

**GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
March 12, 2013**

**7:30 p.m. CALL TO ORDER
ROLL CALL
FLAG SALUTE
BUSINESS FROM THE AUDIENCE**

Visitors: Presentations not scheduled on the Agenda are limited to five (5) minutes. Longer presentations should be submitted to the Assistant City Administrator by 5:00 p.m. Wednesday prior to the Tuesday City Council meeting.

CONSENT AGENDA

All items below will be enacted by one motion unless someone requests specific item(s) be removed prior to Council adoption of the Consent Agenda.

1. Approval of February 12, 2013 and February 26, 2013 Minutes
2. Approval of Request to Purchase of a 580 Super N Case Backhoe
3. Proclamation Shen Yun Performing Arts Day
4. Payment of February Claims

CORRESPONDENCE

5. Letter from Gladstone School District Regarding Police Department
6. E-mail from Rob Hungerford – Town Hall and Library Management Outsourcing
7. Letter from Marilyn C. Bowman – Library and American with Disabilities Act
8. Letter from Colette Umbras – Library
9. E-mail from Mary Accettura – Privatizing the Library
10. E-mail from Jack Norby – Lake Oswego/Tigard Waterline Project

REGULAR AGENDA

11. Approval of Resolution 1021, re: Gladstone Disposal Company, Inc. Rate Adjustment Proposal
12. Discussion-Gladstone Disposal Co.-Ordinance Regarding Property Owner Responsibility for Service Billing
13. Request from Jennings Lodge CPO and Oak Lodge History Detectives for Authorization to Place a Sign on River Road Identifying Jennings Lodge
14. Appointment to Park and Recreation Board (three applications received for one vacant position)
15. Library Management Outsourcing
16. Discussion Regarding Town Hall Meeting (no attachments)
17. Public Works Update – Scott Tabor (no attachments)
18. City Council Guidebook

BUSINESS FROM THE COUNCIL

ADJOURN

- Information Only: January 2013 Financial Report



CONSENT AGENDA

GLADSTONE CITY COUNCIL MINUTES OF REGULAR MEETING – February 12, 2013

ROLL CALL

The following city officials answered the roll call: Mayor Wade Byers and Councilors Hal Busch, Thomas Mersereau, Lendon Nelson, and Neal Reisner.

ABSENT: Councilors Ray Jaren and Kari Martinez

STAFF

Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; David Doughman, City Attorney; Jolene Morishita, Assistant City Administrator; Jim Pryde, Police Chief; Mike Funk, Fire Marshall; Stan Monte, Fire Chief; and Scott Tabor, Public Works Director.

Mayor Byers led the flag salute.

BUSINESS FROM THE AUDIENCE

Tammy Stemple, 6960 Winfield Court relayed to council she received many people asking her why there was only a two-week notice between committee notification and applications due. She asked that the appointments are not made until next month's meeting to allow more candidates to get in their applications in.

Ms. Stemple is concerned about the possibility of the Portland Avenue Historic Trolley Bridge asset being demolished. During a meeting she mentioned the established trolley trail ended at Portland Avenue. With the Portland Avenue Redevelopment Plan pedestrian/bike improvements, the bridge would be the perfect continuation of the established trails network. Union Pacific contacted Metro stating they were intending to move the bridge asked if Metro had any interest in preserving it. Since then she has had conversations regarding the merit of this project with Brock Nelson, P.R. Director, Union Pacific; Mary Ann Cason, Parks and Trails, Metro; Carlotta Collette, Metro Councilor; Shirley Craddock, Metro Councilor; Robert Spurlock, Metro Regional Trails Plan; Katie Dunham, North Clackamas Parks and Recreation District, Brock Nelson and the Mayor City Manager for Oregon City and Gladstone. Union Pacific now has momentum to now do something with this bridge. They are pursuing demolition but are willing to discuss donation, money and liability associated with the bridge crossing. Union Pacific has offered to sell the bridge for \$1. This is a good place to start, but there will be costs associated with removing it. If it could be donated and less money than the demolition it would be a win/win for everyone. She asked Council to come to the table with stakeholders and discuss options. There is potentially money available through Union Pacific, Metro has offered to help find grants, and everyone she spoke with feels it is worthwhile. Funding options can be Clackamas County and Oregon Department of Transportation (ODOT). She is willing to nominate the bridge as an endangered place with Historic Preservation League of Oregon which will allow for technical assistance and assistance in finding funding.

Liability is an issue. It seems the City is hiding behind the liability insurance companies creating a homogenized bubbled wrapped city that has no connection with the city and doesn't feed or sustain the community. Things need to be done that are the best for the citizens, not what is best for insurance

companies. At Gladstone's town hall meeting it was obvious that redevelopment of Portland Avenue was a priority. It was stated that the City may not be able to do the street repairs because of the trolley tracks that are buried underneath the asphalt. The tracks cannot be dug up because they are historic; however the trolley bridge next to it can be demolished. This bridge would encourage people to visit and invigorate the town. The concern of traffic downtown can be compromised by connecting the trolley trail down Portland Avenue and across the bridge. There will not be any increased vehicle traffic; instead there will be slow-paced pedestrians and bicyclists that would be able to experience the City in a way that encourages interaction and promotes health and environmental viability. She is asking that Council come to the table with other stakeholders and discuss this as a possibility. She is willing to put this together because she is passionate about it.

Councilor Nelson noted this issue has come up in the past. It was found that the bridge has lead paint on it. To keep it in place the lead would have to be removed. Ms. Stempel stated the bridge has been inspected by a geo-technical engineer. It is structurally sound, the Oregon City footing needs to be pin-piled, and the lead paint will need to be removed or encapsulated.

Jerry Babb, 740 E. Gloucester Street stated he has a bad sewer line and was told he would have to pay for repairs to the street. He asked if he has the responsibility for street repairs, how much say does he have over the people who travel over the road. City Attorney Doughman explained the street is public right of way and open for public travel.

Mr. Babb asked what the procedure is to get rid of the ordinance. He feels the cost should be split between the homeowner and the City from the curb to the main. Council asked the City Attorney to prepare a survey of other city ordinances regarding fees for repair of sewer lines.

Craig Seghers, 1700 Webster Road strongly objects to postponing the votes for committees and boards. He is the only person on the list and since he followed the procedures and got his application in on time, he does not feel the vote should be postponed.

Toni Cruminoker, 6450 Chessington Lane explained she was speaking on behalf of herself, her husband George Cruminoker, MaryLou and Dave Simmerling, and neighbor Florence Bradley. They feel the library measures in the last election were misleading. Since the vote she has found that many people felt they voted in favor of the library when they actually voted against it. Ballot measures should be clear as to what happens if you vote yes you are in favor of the issue. Large sums of money were invested in defeating the measures and she found there were funds from Lake Oswego. \$10,000 came from one citizen who know appears will profit from the defeat of the library measure. City Attorney Doughman stated he disagrees with the statements made and asked that the person who submitted the information talk to him.

Ms. Cruminoker asked the library be connected to the LINCC System, use local people as employees, handicapped access, ample parking, room for community activities (reading groups, IT classes, etc.). More people visit the library than any other building in the City and they should be served first.

They understand there is a need to upgrade other City buildings and it is their understanding that anything over \$1 million must be voted on. They disagree with the City selling the property to a developer to rebuild and renting the new structures to the City or selling the property back to the City.

She recently read a proposal to improve Portland Avenue at the cost of \$5-12 million. It would be nice to have Portland Avenue look nicer, however, it should be a low priority over the new library and upgrading the other City buildings. Any money for road improvements should go to the street badly in need of repair. They suggest that citizen involvement be requested in the next city newsletter and in addition the citizens of Gladstone can be aware of the proposals through individual mailings. They hope the wellbeing of the citizens is put over self-serving interests of a few. She submitted a memo from Florence Bradley for Council review.

Mayor Byers explained both of the ballot measures were properly worded. The first one in May was to put a \$1 million spending limit without a vote of the people. The second ballot measure in November was straight-forward. They conformed to election laws.

Lisa Halcom, 465 Portland Avenue stated that the information of who donated to the Save Gladstone campaign is the oregonsecretaryofstate.gov website. She is the owner and coffee roaster of Happy Rock Coffee Roasting Company. She has won two awards at a state level and also been recognized recently in a national competition. Her shop has been a fixture in Gladstone since 1999. Her shop brings in customers from West Lyn, Lake Oswego, Oregon City, and Milwaukie. She loves Gladstone and being a part of the historic downtown.

It was brought to her attention that Kevin Johnson, Save Gladstone, brought information to Pete Boyce which listed market and assessed values of the properties on the 400 block of East Portland Avenue. On February 9, 2013 at her coffee shop she overheard Councilor Neal Reisner declare the best spot for new library would be on the existing lot and the parking should be where he is sitting now (her shop). Both councilors are also part of the group Save Gladstone. The buildings on the 400 block are some of the oldest if not the oldest in town. The properties listed on the property value paper work were 415, 439, 455, 465 Portland Avenue and 115 E. Dartmouth. The businesses in those spaces are Two Girls Catering, Alcoholics Anonymous, The Hen House, Safe and Sound Insurance, Napoleon's Deli and Happy Rock Coffee. She does not understand how turning retail spaces into a parking lot would help downtown in any way and would not save Gladstone. She looks forward to seeing new things that encourage foot traffic that would help retail out. She posed several questions:

1. Is the City of Gladstone staff recommending turning the 400 block of east Portland Avenue into a parking lot?
2. Are any council people seriously suggesting that the 400 block of east Portland Avenue should be turned into a parking lot and if so who?
3. Has Dennis Marsh proposed redeveloping the current city hall site into a 3-4 story building which would include the City Hall above and retail spaces below?
4. If a 4-story building is put on the lot of the current city hall, where would the parking structure go? Would it be on the 400 block of east Portland Avenue?

Mayor Byers asked that Ms. Halcom submit her written statement to the Assistant City Administrator.

James Miller, 355 E. Kenmore submitted a packet for staff review regarding Meldrum Bar Park. He is asking the City to stop dumping in Meldrum Bar Park. He showed twelve pictures that have been dated and time-stamped. The pictures showed:

- A sign “no dumping any material of any kind.” The maximum fine is \$500
- A city staff vehicle in the area
- An active track hoe moving leaves in the area of the City’s leaf dump
- A blue sign by restrooms showing flooding level
- Ducks at Meldrum Bar Park (native wildlife)
- Dumpsite with barrier meant to prevent soils from moving off-site
- Pile with catch basin nearby with no protection to keep the water from the dumpsite getting into the catch basin and into the water
- Agency/citizen trying to encourage bird population in the area
- Track hoe done for the day with erosion control fencing...get an idea of the size of the piles that are down at Meldrum Bar
- Silt fencing and water run-off from the leaf area in which the track hoe had been working to pile up the leaves that are saturated with water...the preventative measure of the silt fence is not working
- Water on both sides of the silt fence that is not being managed very well
- Dirt pile and a giant water pile

Mr. Miller asked the City to stop dumping and operating a recycling/solid waste facility in a flood plain not permitted by the Department of Environmental Quality (DEQ) and probably in violation of the endangered species act. The City is dumping in the wrong spot. It affects wildlife, plants and eco systems and it is not being managed. The pollution run-off from the leaves is hurting things more than the free service being provided.

It was explained that if the City did not pick up the leaves for free there will be a charge for the pick-up. There will be a fee for picking up the leaves and hauling them off to a pay-to-dump site.

CONSENT AGENDA

Item(s) Removed from the agenda:

1. Approval of October 23, 2012, December 11, 2012 and January 8, 2013 Minutes
4. Proclamation Shen Yun Performing Arts Day
2. Approval of Gaffer’s Pub Liquor License Full On Premises Sales
3. Appointment to Advisory Boards Committees and Commissions
5. Payment of Claims

Councilor Nelson moved and Councilor Reisner seconded a motion to approve the Consent Agenda consisting of Items 2, 3 and 5 as presented.

Motion carried unanimously.

Item 1, Approval of October 23, 2012, December 11, 2012 and January 8, 2013 Minutes. A correction was made to the minutes of the January 8th meeting on page 11-9: change “Stan Monte, Interim Fire Chief” to “Stan Monte, Fire Chief.”

*Councilor Nelson moved and Councilor Reisner seconded motion to approve Consent Agenda Item 1, Minutes of January 8, 2013 as revised.
Motion carried unanimously.*

Item 4, Proclamation Shen Yun Performing Arts Day. Staff reported there was a request by this group to be heard in March.

CORRESPONDENCE

6. Letters/e-mails from Rose Johnson
7. Letters Regarding City Council Minutes
8. DEQ Pre-Enforcement Notice Regarding Sewer Overflow (dated April 26th; received February 8th)
9. Letter from Kevin Johnson Regarding LSSI

Mayor Byers acknowledged receipt of emails and letters from Rose Johnson. Copies will be included in the City Website. He also acknowledged letters regarding City Council minutes, DEQ-Pre-Enforcement Notice regarding sewer overflow and a letter from Kevin Johnson Regarding LSSI (contracting for outside management of the library).

REGULAR AGENDA

10. Exit Audit Fiscal Year 2012-13 Merina sand Company. Lyn Pope, Manager, Marina and Company presented the results of their June 30, 2012 Audit. A summary of previous communications and a letter of full communication have been submitted. The audit has been completed for the City of Gladstone and the Urban Renewal District in December and the reports were issued in January 2013. They had complete access to all accounting records, accounting files, and employees. There were no disagreements with management or significant difficulties occurred during the course of their audit. There were no new significant policies adopted or no changes from previous policies adopted. There was one prior period adjustment that was included in the City's financial statements: Revenue – during the year, it was discovered that revenue in the State Revenue Sharing Fund was under-stated due to an error. A prior period adjustment of \$21,543 was recorded to correct this error and increase net assets.

Management judgments and accounting estimates were found to be appropriate under the circumstances (depreciation, compensated absences, OPEB liability). There were no transactions entered into by the City Agency during the year that lacked authoritative guidance. There were uncorrected misstatements with a total financial effect of \$43,141 that management has determined the effect is immaterial (due to component units that have cash-on-hand—Senior Center and Library Center).

Management may decide to consult with other accountants about accounting and auditing matters during the year. This year the City hired a consultant to draft the financial statements and approve the adjustments. This eliminated the material weakness reported from year to year. The consultant reviewed all the work papers, trial balances, approved adjustments, and drafted the financial statements.

They also reviewed the operational affairs of the City and the Agency and determined they have been carried out in accordance with the Oregon Minimum of Standards (collateral, bank accounts with approved depositories, budget preparation, adoption and execution, insurance, programs funded from outside sources, highway funds, investments, public contracts and purchasing). There were some matters that do not rise to the level of a significant deficiency or material weakness but recommendations. These have been communicated to management during the course of the audit.

Ms. Pope explained their audit process (internal control processes of the city, walk through of transaction cycles, and internal controls at other departments).

Questions from the Council:

- Councilor Mersereau asked why the \$43,141 based on the two checking accounts was in the audit report when it was not in the system originally. Ms. Pope stated that every year it is decided by them whether to include the component units in the City's financial statements. If it is not material enough they pass on including it in the financials. Councilor Mersereau asked that staff put this issue on the agenda for the March meeting for discussion.
- Why did the Councilors not receive a copy of the audit recommendations? Ms. Pope stated there are recommendations are not required to be passed on to Council. City Administrator Boyce stated he would make sure the Councilors get a copy.
- Why is the water fund amount on page 10-20 (11) not the same throughout the document while the sewer fund amount is always the same? Ms. Pope stated the difference in the water amount includes the interest expense.

*Councilor Nelson moved and Councilor Busch seconded a motion to accept the audit report.
Motion carried unanimously.*

Mayor Byers recessed the Council meeting to the Gladstone Urban Renewal District meeting at 7:55 p.m. and reconvened the Council meeting at 8:00 p.m.

11. Appointment to Budget Committee (four applications received for two vacant positions). There was discussion on whether to increase the timing between the notice of committees and deadlines for applications. In the future it was suggested in the future there should be a 30-day timeline for the notice to application deadline. Advertisement of the positions should be in the City Newsletter, City Website, Oregonian, and Clackamas Review.

Applications were received from Rose Johnson, Ryan Saban, Craig Seghers, and Colette Umbras to serve on the Budget Committee.

Three-year term expiring 12/31/13

Roll: **Busch:** Saban; **Mersereau:** Seghers; **Nelson:** Seghers; **Reisner:** Umbras; **Byers:** Seghers.

Alternate – term expires 12/31/15

Roll: **Busch:** Umbras; **Mersereau:** Umbras; **Nelson:** Umbras; **Reisner:** Umbras; **Byers:** Umbras.

Mayor Byers announced the two positions for the Budget Committee will be held by Craig Seghers for the three-year term which expires December 31, 2013 and Colette Umbras as the alternate, term expiring December 31, 2015.

12. Appointment to Traffic Safety Commission (two applications received for one vacant position).
Applications were received from Dea Boldt and Kenneth Moore.

Roll: **Busch:** Moore; **Mersereau:** Moore; **Nelson:** Moore; **Reisner:** Boldt; **Byers:** Moore.

Mayor Byers announced the position for the Traffic Safety Commission will be held by Kenneth Moore.

13. City Hall/Police Station Update. City Administrator Boyce reported Group McKenzie has come up with a total for the project. They were asked to look at the current site and the Oberson property. For the current site the cost would range was between \$6.5 million and \$7.9 million. For the Oberson property the cost would be from \$1.5 million to \$6.4 million. These are ballpark figures (estimates).

Mr. Marsh proposes to help build a facility and have the City lease to own that facility long term. Because the project is being built for the City the prevailing wage would have to be paid. If a developer built for the City they would have to follow the City bidding requirements and the lowest bidder would have to be selected. City Attorney Doughman reported that the City could get an exemption process which the law allows.

Options for funding include:

- Amend the Urban Renewal Boundary to cover the City Hall/Police Station site and the project can be funded by Urban Renewal; \$800,000 of revenue goes into the Urban Renewal Fund.
- There is about \$600,000 in the State Revenue Fund that was to be used to take care of the roof and other maintenance on the building.
- The sale of an asset could also be a source of funding (Oberson property, \$3.3 million).
- Go for a vote of the people to see if they would support a bond for the structure.
- A combination of all above items combined.

Staff will continue conversations with Mr. Marsh to see if there is a more cost feasible way to go and report back to Council.

There is a town hall meeting scheduled for February 28th at 7:00 p.m. at the Senior Center to discuss the City Hall/Police station update.

Public Comment:

Kevin Johnson, 6970 Winfield Court stated as a public citizen he would like the City to review all of their options. He submitted a summary of all of the Oberson tax lots with the values and amount of tax revenue that was levied. He suggested the City sell the 11 acres of property to bring revenue back to the City along with a considerable amount of money to go towards a new City Hall/Police Station, library, etc.

Mr. Johnson stated he did make a list of assessed values and market values for the properties on Portland Avenue. At the last town hall meeting, it was almost unanimous conclusion that the biggest priority in Gladstone was the revitalization of Portland Avenue. If there were more commercial/retail properties that some of the Portland Avenue businesses could move into they would be more than happy to do that. Not enough parking on Portland Avenue will be the main roadblock to any improvements. The parking code should change.

Craig Seghers, 1700 Webster Road stated that if the library is going to be included in these improvements, there should be a plan. He feels the citizens need to know what is going on every step of the way. City Administrator Boyce suggested that a timeframe be put on the City Hall/Police Station project. Discussion followed on the library site property and what alternatives are left for that site.

14. Discussion Regarding Options Related to Library Capital Contributions. City Administrator Boyce reported he asked the County for an 18-month period to allow time for the City to consider their options and determine if there is any way they can meet the terms of the Inter Governmental Agreement (IGA) between Gladstone and the County. The County will be meeting on this issue February 12th and will let the City know their decision. Consideration will be given to what square footage amount can serve the citizens of Gladstone and the Oak Lodge service area. He will keep the Council informed on the County's decision.

15. Appointment of City Council Liaisons for 2013 (Appointments Made by the Mayor). Mayor Byers reported he talked to Council members and Department heads and the following 2012 appointments have been made:

Volunteer Fire Department (meets first Wednesday each month)	Councilor Hal Busch
	Councilor Tom Mersereau
Senior Center Advisory Board (meets quarterly, in the afternoon)	Mayor Byers
Park and Recreation Board (meets infrequently)	Councilor Neal Reisner
Traffic Safety Commission (meets infrequently)	Councilor Neal Reisner
Library Board (meets first Tuesday each month)	Councilor Kari Martinez
Business and Civic Liaison	Mayor Wade Byers
Public Works Regional Issues	Councilor Ray Jaren
C-4 Clackamas County Coordinating Committee	Councilor Hal Busch
	Mayor Wade Byers
Emergency Management Committee	Councilor Len Nelson
Police	Councilor Len Nelson
	Councilor Hal Busch

16. Chautauqua – City Participation. City Administrator Boyce reported Council requested staff work out a formal agreement with the Chautauqua Committee. The proposed estimate of City support for the festival for 2012 is \$11,366.51. He asked Council if they wanted to continue support at the current level.

Public Comments:

Kim Sieckmann, 145 W. Dartmouth supports the City being behind the Chautauqua Festival. It is a good program and a good service to the residents. They have had to do some serious fund raisers in order to continue the event. He asked the Council to do due diligence as they would do with any contract.

Martha Woolridge, Chair/Chautauqua Festival admitted they had financial problems; however, they have cut as much as possible. She has the funds to pay back the money that was loaned to them. They have started fundraising for next year. She asked that the City continue to support their event. The Council thanked Ms. Woolridge for all the years of work she had donated her time and effort to put this event on.

17. Dog Park Update – Scott Tabor (no attachments). Public Works Director Scott Tabor reported the off-leash dog park is available for public use on Valley View Road. It is becoming quite popular and there have been no complaints so far. They did it with minimal expense and are on track. Eventually they will have a drinking and doggy fountain on the premises. Mayor Byers explained this was initiated by people in the community that wanted a dog park. They came to a Council meeting and made the request; Scott Tabor made it happen.
18. City Council Guide Book. Mayor Byers noted that Councilor Martinez has input on this issue and she is not present tonight. Councilor Reisner also has information on the Guide Book. Mayor Byers suggested postponing this issue until the March meeting.

Public Comments

Kim Sieckmann, 145 W. Dartmouth stated he has read the City Council Guide Book and feels it is good for the Council and the community. It tells the community what the Council does and he thinks it should be available to the residents. He would like to see the document adopted as soon as possible.

19. Discussion Regarding a City Council Retreat (no attachments). City Administrator Boyce asked Council for guidance on whether or not to have a Council retreat. Mayor Byers stated they have had several Council retreats and the key to a good beneficial retreat is a facilitator. Councilors were asked to give dates to City Administrator Boyce as to when they will not be available.
20. City Day at the Capital. Mayor Byers reported the City Day at the Capital will be held on Wednesday, February 27, 2013. City Administrator Boyce asked those who would like to participate let him know so he can make the reservations.
21. Ordinance No. 1440, Approving an Amendment to the Comprehensive Plan and Zoning Map, Zoning Designation from R-5 to C-3, North Side of Arlington Street between Columbia Avenue

and 82nd Drive. Mayor Byers reported at the last meeting they approved the Comprehensive Plan Change and Zone Change. He asked Assistant City Administrator Morishita to read the Ordinance by title only. The Ordinance was read.

Councilor Nelson moved and Councilor Busch seconded a motion to approve Ordinance No. 1440, An Ordinance Approving An Amendment To The City's Comprehensive Plan And Zoning Maps.

Roll: **Busch:** Aye; **Mersereau:** Aye; **Nelson:** Aye; **Reisner:** Abstain; **Byers:** Aye
The motion carried 4-0 with one abstention

Mayor Byers asked that the Assistant City Administrator Morishita to read the Ordinance by title only for the second time. The Ordinance was read.

Councilor Nelson moved and Councilor Busch seconded a motion to approve Ordinance No. 1440, An Ordinance Approving An Amendment To The City's Comprehensive Plan And Zoning Maps.

Roll: **Busch:** Aye; **Mersereau:** Aye; **Nelson:** Aye; **Reisner:** Abstain; **Byers:** Aye
The motion carried 4-0 with one abstention

22. Appointment to Library District Advisory Board (No attachment). Mayor Byers reported the County has requested an appointment to the Library District Advisory Board. Councilor Kari Martinez has expressed interest in filling this position.

*Councilor Busch moved and Councilor Reisner seconded a motion to approve the appointment of Councilor Kari Martinez to the Library District Advisory Board.
Motion carried unanimously.*

BUSINESS FROM THE COUNCIL

- Councilor Busch mentioned the issue about the trolley bridge is worth pursuing. He is in favor of the City pursuing it until they find a roadblock they cannot get through.
- Councilor Busch asked if the Meldrum Bar Park recycling issue had been brought up before. City Administrator Boyce reported Brown and Caldwell advised the City on stormwater and surface water related issues. There has been correspondence from Mr. Miller in the past and the City has checked it out and believes they are in compliance with all DEQ regulations. DEQ is aware of the issue Mr. Miller brought forward. Mayor Byers asked staff to prepare a document detailing the people who have been contacted regarding this issue so it can be reported to Mr. Miller.
- Councilor Nelson reported he met with Carlotta Colette, Metro at a JPAC meeting. He reported last week he went to the Fire Department meeting.
- Mayor Byers reported he attended the Police Department meeting and felt they did a nice job. There was an interesting speaker. The Police Department stood tall.
- There were meetings for both Congressman Schrader and Senator Merkley. Every other week they will return to the district to allow opportunity for discussions.

- Mayor Byers asked for a date for a joint meeting with the School Board. City Administrator Boyce stated he would call Mr. Bob Stewart tomorrow to get a date.

Adjourn

Mayor Byers adjourned the February 12, 2013 Council meeting at 10:55 p.m. into Executive Session ORS 192.660(2) to consider information or records that are exempt by law for public inspection. He announced they would not be coming back into public session.

Approved by the Mayor this _____ day of _____, 2013.

Attest:

Mayor

Assistant City Administrator

GLADSTONE CITY COUNCIL MINUTES OF ADJOURNED MEETING – February 26, 2013

ROLL CALL

The following city officials answered the roll call: Mayor Wade Byers and Councilors Hal Busch, Ray Jaren, Kari Martinez, Thomas Mersereau, Lendon Nelson, and Neil Reisner.

ABSENT: None

STAFF

Pete Boyce, City Administrator; Heather Martin, City Attorney; Jolene Morishita, Assistant City Administrator; and Scott Tabor, Public Works Director.

Mayor Byers led the flag salute.

BUSINESS FROM THE AUDIENCE -- None

REGULAR AGENDA

1. Authorization to Hire Irene Green as Interim Library Director. City Administrator Boyce introduced Irene Green, applicant for the Interim Library Director. She meets all the qualifications and staff is asking for approval to hire. When Council decides to hire a permanent Library Director staff will do a separate recruitment and Ms. Green will be invited to apply.

*Councilor Martinez moved and Councilor Nelson seconded a motion to affirm the decision to hire Ms. Irene Green as the Interim Library Director.
Motion carried unanimously.*

2. Discussion Regarding the Union Pacific Bridge Located at the End of Portland Avenue – Possible Application for METRO Regional Flexible Funding Grant. City Administrator Boyce reported Tammy Stemple addressed City Council at the last meeting and discussed the Union Pacific Bridge at the end of Portland Avenue and the possibilities of partnering with others to convert this to a pedestrian bridge and link it to the trolley trail. Ms. Stemple has contacted numerous people and a meeting was held at City Hall which included himself, METRO, ODOT, Union Pacific, along with Gladstone’s Councilor Mersereau, Kevin Johnson, Kirk and Tammy Stemple. At the meeting they were made aware of grant funds (Regional Flexible Funding Grant) that are available that would help the City look into the feasibility of the project. METRO has offered to provide a staff person to help write the grant which is due March 15, 2013 and could oversee the grant if it is awarded.

