7,261.55
Oct	5,546.00	4,155.73	1,826.00	9,914.75	6,588.00	6,512.99
Nov	5,463.00	8,535.00	1,990.00	5,557.93	3,654.71	3,690.74
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>\$98,334.57</b>	<b>\$89,411.35</b>	<b>\$60,121.61</b>	<b>\$63,511.30</b>



# City of Gladstone Monthly Planning Report November 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	0	0	1		6
Customer phone/email Contacts	48	37	31	43	34	27	20	32	42	44	32		390
Building Permits with Land Use Review	4	6	2	4	8	4	2	6	9	8	5		58
Code Compliance Review	1	1	1	0	0	0	1	0	0	0	0		4
Pre-application Conferences	1	0	1	0	0	0	1	1	1	0	2		7
Administrative Decisions	2	2	0	0	0	0	2	0	1	0	0		7

### PLANNING COMMISSION ACTIONS/DECISIONS

- No Planning Commission in November 2023

### CITY COUNCIL LAND USE ACTIONS/DECISIONS

- No City Council Land Use Actions/Decisions in November 2023

### PRE-APPLICATION CONFERENCES

- Roadrunner Pizza Storage Building Addition Design Review
- Gladstone School District Transportation Facility Design Review

### ADMINISTRATIVE PERMITS

- No Administrative Permits in November



## BUILDING PERMITS WITH LAND USE REVIEW

Date	Address	Permit #	Description
11/16/23	275 Ipswich Street	B0210923 Resubmittal	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 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. Review Cycle #9. Gladstone Zoning Standards continue to be met.
11/16/23	1085 Portland Ave	B0515823	Exterior ADA upgrades and interior improvements to existing Commercial Structure for new Happy Rock Coffee Roasting Co. coffee shop and roastery. Review Cycle #2. Gladstone Zoning Standards continue to be met.
11/16/23	525 Portland Ave	B0569623	Gladstone Library combined trash and generator enclosure. Shown matching plans approved by Planning Commission in February 2022.
11/30/23	19605 River Rd	MH0008323	Replacement of Manufactured Home Dwelling in location of existing home
11/30/23	19605 River Rd	MH0008423	Replacement of Manufactured Home Dwelling in location of existing home

## FUTURE ITEMS/PROPERTY UPDATES

Date	Topic
12/19/23	Planning Commission Public Hearing- Continued- DR-23-06 FIRE Restoration Warehouse Building (Pending re-submittal of applicant's materials) Planning Commission Public Hearing- Updating Home Occupation Code Language (GMC Chapter 17.78)

# Gladstone Community Center Staff Report



## November 2023

### Stats for Food in Gladstone

- Food boxes delivered in November: 210
- Congregate lunches: 280
- Homebound Meals delivered to seniors at home: 1348 ( Hot Meals)
- Active participants signing in to our activities 996
- Gladstone received 203.5 lbs. of food donated to our Homebound Senior Food Box Program (Gleaners and or Food Bank)
- Center has received a total of \$43.00 in donations for Homebound Meals and \$642.00 congregate meals.
- **Services provided**  
Gladstone Community Center recorded 10 information and assistance calls, 194 reassurance and outgoing participant checks and 5.25hrs of Homebound case management calls.
- Rental information: 4 rentals in November
- 102 Volunteers and 550.5 volunteer hours recorded in November

### **Highlights for the month:**

Community Bingo was a huge success and sold out again this month. They turned people away due to the popularity. The next Community Bingo Event is December 15<sup>th</sup> and the sponsor is the Kraxberger Middle School Robotics Club.

The holidays have come to the Community Center in full force. We had a very creative volunteer come in and decorate for us just after Thanksgiving.





## Thanksgiving/Holiday Lunch

There were about 100 participants and volunteers here for the holiday lunch. The Community Center is lucky to have so many willing volunteers here to help with this event. There was plenty of Holiday favorites for all to enjoy.



Think of all the things that you are thankful for!



**Canvass Results Report**

Official Ballots

Run Time 3:46 PM  
Run Date 11/30/2023

**Clackamas County**

November 7, 2023 Special Election

11/7/2023  
Page 1

**Official Results**

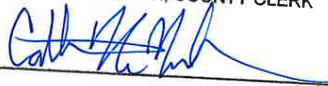
Registered Voters  
49016 of 151881 = 32.27%

Precincts Reporting  
55 of 55 = 100.00%

**City of Gladstone, Councilor, Position 4 Completion of an Unexpired 4 Year Term - Vote for one**

Precinct	Sierra Cook	Gabrielle Blaug	Jake Meek	Write-in (W)	Cast Votes	Undervotes	Overvotes	Miscellaneous Write-ins	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
614	392	84	306	4	786	60	0	0	846	846	3,148	26.87%
616	628	104	561	7	1,300	134	0	0	1,434	1,434	4,823	29.73%
618	117	7	60	3	187	31	0	0	218	218	721	30.24%
<b>Totals</b>	<b>1,137</b>	<b>195</b>	<b>927</b>	<b>14</b>	<b>2,273</b>	<b>225</b>	<b>0</b>	<b>0</b>	<b>2,498</b>	<b>2,498</b>	<b>8,692</b>	<b>28.74%</b>

**CERTIFIED COPY OF THE ORIGINAL**  
CATHERINE MCMULLEN, COUNTY CLERK

BY: 

**Canvass Results Report**

Official Ballots

Run Time 3:46 PM  
Run Date 11/30/2023

**Clackamas County**

November 7, 2023 Special Election

11/7/2023

Page 5

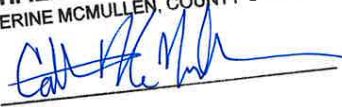
**Official Results**

Registered Voters  
49016 of 151881 = 32.27%

Precincts Reporting  
55 of 55 = 100.00%

**City of Gladstone Measure 3-600 - Referred to the People by the City Council**

Precinct	Yes	No	Cast Votes	Undervotes	Overvotes	Miscellaneous Write-ins	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
614	697	143	840	6	0	0	846	846	3,148	26.87%
616	1,163	258	1,421	12	1	0	1,434	1,434	4,823	29.73%
618	184	31	215	3	0	0	218	218	721	30.24%
<b>Totals</b>	<b>2,044</b>	<b>432</b>	<b>2,476</b>	<b>21</b>	<b>1</b>	<b>0</b>	<b>2,498</b>	<b>2,498</b>	<b>8,692</b>	<b>28.74%</b>

**CERTIFIED COPY OF THE ORIGINAL**  
**CATHERINE MCMULLEN, COUNTY CLERK**  
 BY: 

**Canvass Results Report**

Official Ballots

Run Time 3:46 PM  
Run Date 11/30/2023

**Clackamas County**

November 7, 2023 Special Election

11/7/2023  
Page 6

**Official Results**


Registered Voters  
49016 of 151881 = 32.27%

Precincts Reporting  
55 of 55 = 100.00%

**City of Gladstone Measure 3-601 - Referred to the People by the City Council**

Precinct	Yes	No	Cast Votes	Undervotes	Overvotes	Miscellaneous Write-ins	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
614	742	96	838	8	0	0	846	846	3,148	26.87%
616	1,224	192	1,416	18	0	0	1,434	1,434	4,823	29.73%
618	193	24	217	1	0	0	218	218	721	30.24%
<b>Totals</b>	<b>2,159</b>	<b>312</b>	<b>2,471</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>2,498</b>	<b>2,498</b>	<b>8,692</b>	<b>28.74%</b>

**CERTIFIED COPY OF THE ORIGINAL**  
**CATHERINE MCMULLEN, COUNTY CLERK**

BY: 





**CLACKAMAS  
FIRE DISTRICT  
REPORT**







CLACKAMAS FIRE DISTRICT #1

# FIRE CHIEF'S REPORT

November 2023

*Here for you*

- On, November 4<sup>th</sup>, Clackamas Fire continued its efforts to reduce the risk of wildfire by providing a defensible space debris collection day for homeowners at Station 10.
- Clackamas Fire purchased two used apparatus as part of the emergency services levy. These units will provide flexibility in response and staffing – helping ensure that Clackamas Fire is ready and responding with the right people and the right apparatus.



- Clackamas Fire received a \$61,500 grant through the State Homeland Security Program. This grant will provide a virtual reality simulation system for use in anti-terrorism/multi-casualty incident training.

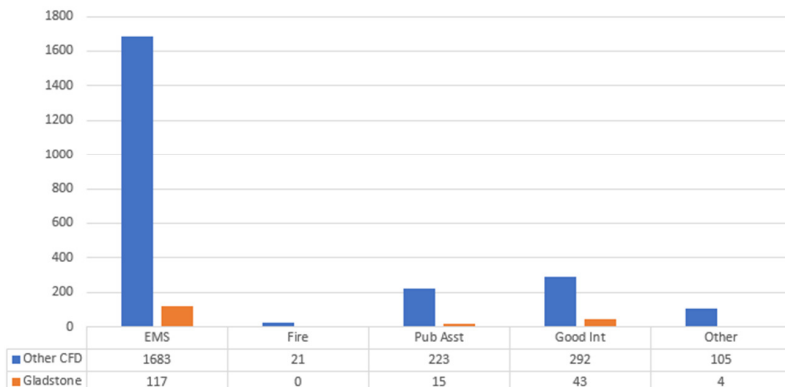


**Nov. 9:** E322 enjoyed their visit the Gladstone Center for Children and Families and shared emergency preparedness and fire safety tips.



**Nov. 8:** Clackamas firefighters responded with CCSO, CCSO SAR, and Estacada Fire to a high angle rescue in the Mt. Hood area.

Gladstone Fire Report  
November 2023  
Total Incidents by Type



**Nov. 28:** Clackamas firefighters regularly train where they respond. Here E322 is stretching hose in their first-due area.

Fire Incidents in Gladstone

None in November





**GLADSTONE  
CITY  
EVENT  
ANNOUNCEMENTS**

December

**REGULAR AGENDA**



# City of Gladstone Staff Report

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Report Date : December 2, 2023  
Meeting Date: December 12, 2023  
To : City Council  
From : Cathy Brucker, Finance Consultant,  
Darren Caniparoli, Public Works Director

## **Agenda Item**

Approval of Resolution No. 1231, a Resolution repealing Resolution No. 1228 and adopting a revised Master Fee Schedule (attached) effective January 1, 2024.

## **History/Background**

The City of Gladstone Master Fee Schedule is historically updated when rates are added, revised or deleted to reflect the current rates, and provide the public with accurate and timely information.

**Utility Rate Increases** - After two years of significant utility rate increases in 2020 and 2021, the City began forecasting increases to approximate anticipated cost of living adjustments. Even with the volatile rate environment from the global pandemic, the City maintained a rate of 4.0 percent increase. In addition, the budgeted increase for 2023-2025 Biennium Budget was again estimated at 4.0 percent for Water, Sewer and Storm Water utilities base rates, along with the block rates for Water consumption. This is the first year of the planned increase, allowing the City to maintain the trajectory approved back in 2020 for operations and maintenance of the utility system.

**Right of Way Minimum Charges** - Included is the standard 3.0 percent annual increase for the Right of Way Minimum Charges as detailed in the Master Fees and Charges Schedule.

**Engineering Fees** - In October 2016 City Council approved a Technical Plan Review – Development Engineering fee's based on the total construction cost for public improvements and work completed within the City ROW. These specific fees are the only engineering fees the city currently imposes, fees are based on the public improvement portion of the project and are only collected when a project materializes.

The City wants to encourage development, though the city has an obligation to be fiscally responsible. Engineering cost for projects that do not come to fruition are costly expenditures which should not be the responsibility of the residents of Gladstone. Currently engineering expenses are funded out of the Public Works budget because the City contracts for engineering services.

Public Works is proposing that the city begin collecting Engineering Fee's for private and commercial development, these fee's in conjunction with our Technical Plan Review-Development Engineering Fee's will place the financial obligation on the developer and not the residents of Gladstone. The proposed fees are listed below:

- Pre–Application Conference: \$750.00
- Land Use/Conditions of Approval: \$850.00
- Stormwater Review: \$1500.00

- Engineering Conference: \$90.00/hr. (First 15 minutes free thereafter \$90.00 per hr. billed in .5hr. increments)
- Pre-Construction Meeting: \$1000.00 (includes meeting, submittal review, review of stormwater maintenance agreement and As-Built review)

**Community Center Suggested Donation Fees** - The Community Center has not increased suggested donation rates for congregate meals and van trips for a number of years. With the increase in food and gasoline prices over the past several years, this revision will help mitigate the cost. The donations are strictly voluntary and intended to remain that way. The suggested meal donation for 60 years and over is \$4.00. The van trip donation applies to all participants regardless of age, and the suggested donation is \$2.00 each way.

**Proposal**

Staff requests revising the Master Fee Schedule to reflect the updated and new rates listed above, to become effective January 1, 2024.

**Options**

- Council could choose not to approve any or all of the updates to the Master Fee Schedule
- Council could choose to adopt any or all of the updates to the Master Fee Schedule.

**Recommended Staff Action**

Staff recommends City Council approve Resolution No. 1231 adopting the amended Master Fee Schedule with the following motion:

**“I make a motion to approve Resolution No. 1231, repealing Resolution No. 1228 and adopting a new Master Fee Schedule”.**

 12/6/23  
 Department Head Signature      Date

  
 City Administrator Signature      Date

**RESOLUTION NO. 1231  
CITY OF GLADSTONE, OREGON**

*A Resolution Adopting a Revised Master Fee Schedule*

**WHEREAS,** The Gladstone City Council is authorized by the Gladstone Municipal Code to adopt certain fees; and

**WHEREAS,** The City Council desires to adopt an updated Master Fee Schedule reflecting periodic updates; and

**WHEREAS,** The City adopted a Right-of-Way Ordinance in 2023, the Master Fee Schedule stipulates the minimum annual Right-of-Way fee will increase 3.0 percent every year; and

**WHEREAS,** In November 2019 the City Council approved a new utility rate structure, including block rates and annual increases. As of January 2024, the monthly increase to a typical single family home is determined to be 4.0 percent to the base and block rates to correlate to the increase in the cost of goods and services, effective January 1, 2024, and,

**WHEREAS,** The City desires to add Engineering Fees to include the following costs. Pre-Application conference \$750.00, Land Use/Conditions of Approval \$850.00, Stormwater Review \$1,500.00, Pre-Construction Meeting \$1,000.00 and Engineering Conference \$90.00/hr (first 15 min. free thereafter \$90.00/hr billed in .5/hr increments).

**WHEREAS,** The City has reviewed the meal (60 years of age and over) and van suggested donation rates at the Gladstone Community Center and desires to increase rates to \$4.00 and \$2.00 respectively; and

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

The City of Gladstone repeals the Master Fee Schedule adopted under Resolution 1228 and replaces it by adopting the Revised Master Fee Schedule, as set forth in the attached Exhibit A. Changes/additions are noted in **highlight** and deletions are noted in **strikethrough**.

This Resolution is effective January 1, 2024.

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

ATTEST:

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

\_\_\_\_\_  
Tami Bannick

	A	B	C
1	Resolution 1231 - Exhibit "A"		
2	City of Gladstone Master Fee Schedule <b>Effective January 1, 2024</b>		
3			
4	<b>ADMINISTRATION</b>		
5	Adopted Budget	\$45.00	
6	Blasting Permit Fee	\$5,000.00	
7	Blasting Permit Inspections each (after first two inspections)	\$2,000.00	
8	Business License Base Fee	\$100.00	
9	Business License Commencing July-December	\$50.00	
10	Business License fee per employee over 3 FTE's	\$5.00	
11	Business License for Rental Property in Gladstone - base fee plus tiered approach below	\$100.00	
12	1 rental unit	\$25.00	
13	2 - 5 rental units	\$50.00	
14	6 - 12 rental units	\$75.00	
15	13+ rental units	\$100.00	
16	Business License Past Due Fee per month	\$10.00	
17	Home Occupation - Initial Application Fee	\$50.00	
18	Declaration of Candidacy Filing Fee	\$50.00	
19	Electronic Copy of a Recorded Meeting	\$20.00	
20	Liquor License Review		
21	Original Application	\$100.00	
22	Change in ownership, location, or privilege	\$75.00	
23	Renewal or temporary application	\$35.00	
24	Lien Search	\$30.00	
25	Notary Fee (Non-Resident)	\$10.00	
26	Notary Fee (Resident)	\$5.00	
27	NSF Check Charge	\$35.00	
28	Parking Permits	\$25.00	
29	Penalty for work commencing before application approval	Investigation fee equal to permit fee	
30	Photocopies B&W up to 8 x 14	\$0.25	
31	Postage and Handling Flat Fee + actual cost of postage	\$1.00	
32	Public Records Administrative Research per hour (quarter hour increment charge)	Based on hourly rate	



	A	B	C
33	Public Records Clerical Research per hour (quarter hour increment charge)	Based on hourly rate	
34	Public Records Legal Research per hour (quarter hour increment charge)	Based on hourly rate	
35	Public Records Request Deposit (large) toward hourly rate	\$100.00	
36	Public Records Request Deposit (small) toward hourly rate	\$25.00	
37	Returned Check Charge/processing	\$35.00	
38	Road Re-naming	\$150.00	
39	Special Event Application (plus actual staff costs for employees specifically needed to work the event and barricade fees if needed)	\$100.00	
40			
41			
42			
43	<b>COMMUNITY CENTER</b>		
44	Building Rental (per hour) Group 1: City of Gladstone Residents, private parties,	Planton Room-\$60.00	
45		Library-\$30.00	
46	Building Rental (per hour)Group 2: Commercial, for-profit professional groups. (2 hour	Planton Room-\$75.00	
47	Kitchen Fee	\$60.00	
48	Cleaning Fee	\$60.00	
49	Deposit - Refundable; due at time of scheduling	\$200.00	
50	Meal under 60 years	\$5.00	
51	Meal (suggested donation) 60 years and over	\$3.00	\$4.00
52	Fax (per page - staff-only)	\$1.00	
53	Photocopy (per page)	\$0.25	
54	Van <del>Donation</del> <b>Transportation</b> (suggested donation) each way	\$1.00	\$2.00
55	Friday Excursions (\$7-\$25)- <b>Adventure Trips</b>		varies
56	Billiards Room-(suggested donation-of-per-game-played)		\$0.25
57	Notary Fee-Clackamas-County-resident-age-60-or-older		-Free-
58	Notary Fee-Gladstone-Resident-		\$5.00
59	Notary Fee-Non-Resident-Clackamas-County-		\$10.00
60			
61			
62	<b>PARKS AND RECREATION</b>		
63	Meldrum Bar Parking Fee:		
64	Non-Resident	\$3.00/day	
65	Non-Resident	\$40.00/year	

	A	B	C
66	Non-Resident Visiting Sports Teams	Free (in designated area)	
67	Resident	Free (limit two per household)	
68	Card Replacement fee	\$5.00 per card	
69			
70	<b><u>GLADSTONE USER GROUP FEES FOR RESERVED PLAY</u></b>		
71			
72	<b>Baseball/Softball User Groups:</b>		
73	Gladstone Junior Baseball Association	\$20.00 per registered player/year	
74	Gladstone Girls Softball Association	\$20.00 per registered player/year	
75	<b>Soccer User Group:</b>		
76	Gladstone Youth Soccer Association (2 rosters a year for per player charge)	\$15.00 per registered player/year	
77	<b>Tournament Fees: Baseball/Softball Soccer:</b>		
78	Meldrum Bar Park Fields - all fields/3-day cap	\$500.00	
79	Dierickx Fields - all fields/3-day cap	\$200.00	
80	Banners: Sponsor banners allowed during tournament play only. Banners must be removed at the end of play		
81			
82	<b>Pickleball User Group:</b>		
83	Gladstone Pickleball Club (2 rosters a year for per player charge)	\$15.00 per registered player/year	
84	<b>Tournament Fees: Pickleball/Tennis</b>		
85	Max Patterson Courts - All Courts all day/3-day cap	\$200.00	
86	Banners: Sponsor banners allowed during tournament play only. Banners must be removed at the end of play		
87			
88			
89	<b><u>NON-GLADSTONE USER GROUP FEES FOR RESERVED PLAY</u></b>		
90	<b>Baseball/Softball Ballfields Use (per field/per hour)</b>		
91	Resident Team*	\$10.00 per hour/per field	
92	Non-Resident Team	\$15.00 per hour/per field	
93	<b>Soccer Field (per field/per hour) Does not include goals</b>		
94	Resident Team*	\$5.00/per hour/per field	
95	Non-Resident Team	\$10.00 per hour/per field	
96	<b>Tournament Fees: Baseball/Softball/Soccer</b>		
97	Meldrum Bar Park Fields - all fields/per day	\$500.00	
98	Dierickx Fields - all fields/per day	\$200.00	

	A	B	C
99	Pickleball/Tennis Courts (per court/per hour)		
100	Resident**	\$5.00/hour	
101	Non-Resident	\$10.00/hour	
102	*Resident team must consist of 85% Gladstone residents		
103	**Resident must show identification		
104			
105	<b>PLANNING AND BUILDING</b>		
106			
107	Addressing (New or Change of Address/Unit/Suite)	\$66.00 + \$7.00 per lot/unit/suite	
108	Adjustment	\$560.00	
109	Annexation		
110	*Non-Election	Cost of staff and consulting services (\$3,000.00 deposit)	
111	*Election	Cost of staff and consulting services (\$3,000.00 deposit)	
112	Appeal	\$250.00	
113	Application or Appeal Withdrawn - no public notice sent, staff report issued or decision issued	Retain 25% of application fee or minimum of \$250; whichever is more	
114	Application or Appeal Withdrawn - public notice sent	Retain 50% of application fee or	
115	Application Withdrawn - staff report issued or decision issued	No Refund	
116	Application Withdrawn - Hearings Officer Review Fee	Refund if the hearing has not occurred	
117	Building Permit Review by Planner - Multi-family, Commercial, 3-4 plex, internal	.1% of Building Permit Value	
118	Building Permit Review by Planner - Residential Single-Household and ADU's: New	\$89.00	
119	Comprehensive Plan Amendment	\$12,410.00	
120	Conditional Use	\$3,905.00	
121	Design Review	.384% of construction cost, but no less	
122	Interpretation - Comprehensive Plan or Zoning and Development Ordinance	\$1,300.00	
123	Land Use Permit - Type II, Not otherwise listed	\$1,065.00	
124	Lot Line Adjustment	\$1,354.00	
125	Mailing Labels	\$25.00	
126	Marijuana Land Use Application - Type I	\$1,000.00	
127	Marijuana Land Use Application - Type II	\$1,505.00	

	A	B	C
128	Modification of Condition of Approval	\$1,065.00	
129	Mobile Home Park Conversion	\$2,600.00	
130	Nonconforming Use - Alteration or Verification	\$1,405.00	
131	Open Space Review	\$1,065.00	
132	Open Space Review - Conflict Resolution	\$1,065.00	
133	Partition	\$2,705.00	
134	Planned Unit Development (PUD) - see Subdivision		
135	Planning Staff Review = First 15 minutes - no charge; billed in 0.5 hour increments	\$150.00/hour	
136	Plat Vacation	\$845.00	
137	Pre-Application Meeting	<del>1120</del> \$1,870.00	
138	Property Line Adjustment - Type I	\$795.00	
139	Property Line Adjustment - Type II	\$1,050.00	
140	Replacement Dwelling	\$995.00	
141	Replat - Type II	\$2,705.00	
142	Signs - Design Review	\$530.00	
143	Street Name Change	\$105.00	
144	Street Vacation - Application	\$605.00	
145	Street Vacation - Processing of Vacation	Full cost of recovery	
146	Subdivision - Major (11 or more lots)	\$4,040.00 + \$45.00/lot	
147	Subdivision - Minor (4 - 10 lots)	\$2,705.00	
148	Temporary Dwelling for Care permit, new and renewal (14+ days)	\$835.00	
149	Temporary Dwelling while Building (14+ days)	\$500.00	
150	Temporary Use Otherwise Prohibited	\$1,065.00	
151	Temporary Structure for Emergency Shelter	\$500.00	
152	Time Extension	\$1,065.00	
153	Time Extension - Type 1	\$560.00	
154	Variance	\$1,120.00	
155	Vested Right Determination	\$5,105.00	
156	Wireless Telecommunication Facility - Type I	\$585.00	
157	Wireless Telecommunication Facility - Type II	\$950.00	
158	Wireless Telecommunication Facility - Type III (with an adjustment)	\$6,570.00	
159	Zone Change	\$3,060.00	
160	Zone Change, filed concurrently with another land use application for the same property	\$2,510.00	

	A	B	C
161	Zone Change - PC Review, filed concurrently with Comprehensive Plan Amendment	\$2,510.00	
162	Zoning Verification/Confirmation Letter	\$141.00	
163			
164	<b>POLICE</b>		
165	A-Frame Sign Permit (initial application fee)	\$100.00	
166	Address Record Print (per address)	\$10.00	
167	Alarm Permit		
168	Initial Permit or Renewal	\$25.00	
169	Late Fee (after 30 days expiration or installation)	\$25.00	
170	Second False Alarm (within permit year)	\$50.00	
171	Third False Alarm (within permit year)	\$100.00	
172	Fourth and Each Subsequent Alarm (within permit year)	\$150.00	
173	Failure to obtain Alarm Permit	\$90.00	
174	Animal Permit Application (per year)	\$25.00	
175	Block Party	\$35.00	
176	Body Worn Camera Footage (NEW)	\$25.00 initial fee	
177	Redaction & Processing	\$48.00-\$58.00/hr	
178	Redaction Review	\$37.00/hr	
179	CD's including photos/videos	\$25.00	
180	Local History Printout (per record)	\$10.00	
181	Noise variance	\$75.00	
182	Nuisance Property Abatement	Actual Cost	
183	Police Report - No Charge for Victims	\$0.00	
184	Police Report (first 2 pages)	\$15.00	
185	Police Report (page 3 and over) each page	\$1.00	
186	Temporary/Portable Storage Container	\$50.00	
187	Vehicle Impound (during regular business hours)	\$100.00	
188			
189	<b>ENGINEERING</b>		
190	Technical Plan Review-Development Engineering Fee		
191	Plan Review & Inspection (up to two plan submittals)	5% (2.5% for plan review &	

	A	B	C
192	Plan Review (three or more plan submittals, in addition to 2.5% fee	3% of construction cost/per review 3+	
193	Land Use/Conditions of Approval	\$850.00	
194	Stormwater Review	\$1,500.00	
195	Pre-Construction Meeting	\$1,000.00	
196			
197			
198	<b>PUBLIC WORKS</b>		
199	Technical Plan Review-Development-Engineering Fee		
200	Plan Review & Inspection (up to two plan submittals)–	5% (2.5% for plan review &	
201	Plan Review (three or more plan submittals, in addition to 2.5% fee	3% of construction cost/per review 3+	
202	Barricade Delivery and Pickup Fee	\$50.00	
203		\$100.00	
	Erosion Control Violation		
204		\$300.00	
205	Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$50.00	
206	Registration Fee	\$50.00	
207	Street Opening Inspection Fee	\$85.00	
208	Street Opening Permit Fee	\$150.00	
209	Street Opening Permit Fee - One Time Extension (90 day period)	\$100.00	
	Street Opening Re-Inspection Fee (if necessary)		
210		\$85.00	
211	System Development Charges (SDC's)		
	* Transportation		
212		\$4,440 per (EDU)	
213	* Water:	3/4" meter - \$9,402	
214		1" meter - \$15,581	
215		1 1/2" meter - \$31,309	

	A	B	C
216		2" meter - \$50,113	
217		3" meter - \$100,320	
218		4" meter - \$156,735	
219		6" meter - \$313,376	
220	* Sewer Collection (City System)	\$6,755 per (EDU) equivalent dwelling	
221	* Sewer Treatment provided by others (pass-through) to Oak Lodge Water Services or		
222	* Parks	\$9,388 per (RPE) residential population	
223	* Stormwater	\$3,616 per (EDU) equivalent dwelling	
224			
225			
226	<b>UTILITY BILLING RATES &amp; UTILITY RIGHT OF WAY RATES</b>		
227			
228	<b>RIGHT-OF-WAY (ROW) RATES**</b>		
229	Franchise Administrative Review	\$5,000.00	
230	ROW License Application Fee	\$150.00	
231	ROW Registration Application Fee (Non-owner/Utility Provider only)	\$100.00	
232	ROW Use Fee:		
233	Utility Operator (Wireline Facilities)	5% of Gross Revenues or, if no revenue	
234	Utility Operator (Wireless Facilities)	Small Wireless Facility: \$270 per	
235	Utility Provider	5% of Gross Revenues	
236	Minimum Annual Right-of-Way Use Fee ***		
237	TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY		
238	Up to 5,000	\$6,150.00	\$6,335.00
239	5,001 to 10,000	\$9,225.00	\$9,502.00
240	10,001 to 20,000	\$12,299.00	\$12,668.00
241	More than 20,000	\$18,448.00	\$19,001.00
242			
243	ROW Application fee for Small Cell Wireless Facilities (1-5 sites)	\$500.00	
244	Each additional Site	\$100.00	
245			