Tammy Stemple, 6960 Winfield Court submitted rough minutes and comments from the meeting last week along with an overview map of the site and how this piece could connect to existing trails, and a fact sheet. Since the meeting she has had many conversations with METRO Councilor Carlotta Colette, Mary Ann Cason, METRO; representatives from ODOT, Clackamas County, Mayor Neely, Oregon City who is onboard and has informed his staff this is a yes project. She received an email from the public works director from Oregon City and their lead engineer to put them on the committee to discuss moving this project forward.

Ms. Stemple has contacted HDR a company that developed a similar project in Salem where UPRR donated a bridge for a dollar to the City of Salem and with grant funding and funding from other groups, pitched in to turn it into a pedestrian and bike bridge. That bridge has received national awards. She is asking Council for approval to move forward with a feasibility study to look at the possibility. This funding requires a matching grant where they would have to come up with 10%. However, Carlotta Colette works with a foundation that loves bridge projects. She has talked with them and she is confident they will cover the match. Others interested in participating are ODOT, Clackamas County, and the Tourism Board. Help is being offered of a staff member that is one of their leads for their Regional Trails Plan to write the grant. The people who are making the decision on who gets the grants are on the list of interested parties. The fact that Gladstone has never asked for this type of grant before puts them on the top of the list.

Discussion:

Councilor Nelson thinks this is a good idea. The trolley trails comes all the way from OMSI to Gladstone now and this would be nice. He talked earlier to the Oregon City Mayor about taking this all the way to Oregon City and now METRO is looking at making the old paper plant into a tourist area with shops. It would say a lot about the two cities (Gladstone and Oregon City) and will tie them together. He feels it is important to have something like this. If it works it says a lot about our community and how Gladstone's city government works.

Councilor Nelson moved and Councilor Jaren seconded a motion to authorize preparing the grant application with the assistance of METRO.

Scott Tabor, 234 West Fairfield Street stated as a citizen of Gladstone he is in opposition to the City of Gladstone considering purchasing or having anything to do with the Trolley Bridge at the end of Portland Avenue. The City has more important infrastructure needs than a foot-path across the Clackamas River. The City would be doing the citizens of this community a disservice by throwing away hundreds of thousands of dollars on a bridge that needs to be removed for being a hazard. The City as a governing body of this community must focus on its own aging and deteriorating infrastructure. The sanitary sewer system, water system, streets are the life-sustaining infrastructures that need attention for the whole community not just for a few pedestrians.

Councilor Busch stated he is in favor of this project if it doesn't cost the City any money. He is involved with the Rinearson Dam and Creek. They have been studying how to remove the pond and restore the area back to its natural state for quite some time. He has been involved Rinearson Coalition spending hundreds of hours removing invasive species and planting native plants. Now they have an opportunity, without any cost to the City of getting funding that will pay for the restoration and maintenance for the property in perpetuity. He is in favor of this project because it benefits Gladstone greatly and doesn't cost any money. These are the kinds of things the City needs to be looking at. He agrees the City has its own set of issues in its own infrastructure that needs to be dealt with. He encourages the Council to support proceeding further on this as long as they can be assured the City is not going to spend any money on it. The grant will not cost anything.

Ms. Stemple noted that one of the things talked about was forming a partnership to develop this bridge project and take care of the maintenance in the future. There will be a group of agencies interested and willing to help; it would not be Gladstone's sole responsibility. It fits a lot of needs. ODOT was talking about having to build a pedestrian and bicycle bridge on the west end of the 99E Bridge because it is a very unsafe area for pedestrians and bicyclist. So for them to not have to build that bridge, this solves that for them. So there are funds and support available to help maintain this project going forward.

Councilor Martinez asked if this project would cost the City down the road. Ms. Stemple stated she will not know about that until the feasibility study is done. The study will determine what maintenance will be required. On the Salem project the UPRR paid for all of the maintenance for the first five years.

Mayor Byers reported the grant will answer questions about requirements. At that time people who are interested in participating will come forward and say what they are willing to help with. The Council will have to adopt whatever next step that is to be taken.

Motion carried unanimously.

BUSINESS FROM THE COUNCIL -- None

Adjourn

Mayor Byers adjourned the February 26, 2013 adjourned Council meeting at 7:20 p.m.

Approved by the Mayor this _____ day of _____, 2013.

Attest:

Mayor

Assistant City Administrator

City of GLADSTONE

February 27, 2013

To: Pete Boyce
RE: Purchase of a 580 Super N Case Backhoe

Pete as we have discussed, the City of Gladstone has two Case Backhoes. The oldest backhoe is a 1985 Case 580 E. This backhoe is 28 years old and has proven to be a reliable and cost effective machine up until last couple of years, and now needs to be replaced. This year the front loader support arm snapped off and had to be welded back together, and just recently the front axil had to have the kingpins replaced.

We maintain our equipment to a high standard at Public Works and for us to continue use this machine as a primary piece of the fleet is out of the question. We use this machine as the primary backhoe for leaf pick up.

I am recommending that the City of Gladstone purchase a new Case 580 Super N to replace the 1985 580 E.

I have chosen Case, because of staff's familiarity with Case and ease of operation. I have also chosen Case because of the high quality of their backhoes, and we have been using Case since 1985.

The Cost of this backhoe is \$118,077.00 and I will be using Government Purchasing to lower the Cost to \$92,030.00. This will be a significant saving to the City and this backhoe comes with a limited warranty. We have an option with a quote for an additional attachment to add to the backhoe. This would be a "thumb" that is mounted on the digging boom use as a way to pick up debris and large rocks. This attachment will add \$4,680.00 to the cost of the backhoe, but will greatly increase its versatility and bring the total cost to \$96,680.00.

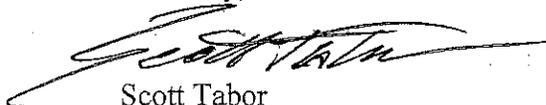
I am recommending the purchase of the 580 super N with the thumb attachment.

The purchase will come out of the following Budget Line Items:

- Sewer Department line item #003-003-308200
- Water Department line item #004-004-415000
- Street Department line item #005-005-517000

I am recommending that City Council approve the purchase of this piece of equipment at the March 12, 2013 City Council meeting.

Sincerely,



Scott Tabor
Public Works Supervisor

City Hall
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5223
FAX: (503) 650-8938
E-Mail: (last name)@ci.gladstone.or.us

Municipal Court
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5224 ext. 1
E-Mail: municourt@ci.gladstone.or.us

Police Department
525 Portland Avenue
Gladstone, OR 97027
(503) 656-4253
E-Mail: (last name)@ci.gladstone.or.us

Fire Department
555 Portland Avenue
Gladstone, OR 97027
(503) 557-2776
E-Mail: (last name)@ci.gladstone.or.us

Public Library
135 E. Dartmouth
Gladstone, OR 97027
(503) 656-2411
FAX: (503) 655-2438

Senior Center
1050 Portland Avenue
Gladstone, OR 97027
(503) 655-7701
FAX: (503) 650-4840

City Shop
18595 Portland Avenue
Gladstone, OR 97027
(503) 656-7957
FAX: (503) 722-9078

2-1

Scott Tabor

From: Mark TenEyck [mteneyc@sonsray.com]
Sent: Wednesday, February 27, 2013 8:44 PM
To: Scott Tabor
Subject: Emailing: 580SN quotes.pdf
Attachments: 580SN quotes.pdf

Scott, attached you will find the three quotes we discussed today. The first page shows you what the standard contractor would pay without the additional governmental discount. The second is 1-1/2 year old machine with a few hours on it. As you can see it would be roughly the same price as the new machine with the tier IV emissions engine that is so efficient on fuel. You had mentioned how little fuel the demo machine uses. Lastly is the quote for the machine you currently have on Demonstration from us. It is a 2012 model machine with the latest emissions engine. You will note that this quotation includes the hydraulic thumb and hydraulic plumbing for the thumb functions installed.

In comparison to the NJPA (National Joint Powers Alliance) pricing you will see that we are \$2-3000 less due to not having to pay the NJPA usage fees. We also pick up another discount because of our dealership's large volume ordering that is taken into account on this price.

As you can see, the governmental pricing is slightly more attractive. We have recently used this program on successful competitive bids to the City of Astoria as well as to Eugene Water and Electric.

Please let me know if I can provide any further information or if you would like me to attend your meeting with the city council. I would be glad to assist wherever I can.

Thank you, Mark



Mark TenEyck
Territory Manager
Portland Oregon
Phone: 503-283-2461
Cell: 503-780-7569
Fax: 503-283-2879
www.sonsray.com

The message is ready to be sent with the following file or link attachments:

580SN quotes.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

2-2



FORMAL PROPOSAL

Sonsray Machinery, LLC
 1745 NE Columbia Blvd.
 Portland, OR 97211
 Phone: (503) 283-2461
 Fax: (503) 283-2879

CUSTOMER: Scott Tabor City of Gladstone 525 Portland Ave, Gladstone, OR 97027		PHONE: FAX: MOBILE:	
EQUIPMENT:		UNIT#: 580SN4062	S/N: NCC564062
New Case model 580 Super N loader backhoe equipped with 4 cylinder / 95 net HP turbo-charged diesel engine, 4 Wheel Drive, pilot style backhoe controls with auto up stabilizers, proportional hydraulic controls on extendahoe, "Power Lift" option, Extendable dipper stick, enclosed cab with heat & air conditioning, 82" 4-N-1 loader bucket, 12 X 16.5 10PR front tires, 19.5L X 24 10PR rear tires, flip over stabilizer pads, HD front counterweight, Std 4 speed transmission, 18" backhoe bucket, and HD 17" wide hydraulic thumb.			
PURCHASE PRICE:	\$117,682.00	DOC. FEE (financed sales only):	\$395.00
TRADE ALLOWANCE:		STATE SALES TAX @	0.000% \$0.00
TRADE PAYOFF +	= NET SALE: \$117,682.00	TOTAL SALES PRICE:	\$118,077.00

Finance Example upon approval with Finance Company of Choice

New Equipment Finance Plan: Finance principal @ 5.00% APR for 60 months.

Terms as follows:

Purchase Price (including taxes and fees):	\$118,077.00
0% Down payment	\$0.00
Additional Cash Down:	\$0.00
Balance to finance:	\$118,077.00
Monthly payment on principal over 60 months:	\$2,228.23

Warranty & Customer Service Agreement Options: None offered.

Enhancements: Scott, this pricing reflects a non-governmental purchase on the identical machine

We believe the equipment as quoted will exceed your expectations. On behalf of Sonsray Machinery, LLC, thank you for the opportunity to quote Case machinery.

Sincerely,

Mark Ten Eyck
 Sales Representative

**Good for 30 days from February 26, 2013
 Proposal updated on February 27, 2013
 Machinery subject to prior sale.**

2-3



FORMAL PROPOSAL

Sonsray Machinery, LLC
 1745 NE Columbia Blvd.
 Portland, OR 97211
 Phone: (503) 283-2461
 Fax: (503) 283-2879

II

CUSTOMER: Scott Tabor City of Gladstone 525 Portland Ave, Gladstone, OR 97027		PHONE: FAX: MOBILE:	
EQUIPMENT:		UNIT#: XXXX	S/N: 2011XXX
Used 2011 Case model 580 Super N loader backhoe equipped with 4 cylinder / 95 net HP turbo-charged diesel engine, 4 Wheel Drive, pilot style backhoe controls with auto up stabilizers, proportional hydraulic controls on extendahoe, "Power Lift" option, Extendable dipper stick, enclosed cab with heat & air conditioning, 82" 4-N-1 loader bucket, 12 X 16.5 10PR front tires, 19.5L X 24 10PR rear tires, flip over stabilizer pads, HD front counterweight, Std 4 speed transmission,.			
PURCHASE PRICE:		\$94,145.00	DOC. FEE (financed sales only): \$600.00
TRADE ALLOWANCE:			STATE SALES TAX @ 0.000% \$0.00
+ TRADE PAYOFF = NET SALE:		\$94,145.00	TOTAL SALES PRICE: \$94,745.00

Finance Example upon approval with Finance Company of Choice

Used Equipment Finance Plan: Finance principal @ 6.90% APR for 60 months; 0.00% participation fee. Terms as follows:

Purchase Price (including taxes & fees):	\$94,745.00
0% Down payment	\$0.00
Additional Cash Down:	\$0.00
0.00% Participation (Buydown) Fee:	\$0.00
Principal to finance:	\$94,745.00
Monthly payment on principal over 60 months:	\$1,871.59

Warranty & Customer Service Agreement Options: None offered.

Enhancements: Scott, this is a 2011 machine with 395 hours on it. The Case model 580 Super N replaced the Case model 590 Super M in 2010. It is a more compact machine with greater lift capacities and digging forces.

We believe the equipment as quoted will exceed your expectations. On behalf of Sonsray Machinery, LLC, thank you for the opportunity to quote Case machinery.

Sincerely,

Mark Ten Eyck
 Sales Representative

**Good for 30 days from February 26, 2013
 Proposal updated on February 27, 2013
 Machinery subject to prior sale.**

2-4



FORMAL PROPOSAL

Sonsray Machinery, LLC
 1745 NE Columbia Blvd.
 Portland, OR 97211
 Phone: (503) 283-2461
 Fax: (503) 283-2879

TVE

CUSTOMER: Scott Tabor City of Gladstone 525 Portland Ave, Gladstone, OR 97027		PHONE: FAX: MOBILE:	
EQUIPMENT:		UNIT#: 580SN4062 S/N: NCC564062	
Case model 580 Super N loader backhoe equipped with 4 cylinder / 95 net HP turbo-charged diesel engine, 4 Wheel Drive, pilot style backhoe controls with auto up stabilizers, proportional hydraulic controls on extendahoe, "Power Lift" option, Extendable dipper stick, enclosed cab with heat & air conditioning, 82" 4-N-1 loader bucket, 12 X 16.5 10PR front tires, 19.5L X 24 10PR rear tires, flip over stabilizer pads, HD front counterweight, Std 4 speed transmission, 18" backhoe bucket and hydraulic thumb.			
LEASE PRICE:	\$96,285.00	DOC. FEE (financed sales only):	\$395.00
TRADE ALLOWANCE:		STATE SALES TAX @ 0.000%	\$0.00
+ TRADE PAYOFF = NET SALE:	\$96,285.00	TOTAL LEASE PRICE:	\$96,680.00

Finance Example upon approval with Finance Company of Choice

Operating Lease: Example below uses 0.00% residual, 60 month term with 1 advance/arrears payment(s).

Lease Price:	\$96,680.00
0.0% Participation fee:	\$0.00
Principal:	\$96,680.00
Monthly payment:	\$1,898.00
Residual balance (due at termination):	\$1.00

Warranty & Customer Service Agreement Options: None offered.

Scott, this quote is reflective of the discount for governmental purchases on the machine currently out to you on demonstration. This also shows the payment for the machine using CNH Capital's Municipal Lease program with non appropriation funds clause.

We believe the equipment as quoted will exceed your expectations. On behalf of Sonsray Machinery, LLC, thank you for the opportunity to quote Case machinery.

Sincerely,

Mark Ten Eyck
Sales Representative

**Good for 30 days from February 26, 2013
Proposal updated on February 27, 2013
Machinery subject to prior sale.**

2-5



CONTRACT PRICING WORKSHEET
For Standard Equipment Purchases

Contract No.:

60311-CNH

Date Prepared:

2/26/2013

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be E-mailed to mtenevck@sonsray.com. Therefore please type or print legibly.

Buying Agency:	City of Gladstone	Contractor:	Sonsray Machinery, LLC		
Contact Person:	Scott Tabor	Prepared By:	Mark TenEyck		
Phone:	503-656-7957	Phone:	503-780-7569		
Fax:	503-722-9078	Fax:	503-283-2879		
Email:	tabor@ci.gladstone.or.us	Email:	mtenevck@sonsray.com		
Product Code:	580SM 4wd	Description:	Case 580SN 4WD Loader Backhoe	List Price	\$114,122.00
A. Product Item Base Unit Price Per Contractor's NJPA Contract:					\$66,190.76

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	List Price	Cost	Description	List Price	Cost
code # 423059 - Std transmission	Included	included	code #747863 - 82" 4-N-1 loader bucket	\$6,519.00	\$3,781.02
code # 8201110 - 12x16.5 front tires	Included	Included	code # 747853 - 2dr cab w/ heat & A/C	\$10,923.00	\$6,335.34
code # 8401120 - 19.5Lx24 rear tires	\$307.00	\$178.06	code # 442083 - deluxe cab package	\$1,495.00	\$867.10
code # 423076 - Extendahoe	\$7,097.00	\$4,116.26	code # 423077 - Radio option	\$265.00	\$153.70
code # 423047 - HD Front Counterweight	\$482.00	\$279.56	code # 747735 - 3" seat belt	\$85.00	\$49.30
code # 423078 - Pilot backhoe ctls w/ power lift	\$3,779.00	\$2,191.82	code # 747897 - Air suspension seat	\$482.00	\$279.56
code # 747662 - Uni-directional aux hydraulic	\$3,116.00	\$1,807.28	code # 423068 - Engine block heater	\$200.00	\$116.00
code # 423068 - 18" backhoe bucket	\$1,304.00	\$756.32	code # 423090 - auto ride control	\$1,550.00	\$899.00
code # 442056 - Flip over HD street stab pads	\$933.00	\$541.14	code # 747875 - tool box	\$196.00	\$113.68
code # 423093 - Dual batteries	\$695.00	\$403.10	Subtotal From Additional Sheet(s):		
				Subtotal B:	\$39,428.00
					\$22,868.24

C. Unpublished Options - Itemize below - Attach additional sheet if necessary
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
		Subtotal From Additional Sheet(s):	
		Subtotal C:	\$0.00

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	\$89,059.00	=	Subtotal D:	\$89,059.00
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E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Pre-delivery inspection /setup	\$390.00		
freight from factory	\$2,391.00		
delivery from Sonsray machinery to City of Gladstone	\$190.00		
		Subtotal E:	\$2,971.00
Delivery Date:	Immediate	F. Total Purchase Price (D+E):	\$92,030.00

2-6

PROCLAMATION

WHEREAS: The Oregon Falun Dafa Association is a non-profit organization dedicated to the preservation and promotion of traditional Chinese culture, ethics and art through hosting performing arts shows, exhibits, and other events; and

WHEREAS: OFDA is presenting Shen Yun Performing Arts at the Keller Auditorium of Portland, Oregon on April 3 and 4, 2013; and

WHEREAS: Shen Yun performances not only enchant the audience, but also uplift humanity through messages of peace, virtue and harmony as shared with the audience through a creative and fascinating stage presentation; and

WHEREAS: Celebrating the excellence and grandeur of Chinese classical dance and music, Shen Yun, inspired by 5,000 years of traditional Chinese culture, incorporates in its performances ancient heroic legends, modern stories of courage, divinely inspired epics and beautiful cultural dances.

NOW, THEREFORE: I, Wade Byers, Mayor of the City of Gladstone, hereby proclaim

April 3 and 4, 2013 Shen Yun Performing Arts Day

in the City of Gladstone and encourage all citizens to join in this observance.

Attest:

Mayor

Assistant City Administrator



Mayor's Office
Kitty Piercy

City of Eugene
777 Pearl Street, Room 105
Eugene, Oregon 97401-2793
(541) 682-5010
(541) 682-5414 Fax

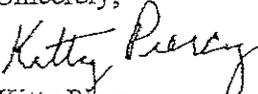
January 10, 2012

Welcome to the 2012 Shen Yun World Tour performance at the Hult Center. As a classical Chinese dance and music company, Shen Yun Performing Arts brings to Eugene talented performers skilled in traditional Chinese arts.

Shen Yun World Tour celebrates some of China's ancient traditions developed over the course of 5000 years of civilization with dancers and choreographers presenting Chinese classical, ethnic and folk dance to audiences around the world since 2006. The Shen Yun orchestra blends Chinese instruments in the melody, with accompanying western instruments for a rich and mesmerizing sound.

I welcome a broad diversity of art forms to our community and I hope the Shen Yun dancers, musicians and crew enjoy performing in our beautiful Hult Center.

Sincerely,


Kitty Piercy
Mayor

3-2



November 29, 2011

Shen Yun Performing Arts
140 Galley Hill Rd.
Cuddebackville, NY 12729 USA

REVIVING 5,000 YEARS OF CIVILIZATION: SHEN YUN PERFORMING ARTS CLASSICAL
CHINESE DANCE AND MUSIC

Greetings to Shen Yun Performing Arts:

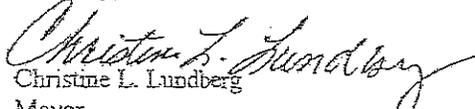
SPRINGFIELD, Oregon – As Mayor of the City of Springfield, I would like to express support for Shen Yun Performing Arts, bringing the culture of China to life, through choreographed dance and music. This art of incredible dancers, costume and orchestral compositions brings alive the artistic tradition of ancient civilization. The value that Shen Yun brings to the community is remarkable.

As we celebrate the traditional Chinese culture through Shen Yun, the beautiful dance display incorporates ancient legends, stories of courage and touching ethnic dances. The dance accompanied entirely by a full orchestra is an art in itself.

The show will entertain its audience in addition to educating and enriching viewers across cultural boundaries.

As Mayor of Springfield, I would like to express my support for this display of Chinese history, traditional culture and art. Thank you for bringing this artistic gift to our region.

Sincerely,


Christine L. Lundberg
Mayor

RON WYDEN
OREGON



UNITED STATES SENATE
WASHINGTON, D. C. 20510

January 9, 2012

Xiaoyang Wang
President
Oregon Falun Dafa Association
203 SW Hamilton St
Portland, Oregon 97239

Dear Members of the Shen Yun Performing Arts:

It is my understanding that you will be performing in the Shen Yun Performing Arts' 2012 World Tour event at the Hult Center, and I would like to take this opportunity to welcome you to the beautiful city of Eugene, one of the many inspiring cities that I represent in United States Senate.

I know the importance of utilizing diverse cultures to promote peace and mutual understanding throughout the world, and agree that education is an excellent avenue by which to achieve these goals. Clearly, this event will help to foster educational awareness and international cooperation on those common issues facing our planet, and I am delighted that Oregonians will have the opportunity to experience classical Chinese culture through the art of dance and music. As you share a piece of China's 5,000 year history with Americans, I am confident that you will return home with better insight into our country's history and culture.

My best wishes go to the performers and organizers of this stellar event. I hope that you have a magnificent time at the Shen Yun Performing Arts World Tour, and I encourage you to take some extra time to explore our beautiful and unique State of Oregon.

Sincerely,

A handwritten signature in cursive that reads "Ron Wyden".

Ron Wyden
United States Senator



COMMONWEALTH of VIRGINIA

Office of the Governor

Robert F. McDonnell
Governor

May 5, 2012

Dear Friends at Shen Yun Performing Arts:

On behalf of the Commonwealth of Virginia, I am pleased to extend a warm welcome to the Commonwealth of Virginia as you debut at the Carpenter Theatre in Richmond. Further, I extend a heartfelt welcome to everyone who came to Richmond to experience a magnificent performance and exposition of Shen Yun's various artistic talents.

The Shen Yun Performing Arts 2012 World Tour Day in Richmond highlights a cultural dialogue between the East and the West, and strengthens a foundation for friendship, mutual respect, and appreciation between the Asian and American Nations.

The profound Chinese culture that your company displays through its artistic work celebrates a rich cultural heritage of the Chinese civilization, and shares a unique history of its people with countries worldwide. I commend Shen Yun Performing Arts for your dedicated efforts to enhance cultural appreciation among the American and Chinese nations as you thrill audiences in the Commonwealth with exposition of your creative works.

Virginia is strengthened by the diversity of its residents, and we are blessed to have vibrant and diverse ethnic communities living side by side in harmony. Our fellow citizens have benefited greatly from the cultural experiences as well as friendships shared among our multifaceted nation at all levels.

It is my hope that today's performance will be a great success and will become a cultural phenomenon that entertains and attracts generations of Virginians and visitors to our Commonwealth. Best wishes on a memorable event.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert F. McDonnell".