	A	B	C
246			
247	<b>SEWER RATES</b>		
248	Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$100.00	
249	Sewer Inspection Fee for mobile homes, motor homes, and travel trailers	\$50.00	
250	Oak Lodge Water Services Sewer Charge (Pass-through)*****	\$72.38 per month per EDU*	
251	Water Environment Services (WES) Sewer Treatment Charge (Pass-through)*****	\$29.30- per month per EDU*	
252	City of Gladstone Sanitary Sewer Collection Charge	\$34.89 <del>\$36.29</del> per month per EDU*	
	Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	(50%) reduction of base rates listed above	
253	<b>STORMWATER RATES</b>		
255	Residential Stormwater Fee per EDU* each month (Class 001 accounts)	\$14.28 <del>\$14.85</del>	
	Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	(50%) reduction of base rates listed above	
256	<b>Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month)</b>		
257			
258		\$14.28 <del>\$14.85</del>	
259	(Impervious area is calculated based on the city's GIS system data)		
260			
261	<b>WATER RATES (monthly)</b>		
262		Base Meter Charge	
263		(no water included)	
264	Meter Size 3/4"	\$31.21 <del>\$32.46</del>	
265	1.0"	\$49.65 <del>\$51.64</del>	
266	1.5"	\$77.45 <del>\$80.55</del>	
267	2.0"	\$138.50 <del>\$144.04</del>	
268	3.0"	\$172.53 <del>\$179.43</del>	
269	4.0"	\$206.58 <del>\$214.84</del>	
270	6.0"	\$229.57 <del>\$238.75</del>	
271	8.0"	\$286.98 <del>\$298.46</del>	

	A	B	C
272	Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	(50%) reduction of base rates listed above	
273	Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons	Usage Bracket Rate	
274	Block Rate 1	\$1.76 \$1.83/unit	
275	Block Rate 2	\$2.78 \$2.89/unit	
276	Block Rate 3	\$3.79 \$3.94/unit	
277	Water rates for properties outside the city limits	Add 33% to above rates	
278			
279	<b>WATER UTILITY CHARGES</b>		
280	Low Income Rate Violation Fee	As set forth in ORS 164.125	
281	Disconnect/Reconnect Charge (if greater than 30 Days for Water & Sewer base charges)	\$25.00 each time	
282	Mailed Late Notice/Shut Off Notification	\$7.00	
283	Shut Off Door Hanger (2nd Late Fee)	\$25.00	
284	Shut Off Water	\$25.00	
285	Turn On Water (during business hours)	\$25.00	
286	Turn On Water (after business hours)	\$175.00	
287	Water Meter Tampering Charge	\$250.00	
288			
289	<b>WATER RESOURCE APPLICATIONS:</b>		
290	Construction Management Plan	\$730.00	
291	Floodplain Development Permit - Type I	\$785.00	
292	Habitat Conservation Area -Development Permit-Pursuant to Subsection 17.25.100 of	\$1,685.00	
293	Habitat Conservation Area - Map Verification	\$950.00	
294	Stream Conservation Area Permit	\$960.00	
295	Water Quality Resource Area District - Boundary Verification	\$785.00	
296	Water Quality Resource Area District - Development Permit	\$1,685.00	
297	Willamette River Greenway Permit	\$1,470.00	
298			
299			
300 *	Equivalent Dwelling Unit (EDU)		

	A	B	C
301	**	Terms shall have the meaning set forth in GMC Chapter 12.24 except that "Small Wireless Facility" shall have the meaning set forth in 47	
302	***	This rate shall increase 3% annually on January 1st of each year beginning in January, 2017.	
303	****	These rates are set by Oak Lodge Water Service and Water Environment Services (WES). Any updates to these rates will be	



# City of Gladstone Staff Report

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Report Date : December 1, 2023  
Meeting Date : December 12, 2023  
To : Jacque Betz, City Administrator  
Mayor and City Council  
From : Darren Caniparoli, Public Works Director

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## Agenda Item:

Consideration of Resolution 1232 adopting a specific policy for System Development Charge (SDC) calculations in connection with commercial to residential conversions, as required by House Bill 2984.

## History/Background:

House Bill 2984 requires local governments to allow the conversion of a building or a portion of a building from a commercial use to a residential use. The bill permits local governments to charge SDCs for such conversions/change of use only if: (a) the charge is calculated pursuant to a specific adopted policy for commercial to residential conversions adopted on or before December 31, 2023; or (b) the charge is for water or wastewater and includes an offset for at least 100 percent of the water or wastewater system development charges paid when the building was originally constructed.

The City's SDC Methodology currently meets the requirements of House Bill 2984. The adoption of Resolution 1232 is a formality to protect the City's ability to collect additional SDC's based on the impact on the system created by conversions or change of use.

## Cost Impact:

Based on the current SDC Methodology the adoption of Resolution 1232 will have no cost impact on the City.

## Options:

- Option 1: Approve and adopt Resolution 1232 adopting a specific policy for System Development Charge (SDC) calculations in connection with commercial to residential conversions, as required by House Bill 2984.
- Option 2: Do not approve Resolution 1232 adopting a specific policy for System Development Charge (SDC) calculations in connection with commercial to residential conversions, as required by House Bill 2984.

## Recommended Staff Action:

Staff recommend approving and adopting Resolution 1232 as required by House Bill 2984.

*"I move to adopt Resolution 1232 adopting a specific policy for System Development Charge (SDC) calculations in connection with commercial to residential conversions, as required by House Bill 2984."*

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

12/6/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Administrator Signature

12-6-23  
\_\_\_\_\_  
Date

**RESOLUTION NO. 1232**

***A RESOLUTION ADOPTING A POLICY FOR SYSTEM DEVELOPMENT CHARGE  
CALCULATIONS IN CONNECTION WITH COMMERCIAL TO RESIDENTIAL  
CONVERSIONS, AS REQUIRED BY HOUSE BILL 2984***

**WHEREAS**, House Bill (HB) 2984 amended ORS 197.308 to allow the conversion of buildings from commercial to residential use within urban growth boundaries of cities with a population of 10,000 or greater, under certain conditions; and

**WHEREAS**, the current population of the City of Gladstone (the “City”) is less greater than 10,000 people; and

**WHEREAS**, HB 2984, Section 1(5)(c) permits cities to charge system development charges (“SDCs”) in connection with a commercial to residential use conversion for a contemplated housing development if “(A) the charge is calculated pursuant to a specific adopted policy for commercial to residential conversions adopted on or before December 31, 2023; or (B) the charge is for water or wastewater and includes an offset for at least 100 percent of the water or wastewater system development charges paid when the building was originally constructed;” and

**WHEREAS**, the City Council believes that there is no need to amend the current SDC rates, methodologies or code language to address the requirements of HB 2984, but rather believes the City may adopt a policy consistent with each of those in order to calculate SDCs in connection with commercial to residential conversions pursuant to HB 2984.

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

1. Consistent with Section 13.16.130 of the Gladstone Municipal Code, the City shall impose applicable system development charges upon a change of use from commercial to residential under HB 2984, provided that a credit against the charge for residential use shall be given for any previous SDCs paid for the existing commercial use. Any such credit shall not exceed the new SDC and no refund shall be made on account of such credit.
2. This Resolution shall become effective immediately upon adoption by the City Council.

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

ATTEST:

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

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



# City of Gladstone Staff Report

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

## AGENDA ITEM

Consider approval of the Oregon Department of Transportation (ODOT) Local Agency Certification Program Supplemental Project Agreement between ODOT, Clackamas County, and the City of Gladstone to deliver the Trolley Trail Bridge Project through the Local Agency Certification Program.

## History/Background

In 2017, the City was awarded \$201,892 Surface Transportation Program funds from the Regional Funds Allocation to study the feasibility and location of rebuilding an abandoned trolley trail bridge crossing the Clackamas River in the City of Gladstone that collapsed in 2014 as an extension of the Trolley Trail. Studying the feasibility of replacing the Trolley Trail Bridge for pedestrians and bicyclists provided a much-needed active transportation link across the Clackamas River and become the signature landmark for the popular Trolley Trail.

The City requested that Clackamas County complete the feasibility study on its behalf as a Supplemental Project under the Local Agency Certification Program. Oregon Revised Statutes (ORS) 190.110, 366.572 and 366.576 gives authority to the State to enter Cooperative Improvement Agreements with counties, cities, and local governments for the performance of work on certain types of improvement projects. ODOT and Clackamas County entered into a Local Agency Certification Program Agreement No. 30923 in January 2017. The Local Agency Certification Program allows for a certified agency (such as the County) to perform work on behalf of a non-certified agency (such as the City). Essentially this means that ODOT gives authority to Clackamas County to perform the work on behalf of the City.

This work involved an extensive public outreach process in 2020 that resulted in three options for the City to consider. These options are as follows



Option #1

Three-Span Precast Concrete Girder- A precast, prestressed concrete bridge was considered because it is a common type of bridge structure in Oregon. The total project cost is estimated to be \$4.9 million in 2020 dollars, which is the lowest amongst the alternatives. The bridge would be harder to permit because of the columns in the river.



Option #2

Bridge Structure – Three-Span Steel Girder

A steel truss bridge was considered because it is a common bridge type in Oregon. The total project cost is estimated to be \$5.0 million in 2020 dollars which is second lowest amongst the alternatives. The bridge would be harder to permit because of the columns in the river.



Option #3

Bridge Structure – Single-Span Steel Truss

A steel truss bridge was considered because it is similar to the previous Trolley Trail Railroad bridge. The total project cost is estimated to be \$6.6 million in today's dollars, which is second highest amongst the alternatives. The bridge would be the easiest to permit because no columns would be in the river.





**Proposal**

In March 2020 Metro adopted Resolution 20-5053, which formally allocated funding to projects through the 2022-2024 Regional Flexible funds Allocation (RFFA). One of the projects included the environmental/engineering phase of the Trolley Trail Bridge and the City was awarded \$1,228,800. Then COVID happened and this project (and many other State contracts) were placed on pause. ODOT, Clackamas County, and The City of Gladstone are now poised to move forward with the next phase of the project.

Like the first phase, a certified agency needs to perform the work on behalf of the City and Clackamas County has agreed to continue with this project. Staff has met with all partners to discuss several topics:

- Federal aid delivery process and role of the local agency (delivery by a certified local agency of OSOT led delivery)
- Local agency match and staff commitments.
- Intergovernmental agreement for project development to being the Planning or Preliminary Engineering phase.
- Project monitoring and milestone progress reporting to Metro and ODOT.

This phase will include a portion of the Preliminary Engineering (PE) activities up to 30% on refining the preferred bridge options, and update cost options to get a preferred option. It will likely take 18-20 months to complete this phase.

**Options**

- The City could choose not to conduct the environmental/engineering study and would forfeit grant funds.
- The City could go through a separate process of securing a certified agent satisfactory to ODOT's requirements however due to staffing and financial restraints this would not be in the City's best interest.

**Cost Impact**

The total project cost is estimated at \$1,369,442. The federal and state funds for this project are \$1,228,800.31. The City's match is 10.27 % (approximately \$141,000) and is budgeted for in the Business and Community Promotion line item.

For this phase of the project the City will be responsible for 10.27 % of the 30% PE, which totals approximately \$42,107. Clackamas County will make all payments for work performed on the project, including all consultant and contractor costs, and invoice ODOT for one-hundred percent (100%) of its costs. Clackamas County will also invoice Gladstone for its match requirement.

**Recommended Staff Action**

Staff recommends that the City Council authorize the City Administrator to enter into an agreement for the Oregon Department of Transportation (ODOT) Local Agency Certification Program Supplemental Project Agreement ODOT, Clackamas County, and the City of Gladstone to deliver the Trolley Trail Bridge Project through the Local Agency Certification Program.

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

Date

*Jacqueline M. Betz* 12-6-23  
 \_\_\_\_\_  
 City Administrator  
 Signature

Date

**OREGON DEPARTMENT OF TRANSPORTATION  
LOCAL AGENCY CERTIFICATION PROGRAM  
SUPPLEMENTAL PROJECT AGREEMENT No. 73000-00003197  
CERTIFIED AGENCY PERFORMING ON BEHALF OF A NON-CERTIFIED AGENCY  
Trolley Trail Bridge: Portland Ave. – Clackamas River Greenway Trail**

THIS SUPPLEMENTAL PROJECT AGREEMENT (Agreement) is made and entered into by and between THE STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT," CLACKAMAS COUNTY, acting by and through its elected officials, hereinafter referred to as "Certified Agency," and CITY OF GLADSTONE acting by and through its elected officials, hereinafter referred to as "Non-certified Agency," all herein referred to individually as "Party" or collectively as "Parties."

**RECITALS**

1. By the authority granted in Oregon Revised Statutes (ORS) 190.110, 366.572 and 366.576, State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
2. ODOT and Certified Agency entered into Local Agency Certification Program Agreement No. 29025, executed on September 10, 2014 (Local Agency Certification Program Agreement). The Certification Program allows ODOT to certify a Local Agency's procedures and delegates authority to the certified Local Agency to administer federal-aid projects. The Local Agency Certification Program Agreement also allows a certified agency to perform work on behalf of a non-certified agency. The certified agency is a subrecipient of federal funds and will be eligible for reimbursement as the delivering agency. The non-certified agency is a third party and is not eligible for federal reimbursement.
3. Certification status information as of the date of execution of this Agreement:
  - a. Certified Agency is fully certified in the following functional area(s):
    - consultant selection (formal and informal process(es))
    - design (excluding bridge design)
    - "advertise, bid, and award" for construction contracts
    - construction contract administration
  - b. Certified Agency is conditionally certified in the following functional areas:
    - consultant selection (direct appoint process)
  - c. Certified Agency is not currently seeking certification in the following functional area(s):
    - bridge design
  - d. Certified Agency has completed or is in the process of completing the number of test project(s) required by ODOT for the Certified Agency to become fully certified in the following functional areas:
    - consultant selection (direct appoint process)

The Parties are in the process of assessing the Certified Agency's test project(s) and required program documents to transition the Certified Agency from conditional to full certification for the

functional areas listed in this subsection, and anticipate a successful transition. Therefore, the project described in this Agreement is not one of the test project(s) described in the Local Agency Certification Program Agreement for the functional areas listed in this subsection.

- e. Certified Agency has had its Americans with Disabilities Act (ADA)-related design exception and curb ramp inspection processes reviewed and approved by ODOT and FHWA for use on federally funded projects.
4. The purpose of this Agreement is to establish the Parties' terms and obligations to deliver the Trolley Trail Bridge Project through the Local Agency Certification Program as a Certified Agency Supplemental Project. The "Project" is defined under Terms of Agreement, Section I, paragraph 2 of this Agreement. This Agreement covers a portion of the Preliminary Engineering (PE) activities up to 30% or Type, Size, Location Report for bridge project (TSL) of the Project only and will be amended if and when future funding for completion of PE phase and phases are added to the Project.
5. Trolley Trail Bridge: Portland Ave. – Clackamas River Greenway is a part of the street system under the jurisdiction and control of the City of Gladstone.
6. The Project was selected as part of the Regional Flexible Fund Allocation (RFFA) program and may include a combination of federal, state, and local funds.
7. The Parties recognize that the Local Agency Certification Program Agreement was entered into between ODOT and Certified Agency only, and that this Agreement includes Non-Certified Agency as an additional third party. Accordingly, some terms in this Agreement have been modified to address the rights and obligations of all three parties. The Parties intend these modified terms to supersede any corresponding terms in the Local Agency Certification Program Agreement.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

## **TERMS OF AGREEMENT**

### **I. Project Overview**

1. The Parties agree that Certified Agency shall perform work for Non-certified Agency in accordance with the Local Agency Certification Program Agreement No. 29025, which is hereby incorporated by reference, and the terms of this Supplemental Project Agreement. Non-certified Agency acknowledges that it is not a Party to Agreement No. 29025 and that Agreement No. 29025 confers no obligations or benefits to Non-certified Agency.
2. The Parties agree to Certified Agency delivering a portion of the PE phase of the Trolley Trail Bridge: Portland Ave – Clackamas River Greenway Trail, hereinafter referred to as the "Project". Specifically, the Project includes Certified Agency completing project development activities for a new pedestrian bridge across the Clackamas River, identifying type, size, and location alternatives for the pedestrian bridge, which will link workers, residents, and tourists in Gladstone and Oregon City. The proposed pedestrian bridge will increase travel options and improve safety and mobility for pedestrians and cyclists. The location of the Project is shown on the sketch map attached hereto, marked "Exhibit A", and by this reference made a part hereof.
3. Parties anticipate Certified Agency delivering the remaining portion of the PE phase and additional phases of the Project. Upon full funding of the PE phase and additional phases, and the addition of the additional phases to the Project in the Statewide Transportation Improvement Program (STIP), this Agreement will be amended to include completion of PE phase and additional phases work, and costs. If the Parties do not amend this Agreement to add additional phases pertaining to

construction and maintenance, the construction and maintenance provisions in this Agreement will not apply.

4. Non-certified Agency grants ODOT and Certified Agency the authority to enter onto Non-certified Agency's right of way as needed to complete this Project. Certified Agency grants ODOT and Non-certified Agency the authority to enter onto Certified Agency's right of way as needed to complete this Project.
5. The total Project cost is estimated at \$1,369,442.00, which is subject to change. The federal and state funds for this Project are limited to \$1,228,800.31. Certified Agency shall be responsible for all remaining costs, including any non-participating costs, all costs in excess of the federal or state funds, and the 10.27 percent match for all eligible costs. Certified Agency shall invoice Non-certified Agency for all costs as agreed to between the local public agencies pursuant to Section III, paragraph 3. Any unused federal or state funds obligated to this project will not be paid out by the applicable funding agency and will not be available for use by Certified Agency or Non-certified Agency for this Agreement. "Total Project Cost" means the cost to complete the entire Project, and includes any federal funds, state funds, local matching funds, and any other funds. Certified Agency will report the final cost of each phase of the Project at the completion of each phase, as well as the final Total Project Cost at the end of the Project, to the ODOT Regional Local Agency Liaison.
6. Parties agree ODOT will perform Project oversight in accordance with the Local Agency Certification Program Agreement, and ODOT will provide Certified Agency and Non-certified Agency with a preliminary estimate for the cost of ODOT's work. Certified Agency and Non-certified Agency understand that ODOT's costs are estimates only and Certified Agency agrees to pay ODOT's actual cost incurred per the Terms of this Agreement.
7. Parties agree Certified Agency shall perform Project management in accordance with the Local Agency Certification Program Agreement No. 29025, and Certified Agency shall provide ODOT and Non-certified Agency with a preliminary estimate for the cost of Certified Agency's work. ODOT and Non-certified Agency understand that Certified Agency's costs are estimates only, and Non-Certified Agency agrees to pay Certified Agency's actual cost incurred per the Terms of this Agreement.
8. ODOT may conduct periodic inspections during the useful life of the Project to verify that Project is being properly maintained and continues to serve the purpose for which federal funds were provided.
9. The Parties agree that the useful life of the Project is 10 years.

## **II. Funding**

1. The Parties acknowledge that the Federal funds are provided under Title 23, United States Code and agree to meet all applicable federal requirements.
2. ODOT considers Certified Agency a subrecipient of the federal funds it receives as reimbursement under this Agreement. The Catalog of Federal Domestic Assistance (CFDA) number and title for this Project is 20.205, Highway Planning and Construction.
3. By signing this Agreement, Certified Agency agrees to comply with the provisions of the Federal Funding Accountability and Transparency Act (FFATA) and is subject to the following award terms:
  - <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>, and
  - <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.

If, in the preceding fiscal year, Certified Agency received more than 80% of its gross revenues from the federal government, those federal funds exceed \$25,000,000 annually, and the public

does not have access to information about the compensation of executives through reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986, Certified Agency shall report the total compensation and names of its top five executives to ODOT. Certified Agency shall report said information to ODOT within 14 calendar days of execution of this Agreement and annually thereafter, utilizing the FFATA form attached hereto as Exhibit B.

4. Certified Agency, as a recipient of federal funds, pursuant to this Agreement with ODOT, shall assume sole liability for Certified Agency's breach of any federal statutes, rules, program requirements and grant provisions applicable to the federal funds, and shall, upon Certified Agency's breach of any such conditions that requires ODOT to return funds to the United States Department of Transportation (USDOT) Federal Highway Administration (FHWA), hold harmless and indemnify ODOT for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of Certified Agency, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
5. If Certified Agency fails to meet the requirements of this Agreement or the underlying federal regulations, ODOT may withhold the Certified Agency's proportional share of Highway Fund distribution necessary to reimburse ODOT for costs incurred by such Certified Agency breach.
6. Information required of pass-through entities by 2 CFR 200.332(a)(1) shall be contained in the USDOT FHWA Federal Aid Project Agreement between ODOT and FHWA for this Project, a copy of which shall be provided by ODOT to Certified Agency with the Notice to Proceed.
7. ODOT will submit the requests for federal funding to the FHWA. The federal funding for this Project is contingent upon approval of each funding request by FHWA. Any work performed outside the period of performance approved by FHWA or outside the scope of work will be considered nonparticipating and paid for at Certified Agency expense.
8. ODOT's Regional Local Agency Liaison or designee will provide Certified Agency with a written notice to proceed for the Project when FHWA approval has been secured and funds are available for expenditure on this Project.
9. Certified Agency guarantees the availability of Certified Agency funding in an amount required to fully fund Certified Agency's participation in the Project.
10. Non-certified Agency guarantees the availability of funding in an amount required to fully reimburse Certified Agency for the match, any non-participating costs, and any costs not covered by state and federal funding that Certified Agency expends on behalf of the Project.

### **III. Invoicing and Payments**

1. Certified Agency shall make all payments for work performed on the Project, including all consultant and contractor costs, and invoice ODOT for one-hundred percent (100%) of its costs. ODOT shall reimburse approved Certified Agency invoices at the pro-rated federal share of 89.73 percent. Certified Agency is responsible for 100% of all costs beyond the federal and state reimbursement including the 10.27 percent match for all eligible costs, any non-participating costs, and all costs in excess of the federal or state funds.
2. Indirect Cost Rate:
  - a. Certified Agency shall invoice ODOT using the current, approved indirect cost rate on file with ODOT.



- b. As required by 2 CFR 200.332(a)(4), the indirect cost rates for this project at the time the agreement is written is 31.99% de minimis rate per 2 CFR 200.414. This rate may change during the term of this Agreement upon notice to ODOT and ODOT's subsequent written approval.
  - c. If the approved rate(s) change(s) during the term of this Agreement, Agency shall invoice ODOT using the current indirect cost rate(s) for the Project on file with ODOT at the time the work is performed. If Agency does not have an approved indirect cost rate(s) on file with ODOT at the time the work is performed, Agency shall invoice ODOT using a zero percent (0%) rate.
3. Certified Agency shall invoice Non-certified Agency for the federal match share, any non-participating costs, and all costs expended for the Project not reimbursed by ODOT. Upon receipt of Certified Agency invoice(s), Non-certified Agency shall reimburse Certified Agency for the federal match share, any non-participating costs, and all costs expended for the Project not reimbursed by ODOT. Failure of Non-certified Agency to make such match payments to Certified Agency may result in ODOT withholding of Non-certified Agency's proportional allocation of State Highway Trust Funds until such costs are paid.
  4. Non-certified Agency and Certified Agency agree that any disputes arising on this Project regarding Certified Agency's invoices or Non-certified Agency payment of invoices identified in the preceding paragraph are to be resolved between the Non-certified Agency and Certified Agency only, except to the extent otherwise provided in Section III, Paragraph 3 above.
  5. ODOT will invoice FHWA and Certified Agency for ODOT's Project costs, and Certified Agency agrees to reimburse ODOT for the federal-aid matching state share and any non-participating costs as determined in accordance with Section III Paragraph 3, above, upon receipt of invoice. Failure of Certified Agency to make such payments to ODOT may result in withholding of Certified Agency's proportional allocation of State Highway Trust Funds until such costs are paid.

#### **IV. Certified Agency Obligations**

##### **1. Certified Agency Work on this Project:**

- a. Certified Agency shall perform the following functional area(s) in which Certified Agency is fully certified and as authorized by the Local Agency Certification Program Agreement:
  - consultant selection (formal and informal process(es))
  - design (excluding bridge design)
  - "advertise, bid, and award" the construction contract
  - construction contract administration
- b. While Certified Agency is in the process of transitioning from conditional to full certification, by the terms of this Agreement and for only this Project, Certified Agency is authorized and shall perform as if fully certified in the following functional area:
  - consultant selection (direct appoint)

Certified Agency understands that this Project is subject to the terms and conditions of the Local Agency Certification Program Agreement and may also be subject to the terms of a corrective action plan and increased monitoring if ODOT's evaluation of Certified Agency's test project(s) or program documents identifies the need for corrective action.

- c. Bridge design work must be performed by qualified consultants contracted by Certified Agency and under the supervision of Certified Agency's qualified staff identified in section IV. paragraph 5.

2. **Independent Contractor Requirement:** Certified Agency shall perform the services under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
3. **Contractor and Subcontractor Indemnification:**
  - a. To the fullest extent permitted by law, and except to the extent otherwise void under ORS 30.140, Certified Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260 (hereafter, referred to individually and collectively as "Claims"), to the extent such Claims are caused, or alleged to be caused, by the negligent or willful acts or omissions of Certified Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor. It is the specific intention of the Parties that State shall, in all instances, except to the extent Claims arise solely from the negligent or willful acts or omissions of State, be indemnified from and against all Claims caused or alleged to be caused by the contractor or subcontractor.
  - b. Any such indemnification shall also provide that neither Certified Agency's contractor and subcontractor nor any attorney engaged by Certified Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that Certified Agency's contractor is prohibited from defending the State of Oregon, or that Certified Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Certified Agency's contractor if the State of Oregon elects to assume its own defense.
4. **Cargo Preference Act:** Certified Agency shall ensure compliance with the Cargo Preference Act and implementing regulations (46 CFR Part 381) for use of United States-flag ocean vessels transporting materials or equipment acquired specifically for the Project. Strict compliance is required, including but not limited to the clauses in 46 CFR 381.7(a) and (b) which are incorporated by reference. Certified Agency shall also include this requirement in all contracts and ensure that contractors include the requirement in their subcontracts.
5. **Local Bridge Program Requirements:**
  - a. Certified Agency shall submit Quarterly Progress Reports to State's Regional Local Agency Liaison and State's Bridge STIP Coordinator and PCR Form to State's Regional Local Agency Liaison following the process as listed in **Exhibit C**. Certified Agency agrees to the conditions set forth in **Exhibit C**.
  - b. Except as otherwise provided in this Agreement, State and Certified Agency agree that the design of the Project shall meet the American Association of State Highway and Transportation Officials (AASHTO) Load Resistance Factor Design (LRFD) Bridge Design Specifications (current version) and AASHTO Guide Specifications for LRFD Seismic Bridge Design and ODOT Load and Resistance Factor Rating (LRFR), Tier 2 Load rating.

- c. Certified Agency or its consultant must provide written notification to State's Bridge Inventory Coordinator when a bridge project is complete so the initial inspection can be scheduled. This information must be submitted within 90 days of the issuance of Second Notification pursuant to Oregon Standard Specification 00180.50(g), or Certified Agency's approved equivalent.
- d. Certified Agency or its consultant must email the following information for any bridge project to [bridge@odot.state.or.us](mailto:bridge@odot.state.or.us) and to the State's Senior Local Bridge Standards Engineer at [Holly.M.WINSTON@odot.state.or.us](mailto:Holly.M.WINSTON@odot.state.or.us). This information must be received within ninety (90) days of the issuance of Second Notification pursuant to Oregon Standard Specification 00180.50(g), or Certified Agency's approved equivalent.
  - 1) PDF copy of As-Constructed Drawings (signed, final copy, which contains final construction notes).
  - 2) PDF Copy of the Foundation Report.
  - 3) Pile Records and drill logs (If applicable).
  - 4) Hydraulic Reports (scour analysis report included in this report)
  - 5) Load Rating calculation book: may either be a digital pdf document that is digitally sealed and signed, or a hard copy that is a printed, stamped, bound and labeled. Certified Agency shall provide a stamped report with all electronic files to the State's Senior Local Bridge Standards Engineer when Project is complete.
- e. Certified Agency's approved qualified staff is Joel Howie, a Qualified Agency Project Manager in accordance with the Appendix to Chapter 14 of the Local Agency Guidelines Manual. Any change to Certified Agency's qualified staff is subject to State's review and written approval.
- f. Certified Agency shall submit and ODOT Local Bridge Section will review the consultant services agreement, cost proposal, and the design acceptance package in coordination with State's Regional Local Agency Liaison.

#### **V. Americans with Disabilities Act Compliance:**

- 1. **General:** Certified Agency agrees to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA") as identified in paragraph 1 of the **General Provisions** section of the Local Agency Certification Program Agreement, and to utilize ODOT standards to assess and ensure Project compliance with the ADA.
- 2. **ADA Design Standards and Construction Specifications:** Certified Agency agrees to utilize the following standards to assess and ensure that the Project and all component activities comply with ADA requirements, including ensuring that all plans and proposed alternatives for future design or construction of pedestrian, bicycle, and transit routes and facilities will result in ADA-compliant facilities and improvements. Certified Agency agrees to comply with the design and construction standards and the design exception documentation and approval requirements agreed to in the Standards section of the Local Agency Certification Program Agreement. In addition, with respect to ADA-related design standards, design exception approvals, construction specifications, and inspections, Certified Agency agrees to comply with the following:
  - i. For portions of the Project on or along the Oregon State Highway System (state highway), Certified Agency shall apply ODOT's current ADA-related design standards, construction specifications, and design exception documentation and approval requirements for design, construction, or alteration of Project sidewalks, curb ramps, and pedestrian-activated signals, as applicable to the Project, including using the ODOT Highway Design Manual, ODOT Design

Exception process, ODOT Standard Drawings, ODOT Construction Specifications, and providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form. Certified Agency further agrees to utilize ODOT standards to assess and ensure Project compliance with the ADA, and to document ramp inspections per subsection (c.)(i.) below. Design exceptions on State-owned facilities must be approved by State. For project locations on or along State-owned portions of the National Highway System (“NHS”) design exceptions must be approved by State and/or FHWA.

ii. For portions of the Project not on or along a state highway, including locally-owned portions of the NHS, Certified Agency shall apply its own ADA-compliant design standards, construction specifications, design exception documentation, and approval process, and inspection documentation process, as approved by State and FHWA for use on federally funded projects.