Robert F. McDonnell

City of Gladstone

Month: February 2013

Payroll	2/28/13	Check	# 72719 - 72769	40,122.00	Payroll
	2/28/13	Direct Deposit		123,566.69	Payroll
				163,688.69	Total

Manual/Month End Checks

	2/6/13	Check	# 72564	300.00	Manual
	2/13/13	Check	# 72710 - 72711	5,724.00	Manual
	2/20/13	Check	# 72712 - 72716	68,483.37	Manual
	2/22/13	Check	# 72717	1,185.59	Manual
	2/25/13	Check	# 72718	1,205.00	Manual
	2/28/13	Check	# 72770 - 72789	28,494.15	MonthEnd
	2/28/13	Check	# 72790	940.52	Manual
				106,332.63	Total

Urban Renewal Checks

	2/6/13	Check	# 5455	40.00	UR
	2/13/13	Check	# 5456 - 5457	897.50	UR
				937.50	Total

Outstanding Invoices

	03/13/13	Preliminary		275,527.56	Total
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February Monthly 546,486.38 Total

Council Approval

Bank Reconciliation

Checks By Date



02/28/2013 - 2:58 PM

User: administrator

Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
72564	02/06/2013	Oregon, State of		AP		300.00
					Total	\$300.00
					Total Checks:	1

Bank Reconciliation

Checks By Date



02/28/2013 - 2:59 PM

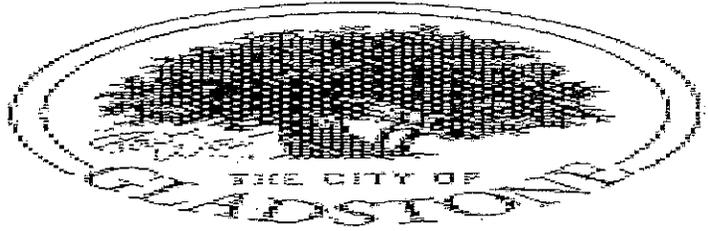
User: administrator

Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
72710	02/13/2013	Jackle Construction Inc		AP		3,354.00
72711	02/13/2013	McClain, N Consulting Co		AP		2,370.00
					Total	\$5,724.00
					Total Checks:	2

Bank Reconciliation

Checks By Date



02/28/2013 - 2:59 PM

User: administrator

Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
72712	02/20/2013	CIS/EBS Trust		AP		50,823.28
72713	02/20/2013	Clackamas Fed. Cred. Union		AP		6,374.11
72714	02/20/2013	Gladstone Municipal Court		AP		221.54
72715	02/20/2013	Knapp Construction		AP		9,860.00
72716	02/20/2013	US Postal Service		AP		1,204.44
72717	02/22/2013	US Postal Service		AP		1,185.59
72718	02/25/2013	Kleenair Products Co		AP		1,205.00

Total \$70,873.96

Total Checks: 7

Bank Reconciliation

Checks By Date



02/28/2013 - 3:01 PM

User: administrator

Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
72770	02/28/2013	Beloof & Haines		AP		3,000.00
72771	02/28/2013	Axa Equitable/Equi-Vest		AP		9,041.12
72772	02/28/2013	Axa Equitable RIA		AP		3,389.07
72773	02/28/2013	Axa Equitable/EVLICO		AP		237.71
72774	02/28/2013	Union Security Insurance		AP		188.25
72775	02/28/2013	Gladstone Vol Fire Dept		AP		780.00
72776	02/28/2013	Group Mackenzie		AP		1,596.57
72777	02/28/2013	Indoor Billboard		AP		134.59
72778	02/28/2013	Integra Telecom		AP		971.52
72779	02/28/2013	Metereaders		AP		1,964.46
72780	02/28/2013	Sprint		AP		560.16
72781	02/28/2013	Northwest Natural		AP		1,162.69
72782	02/28/2013	Office Of The Trustee		AP		640.00
72783	02/28/2013	Olson Bros Service		AP		851.46
72784	02/28/2013	Oregon AFSCME Council #75		AP		890.43
72785	02/28/2013	Or School Resource Offc Assoc		AP		25.00
72786	02/28/2013	Oregon, State of		AP		197.12
72787	02/28/2013	Purchase Power		AP		1,000.00
72788	02/28/2013	Jeff Smith		AP		40.00
72789	02/28/2013	US Bank		AP		1,824.00
72790	02/28/2013	US Postal Service		AP		940.52
Total						\$29,434.67
Total Checks:						21

Payroll G/L Distribution Report



User: administrator
Batch: 001-02-2013COMPUTER
City of Gladstone

Account Number	Debit Amount	Credit Amount	Description
Fund 001	GENERAL FUND		
Dept ?			
001-000-140000	49,727.44	0.00	CASH IN BANK
001-000-290000	0.00	123,566.69	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	27,197.32	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	37,649.76	SOCIAL SECURITY W/H
001-000-290003	0.00	15,687.33	STATE TAX W/H
001-000-290004	0.00	226.36	WBF WORKDAY ASSESS
001-000-290005	0.00	1,230.37	UNEMPLOYMENT
001-000-290007	0.00	1,756.22	TRI-MET TAX
001-000-290008	0.00	1,075.94	MISCELLANEOUS
001-000-290102	0.00	5,339.00	CREDIT UNION W/H
001-000-290103	0.00	48,819.80	HEALTH INS W/H
001-000-290104	0.00	1,825.54	UNION DUES W/H
001-000-290105	0.00	9,141.12	DEFERRED COMP W/H
001-000-290108	0.00	139.40	LIFE INSURANCE/PU
001-000-290111	0.00	33,114.20	RETIREMENT/PERS
001-000-290112	0.00	3,626.78	RETIREMENT
001-000-290114	0.00	780.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	881.42	DISABILITY INSURANCE
001-000-290124	0.00	1,625.05	VEBA HEALTH CONTRIBUTIONS
001-000-290125	0.00	295.00	SECTION 125 FLEX HEALTH
Dept Total:	49,727.44	313,977.30	
001-021-100000	9,218.72	0.00	CITY ADMINISTRATOR
001-021-100500	7,090.00	0.00	ASSISTANT CITY ADMINISTRATOR
001-021-101500	4,791.60	0.00	ADMIN SECRETARY/REC COORDINATOR
001-021-102000	4,554.66	0.00	ACCOUNT CLERK (FINANCE)
001-021-102500	11,675.91	0.00	PAYROLL COSTS
Dept Total:	37,330.89	0.00	
001-022-102500	2,993.59	0.00	PAYROLL COSTS
001-022-120500	4,643.10	0.00	MUNICIPAL COURT CLERK
001-022-121000	2,016.80	0.00	ASSISTANT COURT CLERK
Dept Total:	9,653.49	0.00	
001-024-102500	36,916.18	0.00	PAYROLL COSTS
001-024-140000	8,626.00	0.00	POLICE CHIEF
001-024-140500	7,189.13	0.00	POLICE SERGEANT
001-024-141000	7,189.13	0.00	POLICE SERGEANT
001-024-141500	5,903.00	0.00	POLICE SERGEANT
001-024-142000	6,072.30	0.00	POLICE DETECTIVE
001-024-142500	5,575.26	0.00	POLICE OFFICER

Account Number	Debit Amount	Credit Amount	Description
001-024-143000	5,341.22	0.00	POLICE OFFICER
001-024-143500	5,890.65	0.00	POLICE OFFICER
001-024-144000	5,553.30	0.00	POLICE OFFICER
001-024-144500	5,890.65	0.00	POLICE OFFICER
001-024-145000	4,939.00	0.00	POLICE OFFICER
001-024-146000	5,190.00	0.00	POLICE OFFICER
001-024-150000	3,653.00	0.00	POLICE RECORDS CLERK
001-024-150500	53.73	0.00	POLICE RESERVES
001-024-151500	622.14	0.00	HOLIDAY PAY
001-024-152500	5,572.61	0.00	OVERTIME
001-024-152600	1,287.03	0.00	TRAINING OVERTIME
Dept Total:	121,464.33	0.00	
001-025-102500	5,963.97	0.00	PAYROLL COSTS
001-025-170000	1,091.88	0.00	VOLUNTEER FIRE CHIEF
001-025-170300	6,591.00	0.00	FIRE MARSHAL
001-025-171000	19,792.80	0.00	ON-CALL REIMBURSEMENT
Dept Total:	33,439.65	0.00	
001-026-102500	3,366.27	0.00	PAYROLL COSTS
001-026-190000	659.10	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	4,640.00	0.00	UTILITY WORKER, JOURNEY
001-026-191500	1,316.48	0.00	SEASONAL HELP
Dept Total:	9,981.85	0.00	
001-028-102500	5,134.68	0.00	PAYROLL COSTS
001-028-208500	5,834.00	0.00	SENIOR CENTER MANAGER
001-028-209500	1,807.45	0.00	TRAM DRIVER
001-028-210000	868.18	0.00	OFFICE ASSISTANT
001-028-210500	2,057.25	0.00	NUTRITION CATERER
Dept Total:	15,701.56	0.00	
001-029-102500	10,093.78	0.00	PAYROLL COSTS
001-029-221500	4,211.19	0.00	LIBRARY ASSISTANT II
001-029-222000	3,952.13	0.00	LIBRARY ASSISTANT II
001-029-222500	4,321.61	0.00	LIBRARY ASSISTANT II
001-029-222800	3,742.12	0.00	LIBRARY ASSISTANT I
001-029-223000	3,585.50	0.00	LIBRARY ASSISTANT I
001-029-223200	305.28	0.00	LIBRARY AIDE
001-029-223500	6,466.48	0.00	ON CALL LIB ASSISTANT
Dept Total:	36,678.09	0.00	
Fund Total:	313,977.30	313,977.30	
Fund 003	SEWER FUND		
Dept ?			
003-000-140000	0.00	18,387.89	CASH IN BANK

Account Number	Debit Amount	Credit Amount	Description
Dept Total:	0.00	18,387.89	
003-003-102500	5,772.42	0.00	PAYROLL COSTS
003-003-300300	2,306.85	0.00	PUBLIC WORKS SUPERVISOR
003-003-300700	2,389.60	0.00	UTILITY WKR, JOURNEY/MAINT TECH
003-003-301000	4,760.05	0.00	UTILITY WORKER
003-003-301200	3,158.97	0.00	ACCOUNT CLERK
Dept Total:	18,387.89	0.00	
Fund Total:	18,387.89	18,387.89	
Fund 004	WATER FUND		
Dept ?			
004-000-140000	0.00	21,518.37	CASH IN BANK
Dept Total:	0.00	21,518.37	
004-004-102500	6,851.74	0.00	PAYROLL COSTS
004-004-400300	1,977.30	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,389.60	0.00	UTILITY WKR, JOURNEY/MAINT TECH
004-004-401000	4,640.00	0.00	WATERWORKS, JOURNEY
004-004-401500	4,686.40	0.00	UTILITY WORKER, JOURNEY
004-004-402500	973.33	0.00	OVERTIME
Dept Total:	21,518.37	0.00	
Fund Total:	21,518.37	21,518.37	
Fund 005	ROAD & STREET FUND		
Dept ?			
005-000-140000	0.00	12,262.46	CASH IN BANK
Dept Total:	0.00	12,262.46	
005-005-102500	3,579.43	0.00	PAYROLL COSTS
005-005-501500	1,647.75	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	5,011.20	0.00	UTILITY WORKER, JOURNEY
005-005-502300	1,900.00	0.00	SEASONAL HELP
005-005-502500	124.08	0.00	OVERTIME
Dept Total:	12,262.46	0.00	

Account Number	Debit Amount	Credit Amount	Description
Fund Total:	12,262.46	12,262.46	
Fund 008	POLICE/COMMUNC LEVY FUND		
Dept ?			
008-000-140000	0.00	29,330.27	CASH IN BANK
Dept Total:	0.00	29,330.27	
008-008-102500	9,221.76	0.00	PAYROLL COSTS
008-008-800500	5,994.45	0.00	SCHOOL RESOURCE OFFICER
008-008-801500	4,705.00	0.00	POLICE OFFICER
008-008-802500	4,063.23	0.00	MUNICIPAL ORDINANCE SPECIALIST
008-008-802700	4,149.00	0.00	ADMINISTRATIVE ASSISTANT
008-008-803000	1,196.83	0.00	OVERTIME
Dept Total:	29,330.27	0.00	
Fund Total:	29,330.27	29,330.27	
Fund 009	FIRE/EMERG SERVICES LEVY FUND		
Dept ?			
009-000-140000	0.00	8,350.45	CASH IN BANK
Dept Total:	0.00	8,350.45	
009-009-102500	2,633.66	0.00	PAYROLL COSTS
009-009-900500	5,422.00	0.00	VOLUNTEER FIRE COORDINATOR
009-009-901500	294.79	0.00	CONTRACT SERVICES
Dept Total:	8,350.45	0.00	
Fund Total:	8,350.45	8,350.45	
Report Total:	403,826.74	403,826.74	

City of Gladstone
User: administrator

Electronic Clearinghouse
Distribution Report

Printed: 02/25/13 10:12
Batch: 001-02-2013

Account Number	Debit	Credit	Account Description
001-000-140000	0.00	123,566.69	CASH IN BANK
001-000-290000	123,566.69	0.00	DIRECT DEPOSIT LIABILITIES
	123,566.69	123,566.69	
Report Totals:	123,566.69	123,566.69	

Bank Reconciliation

Checks By Date



03/06/2013 - 9:40 AM

User: administrator

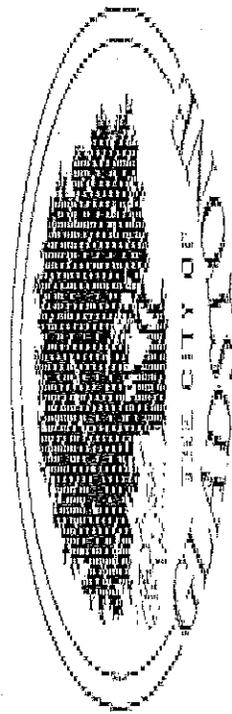
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
5455	02/06/2013	Oregon, State of		AP		40.00
5456	02/13/2013	Beery, Elsner & Hammond LLP		AP		267.50
5457	02/13/2013	McClain, N Consulting Co		AP		630.00
Total						\$937.50
Total Checks:						3

Accounts Payable Outstanding Invoices

User: administrator

Printed: 03/06/2013 - 9:43 AM



Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor: 00285J 001-021-110500 001-029-225000 001-028-212000	243.00 79.00 129.99	971 971 971	02/28/2013 02/28/2013 02/28/2013	Air Filter/Services Air Filter/Services Air Filter/Services	- - -			03/13/2013 03/13/2013 03/13/2013
Vendor Total:	451.99							
Vendor: 00286 001-025-180000 001-025-180000	41.09 11.60	9012600294 9012600395	02/28/2013 02/28/2013	Air Gas/Supplies Air Gas/Supplies	- -			03/13/2013 03/13/2013
Vendor Total:	52.69							
Vendor: 00345M 001-029-231500 001-029-231500 001-029-231500 001-029-231500	233.80 88.01 136.44 456.65	PLS58540622 PLS60608750 PLS60773732 PLS60473239	02/28/2013 02/28/2013 02/28/2013 02/28/2013	Alliance/Non Print Items Alliance/Non Print Items Alliance/Non Print Items Alliance/Non Print Items	- - - -			03/13/2013 03/13/2013 03/13/2013 03/13/2013
Vendor Total:	914.90							
Vendor: 00438 004-004-408000	432.00	12899	02/28/2013	Alexin Labs/Water Tests	-			03/13/2013
Vendor Total:	432.00							
Vendor: 00629M 001-022-123500	215.00	022713	02/28/2013	Barbur/Atty Indigent Clients	-			03/13/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor: 01184 001-027-204500	215.00	186836	3/4/13	02/28/2013 Cash & Carry/Supplies	-			03/13/2013
Vendor Total:	215.00							
Vendor: 01343A 001-025-175500 001-021-113000	43.81	0173298584 0173298580	02/28/2013 02/28/2013	Cintas Fas Box/Supplies Cintas Fas Box/Supplies	- -			03/13/2013 03/13/2013
Vendor Total:	43.81							
Vendor: 01350 001-026-193000	412.68	121.80 290.88	0173298584 0173298580	02/28/2013 City Wide Tree/Services	- -			03/13/2013
Vendor Total:	412.68							
Vendor: 01375 005-005-504500 005-005-504500	1,232.00	11211	02/28/2013	City Wide Tree/Services	-			03/13/2013
Vendor Total:	1,232.00							
Vendor: 01585 003-003-305000 003-003-303500	5.84 63.80	188006 187215	02/28/2013 02/28/2013	Clackamas Auto/Parts Clackamas Auto/Parts	- -			03/13/2013 03/13/2013
Vendor Total:	69.64							
Vendor: 01621 001-025-181900 005-005-505000	123,905.20 2,020.00	Jan-Feb 73644	02/28/2013 02/28/2013	Clack City Wtr Environ/TriCity Receipts Clack City Wtr Environ/Connect Xovers	- -			03/13/2013 03/13/2013
Vendor Total:	125,925.20							
Vendor: 01621 001-025-181900 005-005-505000	6,349.33 240.00	38056 37844	02/28/2013 02/28/2013	Clack City Finance/Dispatch Services Clack City Finance/Work Crews	- -			03/13/2013 03/13/2013
Vendor Total:	6,589.33							

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor: 01893A 001-021-115500	121.90	0724795 2/22/10	02/28/2013	Comcast/Services	-			03/13/2013
Vendor Total:	121.90							
Vendor: 01893D 005-005-507000	131.46	0724795 2/22/10	02/28/2013	Comcast/Services	-			03/13/2013
Vendor Total:	131.46							
Vendor: 01975 001-025-177800	206.44	8986563	02/28/2013	Cook Paging/Services	-			03/13/2013
Vendor Total:	206.44							
Vendor: 02377M 004-004-407500	187.59	5931 Duniway	02/28/2013	Dotson/Water Refund	-			03/13/2013
Vendor Total:	187.59							
Vendor: 02510G 005-005-515000	5,850.00	02151301	02/28/2013	Eastside Paving/Services	-			03/13/2013
Vendor Total:	5,850.00							
Vendor: 02550M 001-025-175000	108.00	13-285595	02/28/2013	Education For Life/Training	-			03/13/2013
Vendor Total:	108.00							
Vendor: 02798 004-004-408500	486.50	115475	02/28/2013	Factory Reps/Supplies	-			03/13/2013
Vendor Total:	486.50							
Vendor: 02816 001-025-179500	60.00	30122452	02/28/2013	Feeney Wireless/Data Process	-			03/13/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor Total:	60.00							
Vendor: 02820 001-025-175000	207.04	5001282474	02/28/2013	Ferrellgas/Supplies	-			03/13/2013
Vendor Total:	207.04							
Vendor: 02941 004-004-414000	1,433.80	I3305191	02/28/2013	Fowler/Supplies	-			03/13/2013
004-004-415500	326.96	I3303229	02/28/2013	Fowler/Supplies	-			03/13/2013
004-004-415500	744.47	I3303103	02/28/2013	Fowler/Supplies	-			03/13/2013
004-004-415500	1,584.40	I3310412	02/28/2013	Fowler/Supplies	-			03/13/2013
004-004-415500	16,159.78	I3302564	02/28/2013	Fowler/Supplies	-			03/13/2013
Vendor Total:	20,249.41							
Vendor: 03040 001-029-230500	114.36	98648947	02/28/2013	Gale Group/Books	-			03/13/2013
001-029-230500	67.57	98734190	02/28/2013	Gale Group/Books	-			03/13/2013
Vendor Total:	181.93							
Vendor: 03151 001-026-196000	103.75	489120	02/28/2013	General Tree/Pow Wow Contract	-			03/13/2013
Vendor Total:	103.75							
Vendor: 03490 001-025-175500	14.99	564329	02/28/2013	Harbor Freight/Supplies	-			03/13/2013
Vendor Total:	14.99							
Vendor: 03568 004-004-407500	24.76	215 Ipswich	02/28/2013	Heuvelhorst/Water Refund	-			03/13/2013
Vendor Total:	24.76							

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor: 03627M 001-025-173000	13.19	S14843	02/28/2013	Hillsboro Diesel/Services	-			03/13/2013
Vendor Total:	13.19							
Vendor: 03676A 001-025-175500	9.54	2022324	02/28/2013	Home Depot/Supplies	-			03/13/2013
001-025-175500	129.99	8226061	02/28/2013	Home Depot/Supplies	-			03/13/2013
001-025-175500	42.94	4563989	02/28/2013	Home Depot/Supplies	-			03/13/2013
001-025-175500	7.96	3564127	02/28/2013	Home Depot/Supplies	-			03/13/2013
001-025-175500	1,112.20	8183664	02/28/2013	Home Depot/Supplies	-			03/13/2013
Vendor Total:	1,302.63							
Vendor: 03818 001-026-195500	336.22	1-611047	02/28/2013	Honey Buckets/Rest Rooms	-			03/13/2013
001-026-195500	480.44	1-615725	02/28/2013	Honey Buckets/Rest Rooms	-			03/13/2013
001-026-195500	143.00	1-612168	02/28/2013	Honey Buckets/Rest Rooms	-			03/13/2013
001-026-195500	143.00	1-612165	02/28/2013	Honey Buckets/Rest Rooms	-			03/13/2013
001-026-195500	93.00	1-615814	02/28/2013	Honey Buckets/Rest Rooms	-			03/13/2013
Vendor Total:	1,195.66							
Vendor: 03931 001-029-229600	8.46	70698771	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-230500	372.09	70498309	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-229600	65.31	70498308	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-231500	19.24	70498308	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-230500	88.81	70498308	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-230500	186.07	70597003	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-230500	96.79	70548362	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-231500	16.47	70548362	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-230500	569.15	70488710	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-231500	46.75	70488710	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-229600	14.94	70548363	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-230500	55.07	70548363	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-230500	475.47	70698771	02/28/2013	Ingram/Purchases	-			03/13/2013
001-029-231500	16.49	70698771	02/28/2013	Ingram/Purchases	-			03/13/2013
Vendor Total:	2,031.11							

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor: 04441 001-021-114500	20.00	13905	02/28/2013	League of Or Cities/City Hall Day	-			03/13/2013
Vendor Total:	20.00							
Vendor: 04559 001-029-225500	15.80	41181a	02/28/2013	Library Store/Balance	-			03/13/2013
Vendor Total:	15.80							
Vendor: 04561P 001-025-180000	342.85	624947	02/28/2013	Life Assist/Supplies	-			03/13/2013
Vendor Total:	342.85							
Vendor: 04633M 004-004-415500	888.00	24732	02/28/2013	Lord & Assoc/Services	-			03/13/2013
004-004-415500	1,665.00	24749	02/28/2013	Lord & Assoc/Services	-			03/13/2013
Vendor Total:	2,553.00							
Vendor: 04900 001-029-231500	22.99	90777552	02/28/2013	Midwest Tape/Non Print	-			03/13/2013
001-029-231500	178.88	90760689	02/28/2013	Midwest Tape/Non Print	-			03/13/2013
001-029-231500	54.95	90742964	02/28/2013	Midwest Tape/Non Print	-			03/13/2013
001-029-231500	92.94	90760761	02/28/2013	Midwest Tape/Non Print	-			03/13/2013
001-029-231500	241.87	90742962	02/28/2013	Midwest Tape/Non Print	-			03/13/2013
001-029-231500	29.98	90777596	02/28/2013	Midwest Tape/Non Print	-			03/13/2013
001-029-231500	95.95	90777550	02/28/2013	Midwest Tape/Non Print	-			03/13/2013
Vendor Total:	717.56							
Vendor: 05006 005-005-504500	1,717.00	32001	02/28/2013	Morton Transmission/Services	-			03/13/2013
Vendor Total:	1,717.00							
Vendor: 05521 001-025-177500	182.68	148988-9 2/13	02/28/2013	Northwest Natural/Gas Billing	-			03/13/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor Total:	182.68							
Vendor: 05547 001-025-181700	217.05	13-4724	02/28/2013	NW Safety Clean/Services	-			03/13/2013
001-025-181700	127.50	13-4594	02/28/2013	NW Safety Clean/Services	-			03/13/2013
Vendor Total:	344.55							
Vendor: 05641 003-003-304000	60,191.28	23-155001	2/28/2013	Oak Lodge Sanitary/Sewer Charges	-			03/13/2013
Vendor Total:	60,191.28							
Vendor: 05656 004-004-405000	284.72	99-01148-001	02/28/2013	Oak Lodge Water/Purchases	-			03/13/2013
004-004-405000	2,416.78	99-01157-001	02/28/2013	Oak Lodge Water/Purchases	-			03/13/2013
Vendor Total:	2,701.50							
Vendor: 05675 001-029-225500	200.87	643459061001	02/28/2013	Office Depot/Supplies	-			03/13/2013
001-029-225500	97.61	644867458001	02/28/2013	Office Depot/Supplies	-			03/13/2013
001-021-113000	91.86	644699381001	02/28/2013	Office Depot/Supplies	-			03/13/2013
001-021-113000	148.68	645145835001	02/28/2013	Office Depot/Supplies	-			03/13/2013
001-021-113000	38.00	645145917001	02/28/2013	Office Depot/Supplies	-			03/13/2013
Vendor Total:	577.02							
Vendor: 05679 001-021-113000	53.84	443993	02/28/2013	Office Max/Supplies	-			03/13/2013
Vendor Total:	53.84							
Vendor: 06148 001-022-127000	571.00	1491	02/28/2013	Or Patrol Service/Courtroom Security	-			03/13/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor Total:	571.00							
Vendor: 06185D 003-003-303000	384.75	021913	02/28/2013	Or Self Storage/Sewer Maint	-			03/13/2013
Vendor Total:	384.75							
Vendor: 06387 001-025-174500	994.00	1671720	02/28/2013	OUR Design/Uniforms	-			03/13/2013
Vendor Total:	994.00							
Vendor: 06511 001-026-193000	4,323.00	0197538	02/28/2013	Pacific Fence/Services	-			03/13/2013
Vendor Total:	4,323.00							
Vendor: 06587 001-029-226500	429.30	17072464	02/28/2013	Pacific Office Automation/Copier	-			03/13/2013
Vendor Total:	429.30							
Vendor: 07021 001-021-109500	743.19	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
001-025-177500	608.91	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
001-026-193500	178.67	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
001-028-213500	29.67	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
001-029-224500	894.47	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
003-003-307000	42.31	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
004-004-406000	1,194.57	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
005-005-506000	90.51	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
005-005-507000	375.58	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
005-005-508000	336.33	022813	02/28/2013	Portland General Electric/Billing	-			03/13/2013
Vendor Total:	4,494.21							
Vendor: 07027 001-021-108500	382.96	79111	02/28/2013	Portland Habilitation/Services	-			03/13/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
001-025-176000	280.14	79112	02/28/2013	Portland Habilitation/Services	-			03/13/2013
Vendor Total:								
	663.10							
Vendor: 07061 004-004-415500	930.00	001828-00	02/28/2013	Portland Win/Supplies	-			03/13/2013
Vendor Total:								
	930.00							
Vendor: 07228N 001-022-125000	290.00	35861780 2/13/02/28/2013	02/28/2013	Purchase Power/Meter Postage	-			03/13/2013
001-024-157000	120.00	35861780 2/13/02/28/2013	02/28/2013	Purchase Power/Meter Postage	-			03/13/2013
001-029-225500	10.00	35861780 2/13/02/28/2013	02/28/2013	Purchase Power/Meter Postage	-			03/13/2013
004-004-403000	280.00	35861780 2/13/02/28/2013	02/28/2013	Purchase Power/Meter Postage	-			03/13/2013
001-025-173500	10.00	35861780 2/13/02/28/2013	02/28/2013	Purchase Power/Meter Postage	-			03/13/2013
001-021-113000	290.00	35861780 2/13/02/28/2013	02/28/2013	Purchase Power/Meter Postage	-			03/13/2013
Vendor Total:								
	1,000.00							
Vendor: 07488S 001-021-115500	3,375.00	44	02/28/2013	RH Media/Services	-			03/13/2013
Vendor Total:								
	3,375.00							
Vendor: 07530 010-010-904100	342.76	13037-1	02/28/2013	Rippepy/Roof	-			03/13/2013
Vendor Total:								
	342.76							
Vendor: 08019 001-022-123000	3,000.00	24	02/28/2013	Slominski/Prosecuting Atty	-			03/13/2013
Vendor Total:								
	3,000.00							
Vendor: 08137 001-026-193500	5.49	802122	02/28/2013	Stark Street Lawn/Supplies	-			03/13/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor Total:	5.49							
Vendor: 08205 001-025-173000	165.56	0002591	02/28/2013	Stein Oil/Services	-			03/13/2013
001-025-173000	279.60	0002591	02/28/2013	Stein Oil/Services	-			03/13/2013
Vendor Total:	445.16							
Vendor: 08465 004-004-415500	1,467.17	161746	02/28/2013	Tigard Sand/Supplies	-			03/13/2013
004-004-415500	2,369.91	161716	02/28/2013	Tigard Sand/Supplies	-			03/13/2013
004-004-415500	495.66	161497	02/28/2013	Tigard Sand/Supplies	-			03/13/2013
004-004-415500	5,271.05	161505	02/28/2013	Tigard Sand/Supplies	-			03/13/2013
005-005-515000	953.09	161553	02/28/2013	Tigard Sand/Supplies	-			03/13/2013
Vendor Total:	10,556.88							
Vendor: 08530 001-025-175500	31.74	69490	02/28/2013	TOP Industrial/Supplies	-			03/13/2013
Vendor Total:	31.74							
Vendor: 08652 001-025-178500	475.00	421908	02/28/2013	Tualatin Valley Fire/Services	-			03/13/2013
001-025-173000	1,342.25	571321	02/28/2013	Tualatin Valley Fire/Services	-			03/13/2013
001-025-173000	167.09	1912	02/28/2013	Tualatin Valley Fire/Services	-			03/13/2013
001-025-173000	94.79	1913	02/28/2013	Tualatin Valley Fire/Services	-			03/13/2013
Vendor Total:	2,079.13							
Vendor: 08943A 001-025-177800	342.25	1165826873	02/28/2013	Verizon/Cellular Phone	-			03/13/2013
Vendor Total:	342.25							
Vendor: 08943C 005-005-507000	40.01	1165826876	02/28/2013	Verizon/Cellular Phone	-			03/13/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task	Type	PO Number	Payment Date
Vendor Total:	40.01							
Vendor: 09030H 001-025-175500	2,960.00	New 2/11/13	02/28/2013	Watts Heating/Services				03/13/2013
Vendor Total:	2,960.00							
Vendor: 09207 001-025-175500	195.00	2893	02/28/2013	WFCA Daily Dispatch/Supplies				03/13/2013
Vendor Total:	195.00							
Vendor: 09352 001-022-124500	132.10	022613	02/28/2013	Yim/Interpreter				03/13/2013
Vendor Total:	132.10							
Report Total:	275,527.56							



CORRESPONDENCE



Gladstone School District 115

17789 Webster Road
Gladstone, Oregon 97027-1498
(503) 655-2777 FAX: (503) 655-5201
bob@gladstone.k12.or.us

Bob Stewart
Superintendent

February 27, 2013

Pete Boyce
Gladstone City Administrator
525 Portland Ave.
Gladstone, OR 97027

Dear Pete:

Following the recent tragedies at Clackamas Town Center and Sandy Hook Elementary School I contacted Gladstone Police Chief Jim Pryde and asked if he would be willing to do risk assessments of each school. We discussed community/parent concerns, the importance of the work and the urgency. Without hesitation he agreed to perform the assessments.

Within a few days he had scheduled appointments with each principal, our director of finance and the technology staff. The reviews included district protocols, challenges of the space and emergency responses. In each case, school district officials shared with me the level of professionalism that Jim showed.

He furnished administrators with written reports regarding each school.

This is not the first time that Chief Pryde has provided this type of report. He also did similar reports in 2009-10. It should be noted how valuable this activity was to Gladstone School District. Safety of our children is paramount.

The positive working relationship between Gladstone School District and the Gladstone Police Department is extremely important. The City of Gladstone has certainly held up their end of this important relationship. I am very pleased with the leadership and support we have seen from the Gladstone Police Department.

In the conclusion of the written report regarding Gladstone High School, Chief Pryde noted:

"I was pleased with the improvements made in school security at Gladstone High School since 2010. And, improvements continue to be made. The staff at Gladstone High School and all Gladstone schools has consistently demonstrated their attention to detail when it comes to school safety and security."

The statement above could be rewritten to state the following regarding the Gladstone Police Department.

5-1

Board of Directors:

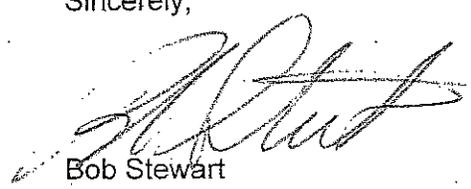
Rod Cole, Chair Kristin Eaton, Vice Chair Derise Browning Susan Cronin Sharon Soliday Bruce Wadsworth Denis Whittet

Pete Boyce
February 27, 2013
Page 2

I am pleased with the timeliness of the supports Gladstone School District receives from the Gladstone Police Department. The officers and chief consistently demonstrate their attention to detail when it comes to school safety and security. Thank you for your continued support.

Please feel free to share this letter with the Gladstone City Council and other appropriate city officials.

Sincerely,



Bob Stewart
Superintendent

c: Jim Pryde, Chief of Police

5-2

Peter Boyce

From: Rob Hungerford [r.hungerford@comcast.net]
Sent: Saturday, March 02, 2013 10:57 AM
To: Peter Boyce
Subject: Town Hall Meeting and Our Library

Dear Administrator Boyce,

My name is Rob Hungerford I have lived at 6685 Canterbury Drive for 20 years.

I am a voting citizen of the City of Gladstone.

Last Thursday night some of my neighbors and I attended the Town Hall Meeting at the Senior Center.

We are all glad that you are bringing the issue regarding the City Hall / Police Station renovation vs reconstruction to the citizens for input. We plan to follow this issue very closely as it progresses.

One issue that was also brought up concerns my neighbors and me greatly and that is regarding our library.

Our library is a symbol of great pride to myself and many citizens of our city. My wife and I took our 3 daughters there when they were growing up and we have many fond memories of those visits. My daughters are all "readers" to this day because of the experiences and resources found at our library.

I want you to know that I am **absolutely opposed to contracting the operation of our library out** to the lowest bidder or to any bidder for that matter.

I want the operation and control of our library to remain in the hands and under the direction of the City leaders that I elect.

My neighbors, my wife, my daughters and myself will actively oppose any contracting out of this or any City service.

Please Do Not **RACE TO THE BOTTOM** and Sell Our Library.

Sincerely,

Rob Hungerford

Date: March 4, 2013

To: City of Gladstone Mayor, City Council, City Administrator, Assistant City Administrator

Re: City Council Meeting, March 12, 2013

I was approached by a friend to come and speak at the City Council Meeting on Tuesday, March 12, 2013 to share my personal issues of not having full access to the library. Since I have a prior commitment on that day, I decided to write a letter.

My name is Marilyn Bowman. I have been a resident of Gladstone since 1986. I have a physical disability where I am not able to walk. Therefore, I am in a wheelchair. As a person with a disability in a wheelchair, I do not have full access to the Gladstone library. I am sure I am not the only disabled resident in Gladstone not being able to fully access the library.

Since the signing of the Americans with Disabilities Act (ADA) into law in 1990, you would think our City (City Council) would remember Gladstone residents who deal with various disabilities when it comes to our city buildings present and future.

Under ADA, Title II, prohibits disability discrimination by all public entities at the local and state level.

Under ADA, Title III, no individual may be discriminated against, on the basis of disability with regards to the full and equal enjoyment of the goods, services, facilities or accommodations of any place of public accommodation by any person who owns, leases (or leases to) of public accommodation. "Public accommodations" include most places of lodging, recreation, transportation, education, and dining, along with stores, care providers and places of public displays, among other things.

There have been some significant cases I would like to bring to your attention.

Barden v. The City of Sacramento, filed in 1999, claimed that the City of Sacramento failed to comply with ADA while making public street improvements, it did not bring its sidewalks into compliance with ADA.

Michigan Paralyzed Veterans of America against University of Michigan claiming Michigan Stadium violated the ADA in its \$226-million renovation by failing to add enough seats for disabled fans or accommodate the needs for disabled restrooms, concessions and parking. Additionally, the distribution of the accessible seating was an issue. The settlement required the stadium to add 329 wheelchair seats throughout the stadium and additional 135 accessible seats in clubhouses to go along with the existing 88 wheelchair seats. The agreement is a blueprint for all stadiums and other public facilities regarding accessibility. 2008 – 2010

I hope my personal challenges and examples presented help in your decision and choices for the good of our residents. Thank you for your time.

Marilyn C. Bowman, 17830 SE Oatfield Road, Gladstone, OR 97027-1696

Mayor Wade Byers
City Councilors
525 Portland Avenue
Gladstone, Oregon 97027

Re: PRIVATIZING LIBRARY SERVICES

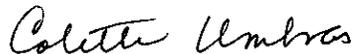
I am writing to you to express my dismay at the continued efforts of some in our community to diminish the services provided by our PUBLIC library. Our current library is unable to provide many of the community services and programs that would greatly enhance our city and the residents due to its small size and awkward configuration. Yet some would also look to remove it as a public service. What is the problem they are looking to fix?

As the city would still be responsible for the old, outdated building, maintenance, and infrastructure for the library, all this would do is transfer management of the small number of staff to a private company. And in order for the company to make its profit the new staff would have reduced salary, benefits and probably hours. And to what effect? Would service be enhanced? Doubtful, as the public rates the current service as excellent. Would there be more programs, more ebooks, technical services/internet access or more learning programs? Doubtful, as there would be less money and staff. And all you'd have is a middleman skimming the profit. It makes no sense whatsoever.

In addition, I think the comments and suggestions from the Town Hall meeting last week would indicate that we still need a new library, and that if the public is supportive it might make sense to combine a new City Hall with a new Library at Webster/Oatfield. This would give the police room to expand into City Hall, and leave the Court on the 2nd floor, which is ADA accessible.

Thank you for your consideration of these issues.

Sincerely,



Colette Umbras
7515 Ridgewood Drive
Gladstone, OR 97027
503-650-0195

✓ Cc: Peter Boyce, City Administrator

From: Mary Accettura <1marac@comcast.net>
Date: March 6, 2013, 10:23:31 AM PST
To: Peter Boyce <boyce@ci.gladstone.or.us>
Subject: Privatizing the Library

A new vote on privatizing the library is a travesty. Just because a group of “playground bullies” did not get their way in January, they have coerced members of the City Council to change their minds. This is the same group that were against the library in the May 2012 and November 2012 votes. The library lost, and the library graciously conceded, what do these people have against public libraries?

If they want to privatize the library, why not privatize the police department, fire department, senior center and the public works department? I am sure that there are numerous companies that can provide the services of these departments.

When is the City Council going to stand up to these “thugs”? If the “playground bullies” keep on getting their way, the City of Gladstone is going to be overrun by selfish, self centered people. People who do not care about the common good, only their own agendas.

Mary Accettura
17528 S. E. Valley View Rd
Milwaukie, Or 97267
1marac@comcast.net

Peter Boyce

From: Jack and Karlene [jnorb@comcast.net]
Sent: Monday, March 04, 2013 12:06 PM
To: Peter Boyce
Subject: Franchise fee for LOTWP

Good Afternoon Mr. Boyce,

I don't know if you and the Mayor and City Council are aware of this, but two weeks ago the City of West Linn conditionally approved the Lake Oswego Tigard drinking water plant located in West Linn. The conditions include a 5 million payment plus more conditions that add 1.5 to 2 million or more to the price LOTWP has to pay to the City of West Linn.

I understand that LOTWP hasn't received all the permits they need to go ahead with the pipeline part of the project in your city. You are in a position to do the same thing and require them to pay your city for the construction upheaval and right of way. This is an opportunity to help fund your city government and pay for some of the mitigation costs that you will incur if this project goes through.

Please forward this email to the City Council and Mayor for their consideration. I realize that they may know this already but maybe not all of it. If anyone has questions, feel free to call me or email.

Thank you

Jack Norby
4040 Kenthorpe Way
West Linn 503 720-4733



REGULAR AGENDA

City of GLADSTONE

Date: March 5, 2013

To: Mayor Byers and City Council

From: Pete Boyce, City Administrator *PB*

Re: Gladstone Disposal Company, Inc. Rate Adjustment Proposal

Staff has received a rate adjustment proposal from Gladstone Disposal Company. At this time the requested increases seem justified and in line with Clackamas County's Solid Waste Rate Study. Staff recommends approval of the requested rate adjustment.

City Hall
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5223
FAX: (503) 650-8938
E-Mail: (last name)@
ci.gladstone.or.us

Municipal Court
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5224 ext. 1
E-Mail: municourt@
ci.gladstone.or.us

Police Department
535 Portland Avenue
Gladstone, OR 97027
(503) 656-4253
E-Mail: (last name)@
ci.gladstone.or.us

Fire Department
555 Portland Avenue
Gladstone, OR 97027
(503) 557-2776
E-Mail: (last name)@
ci.gladstone.or.us

Public Library
135 E. Dartmouth
Gladstone, OR 97027
(503) 656-2411
FAX: (503) 655-2438

Senior Center
1050 Portland Avenue
Gladstone, OR 97027
(503) 655-7701
FAX: (503) 650-4840

City Shop
18595 Portland Avenue
Gladstone, OR 97027
(503) 656-7957
FAX: (503) 722-9078

RESOLUTION 1021

A RESOLUTION AMENDING EXHIBIT "A" TO RESOLUTION NO. 1008 BY REVISING THE SOLID WASTE RATE SCHEDULE.

WHEREAS, the City's Franchisee, Gladstone Disposal Company, Inc., is requesting changes in the rates for service, and

WHEREAS, the Franchisee recently submitted information relating to the Franchisee's costs and revenues, including the costs of performing the service, rates charged in other cities for similar service, local wage scales and benefit costs, cost of disposal fees, additional costs resulting from recycling and;

WHEREAS, in 2006, the Common Council of the City of Gladstone adopted Ordinance 1383 including rates for service and;

WHEREAS, these rates for service were amended by adoption of Exhibit "A" of Resolution 1008, which is now in place.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Gladstone, a municipal corporation of the State of Oregon, that Resolution No. 1008 is amended by substituting the attached Exhibit "A" in lieu of the Exhibit "A" now in place reflecting the rate schedule for Gladstone Disposal Company, Inc., within the City of Gladstone, and

BE IT FURTHER RESOLVED that this revised rate schedule will take effect on the 1st day of April, 2013.

THIS RESOLUTION ADOPTED by the Common Council and approved by the Mayor this 12th day of March, 2013.

Attest:

Mayor
Wade Byers

Assistant City Administrator
Jolene Morishita

**RESOLUTION 1021
EXHIBIT "A"**

**Summary of Proposed Rate Adjustments
Effective April 1, 2013**

The purpose of this analysis is to illustrate the proposed adjustment and percentage change. The rate structure is based upon a comparative market study of rates and a cost of service adjustment.

Residential Weekly	Current Rate	Proposed Adjustments	Proposed Rate	Proposed Adjustments %
20 Gallon Cart	\$23.32	\$0.34	\$23.66	1.44%
35 Gallon Cart	\$26.79	\$0.43	\$27.22	1.57%
60 Gallon Cart	\$35.25	\$0.66	\$35.91	1.85%
90 Gallon Cart	\$41.23	\$0.95	\$42.18	2.25%
35 Gallon Cart-Will Call	\$12.07	\$0.24	\$12.30	1.93%
Residential Multi-Family Weekly Pick Up				
Central Billing				
20 Gallon Cart	\$19.05	\$0.33	\$19.38	1.72%
35 Gallon Cart	\$22.52	\$0.43	\$22.94	1.86%
Residential Monthly Pick Up				
35 Gallon Cart	\$11.40	\$0.24	\$11.64	2.04%
Commercial Weekly				
35 Gallon Cart	\$23.04	\$0.43	\$23.47	1.84%
60 Gallon Cart	\$33.30	\$0.66	\$33.96	1.95%
90 Gallon Cart	\$35.77	\$0.66	\$36.43	1.82%
Containers				
1 ½ Yard	\$110.73	\$3.74	\$114.47	3.27%
2 Yard	\$139.41	\$4.98	\$144.39	3.45%
3 Yard	\$187.25	\$7.47	\$194.72	3.83%
4 Yard	\$237.17	\$9.95	\$247.12	4.03%
5 Yard	\$284.85	\$12.44	\$297.29	4.19%
6 Yard	\$325.82	\$14.94	\$340.76	4.38%
8 Yard	\$396.59	\$19.91	\$416.50	4.78%
Drop Box Container Rate (Disposal Costs are Extra) (1)				
20 Yard	\$107.35		\$107.35	0.00%
30 Yard	\$123.50		\$123.50	0.00%
40 Yard	\$139.65		\$139.65	0.00%
Compacted Drop Box (1)				
Under 25 Cubic Yards	\$121.60		\$121.60	0.00%
25-34 Cubic Yards	\$160.55		\$160.55	0.00%
35 Cubic Yards & Greater	\$186.20		\$186.20	0.00%

(1) +Disposal Fee

GLADSTONE DISPOSAL COMPANY, INC.

Rate Adjustment Proposal

Effective: April 1, 2013

Table of Contents

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SECTION A: INTRODUCTION

March 1, 2013

Mr. Peter Boyce
City Administrator
525 Portland Ave.
Gladstone, OR 97027

Re: Gladstone Disposal Company, Inc.
Rate Adjustment

Dear Mr. Boyce:

Introduction:

We appreciate the confidence the City of Gladstone has placed in Gladstone Disposal Company, Inc. Throughout our history with the City, we have made every effort to provide the highest level of service possible.

Clackamas County prepares an annual rate Study to determine costs of service for providing solid waste, recycling and yard debris services. This study is segregated between Urban, Rural and Distant Rural. The Urban segment is similar to Gladstone because it is a tight grid system for housing and business services. The purpose of the Study prepared by Clackamas County is to ensure the fees charged for solid waste and recycling collection services are reasonable for the County's Citizens while providing a reasonable return to the service providers.

Rationale for Rate Increase:

Clackamas County currently manages 23 garbage disposal franchises. These franchises are held by fourteen locally owned corporations and by publicly traded corporations. Some of the franchises consolidate their annual reports, resulting in fewer reports than franchisees. The County has a contract with an outside consulting group specializing in solid waste financial analysis to perform an analysis of the data submitted. The data submitted by the individual franchises is consolidated to create a composite 'franchisee.' Costs are adjusted to eliminate those allowed for tax purposes but not allowed for determining collection fees. This composite is used to analyze the financial health of the entire system.

The County determines the system's health based on return of revenues. The County's policy is to measure the health of the solid waste collection system within a range of 8-12% return on revenues. When the system falls within this range typically neither an increase nor decrease in fees is deemed necessary. Special circumstances, such as the addition of new programs or anticipated increases in expenses outside the control of the companies, may cause exceptions.

Metro Council approved an increase in the disposal fee of \$4.31 per ton effective August 1, 2012; which raised the tip fee to \$93.84 per ton. This 4.5% increase has been factored into the projections calculated in the financial review. Disposal expense is approximately 30% of the direct operational expenses. It is important to note that other expenses are rising as well, though not as rapidly as in recent years. The increases include driver wage increases of 2% and fuel increase of 4.99%.

In determining the necessary rate adjustment Gladstone we relied upon the Clackamas County Solid Waste Rate Study which recommended that rates be adjusted effective August 1, 2012. In light of this study and the increasing costs as described above, we are proposing a rate change for City of Gladstone effective April 1, 2013.

Summary of Allowable Expenses:

The Clackamas County Solid Waste Rate Study uses financial information supplied by the various jurisdictions. The allowed return on revenues range between 8% and 12%. Since Gladstone is an urban area, only those rates for the urban section of rates were used from the County study. In calculating rates, the data that the haulers provide to the County include both allowable and unallowable expenses. Allowable expenses include but are not limited to:

- Disposal costs
- Cost of containers & roll carts
- Equipment acquisitions
- Wages
- Union benefits
- Fuel costs
- Legal & accounting services
- Office leases
- Other expenses directly related to the cost of service

The County eliminates unallowable costs in calculating a return on revenues for the haulers. Examples of unallowable costs include:

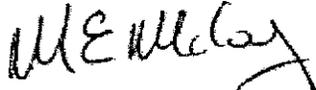
- Charitable contributions
- Political contributions
- Excessive officers' salaries as determined by the County
- Certain membership dues
- Excessive legal expenses
- And other costs not directly related to the hauling activities

Enclosed please find the following information that will be useful in reviewing the Gladstone Disposal Company, Inc. request for rate adjustment:

- Summary of Proposed Rate Adjustments
- Summary of Franchise Fee Adjustment
- Summary of Comparative Rates, Tri-County Portland Metro Area
- Clackamas County's Solid Waste Management Fee Schedule for Waste and Recycling Collection Services Effective: August 1, 2012.

Should you have any questions about the schedules, we would be pleased to answer them.

Very truly yours,

A handwritten signature in black ink, appearing to read "ME McCoy". The signature is written in a cursive style with a large, looping initial "M".

Michael E. McCoy, CPA, CBA, CVA, CFF

SECTION B: PROPOSED RATE ADJUSTMENTS

Gladstone Disposal Company, Inc.
Summary of Proposed Rate Adjustments
Effective April 1, 2013

The purpose of this analysis is to illustrate the proposed adjustment and percentage change to regular services. The rate structure is based upon a comparative market study of rates and a cost of service adjustment.

Service	Current Monthly Rate	Proposed Adjustment	Proposed Monthly Rate	Proposed Adjustment
<u>Residential Weekly Pickup</u>				
20 Gal. Cart	\$ 23.32	\$ 0.34	\$ 23.66	1.44%
35 Gal. Cart	26.79	0.43	27.22	1.57%
65 Gal. Cart	35.25	0.66	35.91	1.85%
95 Gal. Cart	41.23	0.95	42.18	2.25%
<u>Will Call</u>				
35 Gal. Cart	12.07	0.24	12.30	1.93%
<u>Residential Multifamily Weekly Pickup</u>				
Central Billing				
20 Gal. Cart	\$ 19.05	\$ 0.33	\$ 19.38	1.72%
35 Gal. Cart	22.52	0.43	22.94	1.86%
<u>Residential Monthly Pickup</u>				
35 Gal. Cart	\$ 11.40	\$ 0.24	\$ 11.64	2.04%

Gladstone Disposal Company, Inc.
Summary of Proposed Rate Adjustments
Effective April 1, 2013

The purpose of this analysis is to illustrate the proposed adjustment and percentage change to regular services. The rate structure is based upon a comparative market study of rates and a cost of service adjustment.

Service	Current Monthly Rate	Proposed Adjustment	Proposed Monthly Rate	Proposed Adjustment
<u>Commercial Weekly Pickup</u>				
35 Gal. Cart	\$ 23.04	\$ 0.43	\$ 23.47	1.84%
65 Gal. Cart	33.30	0.66	33.96	1.95%
95 Gal. Cart	35.77	0.66	36.43	1.82%
<u>Containers</u>				
1-1/2 Yard	\$ 110.73	\$ 3.74	\$ 114.47	3.27%
2 Yard	139.41	4.98	144.39	3.45%
3 Yard	187.25	7.47	194.72	3.83%
4 Yard	237.17	9.95	247.12	4.03%
5 Yard	284.85	12.44	297.29	4.19%
6 Yard	325.82	14.94	340.76	4.38%
8 Yard	396.59	19.91	416.50	4.78%
10 Yard	491.84	25.48	517.32	5.18%
<u>Open Drop Box (1)</u>				
20 Yard	\$ 107.35	\$ -	\$ 107.35	0.00%
30 Yard	123.50	-	123.50	0.00%
40 Yard	139.65	-	139.65	0.00%
<u>Compacted Drop Box (1)</u>				
Under 25 Cubic Yards	\$ 121.60	\$ -	\$ 121.60	0.00%
25-34 CuYds	160.55	-	160.55	0.00%
35 CuYds & greater	186.20	-	186.20	0.00%

(1) + Disposal fee

SECTION C: SUMMARY OF FRANCHISE FEE ADJUSTMENT

Gladstone Disposal Company, Inc.
Summary of Franchise Fee Adjustment
Effective April 1, 2013

The purpose of this analysis is to illustrate the franchise fee adjustment.

	Clackamas County rate per August 1, 2012 Fee Schedule	Franchise Fee Adjustment	Adjusted Proposed Rate
<u>Residential Weekly Pickup</u>			
20 Gal. Cart	\$ 24.91	95%	\$ 23.66
35 Gal. Cart	28.65	95%	27.22
65 Gal. Cart	37.80	95%	35.91
95 Gal. Cart	44.40	95%	42.18
35 Gal Cart - Will Call	12.95	95%	12.30
<u>Residential Multifamily Weekly Pickup</u>			
Central Billing			
20 Gal. Cart	\$ 20.40	95%	\$ 19.38
35 Gal. Cart	24.15	95%	22.94
<u>Residential Monthly Pickup</u>			
35 Gal. Cart	\$ 12.25	95%	\$ 11.64

Gladstone Disposal Company, Inc.
Summary of Franchise Fee Adjustment
Effective April 1, 2013

The purpose of this analysis is to illustrate the franchise fee adjustment.

	Clackamas County rate per August 1, 2012 Fee Schedule	Franchise Fee Adjustment	Adjusted Proposed Rate
<u>Commercial Weekly Pickup</u>			
35 Gal. Cart	\$ 24.71	95%	\$ 23.47
65 Gal. Cart	35.75	95%	33.96
95 Gal. Cart	38.35	95%	36.43
<u>Containers</u>			
1-1/2 Yard	\$ 120.49	95%	\$ 114.47
2 Yard	151.99	95%	144.39
3 Yard	204.97	95%	194.72
4 Yard	260.13	95%	247.12
5 Yard	312.94	95%	297.29
6 Yard	358.69	95%	340.76
8 Yard	438.42	95%	416.50
10 Yard	544.55	95%	517.32
<u>Open Drop Box (1)</u>			
20 Yard	\$ 113.00	95%	\$ 107.35
30 Yard	130.00	95%	123.50
40 Yard	147.00	95%	139.65
<u>Compacted Drop Box (1)</u>			
Under 25 Cubic Yards	\$ 128.00	95%	\$ 121.60
25-34 CuYds	169.00	95%	160.55
35 CuYds & greater	196.00	95%	186.20

(1) + Disposal fee

SECTION D: SUMMARY OF COMPARATIVE RATES

**SUMMARY OF COMPARATIVE RATES
TRI-COUNTY PORTLAND METRO AREA
Fiscal Year 2012 - 2013**

Service	Proposed		Clackamas		Lake		Milwaukie		Oregon City		Portland		West Linn	
	Gladstone	County	Gresham	Oswego	Oregon City	Portland	West Linn	West Linn	West Linn	West Linn	West Linn	West Linn	West Linn	West Linn
Residential														
<u>Weekly Pickup</u>														
20 Gal Can/Cart	23.66	24.90	23.95	18.08	24.90	20.63	25.80	19.70						
32-35 Gal. Cart	27.22	28.65	28.90	23.92	28.35	25.83	28.20	23.48						
60-65 Gal. Cart	35.91	37.80	36.40	38.56	37.80	35.55	37.80	37.58						
90-95 Gal. Cart	42.18	44.40	40.80	40.67	44.40	38.55	43.80	41.34						
Franchise Fee	\$360	5%	5%	5%	5%	4%	5%	5%						

NOTE: Rates vary between various jurisdictions due in part to the composition of services provided. For example, West Linn has the majority of its residents subscribing to the 60 gal cart service, whereas Oregon City has the majority using 35 gal carts.

SECTION E: CLACKAMAS COUNTY SOLID WASTE FEE SCHEDULE

**Clackamas County
Solid Waste Management Fee Schedule
for Waste and Recycling Collection Services
Effective: August 1, 2012**

Uniform Residential Monthly Fees

See Miscellaneous Section for distance charges, extra bags, etc.

Weekly Service

15-20 Gallon (Mini)

	Roadside	Differential	Yard	Occasional Extra*		
				Roadside	Differential	Yard
Urban	\$24.90	\$3.50	\$28.40	\$6.05	\$0.80	\$6.85
Rural	\$21.65	\$3.50	\$25.15	\$6.10	\$0.80	\$6.90
Distant Rural	\$26.35	\$3.50	\$29.85	\$6.65	\$0.80	\$7.45
Mountain	\$27.60	\$3.50	\$31.10	\$6.65	\$0.80	\$7.45

32-35 Gallon

	Roadside	Differential	Yard	60 Gal	90 Gal
Urban	\$28.65	\$3.50	\$32.15	\$37.80	\$44.40
Rural	\$25.30	\$3.50	\$28.80	\$36.40	\$41.70
Distant Rural	\$30.35	\$3.50	\$33.85	\$40.25	\$45.60
Mountain	\$31.60	\$3.50	\$35.10	\$41.50	\$46.85

Greater than 1 can per week service: Multiples of the single can fee.

The fees listed here for Roller Carts are based upon roadside service.

Cart Redelivery: \$10.00 Charged if cart picked up then service restarted in less than a year.

**Occasional extra: Charged for first "extra" can collected, each additional extra at the stop to be charged \$3.00*

Recycling Only Service - Roadside

Urban	\$4.15	Distant Rural	\$7.20
Rural	\$6.45	Mountain	\$7.20

Yard Debris Subscription Service

Annual fee must be paid in advance.