3. **ADA Inspection Forms:** Prior to issuing the Second Notification, per Oregon Standard Specification 00180.50(g) or Certified Agency’s approved equivalent, Certified Agency agrees to submit to State the following:

i. For all curb ramps constructed or altered as part of this Project on or along a state highway, submit completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form as well as to State’s Regional Local Agency Liaison. The completed form is the required documentation from Certified Agency that each curb ramp meets ODOT standards and is ADA compliant. ODOT’s fillable Curb Ramp Inspection Form 734-5020 and instructions are available at the following website:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

ii. For all curb ramps not located on or along a state highway, Certified Agency shall complete and keep on file Certified Agency’s ODOT- and FHWA-approved ADA curb ramp inspection form (or other approved document) to show that each Project curb ramp meets Certified Agency’s curb ramp standards and is ADA compliant or conforms to Certified Agency’s approved ADA design exception.

4. **State Inspection:** Certified Agency shall promptly notify ODOT of Project completion and allow State to inspect Project sidewalks, curb ramps, and pedestrian-activated signals, as applicable to the Project, located on or along the state highway prior to acceptance of Project by Certified Agency and prior to release of any Certified Agency contractor.

5. **Work Zone Access:** Certified Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone in accordance with the applicable ODOT standards. For any work zone on or along the state highway, any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian facility. Certified Agency shall also ensure that advance notice of any temporary pedestrian route on or along the state highway is provided in accessible format to the public, people with disabilities, and disability organizations at least ten (10) days prior to the start of construction in accordance with ODOT standards and processes.

6. **Reimbursement:** Unless Certified Agency has an approved design exception, State will only reimburse Certified Agency for work that meets the applicable ODOT standards, regardless of whether the work is on a State-owned or a local agency-owned facility.

7. **On-going Maintenance Obligation:** Certified Agency and Non-certified Agency shall each ensure that any portions of the Project under their respective maintenance jurisdictions are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Certified Agency and Non-certified Agency each ensuring that:

- a. Pedestrian access is maintained as required by the ADA,
  - b. Any complaints received by Certified Agency or Non-certified Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety, shared use path, transit stop, park-and-ride, on-street parking or access issues are promptly evaluated and addressed,
  - c. Any repairs or removal of obstructions needed to maintain Project features in compliance with the ADA requirements that were in effect at the time of Project construction are completed by Certified Agency or abutting property owner pursuant to applicable local code provisions,
  - d. Any future alteration work on the Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
  - e. Applicable permitting and regulatory actions are consistent with ADA requirements.
6. **Survival:** Maintenance obligations in this section shall survive termination of this Agreement.

## **VI. Term and Termination**

1. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner.
2. This Agreement may be terminated by mutual written consent of all Parties.
3. ODOT may terminate this Agreement effective upon delivery of written notice to Certified Agency and Non-certified Agency, or at such later date as may be established by ODOT, under any of the following conditions:
  - a. If Certified Agency or Non-certified Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If Certified Agency or Non-certified Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from ODOT fails to correct such failures within ten (10) days or such longer period as ODOT may authorize.
  - c. If Certified Agency or Non-certified Agency fails to provide payment of its share of the cost of the Project.
  - d. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
  - e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if ODOT is prohibited from paying for such work from the planned funding source.
4. Any termination of this Agreement shall not extinguish or prejudice any rights or obligations accrued to the Parties prior to termination.
5. The rights and obligations set out in this Agreement shall survive Agreement expiration or termination, as well as any provisions of this Agreement that by their context are intended to survive.

## VII. Other Terms and Conditions

### 1. Contribution:

- a. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a Party with respect to which any other Party may have liability, the notified Party must promptly notify the other Parties in writing of the Third Party Claim and deliver to the other Parties a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
  - b. With respect to a Third Party Claim for which State is jointly liable with Certified Agency or Non-certified Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Certified Agency or Non-certified Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Certified Agency and Non-certified Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Certified Agency and Non-certified Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
  - c. With respect to a Third Party Claim for which Certified Agency or Non-certified Agency is jointly liable with State (or would be if joined in the Third Party Claim), Certified Agency and Non-certified Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Certified Agency and Non-certified Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Certified Agency and Non-certified Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Certified Agency and Non-certified Agency's contribution amount(s) in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
2. The Parties hereto agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties

shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

3. State certifies and represents that each individual signing this Agreement has been authorized to enter into and execute this Agreement on behalf of State, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind State.
4. Certified Agency certifies and represents that each individual signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Certified Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Certified Agency.
5. Non-certified Agency certifies and represents that each individual signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Non-certified Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Non-certified Agency.
6. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
7. This Agreement and the Local Agency Certification Program Agreement No. 30923, as amended and all attached exhibits constitutes the entire agreement between the Parties on the subject matter hereof. In the event of conflict, the body of this Agreement and the attached Exhibits will control over Project application and documents provided by Certified Agency or Non-certified Agency to ODOT. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind a Party unless in writing and signed by all Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of a Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Notwithstanding this provision, the Parties may enter into a Right Of Way Services Agreement in furtherance of the Project.

### **VIII. Contacts**

1. Mahasti Hastings, ODOT Region 1 Local Agency Liaison, 123 Flanders Street, Portland, Oregon, 503.731.8595, [Mahasti.V.HASTINGS@odot.oregon.gov](mailto:Mahasti.V.HASTINGS@odot.oregon.gov) or assigned designee upon individual's absence, is ODOT's contact for this Agreement. ODOT shall notify the other Party in writing of any contact information changes during the term of this Agreement.
2. Joel Howie, Civil Engineering Supervisor, 503.742.4658, [jhowie@clackamas.us](mailto:jhowie@clackamas.us) or assigned designee upon individual's absence, is Certified Agency's contact for this Agreement. Certified Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.
3. Jacque Betz, City Administrator, 503.656.7957, [betz@ci.gladstone.or.us](mailto:betz@ci.gladstone.or.us) or assigned designee upon individual's absence, Non-certified Agency's contact for this Agreement. Certified Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2021-2024 Statewide Transportation Improvement Program (STIP), (Key #22139) that was adopted by the Oregon Transportation Commission on July 15, 2020 (or subsequently approved by amendment to the STIP).

**Certified Agency, Clackamas County,**  
acting by and through its elected officials

By \_\_\_\_\_

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If required  
in Agency's process)**

By \_\_\_\_\_  
Certified Agency Legal Counsel

Date \_\_\_\_\_

Non-certified Agency, City of Gladstone,  
acting by and through its elected officials

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If required  
in Agency's process)**

By \_\_\_\_\_  
Non-certified Agency Legal Counsel

Date \_\_\_\_\_

**Certified Agency Contact:**

Joel Howie, Civil Engineering Supervisor  
Clackamas County  
150 Beaver Creek Road  
Oregon City, OR 97045  
503-742-4658  
[jhowie@co.clackamas.or.us](mailto:jhowie@co.clackamas.or.us)

**Non-certified Agency Contact:**

Jacque Betz, City Administrator  
City of Gladstone  
18505 Portland Avenue  
Gladstone, Oregon 97027  
[betz@ci.gladstone.or.us](mailto:betz@ci.gladstone.or.us)

**STATE OF OREGON,** acting by and  
through its Department of Transportation

By \_\_\_\_\_

Delivery & Operations Division  
Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Region 1 Manager

Date \_\_\_\_\_

By \_\_\_\_\_  
Certification Program Manager

Date \_\_\_\_\_

By \_\_\_\_\_  
State Traffic Roadway Engineer

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By EMAIL Andrea Goodwin  
Assistant Attorney General (If over  
\$150,000)

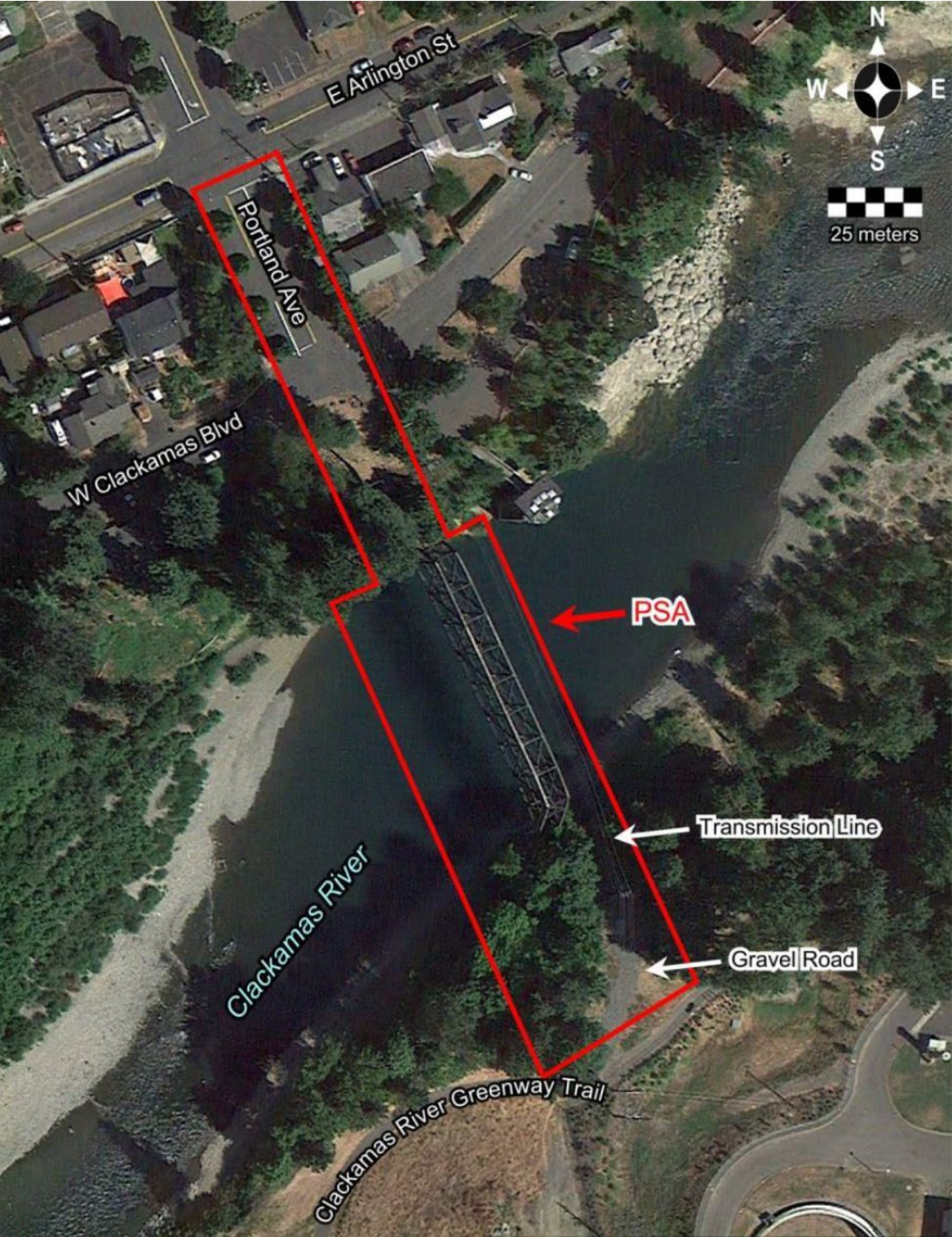
Date 12/01/23

**ODOT Contact:**

Mahasti Hastings, Local Agency Liaison  
ODOT R1  
123 NW Flanders St  
Portland, OR 97209  
971-264-8253  
[mahasti.v.hastings@odot.Oregon.gov](mailto:mahasti.v.hastings@odot.Oregon.gov)



Exhibit A – Project Location Map



**Exhibit B**  
**Federal Funding Accountability and Transparency Act (FFATA)**  
**Subaward Reporting**

(For purposes of this Exhibit, references to “your organization” shall mean “Certified Agency” and references to “ODOT” shall mean “State.”)

The Oregon Department of Transportation (ODOT) is required to fulfill a federal requirement for contracting under the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS). FFATA reporting is a requirement for subawards (also known as subrecipients) of federal awards in excess of \$30,000. Your organization will enter into an agreement with ODOT where the funding source is a federal grant with a subrecipient relationship. Your organization is required to submit the information below to the Oregon Department of Transportation within fourteen calendar days of execution of the Agreement and annually thereafter, if applicable. (See the following page for further details.)

**Legal entity name:** \_\_\_\_\_

**Unique Entity Identifier (UEI) number:** \_\_\_\_\_

**Executive compensation**

Executive compensation information is also required to determine whether or not the following information must be reported in FSRS:

a. In your organization’s previous fiscal year, did your organization receive 80% or more of its annual gross revenue and \$25,000,000 or more in federal procurement contracts, subcontracts, loans, grants, subgrants, cooperative agreements and federal financial assistance awards subject to the Transparency Act? (Include parent organization, all branches, and all affiliates worldwide.)

Yes  No If “yes,” proceed to b. If “no,” no further action is required and submittal of this form is not required.

b. Does the public have access to information about the compensation of the senior executives in your organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes  No If “yes,” provide a link to the SEC: <http://www.sec.gov> where this information is located and return form to the ODOT contact shown at the bottom of this form.

Provide link here:

If “no,” provide compensation information below.

**Names and annual compensation amounts of the five most highly compensated executives:**

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

**Business entity contact information (person completing form):**

Type name	Title	Date
-----------	-------	------

**Return completed form to: Program and Funding Services Manager; Oregon Department of Transportation; 555 13<sup>th</sup> Street NE; Salem, OR 97301; [projectfundingcoordinators@odot.oregon.gov](mailto:projectfundingcoordinators@odot.oregon.gov)**

State/Certified Agency/Non-certified Agency  
Agreement No.

**Background on FFATA requirements**

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of the Act is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

**Definition of compensation**

Your organization is considered a subrecipient of federal funds. Unless your organization is exempt, FFATA requires you to report total compensation for each of your five most highly compensated executives for the preceding completed year. Total compensation means the cash and non-cash dollar value earned by the executive during the subrecipient's preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appropriation rights; earnings for services under non-equity incentive plans; change in pension value; above-market earnings on deferred compensation which is not tax-qualified; and other compensation as defined in 2 CFR Part 170, Section 170.330(b)(5)(vi).

More detailed information about the FFATA can be found at: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>

**If you have any questions on this Exhibit, contact: [projectfundingcoordinators@odot.oregon.gov](mailto:projectfundingcoordinators@odot.oregon.gov)**



**EXHIBIT C – PROJECT KEY MILESTONES AND SCHEDULE**

**Agreement No.** 73000-00003197

**Project Name:** Trolley Trail Bridge

**1. Project Description**

The Project includes Certified Agency completing project development activities for a new pedestrian bridge across the Clackamas River, identifying type, size, and location alternatives for the pedestrian bridge, which will link workers, residents, and tourists in Gladstone and Oregon City. The proposed pedestrian bridge will increase travel options and improve safety and mobility.