Available to Non-Customers & Customers with less-than-weekly service within the Urban fee zone.

Basic Service includes weekly set out (roadside) of a 60 gallon roll cart:

	Monthly Basis for Annual Fee	Annual Fee	Occasional extra Basic Service	Each
Basic Service	\$5.30	\$63.60		\$2.60
Permanent 2nd Can	\$3.85	\$46.20		

Yard Debris Cart must be Roadside; must subscribe to service for one year, subject to cart redelivery charge.

Terrain Fee

\$3.65 *This fee applies to private roads and areas that must be provided service off a County Road because of safety concerns for the service provider, pedestrians, and motorists.*

Uniform Residential Monthly Fees

See Miscellaneous Section for distance charges, extra bags, etc.

Less than Weekly Service

- Putrescibles must not be placed in can in excess of 7 days prior to scheduled collection.
- To receive yard debris the customer must subscribe, see page 1. (Available in Urban zone only)

Monthly Service - Includes weekly recycling service.

	Roadside			Yard			
		<i>Differential</i>			<i>Differential</i>		
	Urban	\$12.25	\$0.90	\$13.15	\$6.05	\$0.90	\$6.95
	Rural	\$12.30	\$0.90	\$13.20	\$6.10	\$0.90	\$7.00
	Distant Rural	\$13.95	\$0.90	\$14.85	\$6.65	\$0.90	\$7.55
	Mountain	\$14.25	\$0.90	\$15.15	\$6.65	\$0.90	\$7.55

On Call Service - To receive recycling service customer must subscribe, see page 1.

Regular Collection Day	Each	Each
Urban	\$12.95	Distant Rural \$13.80
Rural	\$13.35	Mountain \$14.10
Any other weekday - Hourly rate: \$73.00 + disposal		

Multifamily

Central Billing

	<i>Roadside</i>		<i>Yard</i>	
	32 Gal	20 Gal	32 Gal	20 Gal
Urban	\$24.15	\$20.40	\$26.15	\$22.40
Rural	\$23.70	\$20.05	\$25.70	\$22.05
Distant Rural	\$28.75	\$24.75	\$30.75	\$26.75
Mountain	\$30.00	\$26.00	\$32.00	\$28.00

Individual Billing

	<i>Roadside</i>		<i>Yard</i>	
	32 Gal	20 Gal	32 Gal	20 Gal
Urban	\$25.75	\$22.00	\$27.75	\$24.00
Rural	\$25.30	\$21.65	\$27.30	\$23.65
Distant Rural	\$30.35	\$26.35	\$32.35	\$28.35
Mountain	\$31.60	\$27.60	\$33.60	\$29.60

Roadside: Cans at a central location; or within 3 feet of roadside.

Yard: Cans not at a central location; nor within 3 feet of roadside.

Uniform Commercial Monthly Fees:

See Miscellaneous Section for distance charges, extra bags, etc.

32-35 Gallon Can/Cart

Weekly Collection

	Urban	Rural	Distant	
			Rural	Mountain
1st Can: First or Only Stop per Week	\$24.70	\$25.35	\$28.90	\$30.15
2nd Can: First or Only Stop per Week	\$22.50	\$23.95	\$28.20	\$29.45
Each Add'tl. Can: First or Only Stop per Week	\$20.50	\$23.10	\$27.90	\$29.15
Extra Can	\$5.00	\$5.25	\$6.00	\$6.00

More Frequent than Weekly Collection

The fees listed below are added to the above fees to arrive at the monthly fee for weekly services. A week is Monday - Saturday.

	Urban	Rural	Distant	
			Rural	Mountain
1st Can: Each Add'tl. Stop per Week	\$24.10	\$24.60	\$28.20	\$29.45
2nd Can: Each Add'tl. Stop per Week	\$22.00	\$23.25	\$27.45	\$28.70
Each Add'tl. Can: Each Add'tl. Stop per Week	\$21.15	\$22.50	\$27.30	\$28.55
Extra Can	\$5.00	\$5.25	\$6.00	\$6.00

60-90 Gallon Roller Carts

Weekly Collection

	60 Gal.		90 Gal.	
Urban	\$35.75	\$2.60	\$38.35	
Rural	\$35.80	\$2.60	\$38.40	
Distant Rural	\$38.05	\$2.60	\$40.65	
Mountain	\$39.30	\$2.60	\$41.90	

Cart Redelivery \$10.00 Assessed if cart picked up then service restarted within 12 month period.

Carts shall not exceed these weights: **35 Gallon 60 Gallon 90 Gallon**

Pounds 60 100 120

Customers filling carts beyond these weights are subject to a special handling charge.

The use of a cart and the type of customer using a roller cart for commercial waste collection services shall be at the discretion of the collector. Customers are required to keep the carts clean. If cart is damaged due to customer abuse, the collector is only required to make necessary repairs and replace a cart not more than once. The customer will be billed for cart replacement cost after collector has replaced one cart.

Uniform Fees for Miscellaneous Services Commercial and Residential

Hourly Fee	<i>Disposal charges are additional to these hourly fees.</i>	
	Truck & 1 Person	Truck & 2 People
	\$73.00	\$105.00

Extra Bags		
Light	<i>does not require extra trip</i>	
Placed by can in yard or roadside	\$3.00	
Heavy	<i>requires extra trip</i>	
Placed by can in yard	\$5.85	
Placed roadside	\$5.05	

Distance Charges:			
	15-32 Gal. Can	Roller Cart *	Non-Urban Containers served off County Roads
Measured from roadside:			
3 - 50 feet <i>(Yard Differential)</i>	\$3.50	\$3.50	
51 - 100 feet	\$1.60	\$5.10	\$5.10
101 - 200 feet	\$2.65	\$6.15	\$6.15
201 - 400 feet	\$3.70	\$7.20	\$7.20
401 - 800 feet	\$4.75	\$8.25	\$8.25
Greater than 800 feet	\$5.80	\$9.30	\$9.30

Unopened gate that must be re-closed:	\$1.00
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Reinstatement Fee	\$5.00
<i>Applied when service is reinstated after it has been stopped due to non-payment; or when customer stops and starts service more than once in a calendar year.</i>	

Furniture and Recyclable Appliances	
<i>If not easily accessible hourly fee applies.</i>	
<i>Fee based on weight and need for special handling.</i>	
Fee Range =	\$5.45 to \$29.15
<i>The Transfer Station Freon Removal Charge will be added for Refrigerators, Freezers & Air Conditioners*</i>	
Current Fee:	\$30.00
<i>*The County is not responsible for this fee and it is therefore subject to change.</i>	

Tires		
<i>Disposal Charges are additional to these handling fees.</i>		
Rim Size	Off Rim	On Rim
18 in. & less	\$2.00	\$5.50
Over 18 in.	Special Handling Charge	

Uniform Fees for Miscellaneous Services Containers		
Distance Surcharges for Containers		
Monthly	\$8.25	
Apply to containers located over 26 miles round trip from a disposal site.		
Mileage	\$4.70	<i>per mile in excess of 26 miles.</i>
Apply to containers located over 26 miles round trip from a disposal site if there are less than seven (7) containers picked up per collection route.		
Overweight Charges for Loose Containers		
Allowed for a container weighing over 275 pounds per cubic yard.		
Charges must be mutually agreeable to customer and collector. County can and will act as arbitrator in the event of dispute.		
Container Cleaning		
The cost of cleaning if needed more often than 2 times in a 12 month period.		
On-Call & Clean-Up		
First Collection	33% of Regular Container Fee plus \$16.60 handling charge	
Each Add'tl Collection	33% of Regular Container Fee	
Container Rent		
Charged to customer keeping container longer than 5 working days (M-F) with no collection.		
Rent shall not exceed \$20.00 per container in a 30 day period.		
less than 3 CuYd	3 CuYd	4 CuYd
per Day \$2.10	\$3.10	\$4.10
Compacted Containers		
2.2 times the loose container fee.		
<i>Containers weighing in excess of 500 lbs per Cubic Yard will be charged this fee plus disposal for the excess weight.</i>		

Commercial Monthly Fees for:

See Miscellaneous Section for distance charges, extra bags, etc.

Urban Containers

Stops/ Week	Size in Cubic Yards					
	1	Add'l	1 1/3	Add'l	1.5	Add'l
1	\$92.30	\$77.86	\$113.73	\$95.57	\$120.49	\$102.34
2	\$176.87	\$149.64	\$219.73	\$186.00	\$233.21	\$197.22
3	\$261.44	\$219.98	\$325.71	\$275.42	\$345.97	\$292.66
4	\$346.02	\$293.21	\$431.71	\$365.46	\$458.69	\$387.31
5	\$430.59	\$363.54	\$537.71	\$454.89	\$571.45	\$485.62
6	\$515.16	\$435.94	\$643.71	\$543.63	\$684.17	\$579.66

Stops/ Week	Size in Cubic Yards					
	2	Add'l	3	Add'l	4	Add'l
1	\$151.99	\$128.89	\$204.97	\$174.03	\$260.13	\$222.59
2	\$296.25	\$251.98	\$397.51	\$338.18	\$507.83	\$434.05
3	\$440.51	\$374.26	\$590.05	\$502.96	\$755.53	\$644.67
4	\$584.77	\$494.20	\$782.59	\$669.80	\$1,003.23	\$852.69
5	\$729.04	\$621.52	\$975.13	\$832.98	\$1,250.93	\$1,067.28
6	\$873.30	\$742.04	\$1,167.67	\$992.89	\$1,498.63	\$1,278.17

Stops/ Week	Size in Cubic Yards					
	5	Add'l	6	Add'l	8	Add'l
1	\$312.94	\$288.19	\$358.69	\$330.22	\$438.42	\$405.41
2	\$612.27	\$563.48	\$703.77	\$648.96	\$863.23	\$797.88
3	\$911.60	\$836.61	\$1,048.84	\$961.41	\$1,288.04	\$1,190.56
4	\$1,210.93	\$1,111.44	\$1,393.92	\$1,280.38	\$1,712.85	\$1,581.24
5	\$1,510.26	\$1,389.19	\$1,739.00	\$1,598.96	\$2,137.66	\$1,964.94
6	\$1,809.59	\$1,669.54	\$2,084.08	\$1,911.36	\$2,562.47	\$2,361.59

Commercial Monthly Fees for:

See Miscellaneous Section for distance charges, extra bags, etc.

Rural Containers

Stops/ Week	Size in Cubic Yards					
	1	Add'l	1 1/3	Add'l	1.5	Add'l
1	\$104.75	\$100.05	\$128.10	\$122.94	\$142.38	\$136.74
2	\$200.10	\$191.50	\$245.98	\$236.68	\$273.45	\$263.35
3	\$295.35	\$282.95	\$363.78	\$350.33	\$404.69	\$390.04
4	\$390.70	\$374.45	\$481.73	\$464.08	\$535.80	\$516.60
5	\$485.95	\$465.90	\$599.57	\$577.72	\$666.89	\$643.34
6	\$590.75	\$566.00	\$727.61	\$700.72	\$809.25	\$780.00

Stops/ Week	Size in Cubic Yards					
	2	Add'l	3	Add'l	4	Add'l
1	\$179.55	\$173.10	\$252.45	\$244.45	\$324.30	\$314.85
2	\$346.25	\$334.60	\$488.95	\$474.60	\$629.80	\$612.85
3	\$512.75	\$495.90	\$725.45	\$704.60	\$935.30	\$910.85
4	\$679.30	\$657.25	\$961.95	\$934.80	\$1,240.80	\$1,208.85
5	\$845.95	\$818.65	\$1,198.40	\$1,164.55	\$1,546.25	\$1,506.70
6	\$1,025.50	\$991.80	\$1,450.85	\$1,409.30	\$1,870.65	\$1,821.50

Stops/ Week	Size in Cubic Yards					
	5	Add'l	6	Add'l	8	Add'l
1	\$395.00	\$384.25	\$467.65	\$455.30	\$604.60	\$589.90
2	\$768.55	\$749.18	\$910.70	\$888.70	\$1,180.30	\$1,154.20
3	\$1,142.05	\$1,114.05	\$1,353.65	\$1,322.00	\$1,755.95	\$1,718.45
4	\$1,515.65	\$1,479.05	\$1,796.65	\$1,755.40	\$2,331.55	\$2,282.65
5	\$1,889.10	\$1,843.90	\$2,239.65	\$2,188.75	\$2,907.25	\$2,846.85
6	\$2,284.10	\$2,228.15	\$2,706.40	\$2,643.20	\$3,511.85	\$3,436.85

Commercial Monthly Fees for:

See Miscellaneous Section for distance charges, extra bags, etc.

Distant Rural Containers (greater than 26 miles from disposal site)

Do not add the Monthly Surcharge of \$8.25 to this schedule. However, it is appropriate to add the Mileage Surcharge if applicable.

Stops/ Week	Size in Cubic Yards					
	1	Add'l	1 1/3	Add'l	1.5	Add'l
1	\$119.01	\$114.31	\$144.35	\$139.19	\$159.66	\$154.01
2	\$220.37	\$211.77	\$270.25	\$260.95	\$299.72	\$289.62
3	\$321.62	\$309.22	\$396.05	\$382.60	\$439.98	\$425.33
4	\$422.98	\$406.73	\$522.00	\$504.35	\$580.10	\$560.90
5	\$524.24	\$504.19	\$647.85	\$626.00	\$720.21	\$696.66
6	\$635.05	\$610.30	\$783.89	\$756.99	\$871.57	\$842.32

Stops/ Week	Size in Cubic Yards					
	2	Add'l	3	Add'l	4	Add'l
1	\$199.82	\$193.37	\$278.72	\$270.72	\$356.58	\$347.13
2	\$378.53	\$366.88	\$533.25	\$518.90	\$686.11	\$669.16
3	\$557.05	\$540.20	\$787.77	\$766.92	\$1,015.65	\$991.20
4	\$735.61	\$713.56	\$1,042.30	\$1,015.15	\$1,345.18	\$1,313.23
5	\$914.28	\$886.98	\$1,296.77	\$1,262.92	\$1,674.66	\$1,635.11
6	\$1,105.85	\$1,072.15	\$1,567.24	\$1,525.69	\$2,023.09	\$1,973.94

Stops/ Week	Size in Cubic Yards					
	5	Add'l	6	Add'l	8	Add'l
1	\$433.29	\$422.54	\$511.95	\$499.60	\$660.91	\$646.21
2	\$836.88	\$817.51	\$991.05	\$969.05	\$1,284.68	\$1,258.58
3	\$1,240.42	\$1,212.42	\$1,470.04	\$1,438.39	\$1,908.39	\$1,870.89
4	\$1,644.06	\$1,607.46	\$1,949.09	\$1,907.84	\$2,532.06	\$2,483.16
5	\$2,047.55	\$2,002.35	\$2,428.14	\$2,377.24	\$3,155.82	\$3,095.42
6	\$2,472.59	\$2,416.64	\$2,930.94	\$2,867.74	\$3,808.48	\$3,733.48

Commercial Monthly Fees for:

See Miscellaneous Section for distance charges, extra bags, etc.

Mountain Containers

Do not add the Monthly Surcharge of \$8.25 to this schedule. However, it is appropriate to add the Mileage Surcharge if applicable.

Stops/ Week	Size in Cubic Yards					
	1	Add'l	1 1/3	Add'l	1.5	Add'l
1	\$138.06	\$133.36	\$169.76	\$164.60	\$188.24	\$182.59
2	\$258.47	\$249.87	\$321.05	\$311.75	\$356.88	\$346.78
3	\$378.78	\$366.38	\$472.26	\$458.81	\$525.72	\$511.07
4	\$499.19	\$482.94	\$623.61	\$605.96	\$694.41	\$675.21
5	\$619.50	\$599.45	\$774.86	\$753.01	\$863.10	\$839.55
6	\$749.36	\$724.61	\$936.31	\$909.41	\$1,043.04	\$1,013.79

Stops/ Week	Size in Cubic Yards					
	2	Add'l	3	Add'l	4	Add'l
1	\$237.92	\$231.47	\$335.88	\$327.88	\$432.79	\$423.34
2	\$454.74	\$443.09	\$647.56	\$633.21	\$838.53	\$821.58
3	\$671.36	\$654.51	\$959.24	\$938.39	\$1,244.27	\$1,219.82
4	\$888.03	\$865.98	\$1,270.92	\$1,243.77	\$1,650.01	\$1,618.06
5	\$1,104.80	\$1,077.50	\$1,582.55	\$1,548.70	\$2,055.70	\$2,016.15
6	\$1,334.47	\$1,300.77	\$1,910.18	\$1,868.63	\$2,480.34	\$2,431.19

**Infectious Waste Fees
Approved December 1, 2003**

Exhibit A

Clackamas County

Number of units	Tub Rates	
	per Gallon	
	20/21	35/48
1	\$ 81.45	\$ 83.25
2	\$ 61.85	\$ 63.50
3	\$ 54.30	\$ 56.00
4	\$ 49.35	\$ 51.00
5	\$ 46.35	\$ 48.00
6	\$ 44.35	\$ 46.00
7	\$ 41.85	\$ 43.50
8	\$ 40.40	\$ 42.00
9	\$ 37.35	\$ 39.00
10	\$ 35.85	\$ 37.50
11	\$ 34.75	\$ 36.50
12	\$ 33.25	\$ 35.00
13	\$ 32.75	\$ 34.50
14	\$ 32.00	\$ 33.75
15	\$ 31.25	\$ 33.00
16	\$ 26.30	\$ 28.00
17	\$ 26.30	\$ 28.00
18	\$ 26.30	\$ 28.00
19	\$ 26.30	\$ 28.00
20	\$ 26.30	\$ 28.00
60	\$ 17.90	\$ 18.75
75	\$ 17.45	\$ 18.05
90	\$ 12.80	\$ 13.10

City of GLADSTONE

Date: March 5, 2013

To: Mayor Byers and City Council

From: Pete Boyce, City Administrator

Re: Discussion – Gladstone Disposal Co.- Ordinance Regarding Property Owner
Responsibility for Service Billing

Gladstone Disposal Company is requesting City Council consider the adoption of an ordinance that would make property owners responsible for any outstanding billing associated with an address that is not paid by the renter. Attached please find a similar ordinance adopted by Oregon City. If City Council would like to adopt such an ordinance the City Attorney would be requested to draft it and it would be submitted to city council at a subsequent meeting.

City Hall
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5223
FAX: (503) 650-8938
E-Mail: (last name)@
ci.gladstone.or.us

Municipal Court
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5224 ext. 1
E-Mail: municourt@
ci.gladstone.or.us

Police Department
535 Portland Avenue
Gladstone, OR 97027
(503) 656-4253
E-Mail: (last name)@
ci.gladstone.or.us

Fire Department
555 Portland Avenue
Gladstone, OR 97027
(503) 557-2776
E-Mail: (last name)@
ci.gladstone.or.us

Public Library
135 E. Dartmouth
Gladstone, OR 97027
(503) 656-2411
FAX: (503) 655-2438

Senior Center
1050 Portland Avenue
Gladstone, OR 97027
(503) 655-7701
FAX: (503) 650-4840

City Shop
18595 Portland Avenue
Gladstone, OR 97027
(503) 656-7957
FAX: (503) 722-9078

12-1

8.20.140 - Public responsibility.

A.

The franchisee, the city and the public shall comply with the provisions of state law, including, but not limited to, ORS Chapters 459 and 459A, ORS Chapter 654 (Employment Safety and Health), and ORS Chapter 656 (Workers' Compensation) as well as the regulations promulgated pursuant thereto by the Department of Environmental Quality, the Workers' Compensation Department, and the State Accident Insurance Fund. The rules for the administration of the Oregon Safe Employment Act and the Oregon Occupational Safety and Health Code shall be complied with. The following requirements shall pertain to service under this chapter:

1.

Garbage, yard debris and recycling receptacles shall be of standard industry design, convenient for use by the customers and shall comply with applicable federal and state occupational health, safety and other requirements. Sunken refuse cans or containers shall be prohibited.

2.

To protect against injury to employees of the franchisee and to protect against rodent and fire danger, cans shall be rigid and composed of materials that resist splitting or cracking from changes in weather conditions.

3.

The customer shall provide safe access to the pickup point so as not to jeopardize the persons or equipment supplying service or the motoring public.

B.

Residential customers shall place the container to be emptied at curbside. For purposes of this section, including recycling bins and yard debris containers, within five feet from the location designated by the franchisee at the edge of the street, alleyway, or other roadway regularly used by the franchisee to collect solid waste. Notwithstanding this requirement, the franchisee shall collect solid waste from the side, or back yard, to which residential customers shall give the franchisee unobstructed and safe access, of those residential customers who qualify as elderly, disabled or handicapped, as defined by the city, or who agree to pay a higher rate for noncurbside collection.

C.

Stationary compactors for handling solid waste shall comply with applicable federal and state safety regulations. No such compactor shall be loaded so as to exceed the safe loading design limit or operation limit of the collection vehicles used by the franchisee. A person who wishes services for a compactor shall, prior to acquisition

of such compactor, inquire of the franchisee as to compatibility with franchisee's equipment or equipment which the franchisee is willing to acquire.

D.

Putrescible solid waste shall be removed from the premises of a customer at regular intervals not to exceed seven days in accordance with Oregon Administrative Rules 340-61-070.

E.

Except as otherwise expressly provided in this chapter, any person who receives service shall be responsible for payment of such service. The property owner of a leased premises shall also be responsible for payment of such service if the tenant receiving the service does not pay for the service. In its discretion, the franchisee shall be entitled to adopt a uniform and reasonable policy to require a cash deposit or advance payment for any service to property occupied by nonowners.

F.

In the event of termination for nonpayment, the franchisee may require advance payment in the future before beginning service to that customer.

(Ord. 06-1001 (part), 2006)

8.20.040 - Franchise—Exceptions.

The exclusive right, privilege, and franchise granted under Section 8.20.030 of this chapter is subject to the following exceptions:

A.

A person may engage in the collection of source-separated materials for recycling or resource recovery, but only for the purpose of raising funds for a charitable, civic, or benevolent activity, under the following conditions:

1.

Such activity shall be conducted in accordance with the terms and under the conditions contained in this chapter, regulations adopted hereunder, and the notice submitted to the city, as required.

2.

A prior written notice of such activity shall be prepared and signed by the person intending to engage in such activity, or an authorized representative, and delivered to the city, with a copy to the franchisee, which notice shall specify the geographic areas and times in which such activities are intended to take place.

3.

Regulations may be adopted to administer these provisions.

B.

A person may transport solid waste, which such person produces, directly to an authorized disposal site or recycling or resource recovery facility. However, the solid waste produced by a tenant, licensee, occupant or person other than the owner of the leased, occupied or licensed premises shall be considered produced by the tenant, licensee, occupant or person and not produced by the landlord or property owner. Therefore, except as provided in this chapter, no person shall provide service for compensation to any tenant, lessee or occupant of any property of such person, and the landlord or property owner shall provide service through the franchisee.

C.

A person may contract with the state or a federal agency to provide service to such agency under a written contract with such agency.

D.

A person may engage in the practice of towing or otherwise removing damaged, discarded or abandoned vehicles or parts thereof, so long as such activity is conducted in compliance with applicable state and local laws.

E.

A person may engage in the practice of pumping, transporting, and disposal of septic tank and cesspool pumpings or other sludge, provided such activity is conducted in compliance with applicable state and local laws.

F.

A person who engages in the occupation of construction contractor for a property owner or tenant in the city and who produces thereby small volumes of solid waste as a result of such work for a property owner or tenant in the city may transport such solid waste in such person's own equipment where the solid waste produced is incidental to the particular job the person is performing.

G.

Collection and transportation of small volumes of solid wastes created in connection with landscaping, gardening, or grounds keeping when the collection and transportation is done by the person employed for that work in such person's own equipment.

H.

A person may collect and dispose of tires if that person has been issued a waste tire carrier permit by DEQ pursuant to ORS 459.705 through 459.790, disposes of tires at a licensed repository as set forth in ORS 459.710(2) and otherwise complies with all legal requirements relating to collection and disposal of tires, DEQ regulations and city and county ordinances.

8.20.020 - Definitions.

For the purposes of this chapter:

"City" means the city of Oregon City, Oregon.

"Commission" means the city commission of Oregon City, Oregon.

"Compensation" means and includes:

1.

Any type of consideration paid for service, including, but not limited to, rent, and proceeds from resource recovery or recycling and any direct or indirect provision for payment of money, goods, services or benefits by tenants, lessees, occupants or similar persons;

2.

The exchange of services between persons, including the hauling of solid waste;

3.

The flow of consideration from the person owning or possessing the solid waste to the person providing service.

"Franchisee" means the person granted the franchise by Section 8.20.030 of this chapter.

"Incidental" means occurring as a minor accompaniment, not to exceed removal of a single small volume haul removed per business (as identified by one business license or contractor's license issued by Metro) at any one property, per year.

"Person" means an individual, partnership, association, corporation, trust, firm, estate or other legal entity.

"Resource recovery" means the process of obtaining useful material or energy resources from solid waste. Except as limited by state law and city charter, this includes:

1.

"Energy recovery" which means recovery in which all or a part of the solid waste materials are processed to utilize the heat content, or other forms of energy, of or from the material.

2.

"Material recovery" which means any process of obtaining from solid waste, by presegregation or otherwise, materials which still have useful physical or chemical properties after serving a specific purpose and can, therefore, be reused or recycled for the same or other purpose.

3.

"Recycling" which means any process by which solid waste materials are transformed into new products in such manner that the original products may lose their identity. The process includes collection, transportation, storage and transfer of solid waste and placing the solid waste in the stream of commerce for resource recovery.

4.

"Reuse" which means the return of a commodity into the economic stream for use in the same kind of application as before without change in its identity. Nothing in this definition shall authorize a use not in conformity with the comprehensive plan zoning ordinance or development regulations of the city.

"Service" means the collection, transportation, storage, transfer, disposal of or resource recovery of solid waste, including solid waste management.

"Small volumes" means amount not to exceed 2000 pounds removed in a single haul.

"Solid waste" means:

1.

All putrescible and nonputrescible wastes, as defined by ORS 459.005(24), including, but not limited to, garbage, rubbish, refuse, ashes, waste paper, cardboard, grass clippings, compost, scrap metal, glass, storage pallets, equipment and furniture, demolition and construction debris, inoperative vehicles, vehicle parts, except as excluded below, inoperative home or industrial appliances or machinery or parts thereof, manure, vegetable or animal solid and semisolid wastes or infectious wastes, as defined in ORS 459.386(2), but the term does not include:

a.

Environmentally hazardous wastes, as defined in ORS 466.005;

b.

Sewer sludge and septic tank and cesspool pumping, chemical toilet waste and other sludge;

c.

Reusable beverage containers, as defined in ORS 459A.700 through 459A.740;

d.

Material used for fertilizer or for other productive agricultural operations in growing or harvesting crops and the raising of fowls or animals;

e.

Lead-acid batteries, as defined and regulated by ORS 459.420 through 459.437;

f.

Waste tires, as defined and regulated by ORS 459.705 through 459.790;

g.

Articles kept in a storage area maintained so as to not constitute a safety, health, or fire hazard and screened from public view by means of a solid fence, trees, shrubbery, or other appropriate means;

h.

Vehicles kept on the premises of a business lawfully engaged in wrecking and junking of vehicles.

2.

The fact that materials that would otherwise come within the definition of solid waste may from time to time have value and thus be used or usable does not preclude such materials from this definition.

"Solid waste management" means the prevention or reduction of solid waste; management of the storage, transfer, collection, transportation, treatment, utilization, processing and final disposal of solid waste; resource recovery from solid waste; and facilities used for those activities.

"Source separation" means the separation or setting aside of waste, by the source generator or producer of the waste, for recycling or reuse. Total source separation means the complete separation by the source generator or producer of the waste by type or kind of waste from all other types or kinds of waste. Total source separation requires each type or kind of recyclable material such as newsprint, computer paper, cardboard, glass, ferrous cans and aluminum cans to be distinctly separated into a separate package, container or stack in preparation for collection. For example, newspaper, cardboard, glass, ferrous cans and waste wood are each placed in a separate container and no two or more recyclables are mixed in the same container.

"Waste" means material that is no longer wanted or usable by the source, the source generator or producer of the material, and the material is to be disposed of or resource-recovered by another person, and includes both source-separated material and nonsource-separated materials.

(Ord. 06-1001 (part), 2006)

12-7

February 26, 2013

Gladstone City Council:

When you travel south from Portland to Oregon City, you pass through Milwaukie, Oak Grove, Jennings Lodge, and Gladstone. Most people probably don't even know when they travel through Jennings Lodge. The area is named after Berryman Jennings, a pioneer, a teacher, doctor, businessman, and a legislator. He was also First Grand Master of Masons in Oregon.

The Jennings Lodge CPO would like to identify the historical significance of the area by means of a sign along River Road; and at its last meeting, CPO members voted unanimously to support this effort and pay for it largely through donations.

Since we are in an unincorporated area, we are seeking your permission to place the sign along River Road at the northerly boundary of Gladstone, the exact place to be determined.

Please help us to give recognition to a true pioneer who settled on a donation land claim in our area, an area that bears his name today and identifies one of his many achievements.

Jennings Lodge CPO

Carol Mastromade / chair



Oak Lodge
**HISTORY
DETECTIVES**

investigating the past • enriching the future

Feb. 27, 2013

Oak Lodge History Detectives
14726 S.E. Oatfield Rd.
Milwaukie, OR 97267-2901

To Gladstone City Council:

The place we know of as Jennings Lodge has been in existence since the death of pioneer Berryman Jennings in 1888 and was first platted as the "Jennings Lodge" town site in 1903. Residents that have lived in that area a number of years, as well as most that have lived in the Oak Lodge area for some time, have at least some idea of what is meant by "Jennings Lodge". However those from outside the area and newcomers have no knowledge of where its boundaries are, or that it even exists.

The Oak Lodge History Detectives is a local non-profit corporation dedicated to promoting the place and appreciation of local history in the Oak Lodge area. We are in agreement with, and fully support the Jennings Lodge CPO in their effort to have a sign placed on River Road at or near the northernmost city limits of Gladstone as a means of identifying Jennings Lodge as a place and educating the public about its history. At our Feb. 14th meeting we voted to support the effort, as well as contribute toward its cost.

Sincerely,

A handwritten signature in cursive script that reads "Michael G. Schmeer". The signature is written in black ink and is positioned above the printed name and title.

Mike Schmeer

Chairman, Oak Lodge History Detectives

13-2

APPOINTMENT TO PARK AND RECREATION BOARD

March 6, 2013

Please be advised there is one (1) vacant term on the Park and Recreation Board which expires December 31, 2015.

The Park and Recreation Board consists of seven (7) members appointed to three year terms by the Mayor with the approval of the City Council. The Park Board includes one representative each from the Planning Commission and City Council. Appointees must be residents of the City of Gladstone.

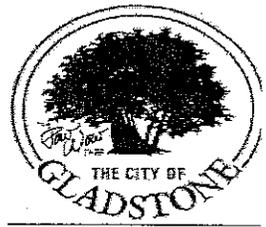
Duties of the Park and Recreation Board include:

- ◆ Maintain citizen and agency involvement in park and recreation.
- ◆ Serve in an advisory capacity to the City Council in matters pertaining to cable television, park and recreation programs, developing park master plans.
- ◆ Act as an advisory board regarding development of the Gladstone Comprehensive Plan and its periodic review and update (Resolution No. 438 and 556).

Notice of the committee vacancy was advertised in the December, January and February newsletters. As of this date applications to the Park and Recreation Board have been received from:

- John T. Miller, 18125 Stonewood Drive, has lived in Gladstone since 2009, is employed by Horizon Air and is a member of the Oregon Army National Guard. Mr. Miller would like to help maintain, foster and develop a community environment in which families and children can thrive.
- Alexander Tahtinen, 17666 Kirkwood Road, has lived in Gladstone since 2010, and is employed by WinCo Foods. Mr. Tahtinen has a desire to become politically active. He is hoping that even if he does not get accepted for this position, the leaders of the City of Gladstone would guide him to a prudent political future of service to the people and for the people.
- Doreen Utz, 445 E. Exeter, has lived in Gladstone for 25 years, and is employed by the State of Oregon. Ms. Urz's children have grown and she has free time. She uses the facilities and would love to contribute to the upkeep, care and protection of our parks.

RECOMMENDATION: Appoint one applicant to a term on the Park and Recreation Board that expires 12/31/15.



CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Comm.
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Bd.

NAME: **John T. Miller**
 ADDRESS: **18125 Stonewood Drive, Gladstone, OR 97027**
 TELEPHONE: **(Cell) 503-381-4015 (WORK) 503 384-4311**
 EMAIL: **john.troy.miller@gmail.com**
john.troy.miller@us.army.mil
john.miller@horizonair.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: **October 2009 to Present**

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

- 1. Horizon Air: Manager of Stores (Warehousing / Aircraft Parts Logistics)**
- 2. Officer, Oregon Army National Guard: Aide-De-Camp to the Adjutant General**

DESCRIBE YOUR ACTIVITIES AND INTERESTS:

- 1. Family (Married with 5 Children – Three in Gladstone Schools)**
- 2. Outdoor Activities (Camping, Fishing, Hiking, etc.)**
- 3. Professional Memberships: Military Officers Association of America (also Portland chapter), National Guard Association of the United States (also Oregon chapter)**

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

- None within Gladstone**
- Oregon Army National Guard (former Operations Officer for State Emergency Response)**

Have you ever applied for a Committee Position Before? **No**

If yes, when? **N/A** What Committee? **N/A**

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

To help maintain, foster and develop a community environment in which families and children can thrive.

SIGNATURE:

DATE: 22 February 2013

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CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Comm.
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Bd.

NAME: Alexander Tähtinen

ADDRESS: 17666 Kirkwood Street, Gladstone

TELEPHONE: (HOME) 503 722 5200 (WORK) 503 682 8188

EMAIL: alexander.j.tahtinen@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 2 1/2 years (June 2010)

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Activities: Music (Violin), Reading, Church, Work (Baker at WinCo Foods)

Interests: Politics (U.S. & World), History, Music, People, Culture, my faith (Christian)

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 Commission, Board or Committee? (Attach additional materials or information if you wish).

I desire to become politically active, I'm hoping that even if I do not get accepted for this position the leaders of the City of Gladstone would guide me to a prudent political future, of service to the people, and for the people.

SIGNATURE: Alexander J. Tähtinen DATE: March 4, 2013



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Comm.
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Bd.

NAME: DOREEN WIZ

ADDRESS: 445 E EXETER

TELEPHONE: (HOME) 39752207 (WORK) _____

EMAIL: doreenwiz@yahoo.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 25 years

OCCUPATION/EMPLOYER (state your specific line of business):
State of OR Disability analyst

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Hiking, walking, reading, history

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: N/A

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

If yes, when? _____ What Committee? _____

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

My children have grown and I have free time, I use the facilities and would love to contribute to the upkeep, care, and protection of our parks.

SIGNATURE: Doreen Witz DATE: 3/5/13

City of **GLADSTONE**



Date: March 5, 2013
To: Mayor Byers and City Council
From: Pete Boyce, City Administrator 
Re: Library Management Outsourcing

City Council adopted, by a four to three vote, the following motion at its January 8, 2013 regular meeting: "Councilor Nelson moved and Councilor Jaren seconded a motion to request the City Administrator not pursue library outsourcing."

City Councilors Nelson and Reisner are requesting that City Council reconsider that decision. I have attached an excerpt of the minutes from the January 8, 2013 council meeting that pertain to this topic.

City Hall
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5223
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525 Portland Avenue
Gladstone, OR 97027
(503) 656-5224 ext. 1
E-Mail: municourt@
ci.gladstone.or.us

Police Department
535 Portland Avenue
Gladstone, OR 97027
(503) 656-4253
E-Mail: (last name)@
ci.gladstone.or.us

Fire Department
555 Portland Avenue
Gladstone, OR 97027
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FAX: (503) 722-9078

15-1

Library Management Outsourcing Portion

8. Library Management Outsourcing. City Administrator Boyce submitted information on outsourcing. Council asked him to look into LSSI (Library Systems and Services) to see if it was an option for Gladstone. This is an option; they could operate under the limitations the City has with the IGA that sets up the library district. The City would continue to own the building, be required to keep up the building, maintain the grounds, and own the collection, computers and contents of the building. The City will likely have to provide janitorial services and provide property insurance. He has met with company representatives and they are not willing to provide specific numbers until Council makes a formal motion or adopts a resolution requesting that information.

Most jurisdictions that go with LSSI are either having financial difficulties or have serious management deficiencies. The City would continue participation in the library network, however the LSSI bottom line will dictate what they would charge if they automate using their own system. The City would have to buy the hardware and software for that system. The City won't be able to trade with local libraries within the county as they trade with other LSSI libraries. The closest of which is in Jackson County. The existing library district allows for inter-library loan and exchange of information.

QUESTIONS FROM COUNCIL

- Will current library employees receive equal pay to what they are receiving now or will they have to take what the LSSI offered. Answer: If LSSI were to take over all of the existing library staff would be eliminated and will have to be evaluated by LSSI to reapply. There are varying opinions on the use of LSSI, some good and some not good. The public loses some control by going with LSSI.

City Attorney asked Council for direction on how to proceed with this issue. The City is in the situation where they are operating without a library director.

PUBLIC COMMENTS

Nancy Eichsteadt, Gladstone Library Foundation President, 665 Barbary Place pointed out there are 30 volunteers at the library. You lose the connection to the community and volunteers when you outsource. They will be honoring the volunteers at a Tea on January 17, 2013. These 30 volunteers have contributed over 2,292 hours to the library this year alone. If you take minimum wage, it equals to over \$20,000 the volunteers have helped with towards the library. There would be no reason to have volunteers with a for-profit community. She received a note from Jim Shefkey, former State Librarian and his experience in examining this issue is that LSSI or any similar operation has zero incentive to do anything beyond the bare minimum in services and hours. Jackson County library is open 8

hours a week. Medford Library is only open four days a week for a total of 24 hours.

Penny Hummel, 316 NE 24th Avenue, Portland stated she is the library director in Canby (LINCC library director), a member of the Library District Advisory Committee (advisory board for the library district), and president elect of the Oregon Library Association. She has concerns about the prospect of privatization of one of our public libraries here in Clackamas County. She commended the City for investigating LSSI for transparency, local control, what happens to employees, benefits and salary, level of service, and decisions as to a financial bottom line for a for-profit company versus public good. For over 200 years public libraries have earned the respect of residents they serve. In the library profession they are very concerned about the prospect of privatization because it seems to cut at the very fiber of what public libraries are all about. The guiding principle of a library director is look at what's best for the customers and how to provide that service. There have been discussions about privatizing or working with LSSI and it resulted in many unanswered questions. There are IGA (intergovernmental agreements) between the cities and the county that allow those who work for the cities to receive funding that the voters overwhelmingly approved in 2008.

Elizabeth Taylor, 14131 SE Arista Drive, Milwaukie is a patron of the Gladstone Library. The City is going to be required to maintain the building. The building is the reason a needs assessment was done as it does not meet City needs. If the City is required to maintain the building can LSSI come in and make the City change the building to meet their needs. Will this result in loss of control over the finances of the building and will the building meet both requirements? Will the City have to spend funds to upgrade the building to meet both requirements?

The building may pose a financial impact to the City that may offset any savings by outsourcing employees. Outsourcing the employees to LSSI removes them from being employees of the City. They can apply to become an employee of LSSI. If they are hired by LSSI and the City wants to take the library back, they cannot rehire those employees. They may be able to keep a job, but they may not be able to keep a career if the City wants to take the library back. If budgeting is the concern, let the Budget Committee reduce the budget. If it is a matter of saving money why not look at it through reducing the budget. The Library Director that the City was looking for before is different than a director that the City needs now. The director before was needed to spearhead building a new library. A different type of person was probably applying for that job than might apply for the job to come in and be the library director of the Gladstone Library.

Craig Seghers, 17400 Webster Road stated that 90% of what he gets from the library comes from outside the library (sent in from being on hold). He will lose this service unless the City can get the County to do this for free for a private firm. If the City wants books brought in they will have to pay the county to do that. With the system under the City's control they can talk to city staff about their

concerns. LSSI is a private equity firm, not a public corporation. He is opposed to selling off the library.

Don Tacha, 6135 Glen Echo asked Council if 20 years from now libraries are going to exist as we know them today. What is the point of spending money on new libraries to make a library that is not going to be here? The digital age is going to make libraries extinct. The City will have to pay for another big mistake that isn't going to pan out for anybody. 20 years from now people will get on their computers at home through free internet and get anything they can get from a library. TV 20 years from now will not be on a TV, it will be on a computer. Maybe the library should be several small buildings with computer stations where people can go and surf the internet for free and read all the books they want.

Mary Achartory, 17528 SE Valley View Road stated she is 500 feet out of the city limits. Gladstone Library is her library. She disagrees that in 20 years she will not have to pay for internet service. Libraries will always be needed. Not everyone can afford a computer, not everyone can afford internet service, and not everyone can afford a car. Libraries provide services that people cannot afford. Libraries will always be a necessity; children will always want to have a book in their hands to read.

Councilor Nelson moved and Councilor Jaren seconded a motion to request the City Administrator not pursue library outsourcing.

Councilor Busch suggested the staff to prepare an RFP to have LSSI come and give a presentation and give a proposal to Council to review. Administrator Boyce stated that LSSI would gladly come in give a presentation and bid, but are asking for a formal motion from Council asking them to do so. Councilor Mersereau agrees that more information can be gained from a bid.

Roll: Jaren, Nay; Mersereau, Nay; Martinez, Aye; Reisner, Aye; Busch, Nay; Nelson, Aye; Mayor Byers, Aye.

Motion carried 4-3.

Council Guidebook

City of Gladstone, Oregon



COUNCIL GUIDEBOOK
City of Gladstone, Oregon

This Guidebook was adopted by the Gladstone City Council at a public meeting. The Guidebook is intended to be a working document that is a guide for Council actions and practices. It is expected that the same laws, policies and ways of doing business will change over time and that this Guidebook will be amended.

The most current, signed version of the Council Guidebook is filed with the Gladstone City Clerk. A copy is posted on the City of Gladstone website under the City Government/ City Council section,

Gladstone, Oregon - City Council Guidebook

Approved: January 13, 2013 - DRAFT

Amended:

Amended:

Amended:

Signed:

Wade Byers, Mayor

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FORWARD

In the course of serving as a public official, you will become involved with many issues. This manual attempts to centralize information on common practices related to local government and your role as a member of the Gladstone City Council. The guidelines and issues addressed in this publication are often complex and subjective.

Use this guide only as a reference; it is not intended to establish law. Many formal policies that impact the City Council are included in the Appendices. However, it is not possible for this guide to incorporate all materials and information necessary for undertaking Council business. Many other laws, plans, and documents exist which bind the City Council to certain courses of action and practices.

This guide is intended to be a helpful resource, and should not be used as a substitute for the guidance or opinion of the City Attorney.

Information contained in this guide will be reviewed by the City Council as needed, or every two years in conjunction with orientation for the new City Council members.

While many laws and documents lead the way, the City Council has taken on a City Mission, Vision and Value Statement to assist in developing and making decisions.

City Mission Statement

The city government of Gladstone provides active planning and implementation to support a high quality of life for our community.

We do that by:

- Communicating and working cooperatively with the citizens
- Controlling costs through training, contractual work, careful budgeting and managing administrative expenses
- Supporting and diversifying funding for city services including parks, libraries, public safety, the senior center and utilities
- Using volunteers and citizen committees effectively
- Promoting good customer service
- Building collaborations with federal, state and county organizations

City Vision Statement

Gladstone attracts those who enjoy our parks, rivers, recreational trails, local history and culture. Visitors have a diverse, small town shopping experience, special places to dine, and an opportunity to enjoy the local history and culture of this historic community during their stay.

Gladstone is a place where community members are comfortable, safe, raise families, work, and play in a friendly atmosphere. The schools are vibrant with curious students and dedicated teachers. Sidewalks and cross walks are clean, well lit and safe, with beautiful sustainable landscaping, and easy access to pedestrian shopping.

Public transit connects local and regional commercial areas to residential areas while providing diversity with a strong tax base. Our citizens know that a prosperous economy results in a sustainable healthy environment.

The community has a “small town” feel, with access to diverse local goods and services so people don’t have far to drive for convenience items. In the evening, downtown is bustling with diners eating and drinking while overlooking our river vistas. One can join friends and neighbors in a setting surrounded by sustainable garden planting demonstrating pride of ownership. Old and new buildings blend to make the downtown interesting and dynamic. The two-rivers setting inspires small business development that is unique and specialized – offering an unusual shopping experience. Gladstone is for everybody!

City Values Statement

The council and staff of the City of Gladstone believe our priority is to be transparent in our work and fiscally responsible with public monies. We hold dear our pride in the volunteers that give time and effort into making this community more beautiful, sustainable and culturally rich. We respect and trust our community organizations and governmental partners that keep us diverse, and we value and cherish the unfiltered debate between citizens, city staff and city government over challenges and opportunities that come our way. We appreciate how citizens advocate to others about this place we call home.

FREQUENTLY ASKED QUESTIONS

What is the Consent Agenda? (See 2-25)

How do I place something on the agenda? (See 2-17 thru 2-23 Sections re: the meeting process)

How specific should motions be? (See Parliamentary Procedures in Appendix B)

How does an Executive Session get scheduled? (See 2-32 Executive Sessions)

What happens to an item once it is referred to a committee? (See-3-5 What happens to an item once it is referred to an advisory board or Committees?)

How do I know if a letter addressed to the full Council has been responded to? (See Chapter 7 the Communications chapter)

How much staff time can I use for policy research? (See Chapter 4 - Interaction with City Staff & Officials)

CHAPTER 1 - INTRODUCTION AND OVERVIEW

As a Gladstone City Council member, you establish important and often critical policies for the community. You are also a board member of a public corporation with an annual budget in the millions of dollars. State laws and local ordinances grant the powers and the responsibilities of the Council. New Council members learn early that on the scope of services and issues addressed by the city organization go well beyond those frequently reported in the newspaper or discussed at City Council meetings. In addition, the City Council is subject to certain City of Gladstone Administration Guidelines, of which the applicable guidelines are included in Appendix A of this document.

1-1 History of Gladstone City Government

According to history, Judge Cross formally incorporated his city on January 10, 1911 and Oscar C. Freytag became its first Mayor. In the early years a Councilor was known as an Alderman. Since 1911, there have been 132 persons on record as being Mayors or Council members thru 2012. Since that time there has been a Mayor and six Council/Alderman members. Mayor Wade Byers has been in office since 1979 – Present. He started as a Councilor a couple of years prior to becoming Mayor.

1-2 Council-Administrator Form of Government

The chief characteristic of this form is that the council appoints a qualified professional person as an administrator to take charge of the daily supervision of city affairs. The administrator serves at the pleasure of the council.

An absolute separation between policy and administration does not really exist in city government. However, the councilor-administrator plan works best when the council exercises its responsibility for policy leadership and respects the administrator's leadership role and responsibility of administration.

The Council members shall not give orders to city employees. If any of the Councilor's think differently than how something is done and/or is handled, they will work the specific issue(s) with the City Administrator of which he or she will handle as they see fit.

It is also understood that City Council members will not attempt to influence or coerce the City Administrator with respect to appointments, purchasing, or other matters. However, the charters do not prohibit the council from discussing administrative matters with the Administrator in open meetings.

1-3 Orientation of New Members

It is important for the members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the City Council, the City Administrator and Department heads will host an orientation program that provides an opportunity for members to tour municipal facilities and meet with key staff.

At any time, if there are facilities or programs about which you would like more information, please make arrangements through the City Administrator and Department heads to increase your awareness of these operations.

1-4 Overview of Basic City Documents

The link to some documents is through the Cities website at <http://www.ci.gladstone.or.us>.

The other documents that affect this Gladstone City Council Guidebook are noted in Appendix A and Appendix B.

Appendix A covers those documents that are controlled/written generally by Gladstone City staff or Attorney(s) and were approved, by the Gladstone City Council.

Appendix B covers documents that were written and approved by the State of Oregon or League of Oregon Cities.

1-5 Gladstone Municipal Code (GMC)

The Gladstone Municipal Codes starts with a Table of Contents with the Cities Charter and Charter Index and Titles thereafter from one thru the end, of which there is an Index and Tables that provides an Ordinance List and Disposition Table to assist in finding the specific item/code that you are looking for.

The Cities Charter covers how the city is governed while Titles and codes thereafter break down specifics for the Titles listed.

1-6 City Administrative *Guidelines*

The City's Administrative Guidelines are personnel policies developed by the City Administrator and his/her staff and Department Heads. The Gladstone Personnel Handbook is a composite of these guidelines and its use is approved by the City Council.

These guidelines as applicable to the City Council are included in Appendix A of this document.

1-7 Comprehensive Plan

A Comprehensive Plan is a long-range general policy guide in which a municipal government sets forth its major policies concerning desirable future development over a period of fifteen to twenty years.

The Gladstone Comprehensive Plan includes two Sections. The first covers the Goals, Objectives, Policies and Implementation Strategies. This section was originally completed in 1979 and has been updated four times since, October 2006 being the last.

The second section covers Inventory and Analysis and was completed in April of 1979.

1-8 Annual Budget

The annual budget is the primary tool and road map for accomplishing the goals of the City. The budget document is the result of one of the most important processes the City undertakes. By adopting the annual budget each June, the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for governmental operations.

The City of Gladstone and Gladstone Urban Renewal budget is estimated by the City Administrator. A packet of material is reviewed and approved by the Budget Committee and City Councilors prior to each fiscal year end. The Fiscal Year for Gladstone is July 1st - June 30th.

CHAPTER 2 - GLADSTONE CITY COUNCIL: GENERAL POWERS AND RESPONSIBILITIES

2-1 Overview

Fundamentally, the powers of the City Council are to be utilized for the good of the city and its residents; to provide for the health, safety and general welfare of the citizenry. Accordingly, the City of Gladstone values personal honesty and integrity, open and accessible government, fiscal responsibility, fair treatment of individuals and a customer service emphasis in an organization.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor has some additional ceremonial and presiding officer responsibilities as described below, when it comes to establishing policies, voting, and in other significant areas, all members are equal.

Policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Council members should respect adopted Council policy.

It is the City Administrator's responsibility to ensure the policy of the Council is enacted. Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Council members who held a minority opinion on an issue.

2-2 Council Non-Participation in Administration

The City Council is the legislative branch of Gladstone City Government, and the City Administrator and his/her staff are the executive/administrative branch. In order to uphold the integrity of the council-administrative form of government, and to provide proper checks and balances, members of the City Council refrain from becoming directly involved in the administrative activities; as previously noted in the Council-Administrator Form of Government subject matter

2-3 Council Non-Participation in Judicial Matters

The Municipal Court Judge is appointed by the Council.

The City Administrator, Municipal Court judge, and the City Attorney, staff and Council may not interfere with judicial processes or decisions. Furthermore, the City Council has no policy direction over judicial matters

2-4 Role of Council Members

Members of the Gladstone City Council are collectively responsible for establishing policy, adopting an annual budget, providing vision and goals, and hiring and supervising the City Administrator, Municipal Court judge, and the City Attorney. The following outline is a brief description of the various duties of Council members. The description is not intended to be comprehensive, but rather it is an effort to summarize the primary responsibilities of the Council.

Obligatory Duties

Summary of Council duties and responsibilities as established by the City Council while staying within the Cities Charter as set forth by the Gladstone Municipal Code (GMC.)

2.4.1 Establish Policy

- 2.4.1.1 Adopted goals and objectives
- 2.4.1.2 Establish priorities for public services
- 2.4.1.3 Approve and/or amend the operating and capital budgets
- 2.4.1.4 Approve intergovernmental agreements and contracts
- 2.4.1.5 Adopt resolutions

2.4.2 Enact Local Laws

- 2.4.2.1 Adopt ordinances

2.4.3 Supervise Appointed Officials

- 2.4.3.1 Appoint City Administrator, Municipal Court judge, and the City Attorney,
- 2.4.3.2 Evaluate performance of City Administrator, Municipal Court judge, and the City Attorney,
- 2.4.3.3 Establish advisory boards and commissions
- 2.4.3.4 Make appointments to advisory bodies
- 2.4.3.5 Provide direction to advisory bodies

2.4.4 Decide annually which Council members will serve on outside boards, councils, commissions or committees.

2.4.5 Call special elections when necessary

Council's Role in the Community

Summary of implied or traditional Council duties and responsibilities

2.4.6 Provide Public Leadership

2.4.6.1 Relate wishes of constituents to promote representative governance

2.4.6.2 Mediate conflicting interests while building a consensus

2.4.6.3 Communicate the City's vision and goals to constituents

2.4.6.4 Represent the City's interest at regional, county, state, and federal levels

2.4.7 Decision-Making

2.4.7.1 Study problems

2.4.7.2 Review alternatives

2.4.7.3 Determine best course of public policy

2-5 City Department Operations and Public Policies

The City has several departments that have an impact on how the City operates. It is the desire of the City Council to have an operational and public policy for each department that falls within the framework of this Guidebook. The Departments within this framework include:

2.5.1 City Administration

2.5.1.1 Personnel Handbook – Goal January 2013

2.5.2 Police Department

2.5.2.1 *Public Policy on Policing for the City of Gladstone, Jan.2010*

2.5.3 Fire Department

2.5.3.1 Waiting – (In process)

18-14

2.5.4. Public Works

2.5.4.1 Waiting – (In process)

2.5.5 Library

2.5.5.1 Waiting – (In process)

2.5.6 Senior Center

2.5.6.1 Waiting – (In process)

The City Council will ensure that departmental operations and public policies are made and enforced. The City Council will also make certain that policies are reviewed by each department on a minimum of five years and updated as appropriate.

2-6 Representation on Council Committees, Commissions and Boards

The Gladstone City Council has established six (6) standing committee, by the City ordinance. The committees are named accordingly:

2.6.1 Budget Committee

The Budget Committee consists of the seven (7) members of the City Council and an equal number of citizens at large. Appointments are made by the City Council for three year terms, which are staggered so that about one-third of appointed terms end each year (Chapter 294 of the Oregon Revised Statutes.) Usually in early spring, the Budget Committee receives a copy of the proposed budget and the budget message. When the Committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, it is approved. The budget is then referred to the City Council and Urban Renewal Agency for Public Hearings prior to adoption, appropriations and levying of taxes. In recent years, the Budget Committee has discharged its duties in one Tuesday evening meeting, although additional meetings may be called.