2. This Project is subject to progress reporting and project change process as stated in Paragraphs No. 3 through No. 6 below.

3. **Quarterly Progress Reports (QPR)** - Agency shall submit quarterly progress reports using QPR Form 734-2850, attached by reference and made a part of this Agreement. QPR’s are due by April 5<sup>th</sup> for the period January through March, July 5<sup>th</sup> for the period April through June, October 5<sup>th</sup> for the period July through September, and January 5<sup>th</sup> for period October through December. When this Agreement is executed within the last month of a quarter, the first quarterly report is due at the end of the first full quarter and will cover the first month of the Agreement and the quarter. QPR’s shall be submitted until the State issues the Project Acceptance document.

A sample Quarterly Report from and instructions are available at the following website under “Compliance – Forms & Guidance”. <https://www.oregon.gov/ODOT/LocalGov/Pages/Certification-Guidance-Forms.aspx#applications>

4. **Project Milestones** – The Parties agree that the dates shown in Table 1 constitute the intended schedule for advancing and completing the Project. Project Milestones may be changed only by obtaining an approved Project Change Request (PCR) for this Project as described in paragraph 5 below.

**Table 1: Project Milestones**

	<b>Milestone Description</b>	<b>Obligation Date*</b>
1	Obligation (Federal Authorization) of LBP Funds for the Preliminary Engineering phase of Project	FFY24
2	Obligation (Federal Authorization) of LBP Funds for the Right-of-Way phase of the Project	N/A
4	Obligation (Federal Authorization) of LBP Funds for the Utility phase of Project	N/A
5	Obligation (Federal Authorization) of LBP Funds for the Construction phase of Project	N/A

5. **Project Change Request (PCR) Process** - Agency must obtain approval from State’s Bridge STIP Coordinator and State’s Bridge Engineer for changes to the Project’s scope, schedule, or budget by submitting a PCR, as specified in Paragraphs 5a, 5b, and 5c, below. Agency shall be fully responsible for all costs attributable to changes to the established Project scope, schedule or budget

State/Certified Agency/Non-certified Agency

Agreement No. 73000-00003197

made prior to an approved PCR. Amendments to this Agreement are required for all approved PCRs.

- a. **Scope** - A PCR is required for any significant change or reduction in the scope of work described in the Project Description (Paragraph 1 of this Exhibit).
- b. **Schedule**— A PCR is required if Agency or State’s Contact anticipates that any Project Milestone will be delayed by more than ninety (90) days, and also for any change in schedule that will require amendment of the Statewide Transportation Improvement Program (STIP).
- c. **Budget** – The Project’s estimated budget is used for determining the level of compensation for completed work. Increases or decreases in the budget which require a STIP amendment also require the submission of a PCR to the State’s Regional Local Agency Liaison.
- d. PCR requests that result in Project cost increases that are equal to or less than twenty (20) percent of the total estimated Project cost or \$200,000, whichever amount is less, can be approved by the State Bridge Engineer. Amendments can be approved and entered into by the State Bridge Engineer, subject to any other approvals required by law.
- e. PCR requests that result in a Project cost increase in excess of twenty (20) percent of the total estimated Project cost or \$200,000, whichever amount is greater, must be approved by the State Bridge Engineer and the Local Agency Bridge Selection Committee with a majority vote.

**6. PCR Form** - Agency must submit all change requests using PCR Form 734-2851, attached by reference and made a part of this Agreement. The PCR Form is due no later than thirty (30) days after the need for change becomes known to Agency. The PCR shall explain what change is being requested, the reasons for the change, and any efforts to mitigate the change. A PCR may be rejected at the discretion of State’s Bridge Engineer.

The fillable PCR form and its instructions are available at the following web site:  
<http://www.oregon.gov/ODOT/Forms/2ODOT/2851.doc>

**7. Consequence for Non-Performance** - If Agency fails to fulfill its obligations in Paragraphs No. 3 through No. 6 above, or does not assist in advancing the Project or perform tasks that the Agency is responsible for under the Project Milestones, State’s course of action through the duration of Agency’s default may include: (a) restricting Agency consideration for future funds awarded through State’s Active Transportation Section, (b) withdrawing unused Project funds, and (c) terminating this Agreement as stated in Section VI, Paragraphs No. 3 (a-e) of this Agreement and recovery of payments pursuant to Section II, Paragraph 5 of this Agreement.



City of Gladstone  
Staff Report

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Report Date: December 5, 2023  
Meeting Date: December 12, 2023  
To: Mayor and City Council  
From: Jacque Betz, City Administrator

**AGENDA ITEM:**

Appointment to the Audit Committee

**History/Background:**

The Audit Committee was formed in January 2017. The adopted Resolution states: "The City of Gladstone Audit Committee will be comprised of up to six members." The Audit Committee has been comprised of five (5) residents. There are currently three Audit Committee members, Drucilla Weiland, Susanne Blaug and Steve Johnson. Please be advised there are two (2) terms on the Audit Committee that expire 12-31-2023 (2 year term) and one (1) vacant term that expires 12-31-2024 (3 year term).

The Audit Committee is to provide independent advice, assistance, and recommendations to the City Council in the oversight of the internal and external audit functions of the City. Terms limits are set at 2 (two) or (3) years staggered so that about half of appointments end each year.

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

- Gabrielle Blaug
- Steve Johnson
- Jake Meek

**Options:**

- 1) Appoint Audit Committee members to two (2) terms that expire 12-31-2025 and one (1) term that expires 12-31-2024.
- 2) Do not appoint Audit Committee members.
- 3) Continue to advertise for vacant positions.

**Cost Impact:**

No impact.

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Department Head Signature  
Date: 12/05/2023

  
City Administrator Signature  
Date: 12/05/2023

**CITY OF GLADSTONE**  
APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



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

NAME: Gabrielle Blaug

ADDRESS: E Arlington St, Gladstone OR 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: -

HOW LONG HAVE YOU LIVED IN GLADSTONE: 1 yr

OCCUPATION/EMPLOYER (state your specific line of business): \_\_\_\_\_  
Retired but used to work as a Hardware support, project manager, and department budget manager.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: \_\_\_\_\_  
Japanese tea ceremony, Japanese Calligraphy, woodworking and gardening

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: \_\_\_\_\_  
Currently on the Budget Committee.

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? 02/14/2023 What Board, Commission or Committee? Budget Committee

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish). \_\_\_\_\_  
I want to continue to contribute to my local community and government. The work of the Budget committee is done for this year and I would like to stay involved so I am hoping that the Audit Committee would be a good place to help out.

SIGNATURE: Gabrielle Blaug DATE: 10/05/2023

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



**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Steve Johnson

ADDRESS: Manor Dr.

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 33 Years

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

Business Owner / Western Systems, Inc.

DESCRIBE YOUR ACTIVITIES  
AND INTERESTS:

Travel, Photography, Cooking

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

Audit Committee (Current), Planning Commission, Charter Review Committee, Budget Committee, Library Advisory Committee, Civic Buildings Committee, City Council

Are you a Registered Voter?

YES NO

Have you ever applied for a Position Before?

YES NO

If yes, when? 11/30/21, 12/12/22 What Board, Commission or Committee? Planning Commission

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

(Attach additional materials or information if you wish). \_\_\_\_\_

Audits are an important and fiscally responsible part of city operations. I would like to continue to use my business and government experience to help support this important city function on the Audit Committee.

SIGNATURE: [Signature] DATE: 12-3-23

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

DEC 05 2023

CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES OF GLADSTONE



- Budget Committee
- Planning Commission
- Traffic Safety Advisory Board
- Park & Recreation Advisory Board
- Community Center Advisory Board
- Audit Committee

NAME: Jake Meek

ADDRESS: Beatrice Ave

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 1.5 years at current address

OCCUPATION/EMPLOYER (state your specific line of business):  
Real Estate Broker/Property Manager - Avid Real Estate Executives, LLC - Real Estate Brokerage and Property Management Company

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
Day to day - developing my new business and helping manage large real estate investments for clients. Extracurricularly - coaching high school athletes, volunteering, spending time with family, woodworking, and playing piano.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
None

Are you a Registered Voter?

YES NO

Have you ever applied for a Position Before?

YES NO

If yes, when? \_\_\_\_\_ What Board, Commission or Committee? \_\_\_\_\_

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

(Attach additional materials or information if you wish). \_\_\_\_\_

SIGNATURE: [Signature] DATE: 12/5/23  
Please note: The information submitted in this application may be subject to public records law and will be included in a publicized City Council packet.

I would like to serve on the Audit Committee and Budget Committee because I feel that it is necessary to give back to the community that has shaped my life. I believe that volunteering and citizen involvement in local government is not just a personal choice but a responsibility if we are to ensure that the values of citizens are reflected in the way our city is run. My skills in collaboration, communication, and problem-solving would position me as an asset to these committees. I look forward to contributing in a positive manner and committing to ensuring the well-being of Gladstone.





City of Gladstone  
Staff Report

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Report Date: December 5, 2023  
Meeting Date: December 12, 2023  
To: Mayor and City Council  
From: Jacque Betz, City Administrator

**AGENDA ITEM:**

Appointment to the Budget Committee

**History/Background:**

Please be advised there are four (4) terms on the Budget Committee, three terms to expire 12-31-2023 and one (1) vacant term to expire 12-31-2024. Current Budget Committee members include: Ron Ruggiero, Shane O'Brien, Nina Harrington, Gabrielle Blaug and Joshua Smith.

The Budget Committee is a requirement of Chapter 294 of Oregon Revised Statutes and consists of the City Council and an equal number of electors of the municipal corporation. As the City prepares a biennial budget, citizen members are appointed by the City Council and serve terms of four years. Terms are staggered so that about one-fourth of appointments end each year.

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

- Rose Fuller
- Jake Meek

**Options:**

- 1) Appoint Budget Committee members to a term that expires 12-31-2027 or to the vacant term that expires 12-31-2024.
- 2) Do not appoint Budget Committee member.
- 3) Continue to advertise for vacant position.

**Cost Impact:**

No impact.

---

Department Head Signature  
Date: 12/05/2023

  
City Administrator Signature  
Date: 12/05/2023

*\*Please keep in mind that the Budget Committee will not convene until Jan 2025. JMB*

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Rose Fuller

ADDRESS: - Bird Song Way, Gladstone, OR 97027

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

EMAIL: -----

HOW LONG HAVE YOU LIVED IN GLADSTONE: 21 years

OCCUPATION/EMPLOYER (state your specific line of business):  
Executive Director, Northwest Family Services, non-profit, social services serving greater Portland metro area with supportive housing, behavioral health, youth engagement, health navigation, and basic needs. \$14.5 million budget and 135 employees

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
I do work a lot and enjoy it. Spend time with family. Walk or ride my bike on the trolley trail and around the Clackamas River. Read. Civic activities.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
I am currently on the board of the Clackamas Safe Kids Coalition. Serve on the Multi-Sector Collaboration (system partners, community based organizations, schools). Clackamas County Early Learning Committee. Heretoegether (supportive housing coalition), to name a few committees. Several boards (e.g., Catholic Charities).

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? \_\_\_\_\_ What Board, Commission or Committee? \_\_\_\_\_

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish).  
I love living in Gladstone, but have been so busy running a non-profit, working on a lot of projects, enjoying my family, but I'd really like to give back. I work with lots of grants and contracts and am very familiar with budgets. I believe my experience and skill set can be of service to this community I love.

SIGNATURE: Rose Fuller DATE: 12/4/2023

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

DEC 05 2023

CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES OF GLADSTONE



- Budget Committee
- Planning Commission
- Traffic Safety Advisory Board
- Park & Recreation Advisory Board
- Community Center Advisory Board
- Audit Committee

NAME: Jake Meek

ADDRESS: Beatrice Ave

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 1.5 years at current address

OCCUPATION/EMPLOYER (state your specific line of business):  
Real Estate Broker/Property Manager - Avid Real Estate Executives, LLC - Real Estate Brokerage and Property Management Company

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
Day to day - developing my new business and helping manage large real estate investments for clients. Extracurricularly - coaching high school athletes, volunteering, spending time with family, woodworking, and playing piano.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
None

Are you a Registered Voter?

YES NO

Have you ever applied for a Position Before?

YES NO

If yes, when? \_\_\_\_\_ What Board, Commission or Committee? \_\_\_\_\_

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

(Attach additional materials or information if you wish). \_\_\_\_\_

SIGNATURE: [Signature] DATE: 12/5/23  
Please note: The information submitted in this application may be subject to public records law and will be included in a publicized City Council packet.



I would like to serve on the Audit Committee and Budget Committee because I feel that it is necessary to give back to the community that has shaped my life. I believe that volunteering and citizen involvement in local government is not just a personal choice but a responsibility if we are to ensure that the values of citizens are reflected in the way our city is run. My skills in collaboration, communication, and problem-solving would position me as an asset to these committees. I look forward to contributing in a positive manner and committing to ensuring the well-being of Gladstone.



City of Gladstone  
Staff Report

---

Report Date: December 5, 2023  
Meeting Date: December 12, 2023  
To: Mayor and City Council  
From: Jacque Betz, City Administrator

**AGENDA ITEM:**

Appointment to the Community Center Advisory Board

**History/Background:**

Please be advised there are two (2) four-year terms on the Community Center Board that will expire 12-31-2023. Current Community Center Advisory Board members are: Evelyn Johannesen, Sylvia Kelner, Simona Gherghisan, Mindy Proski, Roxanne McMullin, Josie Whitaker and Maria Mitchell.

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

- Sharon Howard
- Janice Saban
- Josie Whitaker

**Options:**

- 1) Appoint Community Center Advisory Board members to terms that expire 12-31-2027.
- 2) Do not appoint Community Center Advisory Board members.
- 3) Continue to advertise for vacant position.

**Cost Impact:**

No impact.

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Department Head Signature  
Date: 12/05/2023

  
City Administrator Signature  
Date: 12/05/2023

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Sharon Howard

ADDRESS:       River Rd # Gladstone, Or 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 11 years (8/2012)

OCCUPATION/EMPLOYER (state your specific line of business):  
Retired 12/21  
I worked in the mental health field as a counselor for adults with mental health disabilities for over 30 years. Previous employer was Columbiacare Services as Residential Counselor in an adjudicated residential treatment facility for adults with mental health diagnosis.

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
Walking, hiking, dancing, travel. I am currently looking for a volunteer positions.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
I worked for Columbiacare Services as a Residential Counselor for a residential treatment facility for adults with mental health disabilities from 12/15-12/21. Prior to that position I work for Cascadia Behavioral Healthcare from 2008-2015 as a Service Coordinator in subsidized housing locations and as a Residential Counselor in residential treatment facilities.