Budgets from prior years are shown on the City's website
<http://www.ci.gladstone.or.us>

2.6.2 Library Board

The Library Board consists of five (5) members who are not officers or employees of the city and are appointed by the City Council to four (4) year terms. Members are eligible for re-appointment to a second four year consecutive term, staggered so that there will always be holdover members. The Board meets monthly on fourth Tuesday evenings.

Each Board member shall have one (1) vote. The Library Director shall sit with the Board and take part in its discussions or deliberations, but shall have no vote on any matter to come before the Board. The Mayor also appoints with the approval of the City Council, a liaison from the City Council that does not have a vote.

The Board makes recommendations to the City Council regarding prospective Board members based on review of a standard application form(s) and possible personal interview(s) when vacancy(s) occur. The Mayor and City Councilors make the final approval of applicants (Resolution No. 618 including the Bylaws.)

Duties include:

- 2.6.2.1 Advise the Library Director on policy matters pertaining to the Gladstone Public Library.
- 2.6.2.2 Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-standing needs of the community.
- 2.6.2.3 Make recommendations to the City Council regarding matters as outlined above.
- 2.6.2.4 Recommend to the City Council prospective Board members based upon review of a standard application form and possible personal interview as Board vacancies occur.
- 2.6.2.5 Serve as an autonomous body to represent the needs, interests, and desires of the entire service area of the library.

2.6.3 Parks and Recreation Board

The Parks and Recreation Board, consists of nine (9) members. One (1) member shall be from the Planning Commission and one (1) member shall be from the City Council. The remaining seven (7) members shall be residents of the city. The Park Board shall meet at least once per month. Five members present at the meeting shall constitute a quorum. This Board is appointed by the Mayor with approval of the City Council (Resolution (Resolution Nos. 299, 438, 556 and 603.)

Duties include:

- 2.6.3.1 Citizen and agency involvement in park and recreation.

2.6.3.2 An advisory capacity to the City Council in matters pertaining to park and recreation programs, developing park master plans.

2.6.3.3 An advisory board regarding development of the Gladstone Comprehensive Plan and its periodic review and update.

2.6.4 Planning Commission

The Planning Commission (PC) consists of seven (7) residents who are appointed by the City Council based on their qualifications. The Commission is to meet once a month per Gladstone Municipal Code, which are to be attended by the City Attorney who offers legal and procedural advice on relatively complex matters.

A Gladstone City Council member is not to be a part of a PC session that is addressing a Gladstone Municipal Code project. The PC is to make a decision that is not to be influenced by the City's Council involvement. After an issue is voted on, a recommendation is presented to the Council, by the City Administrator. Of which a final decision can be made by the Council most of the time (exceptions to apply pursuant to Chapter 17 of the GMC.) The Minutes of the proceeding PC sessions, and any important information leading to the decision is to be a part of the final decision. If the Council needs more information then more testimony can be asked to clarify the issue by the PC. Likewise a PC member, can introduce input, regarding a PC recommendation, if he/she believes the information presented may lead to a misunderstanding and possibly a poor decision made by the City Council.

Duties include:

2.6.4.1 Design Review

2.6.4.2 Code Review

2.6.4.3 Code Development

2.6.4.4 Comprehensive Plan Review

2.6.5 Senior Centers Advisory Board

The Senior Center Board of Directors consists of seven (7) voting members; two thirds (2/3) of whom shall be fifty-five (55) years of age or older who are not officers or employees of the city; one (1) representative from each of the following groups shall sit on the Board but shall hold no vote: City Council, Loaves & Fishes and Senior Center Staff. The Board is appointed by the

Mayor with the approval of the Council for terms of three years and is scheduled to meet quarterly, usually on a Tuesday afternoon. Duties of the Senior Center Board of Directors include (Resolution No. 624 including the Bylaws):

Duties include:

- 2.6.5.1 Serve in an advisory capacity to the City of Gladstone, City Council, and Senior Center staff on matters affecting program and policy.
- 2.6.5.2 Provide for educational, recreational, nutritional, social and cultural needs, and promote mutual friendliness between individuals and groups who participate.
- 2.6.5.3 Ascertain the needs of older persons, to coordinate and mobilize public and private resources at all levels, and to gain, build, develop and maintain such programs.
- 2.6.5.4 Develop volunteer opportunities for all individuals to serve one another and their community.
- 2.6.5.5 Cooperate with the city and other agencies to provide enhanced senior services for the center and its community.

2.6.6 Traffic Safety Commission

The Traffic Safety Commission consists of seven (7) members appointed to a three year term by the Mayor with the approval of the City Council. A City Council member, that is a liaison to the Commission, has full voting rights but is not eligible for election as an officer. Applicants must be city residents. Recently the Traffic Safety Commission has met infrequently, probably two or three times per year, in large part due to use by the Police Department of a Speed Monitoring Awareness Radar Trailer that is placed on streets in response to speeding complaints. The Traffic Safety Commission usually meets on the fourth Monday evening of a month.

Duties include:

- 2.6.6.1 Researching, developing, and implementing coordinated traffic safety programs which meet local needs.
- 2.6.6.2 Acting in an advisory capacity to the City Council and the City Administrator in the coordination of traffic safety activities of the official agencies and departments of the City of Gladstone.

- 2.6.6.3 Upon request, providing research and furnishing information to other official agencies of the City of Gladstone.
- 2.6.6.4 Promoting public acceptance of official programs proposed or instigated by the city.
- 2.6.6.5 Fostering public knowledge and support of traffic law enforcement and traffic engineering problems.
- 2.6.6.6 Coordinating with the public and private school systems of the city in promoting traffic safety aids in the schools and promoting the education of the public on traffic safety.
- 2.6.6.7 Assisting in the overall reduction of traffic accidents, injuries, and deaths on the city's streets.

2-7 How Committee Agendas are Formed

A draft work plan, including tentative schedule, is developed by the committee at its first meeting of the year. The work plan is based on referred items carried on from the prior year, plus committee member and staff knowledge of emerging issues / policies. The draft work plan is forwarded to the full Council for review and approval as a Consent Agenda item.

During the year, items by concurrence with a referral request by a majority of Council members at a Council meeting. Requests for a referral to a committee may be made by the Mayor, individual Council members, or the City Administrator.

Throughout the year, a Council majority may refer an item to a committee agenda during the regular meeting. Afterwards, the staff liaison will consult with the committee chair to determine when this referral can be added to the committee's current work plan. Due to time constraints and / or heavy work loads, the committee chair may decide the item should be added to the work plan for the next year. In this case, if a majority of the Council members still feel the item should go to the committee in the current year, they may request the committee chair add an extra meeting to the committee agenda.

2-8 Committee Recommendations

Committee recommendations will be presented to the full Council by the respective Committee Chair. Usually, the committee chair will report the committee's findings during member reports at the Council meeting, or findings may appear as an action item

on the Consent Agenda. If an item does not have a unanimous recommendation from the committee, it shall not be placed on the Council's Consent Agenda. A Council committee chair may request that a specific item from the committee be placed on the Council's agenda as an "Regular Business" item, even if committee support is unanimous. When a committee recommendation is forwarded to the Council for action, the staff (transmittal) report will include an explanation from the committee chair of the committee's rationale for its recommendations. The rationale will be presented in a on the ("staff") report.

2-9 Non-Committee Member Attendance at Council Committee Meetings

A Council member may go, as any person to a public committee meeting. It should be understood however, that no more than three (3) City Council members shall be part of any committee other than a public Council Meeting, Work Session or Special Session.

An advisory committee is generally created by a city council resolution, and its members are selected by the Mayor and Council. City Councilors may be appointed as regular members of such committees, as ex officio members, or maybe given liaison roles.

2-10 Representation on Inter-local and Community Boards by Council Members

The same as previously noted in 2-8.

The City's Boards include:

2.10.1 Park and Recreation Board

2.10.1.1 Nine members, one being a City Councilor, one being from the Planning Commission and seven lay members that are City residents (Resolution Nos. 299, 438, 556 and 603.)

2.10.2 Gladstone Library Board

2.10.2.1 Five members. The Library Director shall sit with and be part of discussions but will have no vote. One City Councilor is appointed liaison, with no vote Resolution No. 618 including the Bylaws.)

2.10.3 Gladstone Seniors Board of Directors

2.10.3.1 Seven members. One City Councilor is appointed to attend with no vote, along with the Loaves and Fishes, and Senior Center staff (Ordinance 928, Resolution No. 624 including the Bylaws.)

2-11 Role of Mayor

The mayor shall be chairperson to the Council and preside over its deliberations. The Mayor shall be an equal voting member of the Council. The Mayor shall have the authority to preserve order, enforce the rules and determine the order of the business under rules of the Council.

The Mayor shall oversee the general affairs of the city. The mayor shall appoint, with approval of the Council, the committees provided by the rules of the Council. He/she sign all records of proceedings approved by the Council. He/she shall have no veto power.

2-12 President of the Council

A Council member shall be elected by ballot, by the membership to take the Mayors place in his/her absence. The election will take place at its first meeting of each odd-numbered year, or when the presiding Council President leaves office. Whenever the Mayor is unable to perform the functions of his/her office, the President shall act as mayor.

2-13 Absence of Mayor and Council Members/Forfeiture of Office

Whenever both the Mayor and President of the Council are absent, the Council shall, by majority vote, elect a chairperson to preside over the meeting(s) of the Council.

2-14 Personnel Appointments

The officers of the City, reporting directly to the City Council, shall be a Municipal Judge, City Administrator, and City Attorney. Each appointed officer may be removed by the Mayor with approval of the Council. Said officers shall be subject to performance evaluations no less than every four years.

2-15 Incompatibility of Offices

There are certain restrictions on a Council member holding any public office or employment within city government. The Mayor and City Council members shall not be

a member of the Planning Commission or any other position that may lead to a conflict of interests.

2-16 Emergency Response

2.16.1 Declaration of emergency. (GMC 8.16.050)

When, in the judgment of the City Council, a state of emergency exists, it shall declare in writing and publicize the existence of the emergency. The state of emergency declared pursuant to this section shall specify the area(s) which warrant the exercise of emergency control as listed in section 8.16.070(1) through (9). If Circumstances prohibit the timely action of the City Council, the Mayor may declare a state of emergency provided that approval by a majority of the city Council shall be sought and obtained at the first available opportunity. The Mayor shall terminate the state of emergency when the emergency no longer exists or the threat of an emergency has passed.

2.16.2 Succession of authority. (GMC 8.16.060)

- (1) Upon a declaration of emergency, the Mayor is empowered to assume centralized control of and have authority over all departments and offices of the city in order to implement the provisions of this chapter.
- (2) In the event the Mayor is unavailable or unable to perform his/her duties under this chapter, the duties shall be performed by:
 - (a) President of the Council.
 - (b) City Administrator.
 - (c) Police Chief.
 - (d) Fire Chief
- (3) All references to the Mayor in this chapter shall be deemed to refer to the successor referred to in this section.

2.16.3 Regulation and control. (GMC 8.16.070)

Whenever a state of emergency has been declared to exist within the city, the City Council is empowered to order and enforce the measures listed herein below. However, if circumstances prohibit the timely action of the City Council, the Mayor may order the following measures, provided that approval from a majority of the City Council is sought and obtained at the first available opportunity, or the Mayor's order will become null and void:

- (1) Establish a curfew for the area designated as an emergency area which fixes the hours during which all persons other than officially authorized personnel may not be upon the public streets or other public places.
- (2) Prohibit or limit the number of persons who may gather or congregate upon any public street, public place or any outdoor place within the area designated as an emergency area.
- (3) Barricade streets or roads, as well as access points onto streets and roads, and prohibit vehicular or pedestrian traffic, or restrict as an emergency area for such distance or degree of regulation as may be deemed necessary under the circumstances.
- (4) Evacuate persons from the area designated as an emergency area.
- (5) Close taverns or bars and prohibit the sale of alcoholic beverages throughout the city or a portion thereof.
- (6) Commit to mutual-aid agreements.
- (7) Suspend standard procurement procedures to obtain necessary services and/or equipment.
- (8) Redirect funds for emergency use.
- (9) Order such other measures as are found to be immediately necessary for the protection of life and/or property.

2.16.4 Responsibility for emergency program management. (GMC8.16.100)

For the purposes of this chapter, the City Council has appointed the Police Chief as the emergency program manager responsible for managing the city's emergency program. Specific duties shall include, but not be limited to, the following:

- (1) To develop, update and revise the city's basic emergency operations plan.
- (2) To coordinate the activities of city departments and other agencies with emergency services capabilities in the development of individual operational annexes to the basic plan.

- (3) To provide for the coordination of emergency plans, programs and operations with the county, neighboring jurisdictions and other public and private agencies with emergency services responsibilities including use of the National Information management System and National Incident Command System.
- (4) To develop working agreements with the county, neighboring jurisdictions and service districts to assure coordinated response to an emergency in the city;
- (5) To provide for the procurement of personnel, equipment, materials and supplies from higher authority, and for the accounting thereof for use in the event of a declared emergency
- (6) To provide for coordinated operations under simulated emergency conditions
- (7) To recommend to the council any ordinances, policies or procedures which would assist the council and other city officials in the performance of their duties in preparing for, responding to, and recovering from an emergency.

2-17 City Council Meetings

Each regular meeting of the Gladstone Council shall be conducted in accordance with a printed agenda setting forth the business to be transacted. The monthly meetings are held on the second Tuesday of each month unless otherwise advertized as required by Oregon Public Meeting laws.

2-18 Meeting Schedule

The Gladstone City Council has established that the second Tuesday will be for City Council Regular meetings. The fourth Tuesday is to be set aside for Work Sessions or Special Sessions. The current meeting schedule for the Council as well as other City committees and City Board meetings is posted at City Hall and on the City's website. .

18-21

2-19 Public Notice of Meetings and Hearings

The agenda and accompanying reports and documents are posted typically no later than 3:00 pm the Thursday before a meeting which is to be held on the following Tuesday.

Copies of the agenda are available for pick up at City Hall during regular business hours. In addition, a copy of the entire Council packet is available for viewing at City Hall and on the website. <http://www.ci.gladstone.or.us> .

Gladstone citizens can receive an electronic meeting notice if they register their email address with the Assistant City Administrator.

2-20 How can a City Council Member advance a policy issue?

It takes a majority of the City Council to bring a policy item before the full Council or a committee. The following are the routes a Council member may take to advance a policy issue:

2.20.1 Advisory Committee Work Plans:

A committee will draft work plans that committee chairs will come to the Council with an agenda request. The Council will then review the request and make a motion to accept the proposed and/or request further information that may lead to the policy's approval.

2.20.1 Regular Meetings

At any time during a regular Council meeting, a member may make a referral for an item to be addressed by a committee or by the full Council in the form of a Work and/or Study Session.

The City Administrator may also ask the Council to allow him/her to provide further information that can be studied by the Council or other City committees.

2-21 Legislative Process

All measures proposed for Council consideration must have the endorsement and sponsorship of at least one member or be recommended by a Council committee or be advanced by staff as a Consent Agenda item.

All proposed measures, except Consent Agenda items, must be referred to a Council committee of proper jurisdiction, unless the majority of the Council members present

approve a suspension of the rules and one of the following alternative dispositions of the proposal:

2.21.1 Referral to the Committee of the whole for later consideration, or

2.21.2 Immediate consideration, or

2.21.3 Referral to an advisory committee, or

2.21.4 Referral to staff for investigation and report.

2-22 Scheduling the Agenda

The meeting's agenda is provided by the City Administrator, noon Thursday, the week prior to a City Council Regular Meeting, Work Session or Special Session. The Mayor, City Council and City Administrator help develop the agenda based on issues at hand that seem to be most pressing. The City's Attorney may also advise about issues that should be discussed.

2-23 Agenda – Order of Business

The City Council has established the following order of business for its typical regular meetings:

- Type of Meeting
- Location
- Starting Time
- Roll Call
- Flag Salute

BUSINESS FROM THE AUDIENCE

CONSENT AGENDA

1. Payment of the month's Claims

CORRESPONDENCE

REGULAR AGENDA

- 2.
3. (Others as required)

BUSINESS FROM THE COUNCIL

RECESS TO GLADSTONE URBAN RENEWAL AGENCY MEETING (If required)

URBAN RENEWAL AGENDA

ROLL CALL

1. Approval of the last Urban Renewal meeting Minutes
2. Public Hearing (as example)

ADJOURN URBAN RENEWAL MEETING

RECONVENE

EXECUTIVE SESSION (If required)

ADJOURN

2-24 Procedure for Communication - During - Business From The Audience

The City Council appreciates hearing from citizens about items relating to city business and normally sets aside up to thirty minutes at the beginning of Council Regular Meetings for Business From The Audience (BFTA.) This forum is a limited public forum and all matters discussed shall relate to city business.

The manner and extent to which members of the public participate in the BFTA portion of the agenda is under the control of the Mayor. Therefore, to the extent necessary to prevent unreasonable interference with the meeting, the Mayor is empowered to curtail or prohibit testimony that is overly repetitive or lengthy, beyond the reasonable scope of city business, or of a nature that would endanger the safety or wellbeing of the persons attending the meeting or city employees. The Mayor is also empowered to establish time constraints on testimony, if necessary, to prevent unreasonable delay of the Council meeting.

Sign-in for BFTA begins when the doors to the Council Chambers are open (about 30 minutes in advance of the start of the meeting) and continues until the Mayor gavels the meeting to order, with the exact time at staff's discretion. Everyone who has signed in by the time the time registration is closed will be provided an opportunity to comment at that evening's meeting, either during the initial 30 minutes scheduled on the agenda for BFTA, at the end of the meeting if everyone is not accommodated within the initial 30

minutes, or in another order if proposed by the Mayor at any time during a meeting and agreed to by a majority of Council members in attendance at that meeting.

If time allows during the initial 30 minutes set aside on the agenda for BFTA, the Mayor may ask if anyone else in the audience wishes to speak. In this circumstance, BFTA will not exceed 30 minutes total of testimony time, and additional comment will not be carried forward to the end of the meeting.

It is not the intent by the Mayor or Council to limit the testimony time of any speaker. An individual's comment, during BFTA, is generally limited to five minutes or less as a guideline only. The sign in procedure allows the Mayor to establish an understanding of how much business the audience has to bring forward for the Council's consideration at that meeting. If the Mayor believes that the time has to be limited, to give every person giving testimony a chance, he/she will do so.

Comments should be directed to the Council as a whole. Speakers may not cede all or a part of their time to another speaker.

Out of respect for the time of our citizens, Council, and staff - the Mayor, on behalf of the entire Council, will thank the individuals who spoke. In addition, the Mayor should either ask the Council and City Administrator what steps should be followed and/or make a recommendation to address the issue(s) presented.

2-25 The Consent Agenda

The City Administrator, Mayor and/or President of the Council will propose which items are on the Consent Agenda. The Consent Agenda consists of items of a routine nature that do not normally need discussion. An ordinance typically requires two (2) separate readings at a regularly scheduled Council meeting. Final passage typically occurs on a second reading, although a second reading may be waived by an affirmative vote of at least two-thirds of the Council members present.

During the regular meeting, any Council member and/or member of the audience may pull a Consent Agenda item for discussion prior to approval of the Consent Agenda.

2-26 Council Members Reports

Council member reports are intended to allow Council members an opportunity to share brief updates on committee and Council assignments and to seek guidance and direction. Council members should do their best to be concise and restrict their remarks to these topics. Generally, Council member Reports should be no more than five minutes each.

For reports about Council Committee actions, the Committee's chair should give a brief recap of the committee's discussion and recommendations. Items needing Council action or discussion and will be scheduled for a subsequent Council meeting, so that all Council members and the public have background information on the topic along with recommendations, if any.

2-27 Public Hearings

Sign in for Public Hearings is similar to Business From The Audience. Please refer to that section (2-24.)

Individual comment during Public Hearings is generally limited to five minutes or less. Comments should be directed to the Council as a whole. Speakers may not cede all or a part of their time to another speaker. The Mayor will determine the order and protocols for public testimony.

The Mayor shall announce at the start of the Public Hearing a list of any public hearings scheduled within the upcoming 45 days or held in the previous 45 days. However, by concurrence of a majority of Council members, testimony for a public hearing may be continued or remain open until a specified date on time.

2-28 Council Action

Any action of the Council shall be by ordinance, resolution, proclamation, or motion and shall be conducted only in open public meetings unless otherwise provided by law. Any such action (except for the passage of any ordinance or the granting or revocation of any license or franchise) shall be deemed approved by an affirmative vote of a majority of those Council members who are present and vote. The passage of any ordinance that grants or revokes a license or franchise, and any resolution for payment of money requires the affirmative vote of at least a majority of the whole membership of the Council. Public emergency ordinances that take effect immediately, must be passed by a majority of the whole membership, plus one.

A vote of any matter shall be taken by roll call. Any Council member may abstain from voting on any matter.

An ordinance or budget resolution shall undergo two (2) separate readings, and final passage, and final passage may not be accomplished before the second reading. The readings shall occur at regular meetings. This guideline may be suspended by an unanimous vote of all the Council members present, in which case final passage may be accomplished at the same meeting the ordinance or budget resolution was introduced,

unless precluded by law. As a general practice, the City Administrator will not recommend that the Council take action as a first and final reading.

2-29 Open Public Meetings Law

Oregon's Public Meeting Law (ORS 192.610 to 192.710) gives members of the public the right to attend all meetings of governing bodies of public agencies, with a few specific exceptions.

Scope of the law – A governing body is defined by the Public Meeting Law as a deliberative body of the city that consists of two or more members who have the authority to make decisions or recommendations for the city. This includes all city councils, as well as planning commission, budget committees, library boards, citizen advisory committees, council committees, and others, even if their functions are purely advisory. It does not include ad hoc committees of department heads or other informal groups.

The Public Meeting Law applies when one of these governing bodies convenes on the matter to make a decision or to deliberate toward a decision. It includes “conference call” telephone meetings. If such meetings are held, arrangements must be made for the public to hear what is said, such as providing loud speakers attached to the telephone system. Judicial proceedings and state agency contested cases, as defined by state law, are not subject to the Public Meeting Law. However, a quasi-judicial proceeding conducted by a city council such as a hearing and deliberation on a zone change, is not exempt from the open meeting requirements since it is not considered a judicial proceeding, and land use decisions are required to be public.

Requirements – In addition to the basic requirement that governing body meetings be open to the public, meetings may not be held in a place where discrimination on the basis of race, color, sex, age or national origin is practiced. In addition, meetings are to be held at a place accessible to the disabled, and a good faith effort to have an interpreter available for the hearing impaired when requested to do so should be made. In general, meetings may not be held outside the city, although there are some exceptions to that rule. Except in emergencies, there must be reasonable notice to the public for any meeting, and the notice must include a list of principal subjects to be discussed and must identify any matters to be taken up in executive session. However, additional subjects not anticipated or listed may be considered at the meeting. Written minutes of all meetings are required, except the executive sessions may be just tape recorded. Smoking is prohibited as in any public setting.

Executive Sessions – Closed door executive sessions are authorized in limited and specifically identified circumstances. No final actions may be taken at these meetings. More specifics of executive sessions guidelines are noted at 2-31.

2-30 Work Sessions

A Work Session is an informal opportunity for Council members to learn about and discuss policy issues. Work Sessions will generally be scheduled to take place on the fourth Tuesday of a given month. However, from time-to-time Work Sessions may be scheduled at a special time during a month's Regular meeting, if there appears to be an adequate amount of time to cover the issue.

2-31 Special Meetings

A special meeting may be called at any time by the Mayor or by a majority of the Council. Notice will be provided per Oregon's Public Meeting Law (ORS 192.610 to 192.710.)

If more than three (3) Council members attend and participate in an official capacity at any meeting, it shall be considered a Special Meeting and notice shall be given.

In addition, the City Administrator shall follow up with Council members by telephone, email or such other convenient communication method reasonable to apprise the members of a Special Meeting. The City Administrator may also, at his/her discretion, provide notice to interested parties.

2-32 Executive Sessions

Executive Sessions may be held to discuss certain matters specified by law (ORS 192.660) including:

- 2.32.1 Initial employment of public officials and employees;
- 2.32.2 Dismissal or disciplining of an officer or employee or performance evaluation of an officer or employee, unless the officer or employee requests an open meeting;
- 2.32.3 Deliberations with persons designated to negotiate real property transactions;
- 2.32.4 Deliberations with persons designated to conduct labor negotiations;
- 2.32.5 Discussion of records that are exempt from public inspection;
- 2.32.6 Negotiations involving matters of trade and commerce when the unit of government is in competition with other areas;

- 2.32.7 Legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;
- 2.32.8 Review and evaluation of an executive officer, public officer, employee or staff member, unless an open hearing is requested by the person being reviewed; or
- 2.32.9 Negotiations regarding public investments.

2-33 Televised and/or Videoed Meetings

Gladstone City Council meetings, when held in the City Council Chambers are not currently televised.

The meetings are videotaped and are posted on the City's website.
<http://www.ci.gladstone.or.us>

2-34 Council Attendance Policy

There is no attendance policy for the City Council at this time. However, it is generally recognized that Council members should notify the City Administrator or Mayor that they will not be present for a meeting.

2-35 Council Member Resignations

There is no policy in place regarding a resignation of a Council member.

However, if the Mayor recognizes an issue he/she will determine what consideration should take place.

As a courtesy, a member who wishes to resign should submit a letter to the City Clerk that clearly states his/her intention to resign and the effective date.

2-36 Meeting Minutes

Robert's rules of Order define minutes as the record of the proceedings which state what action was taken. The essentials of the record include all main motions (except those that were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.

2-37 Parliamentary Procedure

The City Council uses Robert's Rules of Order to help run its meetings. Robert's Rules work within the Council's process, and not the other way around.

2-38 Parliamentarian

The City Attorney shall assist the City Council on questions of parliamentary procedure and the application of the parliamentary rules contained in Robert's Rules of Order. Before deciding any questions of parliamentary procedure, the Mayor may request advice from the City Attorney. In cases where serious errors in procedure are being used or being contemplated, the City Attorney may give advice even when it has not been requested. Please refer to Appendix B for more detailed information about Parliamentary Procedures, including a summary of Robert's Rules, scripts and quick reference guide to motions.

CHAPTER 3 - ADVISORY BOARDS AND COMMITTEES

For more information about advisory bodies, see the City's website at <http://www.ci.gladstone.or.us>

Boards, commissions and citizen committees provide a great deal of assistance to the Gladstone Council when formulating public policy and transforming policy decisions into action. As noted in previous sections the City has the following standing boards and commissions which are appointed by the Council:

- 3.0.1 Budget Committee
- 3.0.2 Library Board
- 3.0.3 Park and Recreation Board
- 3.0.4 Planning Commission
- 3.0.5 Senior Center Advisory Board
- 3.0.6 Traffic Safety Commission

In addition, special purpose committees and task forces are appointed from time-to-time to address issues of interest or to conduct background work on technical or politically sensitive issues. Special or ad hoc committees will be dissolved upon completion of the intended task.

While membership on most committees is by Council appointment, the following is an important volunteer program that is promoted on the City's website:

- 3.0.7 Emergency Management Volunteer Program
<http://www.ci.gladstone.or.us> (Emergency Preparedness – Tab)

3-1 Establishment of Advisory Committees/Commissions/Boards Appointed by the City Council

There are many reasons for setting up citizen advisory committees and many ways to use them. A committee might be established to conduct an in-depth study of a special issue and to serve as a sounding board for city action proposals. Some committees are organized to improve communications with specific segments of the community.