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? \_\_\_\_\_ What Board, Commission or Committee? \_\_\_\_\_

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish).  
I want to continue to make a difference in the community being a part of a team, making decisions, feeling connected to people, and finding meaning in my daily life. Work once filled those purposes, but now that I am retired I would love to continue to work.

SIGNATURE: Sharon Howard DATE: 10/8/23

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

**Sharon Howard**      503-222-1111      showard@juno.com

## **Skills**

- . 30 years experience in social services, counseling adults and juveniles
- . Effective case management skills to manage a large caseload
- . Provided treatment planning, assessments, and facilitated psychoeducational groups
- . Microsoft Word, Excel, Outlook, Essentia medical records experience

## **Work Experience**

**Residential Associate**      Columbiacare Services, Milwaukie, Or  
2015-2021

Provided counseling, skills training, medication management, client documentaion for adults with mental health disabilities in a residential treatment facility.

**Residential Service Coordinator**      Cascadia BHC, Portland, Or  
2012-2015

Facilitated educational groups at several HUD properties, referred residents to community resources and resolve resident conflicts.

**Residential Counselor**      Cascadia BHC, Portland, Or  
2008-2012

Provided counseling, skills training, medication, recreation, and client documentation for adults under the supervision of the PSRB (Psychiatric Security Review Board of Or).

**Residential Counselor**      Griffith Center for Children, Colorado Springs, Co  
2007-2008

Provided counseling, skills training, medication, recreation, meals, and client documetation for juveniles males 12-14 years old in a treatment facility.

**Child Welfare Social Caseworker 2**      DHS, Colorado Springs,  
Co      2007

Investigated child abuse allegations, interview clients, and testify in court.

**Skills Trainer**  
2005-2007

Cascadia BHC, Portland, Or

Provided individual and groups skills training for adults with mental health disabilities, crisis interventions, counseling, wrote skill training plans, and client documentation.

**Residential Counselor**  
2003-2005

Cascadia BHC, Portland, Or

Provided counseling, skills training, recreation, meals, and medication for adults with mental health disabilities.

**Case Manager**  
1999-2002

Cascadia BHC, Portland, Or

Provided counseling, case management, assessments, facilitated psychoeducation groups for adults with mental health disabilities.

## **Education**

BS, Sociology

Portland State University, Portland, Or

MS, Psychology

California Coast University, Los Angeles, Ca

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Janice Saban  
 ADDRESS: 1305 Green Echo Ave Gladstone OR 97027  
 TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 HOW LONG HAVE YOU LIVED IN GLADSTONE: 13 years 9 months  
 OCCUPATION/EMPLOYER (state your specific line of business): disabled

DESCRIBE YOUR ACTIVITIES AND INTERESTS: volunteering, former cat rescuer on the ~~board~~ council for Clackamas County public health, my children & grandson, tai chi, learning  
 PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: council member on Clackamas county public health, former president - founder of a cat rescue

Are you a Registered Voter?                       YES                       NO  
 Have you ever applied for a Position Before?                       YES                       NO  
 If yes, when? \_\_\_\_\_ What Board, Commission or Committee? \_\_\_\_\_

Why would you like to serve on this Board, Commission or Committee?  
 (Attach additional materials or information if you wish). to help foster creativity, to be informed, volunteering

SIGNATURE: Janice Saban                      DATE: 12-1-23  
 Please note: The information submitted in this application may be subject to public records law and will be included in a publicized City Council packet.

CITY OF GLADSTONE  
APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



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

NAME: JOSIE WHITAKER

ADDRESS: 1 S.E. COOK ST. MILWAUKIE, OR 97267

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: Live in Jennings Lodge 50 yrs

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Yoga, Crocheting, Gardening, Volunteering, Reading

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Community center Advisory Board

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? 5 yrs What Board, Commission or Committee? Community center Advisory board

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish). contribute to the community in which I am a part of and enjoy to fellow seniors

SIGNATURE: Josie Whitaker DATE: 10/15/23

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





City of Gladstone  
Staff Report

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Report Date: December 5, 2023  
Meeting Date: December 12, 2023  
To: Mayor and City Council  
From: Jacque Betz, City Administrator

**AGENDA ITEM:**

Appointment to the Park & Recreation Advisory Board

**History/Background:**

Please be advised there are three (3) four-year terms on the Park and Recreation Advisory Board that will expire 12-31-2023. Current Park and Recreation Advisory Board members are: Bruce Hildreth, David Michael, Kate Cornelius, Kim Agrimson, Justus Mills, Ellen Faber and Nancy Turner.

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

- Eric Butler
- Ellen Faber
- Nina Harrington
- Riley Hartman
- Bruce Hildreth
- Justus Mills
- Lillabelle Rockwell
- Tammy Stempel

**Options:**

- 1) Appoint Park and Recreation Advisory Board members to terms that expire 12-31-2027.
- 2) Do not appoint Park and Recreation Advisory Board members.
- 3) Continue to advertise for vacant position.

**Cost Impact:**

No impact.

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Department Head Signature  
Date: 12/05/2023

  
City Administrator Signature  
Date: 12/05/2023

CITY OF GLADSTONE  
APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



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

NAME: Eric Butler

ADDRESS: Gloucester St.

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 2 years

OCCUPATION/EMPLOYER (state your specific line of business): Riparian Specialist,  
Clackamas River Basin Council

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Ecology/natural resources, trails, urban trees, sustainability,  
community gardens, public education and engagement, community science, DEIJ

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Clackamas River Basin Council  
(project manager for Cross Park restoration); board member, Northwest  
Ecological Research Institute; OSU Extension Master Gardener

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? \_\_\_\_\_ What Board, Commission or Committee? \_\_\_\_\_

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish). I would like to serve on this board  
because Gladstone needs an experienced and knowledgeable advocate for natural  
resources in its public spaces, I have long worked and volunteered at the nexus  
of parks and nature and wish to continue this service in my local community.

SIGNATURE: [Signature] DATE: 12/1/23

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**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Nina Harrington

ADDRESS: Columbia Ave Gladstone OR 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: Since 11/2022

OCCUPATION/EMPLOYER (state your specific line of business):  
Controller - BPM Development LLC ( Accounting & Finance)

**DESCRIBE YOUR ACTIVITIES AND INTERESTS:**

Some of the activities of interest are I enjoy organizing a monthly book club with friends and relatives. Making sure all are included and have a voice for input. Additionally, outdoor activities such as hiking trips.

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

Oregon Zoo - Board of Trustees - 2023 Current  
Budget Committee - City of Gladstone - 2023 Current  
PAC Committee - City of Happy Valley - 1 Term - Past

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? 2022 What Board, Commission or Committee? \_\_\_\_\_

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

(Attach additional materials or information if you wish).

It is a strong belief of mine that it is the responsibility of residents to provide input on the environment they live in, to live in harmony and make it the best place to be in. I believe I have the education, background and tenacity to be involved both in the Budget and Audit Committee.

SIGNATURE: *Nina Harrington* DATE: 10.17.2023

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

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Riley Hartman

ADDRESS: .. Fairfield St. Gladstone OR 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 7 years

OCCUPATION/EMPLOYER (state your specific line of business):  
GM for food service company (Chartwells)

**DESCRIBE YOUR ACTIVITIES  
AND INTERESTS:**

I have two young daughters so I enjoy going to the park and playing in the river (weather permitting). I've had an interest in local politics in previous years and would like to start being more involved.

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

I was briefly on the Budget committee in 2021.  
I was on the parent site board for John Wetten in 2020.

Are you a Registered Voter?

YES NO

Have you ever applied for a Position Before?

YES NO

If yes, when? 2021 What Board, Commission or Committee? Budget

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

(Attach additional materials or information if you wish).

I care a great deal about our city and would like to volunteer my time and voice in a positive way.

SIGNATURE: Riley Hartman DATE: 11/28/23

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

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Bruce Hildreth

ADDRESS: Ridgewood Drive

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: Since 1996

OCCUPATION/EMPLOYER (state your specific line of business):  
Retired Financial Advisor

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
Enjoy outdoor recreation, skiing, biking, Hiking, walking, boating

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

- past board member Gladstone Education Foundation,
- sitting member of Parks & Rec board (currently Chairman)
- Volunteer member of FOGNAP -

Are you a Registered Voter? Stewards of Gladstone    
Nature Park YES NO

Have you ever applied for a Position Before?    
 YES NO

If yes, when? 2020 What Board, Commission or Committee? Park & Rec

Why would you like to serve on this Board, Commission or Committee?  
 (Attach additional materials or information if you wish).  
current business of the board needs to be guided to fruition. Future plans are being discussed and designed

SIGNATURE: Bruce Hildreth DATE: 12/4/2023

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

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Justus P. Mills

ADDRESS: Exeter Street

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: .. \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 31

OCCUPATION/EMPLOYER (state your specific line of business):  
Retired - Stanley Black and Decker - 34 years- Sales and Middle Line Leadership.  
Retired - US Marines and US Army Veteran - 27 years Credible Service

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
Golfing, Gardening, Outdoor Activities, and spending time with my Grand- Daughter.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
Currently serving on the Parks and Recreation Advisory Board.

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? April 2023 What Board, Commission or Committee? Parks and Recreation

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish).  
I want to help work with the community to continue to have Gladstone be a great place to live.

SIGNATURE: Justus P. Mills DATE: October 5, 2023

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



CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT FOR  
AD HOC COMMITTEE



AD HOC COMMITTEE APPLYING FOR Park and Recreation Advisory Board

NAME: Lillabelle Rockwell

ADDRESS: Yale Ave, Gladstone OR, 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE:  
10 years

OCCUPATION/EMPLOYER (state your specific line of business):  
Stay at home mom

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
I enjoy hiking, kickboxing, gardening and music. I love taking my daughter to the park and the library.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
None

Have you ever applied for a Committee Position Before?  YES  NO

If yes, when? \_\_\_\_\_ What Committee? \_\_\_\_\_

Why would you like to serve on this Ad Hoc Committee? (Attach additional materials or information if you wish).  
My daughter loves the park, and the activities during the summer. I've lived here since I was young, and I appreciate everything the city does for its parks. I would love to be involved in my favorite aspect of this community.

SIGNATURE: Lillabelle R Rockwell DATE: 10/11/2023

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Tammy Stempel

ADDRESS: Winfield Court Gladstone, OR 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 39 Years

OCCUPATION/EMPLOYER (state your specific line of business):  
Principal | Environmental Consulting and Engineering - Black Mountain Consulting LLC

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
Community Enhancement and Sustainability, Outdoor Activities (Skiing, Camping, Hiking), Food Insecurity Support, Open Space and Regional Trails Advocate, Environmental Protection Issues, Policy Sustainability.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
PREVIOUS: Gladstone Mayor, Audit and Budget Committees, Traffic Safety Committee, Parks and Recreation Board Liaison; County C4, Economic Development, Development Liaison Committee, Regional Trails Group. CURRENT: Gladstone Food Pantry, FOGNP, etc.

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? See Above What Board, Commission or Committee? See Above

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish).  
We are in a position to make our parks a key factor in the livability of our community, as well as create an amazing tourism draw. I believe my background and connections would benefit the Parks and Recreation Board, as well as the city as a whole. I am passionate about parks!

SIGNATURE: Tammy Stempel DATE: 11-15-2023

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





## City of Gladstone Staff Report

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Report Date: December 5, 2023  
Meeting Date: December 12, 2023  
To: City Council  
From: Jacque Betz, City Administrator

### AGENDA ITEM:

Appointment to the Planning Commission

### History/Background:

Please be advised there are two (2) four-year terms on the Planning Commission that expire 12-31-23. These positions are currently held by Natalie Smith and Jacob Wease.

Currently, Section 2.42.020 of the GMC requires the seven members of the Planning Commission be residents of the city and appointed by the City Council on the basis of their qualifications to serve in such capacity.

Currently, Section 2.42.020 of the GMC, "*Membership - Qualifications*", states:

*"No more than two (2) voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individual, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit."*

Current Planning Commission members:

Andriel Langston has lived in Gladstone for 8.5 years. He is a Project Engineer for LMC Construction – a construction management firm. He was appointed in December 2017 and re-appointed in December 2021.

Natalie Smith, was appointed in December 2015 and re-appointed in December 2019 and has lived in Gladstone for 22 years. She is employed as an Office Administrator/Officer Manager. Natalie has served on the Library Board and Planning Commission.

Andrew Labonte was appointed in February 2021, has lived in Gladstone since 2016 and is employed as a Traffic Safety Educator for 1<sup>st</sup> Learn to Drive LLC and is a business administrator for Get-It Dog Treats. Andrew is currently a member of the Traffic Safety Advisory Board and former member of the Park & Recreation Advisory Board.

Jennifer Volbeda has lived in Gladstone for 3 years. She was appointed in December 2021 and is employed by Nike in the construction industry.

Patrick Smith has lived in Gladstone for 40+ years. He is retired from grocery, then consumer products sales management. Current partner in an inventory service – part-time. He was appointed to the Planning Commission in December 2016 and re-appointed in 2017. He did not re-apply in 2021, however, was appointed in May 2022 to an unexpired term and then re-appointed in January 2023.

Jacob Wease has lived in Gladstone for over 10 years. He is Senior Manager, Business Process Effectiveness for Comcast Business-West Division. He was appointed to an unexpired term in January 2023.

Thomas Mersereau was appointed in February 2021, has lived in Gladstone for over 50 years and is currently employed in investments. He is a former Mayor, City Councilor and member of the Planning Commission.

Notice of the Commission vacancy was previously advertised in the City's newsletters and on the city's website and social media sites. As of this date applications for appointment to the Planning Commission have been received from:

- Bryce Colson
- Nina Harrington
- Riley Hartman
- Steve Johnson
- Natalie Smith
- Jacob Wease

Options:

- 1) Appoint two applicants to the Planning Commission for terms to expire 12-31-2027
- 2) Do not appoint an applicant to the Planning Commission
- 3) Continue to advertise for vacant positions.

Cost Impact:

No impact.

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Department Head Signature  
Date: 12/05/2023



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City Administrator Signature  
Date: 12/05/2023

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Bryce Colson

ADDRESS: Dartmouth St

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: i

HOW LONG HAVE YOU LIVED IN GLADSTONE: 7 years

OCCUPATION/EMPLOYER (state your specific line of business):  
Bound To Happen, Owner, Massage Therapist

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Civic + philanthropic work, organ + piano, Gladstone Community Festival, long walks by the river with my dogs + family.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Gladstone Oak Lodge Rotary Board member 2019-Present, President 2020-2021, 2023-Present  
Gladstone Community Festival Chairman 2021-Present

Gladstone Library Board 2019-2020

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? 2019-2020 What Board, Commission or Committee? Library Advisory Committee

Why would you like to serve on this Board, Commission or Committee?  
 (Attach additional materials or information if you wish). With a home + small business in town, I want be a voice to represent the needs of those who are integral to our community.

SIGNATURE: [Signature] DATE: 11.8.2023

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**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Nina Harrington

ADDRESS: Columbia Ave Gladstone OR 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: Since 11/2022

OCCUPATION/EMPLOYER (state your specific line of business):  
 Controller - BPM Development LLC ( Accounting & Finance)

**DESCRIBE YOUR ACTIVITIES AND INTERESTS:**

Some of the activities of interest are I enjoy organizing a monthly book club with friends and relatives. Making sure all are included and have a voice for input. Additionally, outdoor activities such as hiking trips.

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

Oregon Zoo - Board of Trustees - 2023 Current  
 Budget Committee - City of Gladstone - 2023 Current  
 PAC Committee - City of Happy Valley - 1 Term - Past

Are you a Registered Voter?

YES      NO

Have you ever applied for a Position Before?

YES      NO

If yes, when? 2022 What Board, Commission or Committee? \_\_\_\_\_

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

(Attach additional materials or information if you wish).

It is a strong belief of mine that it is the responsibility of residents to provide input on the environment they live in, to live in harmony and make it the best place to be in. I believe I have the education, background and tenacity to be involved both in the Budget and Audit Committee.

SIGNATURE: *N. Harrington* DATE: 10.17.2023

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

CITY OF GLADSTONE, 18505 PORTLAND AVENUE, GLADSTONE, OR 97027



**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Riley Hartman

ADDRESS: 21 Fairfield St. Gladstone OR 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 7 years

OCCUPATION/EMPLOYER (state your specific line of business):  
GM for food service company (Chartwells)

**DESCRIBE YOUR ACTIVITIES AND INTERESTS:**

I have two young daughters so I enjoy going to the park and playing in the river (weather permitting). I've had an interest in local politics in previous years and would like to start being more involved.

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

I was briefly on the Budget committee in 2021.  
I was on the parent site board for John Wetten in 2020.

- Are you a Registered Voter?  YES  NO
- Have you ever applied for a Position Before?  YES  NO

If yes, when? 2021 What Board, Commission or Committee? Budget

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

(Attach additional materials or information if you wish).  
I care a great deal about our city and would like to volunteer my time and voice in a positive way.

SIGNATURE: Riley Hartman DATE: 11/28/23

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

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Steve Johnson

ADDRESS: Manor Dr.

TELEPHONE: (HOME) 555-555-5555 (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 33 Years

OCCUPATION/EMPLOYER (state your specific line of business):  
Business Owner / Western Systems, Inc.

DESCRIBE YOUR ACTIVITIES  
AND INTERESTS:  
Travel, Photography, Cooking

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS  
AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
Audit Committee (Current), Planning Commission, Charter Review Committee, Budget  
Committee, Library Advisory Committee, Civic Buildings Committee, City Council

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? 11/30/21, 12/12/22 What Board, Commission or Committee? Planning Commission

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish). \_\_\_\_\_

I have previous experience on the Planning Commission and other city committees. My experience and knowledge of the Gladstone Charter and municipal code would help the city in having applications accurately reviewed and by carefully making decisions based on current law.

SIGNATURE: [Signature] DATE: 12-3-23

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

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Natalie Smith

ADDRESS: Dartmouth Street, Gladstone, Oregon 97027

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

EMAIL: !

HOW LONG HAVE YOU LIVED IN GLADSTONE: 22 years

OCCUPATION/EMPLOYER (state your specific line of business):  
Office Manager / Office Administrator - L.B. Day & Company, Inc. and Gravity Plumbing, Inc.

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
Reading, movies, swimming, team building, volunteering and helping others.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
Library Board and Planning Commission

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? numerous times What Board, Commission or Committee? Library & Planning

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish).  
I would like to continue my service with the Planning Commission and see some of our current city projects completed. I have history with the commission and would like to utilize it for the City's benefit.

SIGNATURE: Natalie Smith DATE: October 4, 2023

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**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Jacob W Wease

ADDRESS: Windsor Dr, Gladstone, OR, 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 20+ years

OCCUPATION/EMPLOYER (state your specific line of business):  
Business Process/Continuous Improvement Manager - Comcast

**DESCRIBE YOUR ACTIVITIES  
AND INTERESTS:**

I am a father of two young children, hiker, camper, backwoods bicyclist and board game nerd.

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

Gladstone Planning Commission, 2023  
Vice President, Professional Development, Society of Cable and Telecom Engineers,  
Cascade Range 2022-2023  
Founding Member, Abernethy Group - Community Planning Organization

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? 2023 What Board, Commission or Committee? Planning Commission

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

(Attach additional materials or information if you wish).  
As a longtime Gladstone resident, who chose to raise my family here, I am heavily invested in the future of Gladstone. This means maintaining the magic of a tight knit community, welcoming to all, as well as setting the city up for a financially sustainable future.

SIGNATURE: Jacob W Wease DATE: 12/3/2023

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



**City of Gladstone  
Staff Report**

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Report Date: December 5, 2023  
Meeting Date: December 12, 2023  
To: Mayor and City Council  
From: Jacque Betz, City Administrator

**AGENDA ITEM:**

Appointment to the Traffic Safety Advisory Board

**History/Background:**

Please be advised there are four (4) four-year terms on the Traffic Safety Advisory Board that expire 12-31-2023 and one (1) vacant term that expires 12-31-2024. One of the terms that expire 12-31-2023 was vacated by Yvonne McNeil who was hired as the City's Community Services Officer and the other vacant term that expires 12-31-2024 was vacated by Alexandra Hernandez. Current Traffic Safety Advisory Board members are: Mindy Proski, Nathan Page, John Kihlstrum, Karlene Cox and Andrew Labonte.

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

- Gabrielle Blaug
- John Kihlstrum
- Tim Large

**Options:**


- 1) Appoint Traffic Safety Advisory Board member to a term that expires 12-31-2027 or 12-31-2024.
- 2) Do not appoint Traffic Safety Advisory Board member.
- 3) Continue to advertise for vacant position.

**Cost Impact:**

No impact.

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Department Head Signature  
Date: 12/05/2023

  
\_\_\_\_\_  
City Administrator Signature  
Date: 12/05/2023

**CITY OF GLADSTONE**  
**APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES**



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

NAME: Gabrielle Blaug

ADDRESS: E Arlington St, Gladstone OR 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 1 yr

OCCUPATION/EMPLOYER (state your specific line of business):  
Retired but used to work as a Hardware support, project manager, and department budget manager.

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
Japanese tea ceremony, Japanese Calligraphy, woodworking and gardening

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
Currently on the Budget Committee.

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? 02/14/2023 What Board, Commission or Committee? Budget Committee

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish).  
I want to continue to contribute to my local community and government. The work of the Budget committee is done for this year and I would like to stay involved so I am hoping that the Traffic Safety Committee would be a good place to help out.

SIGNATURE: *Gabrielle Blaug* DATE: 10/05/2023  
**Please note:** The information submitted in this application may be subject to public records law and will be included in a publicized City Council packet.

NOV 27 2023

CITY OF GLADSTONE  
APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

CITY OF GLADSTONE



- Budget Committee
- Planning Commission
- Traffic Safety Advisory Board
- Park & Recreation Advisory Board
- Community Center Advisory Board
- Audit Committee

NAME: JOHN KIHSTRUM

ADDRESS: WEBSTER RD

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 1 year

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
WWII PT BOAT VOLUNTEER - CREW  
SUPPORT VOLUNTEER CLACKAMAS FIRE DISTRICT

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
TRAFFIC ADVISORY BOARD - 2023

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

If yes, when? 2022 What Board, Commission or Committee? TRAFFIC

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish).  
IMPROVE TRAFFIC SAFETY FOR RESIDENTS, BICYCLISTS & PEDESTRIANS

SIGNATURE: [Signature] DATE: 11-27-2023

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



CITY OF GLADSTONE  
APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



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

NAME: TIM LARJE

ADDRESS: YALE AVENUE GLADSTONE, OR 97027

TELEPHONE: (HOME)                      (WORK/CELL)                     

EMAIL:                     

HOW LONG HAVE YOU LIVED IN GLADSTONE: 6 YEARS

OCCUPATION/EMPLOYER (state your specific line of business):  
INTEGRATOR/ENLORÉ AUDIO/VIDEO HOME AUTOMATION AUDIO, VIDEO, NETWORK INTEGRATION

DESCRIBE YOUR ACTIVITIES AND INTERESTS:  
FAMILY, TRAVELLING, 2-CHANNEL AUDIO, PHOTOGRAPHY, E. WORKING

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:  
ELECTED DISTRICT 26 REPUBLICAN PCP

Are you a Registered Voter?  YES  NO

Have you ever applied for a Position Before?  YES  NO

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

Why would you like to serve on this Board, Commission or Committee?  
(Attach additional materials or information if you wish).  
THERE ARE MANY OPEN POSITIONS THAT SHOULD BE REPRESENTED AND I'M HAPPY TO OFFER MY ASSISTANCE

SIGNATURE: [Signature] DATE: 12.03.23

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

**PRELIMINARY  
CITY COUNCIL  
AGENDA  
PLANNING  
DOCUMENT**



<b>December 26, 2023</b>		
	No Work Session- Holiday week	
<b>January 9, 2024 Regular City Council Meeting 6:30 PM</b>		
	Swearing-in of new elected official Cierra Cook to Council Position #4	Judge Lindgren
	Selection of Council President	City Council
	<ul style="list-style-type: none"> <li>• Financials</li> <li>• Legal costs on projects</li> <li>• Minutes from previous Council meetings</li> <li>• Department Head Monthly Reports (December 2023)</li> </ul>	
<b>Report</b>	Clackamas Fire District	
<b>Presentation</b>	Milwaukie Police Chief Luke Strait and Behavioral Health Unit Glen Suchanek will provide a presentation on their Behavioral Health Crisis Program	PC Schmerber
	Consider approval of an ordinance amending Chapter 17.78 Home Occupations	CR Bannick/PC Austin/EA Kratz
	Update on City Council Goals	
<b>January 23, 2024 City Council Work Session 5:30 PM</b>		
	West Linn Youth Council Presentation	Co-Chair Annamila Konkola and Member Sophia Martella
<b>February 13, 2024 Regular City Council Meeting 6:30 PM</b>		
	<ul style="list-style-type: none"> <li>• Financials</li> <li>• Legal costs on projects</li> <li>• Minutes from previous Council meetings</li> <li>• Department Head Monthly Reports (January 2024)</li> </ul>	
<b>Report</b>	Clackamas Fire District	

Gladstone City Council Preliminary Agendas

	Accept the 2022-23 Fiscal Audit	FC Brucker/CA Betz
	Consider awarding a contract to complete Phase 1 & 2 of the Gladstone Infrastructure Infiltration and Infill Reduction Program	PWD Caniparoli
	Consider approval of a contract with Clackamas County for Behavior Health Mobile Crisis position in the Gladstone Police Department	PC Schmerber/CA Betz
	City Administrator Evaluation Process and Timeline	City Council/City Attorney
<b>February 27, 2024</b> <b>City Council Work Session</b> <b>5:30 PM</b>		
	Unilateral Flushing Program	PWD Caniparoli
<b>March 12, 2024</b> <b>Regular City Council Meeting</b> <b>6:30 PM</b>		
	<ul style="list-style-type: none"> <li>• Financials</li> <li>• Legal costs on projects</li> <li>• Minutes from previous Council meetings</li> <li>• Department Head Monthly Reports (February 2024)</li> </ul>	
<b>Report</b>	Clackamas Fire District	
	Consider awarding a contract for the Evergreen Stormline Replacement Project	PWD Caniparoli
	Consider awarding a contract to complete the Oak Lodge Water Services infrastructure projects per the IGA	PWD Caniparoli
	Adopt an ordinance to amend Gladstone Municipal Code and creating the Gladstone Youth Advisory Council	CA Betz

<b>March 26, 2024</b> <b>City Council Work Session</b> <b>5:30 pm</b>		
	Gladstone Urban Renewal District Preliminary Analysis of Possible Substantial Amendment	CA Betz/ EC Jory/Consultants
	Discussion on Temporary Signs Per GMC 17.52.100	PC Schmerber
<b>April 9, 2024</b> <b>City Council Regular Meeting</b> <b>6:30 PM</b>		
	<ul style="list-style-type: none"> <li>• Financials</li> <li>• Legal costs on projects</li> <li>• Minutes from previous Council meetings</li> <li>• Department Head Monthly Reports (March 2024)</li> </ul>	
<b>Report</b>	Clackamas Fire District	
	Consider approving the contract to complete paving projects (includes Webster Road between Cason Rd to the city limits.	PWD Caniparoli
	Policy Guidance on the Climate Friendly & Equitable Communities Related to Oregon Administrative Rule (OAR) 66-012-0012	SP Austin/CA Betz
<b>April 23, 2024</b> <b>City Council Work Session</b> <b>5:30 PM</b>		
<b>May 14, 2024</b> <b>City Council Regular Meeting</b> <b>6:30 pm</b>		
	<ul style="list-style-type: none"> <li>• Financials</li> <li>• Legal costs on projects</li> <li>• Minutes from previous Council meetings</li> <li>• Department Head Monthly Reports (April 2024)</li> </ul>	
<b>Report</b>	Clackamas Fire District	

Gladstone City Council Preliminary Agendas

	Appoint members to the Gladstone Youth Council	City Council
<b>May 28, 2024</b> <b>City Council Work Session</b> <b>5:30 pm</b>		
<b>June 11, 2024</b> <b>City Council Regular Meeting</b> <b>6:30 pm</b>		
	<ul style="list-style-type: none"> <li>• Financials</li> <li>• Legal costs on projects</li> <li>• Minutes from previous Council meetings</li> <li>• Department Head Monthly Reports (May 2024)</li> </ul>	
<b>Report</b>	Clackamas Fire District	
<b>June 25, 2024</b> <b>City Council Work Session</b> <b>5:30 PM</b>		
<b>July 9, 2024</b> <b>City Council Regular Meeting</b> <b>6:30 PM</b>		
	<ul style="list-style-type: none"> <li>• Financials</li> <li>• Legal costs on projects</li> <li>• Minutes from previous Council meetings</li> <li>• Department Head Monthly Reports (June 2024)</li> </ul>	
<b>Report</b>	Clackamas Fire District	

Gladstone City Council Preliminary Agendas

<b>July 23, 2024</b> <b>City Council Work Session</b> <b>5:30 PM</b>		
<b>To Be Set</b>		
	Acceptance of Oregon Parks and Recreation Committee Grant for the paved loop trail at the Gladstone Nature Park	CA Betz/PWD Caniparoli
	RFQ/Q for Auditing Services (2024)	FC Brucker
	Climate Friendly & Equitable Communities Related to Oregon Administrative Rule (OAR) 66-012-0012	
	Rezoning of nature park and Meldrum Bar Park parcels to Open Space	
	Use of ARPA Funds	
	Tree City USA Designation	