The Gladstone Mayor and City Council appointed Committee/Commissions/Boards are established by action of the entire Council, usually by resolution..

3-2 Committee/Commission Resignations

In the interest of timely noticing of vacancies, and to minimize the impact of vacancies, on boards and commissions, the City Council delegates to the chair of the specific committee or commission the authority to accept resignations, and to notify the city staff liaisons of the vacancies. The Assistant City Administrator or City Administrator, are generally the persons that will assure that vacancies are posted in the Gladstone City Newsletter.

3-3 Staff Relationship to Advisory Bodies

The City Administrator and Assistant Administrator, or designee, shall act as liaison(s) to advisory committees, commissions or boards.

The members of the commissions, boards are responsible for the functions of the advisory body. The chairperson is responsible for compliance with the municipal code and/or committee Bylaws except in case of the Planning Commission which is assisted by the Assistant City Administrator and City Attorney.

3-4 Council Members' Role and Relationship with City Advisory Bodies

A City Council member acts as an advisory member on several advisory bodies as previously noted.

The City Council annually reviews and approves work plans for each advisory committee, except for the Planning Commission (primarily a quasi-judicial group.)

In the case of the Planning Commission, it makes recommendations to the Mayor and City Council regarding development of the City of Gladstone.

3-5 What happens to an item once it is referred to an advisory board or committee?

Each year, advisory boards, committees and commissions form a work plan for the year. If an item is referred during the year, the staff liaison will notify the committee chair of the referral. The committee Chair will usually report back to the Council regarding their ability to absorb the referral into their current work plan.

It is expected the chair of the advisory committee or their designee, rather than a staff person, report the findings to the Council. Accordingly, committee chairs should attend the Council meeting when the recommendation is presented and be available for questions or clarification on the committee recommendation.

CHAPTER 4 - INTERACTION WITH CITY STAFF/OFFICIALS

4-1 Overview

City Council policies are implemented through a dedicated and professional staff. It is critical to understand the Council/staff relationship so that policies and programs may be implemented successfully.

4-2 Council Administrator Plan of Government

The introduction of this guidebook gives a brief overview of the Council City Administrator form of government. The responsibilities and duties of the City Administrator include:

- 4.2.1 Generally supervise the administration of the City
- 4.2.2 Appoint and remove department directors (with City Council confirmation) and employees
- 4.2.3 Attend all meetings of the Council at which the City Administrator's attendance is required by Council
- 4.2.4 See that all laws and ordinances are faithfully executed, subject to the authority which the Council may grant the Mayor and Council to maintain law and order in times of emergency
- 4.2.5 Make policy recommendations to the Council
- 4.2.6 Prepare and submit reports to the Council
- 4.2.7 Keep the Council fully advised of the financial conditions of the City and its future needs
- 4.2.8 Prepare and submit, to the Council, a proposed budget for the fiscal year
- 4.2.9 Perform such other duties as the Council may determine by ordinance or resolution.

4-3 Roles and Information Flow

4.3.1 Council Roles

The City Council retains authority to accept, reject, or amend the staff recommendation on policy matters.

Members of the City Council must not intrude into those areas that are the responsibility of the staff. Individual Council members may not intervene in staff decision making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the City Council as a whole. Individual Council members will refrain from asking City staff to work outside normal hours. This is necessary to keep staff focused on established Council priorities and avoid undue influence and pressure from individual Council members. It also allows staff to execute priorities given by management and the Council as a whole using their best professional judgment without fear of reprisal. If a Council member wishes to influence the actions, decisions, recommendations, workload, work schedule, or priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

4.3.2 Significant Requests

Council members are free to directly contact the staff for general information. If the request is significant in nature or initiates any significant project or study the consent of a majority of the Council must be obtained before redirecting work to this new effort. Individual Council members also should not request or direct the City Administrator or department directors to initiate any significant action or prepare any report that is significant in nature, without majority Council approval. Council members may discuss ideas with the City Administrator, and he/she will determine whether or not the request is significant and needs Council direction.

4.3.3 Access to Information

The City Administrator is the liaison between Council and City staff other than general information or routine requests. Requests from Council members are to be directed to the City Administrator and will be responded to promptly. The information or response will generally be copied to all members of the Council so that each member may be equally informed. The equal sharing of information with the City Council is one of the City Administrators highest priorities.

There are limited restrictions regarding when information can and cannot be provided. The City is legally bound not to release certain confidential personnel information. Likewise, certain aspects of police department affairs (i.e., access to restricted or confidential information related to crimes) may not be available to

members of the City Council. The City Attorney can advise Council members in these areas.

4-4 City Council/ City Administrator Relationship

The employment relationship between the City Council and City Administrator recognizes that the City Administrator is the chief executive of the City. All dealings with the City Administrator, whether in public or private, should acknowledge the authority of the City Administrator in administrative matters.

The City Administrator must respect and be sensitive to the policy responsibilities of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council.

4.4.1 Administrative Issues

The City Council is to work through the City Administrator when dealing with management of the City. In no matter, either directly or indirectly, shall a council member become involved in, or attempt to influence, personnel matters that are under the direction of the City Administrator.

4.4.2 Performance Evaluations

The City Council evaluates the City Administrator on an annual basis to ensure that both the City Council and City Administrator are in agreement about performance and goals based upon mutual trust and common objectives. The City Administrator's performance is evaluated in the areas as mutually agreed by the Council and City Administrator.

4-5 City Council/ City Staff Relationship

The primary functions of staff are to execute Council policy and actions and to keep the Council members informed. Staff is to take guidance and direction only from the City Administrator or Department Director. This direction shall follow the policy guidance of the City Council as a whole.

City Council member contact with City staff members, exclusive of the City Administrator, will be during regular business hours as much as possible, except in the case of unforeseeable circumstances.

4.5.1 Political Involvement

Gladstone is a nonpartisan local government. Professional staff formulates recommendations in compliance with Council policy and are not to be influenced by political factors. For this reason, it is very important to understand the restrictions of political involvement of staff.

By working for the City, staff members do not surrender rights to be involved in political activities during their non-working hours. They may register to vote, sign nominating or recall petitions, and may vote in any election.

There are restrictions against the use of public funds, public property or public facilities to support or oppose ballot propositions or individual candidates. The basic concepts to keep in mind are that public facilities should not be used for campaign purposes, and employees should not promote or oppose a ballot measure or a candidate during work hours.

4-6 City Council/ City Attorney Relationship

The City Attorney is appointed by the City Council. The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the City Administrator, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney's Office are to:

- 4.6.1 Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- 4.6.2 Represent the City's interest in, civil litigation, administrative hearings, negotiations, and similar proceedings;
- 4.6.3 Prepare or approve as to form ordinances, resolutions contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
- 4.6.4 Keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the city.

It is important to note that the City Attorney does not represent individual members of Council, but rather the City Council as a whole.

CHAPTER 5 - SUPPORT PROVIDED TO CITY COUNCIL

5-1 Staff/Clerical Support

Staff and administrative support to members of the City Council is provided through the City Administrators' office.

Secretarial services, including scheduling of appointments, receipt of telephone messages, and word processing, can be made available if approved by the Administrator, and/or a special project is approved by the Mayor and City Councilors.

Sensitivity to the workload of support staff members in the City Administrator's office is appreciated. Please note that individuals may have work assignments with high priority.

5-2 Office Equipment

Standard office equipment, such as phones, copiers and fax machines are available at City Hall for the Council to use.

Please remember, this equipment is used to keep the city running – so make sure you have approval and training, as required, before trying to use it.

5-3 Meeting Rooms

Please contact the appropriate staff to insure conference rooms are properly scheduled.

5-4 Mail, Deliveries

Members of the City Council receive a large volume of mail and other materials that are delivered primarily through the use of email and individual mailboxes. Individual mail boxes are maintained for each Council member by the City Administrator's staff. Council members are encouraged to check mailboxes often.

Written letters to the Mayor and/or Council are usually scanned by the City Administrator's staff and distributed via email to the entire Council and the City Administrator.

All correspondence to Council members is a public record, potentially eligible for release.

See the Communications Section (7-8) for procedures regarding Council correspondence and response to citizens.

CHAPTER 6 - FINANCIAL MATTERS

6-1 Council Compensation

The Mayor and Council members provide all of their services for no compensation.

6-2 Annual Operating Budget, Master Plans and Capital Project Considerations

The City's annual Operating Budget is prepared on a fiscal year basis. The Operating Budget, Capital Project is prepared each year by the City Administrator

6.2.1 Development and Preparation

The Budget is prepared by the City Administrator with a lot of input by the Mayor, City Council and Budget Committee members. The potential Adopted Budget is reviewed by the Budget Committee and Council.

The City Administrator wants to work towards receiving more input from the Budget Committee and Council earlier in the process.

The goal is to continually improve the tools and methods that are used to develop the budget.

6.2.2 Master Plans

The Master plans are being established as required. The Master Plans currently underway and/or under consideration to be worked included:

6.2.2.1 Storm Water Master Plan

6.2.2.2 Water Master Plan,

6.2.2.3 Sanitary Sewer Master Plan

6.2.2.4 Street Pavement Master Plan

After the Master plans have been completed the appropriate expenditures will be proposed annually and approved as needed.

6.2.3 Capital Projects

Capital projects for City's facilities and equipment have been reviewed on a as needed basis. A list of projects and their cost is established in the budget packet annually. The highest priority is generally requested by the Department Director/head with approval of the City Administrator. The City's Mayor and City Council review, ask questions, discuss and then generally make a motion to approve, not approve or consider another option.

6.2.4 Monitoring

Expenditures and Resources are monitored by the City Administrator and Department heads, throughout the year to ensure that funds are used in an approved and adopted manner.

The City Council also review monthly reports and approves payment of claims.

6.2.5 Evaluation

Oregon law requires an annual independent audit (ORS 297.435.) The required audit must be prepared by the Secretary of State or by an independent accountant who is licensed as a municipal auditor by the State Board of Accountancy. The Secretary of State's office has extensive supervisory powers over implementation of audit findings, including the power to withhold certain state payments until compliance is achieved.

6-3 Long-Term Financial Strategy

The Council has adopted the following long-term financial strategy:

Key Principals:

6.3.1 Make Trade-offs (Do not initiate major new services without either);

6.3.1.1 ensuring that revenue to pay for the service can be sustained over time, or

6.3.1.2 making trade-offs of existing services.

6.3.2 Do it well (If the City cannot deliver a service well, the service will not be provided at all.)

- 6.3.3 Focus programs on Gladstone Residents and Businesses (Give priority to existing infrastructure.)
- 6.3.4 Use Unexpected One-Time Resources for One-time Costs or Reserves (One-time Resources, or Resources above projections, will be used strategically to fund prioritized projects.)
- 6.3.5 Invest in employees (The City will invest in employees and provide resources to maximize their productivity.)
- 6.3.6 Pursue innovative approaches to service delivery (Continue to implement operational efficiencies and cost saving measures in achieving community values. Pursue partnerships and cost sharing strategies with others.)
- 6.3.7 Contract In/Contract Out (Consider alternative delivery to maximize efficiency and effectiveness.)
- 6.3.8 Maintain capacity to respond to emerging community needs
- 6.3.9 Pursue entrepreneurial initiatives
- 6.3.10 Address unfunded liabilities
- 6.3.11 Selectively recover costs (On a selective bases, have those who use a service pay the full cost.)
- 6.3.12 Recognize the connection between the Operating Budget and the Capital Budget.

6-4 Long Range Planning Tool

The Long Range Planning Tool has been developed by the City Council. This tool shows nine plus years of historical data and works to:

- 6.4.1 allow for planning over 20 years;
- 6.4.2 keep the tool transparent;
- 6.4.3 show all meaningful assumptions;
- 6.4.4 link the Long Range Planning tool with the Adopted Budget and Historical Data;
- 6.4.5 simplify the complexity of the Cities financial systems while showing enough detail that can be linked to the Adopted Budget packet;

- 6.4.6 make this tool easy to use and easy to update;
- 6.4.7 show a list of projects that are listed on the Cities Adopted Budget packet as well as the possible expenditures that may be seen in the future for repair or replacement of Water Lines, Storm and Sewage Lines and/or Streets;
- 6.4.8 help persons understand that expenditures & resources need to be linked to certain fund types;
- 6.4.9 make this tool a living document that can be improved;
- 6.4.10 This tool is approved by the City Council and its use will be controlled by the City Staff.

The goal for this Tool, is its use to help the City Administrator to develop the annual budget. It also can be used for “What-if Scenarios” to determine what expenditures may be seen in future years, as well as seeing what resources are needed to meet the needs of the Master Plans and/or special projects.

6-5 Financial Disclosure

The Oregon State law requires reporting requirements for city elected officials, as well as all city managers/administrators, municipal judges, justices of the peace and members of some local boards and commissions, are required to file these statements by April 15th each year. (ORS 244.160 to 244.201)

6-6 Contracting

The City’s contracting procedures and contract documents are reviewed by the City Attorney.

6-7 Travel Policy, Miscellaneous Expense and Food Policy (Reimbursement)

It is general policy of the City to pay for mileage, transportation, lodging, meals and other necessary travel expenses incurred while on official City business.

Miscellaneous and food for special events is normally preapproved, and paid for. If the City has not set up the event, reimbursements will be made only when valid receipts are presented by Council members.

6-8 Recognition Policy

The City's Recognition Policy establishes policies and procedures related to expenses incurred for Council recognition, celebration, retirement or resignation events.

CHAPTER 7 - COMMUNICATIONS

7-1 Overview

Perhaps the most fundamental role of a Council member is communication:

- 7.1.1 Communication with the public to assess community opinions and needs, and to share the vision and goals of the City with constituents; and
- 7.1.2 Communications with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives.

7-2 Local Ballot Measures

At times, initiatives may be placed on the ballots that affect City Council policy. There are restrictions regarding what actions the City may take on ballot measures. Specifically, state statutes prohibit the City from using its personnel, equipment, materials, buildings, or other resources to influence the outcome of elections. What the City can do is distribute informational reports or pamphlets for the purpose of informing the public of the facts of an issue.

7-3 Proclamations

The City prepares two types of proclamations, regular and Mayoral. A (regular) proclamation goes to the full Council and is read aloud. The Council then hands it to a representative from the audience. A Mayoral proclamation is given to the Mayor in his mail box for signatures and then it is usually mailed to the organization.

7-4 Oregon Public Records Law

The Oregon Public Records Law (ORS192.410 to 192.505) applies to all “public bodies” including governing bodies, officers, departments, commissions, etc. It also applies to all “public records”, which includes any “writing” containing information that pertains to the conduct of the public business. “Writing” is defined broadly and includes handwriting, typewriting, photographs, maps, discs and tapes.

7-5 Electronic Communications

As soon as an email hits the server it may be subject to public disclosure. An email is automatically saved in an archive and retained in accordance with state law.

7-6 Correspondence from Council Members

Members of the City Council may be called to write letters to citizens, businesses, or other public agencies. Typically the Mayor will be charged with transmitting the City's position matters to outside agencies on behalf of the City Council and/or the City Administrator will do the same, for the Mayor.

7-7 Response to Emails

If any Council member receives an email sent directly to his/her address, he/she is not required to share his/her response with the full Council. However, if he/she would like the full Council to be aware of the response, it is up to him/her to copy to the "council" email address on that response. It needs to be understood that the Oregon Public Records Law applies to emails.

7-8 Response to Paper Letters

All paper letters (whether addressed to all or one) will be scanned and emailed to the full Council. If the City Administrator deems the letter needs a response he/she will identify a staff member to respond, and follow the same procedure listed above (7-7) (except he/she will not send an initial response to the sender, and the staff responder should forward a paper copy of his/her response to the City Administrator so he/she can forward it to the full Council.

CHAPTER 8 - CONFLICTS OF INTEREST, ETHICS AND LIABILITY OF ELECTED OFFICIALS

The Gladstone Mayor and City Council members must not allow being part of a conflict of interest that is covered by a Constitutional Provision or Statutory Provision.

8-1 Conflicts of Interest

State law (ORS 244.040) requires that Mayor and City Council not use their official positions or offices to obtain financial gain other than official salary, honorariums, or reimbursements of expenses. The law also limits the value of gifts that officials, candidates, or members of their families may solicit receive, or that any person may offer, and prohibits public officials from soliciting or receiving offers of future employment in return for influence. The law also prohibits public officials from furthering their personal gain by use of official information.

8-2 Applicability

All City officers, elected and appointed, are subject to the conflict of interest laws.

8-3 Acts not Constituting a Conflict of Interest

The following are acts not Constituting a Conflict of interest:

- 8.3.1 Receiving municipal services on the same terms and conditions as if not a City official. Thus, when a Council member, who owns a business within the City, votes for or against an increase in the business license fees, a conflict would not exist because this action would apply to all businesses in the corporate limits.
- 8.3.2 An officer or employee of another political subdivision or public agency unless it is the same governmental entity being serviced who is voting on a contract or decision which would not confer a direct economic benefit or detriment upon the officer. Therefore, a Council member who is a school teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary increase, upon the Council member.

- 8.3.3 A member of a trade, business, occupation, profession, or class of persons and has no greater interest than the other members of that trade, business, occupation, or class of persons.

8-4 Declaration of a conflict

When a substantial interest exists, the City official must:

- 8.4.1 Refrain from voting or in any way influencing a decision of the City Council; and
- 8.4.2 Declare that a conflict of interest exists and make it known in the official records of the City.

8-5 City Attorney Opinions

A Council member's request for an opinion from the City Attorney concerning conflict of interest is confidential. Council members may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

8-6 Liability

A public official may be personally liable for an action in tort. However, under the Oregon Tort Claims Act (OTCA), public officials are to be defended and saved harmless by their public body for actions taken in their official capacity, except for malfeasance in office or willful or wanton neglect of duty.

CHAPTER 9 - LEAVING OFFICE

9-1 Return of Materials and Equipment

During their services the City Council, members may have acquired or been provided with equipment such as computers or other items entailing a significant expense, as well as keys, etc. These items are to be returned to the City at the conclusion of a Council members term.

9-2 Filling Council Vacancies

The purpose of this section is to provide guidance to the City Council when a member's position becomes vacant before the expiration of the elected officials term of office. Pursuant to state law, a vacancy shall be filled only until the next municipal election to fill that particular position.

9-3 Appointment Process

The Gladstone Council members position to be filled, will be advertised in the Gladstone Newsletter. The applications for the requirements are pretty specific and will be reviewed by the remaining Mayor and Council members.

The Mayor and Council may approve or not approve applicants based on their qualifications

APPENDIX A: List – (City of Gladstone Policies & Procedures)

Gladstone Municipal Code

City Mission Statement – Amended Approved 09.11.2012

City Vision Statement – *Amended Approved 09.11.2012*

City Values Statement – *Amended Approved 09.11.2012*

Gladstone Accounts Payable Policy

Public Policy on Policing for the City of Gladstone, January 6, 2010

GLADSTONE COMPREHENSIVE PLAN – GOALS, OBJECTIVES, POLICIES AND IMPLEMENTATION STRATEGIES – UPDATED OCTOBER 2006

GLADSTONE COMPREHENSIVE PLAN – INVENTORY AND ANALYSIS – ARIL, 1979

Gladstone Personnel Handbook – January 2013

APPENDIX B: List – (Other References)

HANDBOOK FOR OREGON CITY COUNCILORS – Updated January, 2004

OREGON GOVERNMENT STANDARDS AND PRACTICES LAW - A GUIDE FOR
PUBLIC OFFICIALS

THE NEW ROBERT'S RULES OF ORDER

APPENDIX C - (City Charter)

CHARTER

Note

*Note: The Charter was approved at the general election held November 6, 1984.

To provide for the government of the City Gladstone, Clackamas County, Oregon; and to repeal all Charter provisions of the city enacted prior to the time that this Charter takes effect, except as hereinafter provided in Section 4.

**BE IT ENACTED BY THE PEOPLE OF THE CITY OF GLADSTONE,
CLACKAMAS COUNTY, OREGON:**

CHAPTER I NAME AND BOUNDARIES

Section 1. Title of Enactment. This enactment shall be referred to as the City of Gladstone Charter of 1984.

Section 2. Name of City. The municipality of Gladstone, Clackamas County, Oregon, shall continue to be a municipal corporation with the name City of Gladstone, Oregon.

Section 3. Boundaries. The city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by voters, by the council, or by any other agency with legal power to modify them. The city shall keep at the city hall at least two copies of this Charter in each of which shall be maintained an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at any time during regular office hours.

CHAPTER II POWERS

Section 4. Powers of the City. The city shall have all powers which the constitutions, statutes, and common law of the United States and of this state expressly or implied grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers.

Section 5. Construction of Charter. In this charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally

construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to state laws and to the municipal home rule provisions of the state constitution.

CHAPTER III FORM OF GOVERNMENT

Section 6. Where Powers Vested. Except as this chapter provides otherwise, all powers of the city shall be vested in the council.

Section 7. City Council. The council shall be composed of a mayor and six council members elected from the city at large and by position number.

Section 8. Council Members. Each council position shall bear a number from one through six and all candidates for council positions shall designate on their nomination petition the number of the council position to which they seek election. No candidate may run for more than one position at an election. The council members whose terms of office expire January, 1986, shall be assigned positions No. 1,3 and 5. The council members whose terms of office expire January, 1985, shall be assigned positions No. 2,4 and 6. The council members in office at the time this charter is adopted shall continue in office, each until the end of the term of office as fixed by the charter of the city in effect at the time this charter is adopted. Council members shall be elected for a term of four years at each biennial general election thereafter for vacancies that have occurred or to fill unexpired terms.

Section 9. Mayor. At the biennial general election held in 1986, and every fourth year thereafter, a mayor shall be elected for a term of four years. The term of office of the mayor incumbent at the time this charter is adopted shall continue until January, 1987.

Section 10. Appointed Officers. Officers of the city, reporting directly to the city council, shall be a Municipal Judge, City Administrator, and City Attorney, and such other appointed officers as the council deems necessary. Each of these officers shall be appointed and may be removed by the mayor, with the consent of the council. Said officers shall be subject to performance evaluations no less than every four years.

Section 11. Compensation. The compensation for the services of each appointed city officer and employee shall be the amount fixed by the council.

Section 12. Qualifications of Officers. No person shall be eligible for an elective office of the city unless at the time of his election he is a qualified elector within the meaning of the state constitution and has resided in the city during the 12 months immediately preceding the election and maintains continuous residency during the term of office. The council shall be final judge of the qualifications and election of its own members.

CHAPTER IV COUNCIL

Section 13. Meetings. The council shall hold a regular meeting at least once each month in the city at a time and at a place which it designates. Meetings of the council may also be held at any time by consent of a majority of the members of the council. The mayor or three members of the council may, by giving notice thereof to all available members of the council, call an emergency meeting of the council. The council shall adopt rules for the government of its members and proceedings.

Section 14. Quorum. A majority of members of the council shall constitute a quorum for its business.

Section 15. Record of Proceedings. The council shall cause a record of its proceedings to be kept. Upon the request of any of its members, and ayes and nays upon any questions before it shall be taken and entered in the record.

Section 16. Proceedings to be Public. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 17. Mayor's Functions at Council Meetings. The mayor shall be chairman of the council and preside over its deliberations. The mayor shall be a voting member of the council. He shall have authority to preserve order, enforce the rules of the council, and determine the order of the business under the rules of the council.

Section 18. President of the Council. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council shall elect by ballot a president from its membership. Upon the mayor's absence from a council meeting, the president shall preside. Whenever the mayor is unable to perform the functions of his office, the president shall act as mayor.

Section 19. Vote Required. Except as this charter otherwise provides, the concurrence of a majority of the council members present at a council meeting shall be necessary to decide any question before the council.

CHAPTER V POWERS AND DUTIES OF OFFICERS

Section 20. Mayor. The mayor shall oversee the general affairs of the city. The mayor shall appoint, with the approval of the council, the committees provided by the rules of the council. He shall sign all records of proceedings approved by the council. He shall have no veto power.

Section 21. City Administrator.

(a) The City Administrator shall be the administrative head of the government of the city.

(b) Term. The City Administrator shall be appointed for an indefinite term and may be removed at the pleasure of the council.

(c) Powers and Duties. The powers and duties of the City Administrator shall be those set forth by the council.

Section 22. Municipal Judge.

(a) The council may appoint a municipal judge who serves at the pleasure of the council. The municipal judge shall be a member in good standing of the Oregon State Bar.

(b) Powers and Duties. He shall hold within the city a court known as the municipal court for the City of Gladstone, Clackamas County, Oregon. The court shall be open for the transaction of judicial business at times specified by the council. All area within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction over all crimes and offenses defined and made punishable by ordinances of the city and all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinance of the city. He shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. In addition, the municipal judge shall have such jurisdiction and powers as set forth in the state statutes. When not governed by ordinances of this charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Section 23. City Attorney.

The council may appoint a City Attorney who serves at the pleasure of the council and serves as the legal officer of the city. The City Attorney shall be a member in good standing of the Oregon State Bar.

(a) Powers and Duties. The powers and duties of the City Attorney shall be those set forth by the council.

CHAPTER VI ELECTIONS

Section 24. Regular Elections. Regular city elections shall be held at the same times and places as biennial general state elections, in accordance with applicable state election laws.

Section 25. Notice of Regular Elections. At least ten days notice of each regular city election shall be given by posting notice thereof at a conspicuous place in the City Hall and two notices at conspicuous places in the City of Gladstone, Oregon. The notice shall state the officers to be elected, the ballot title of each measure to be voted upon and the time and place of the election.

Section 26. Special Elections. The council shall provide the time, manner and means for holding any special election. At least ten days notice of each special election shall be given in the manner provided by the action of the council ordering the election.

Section 27. Regulations of Elections. Except as this charter provides otherwise and as the council provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, canvasses and recounts of the returns therefrom, and contests thereof.

Section 28. Tie Votes. In the event of a tie vote for candidates-for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by council.

Section 29. Commencement of Terms of Office. The term of office of a person elected at a regular city election shall commence the first meeting of the year immediately following the election.

Section 30. Oath of Office. Before entering upon the duties of his office, each officer shall take an oath or shall affirm that he will support the constitutions, charters and laws of the United States, the State of Oregon and the City of Gladstone, and that he will faithfully perform the duties of his office.

Section 31. Nominations. The council shall provide by ordinance the mode for nominating elective officers, provided any qualified person may be nominated by petition filed by 25 legal voters of the city.

CHAPTER VII VACANCIES IN OFFICE

Section 32. What Creates Vacancy. An office shall be deemed vacant upon the incumbent's death; court-ordered incompetence; conviction of a felony, other offense pertaining to his office, or unlawful destruction of public records; resignation, recall from office; or ceasing to possess the qualifications for the office; upon the failure of the person elected or appointed to the office to qualify therefore within ten days after the

time for his term of office to commence; and upon a declaration by the council of the vacancy.

Section 33. Filling of Vacancies. Vacant elective offices in the city shall be filled by appointment. A majority vote of the council shall be required to validate the appointment. The appointee's term shall begin immediately upon his appointment and shall continue until the beginning of the year following the next general biennial election and until his successor is qualified, and his successor for the unexpired term shall be chosen at the next general biennial election after said appointment. During the temporary disability of any officer or during his absence temporarily from the city for any cause, his office may be filled pro tern in the manner provided for filling vacancies in office permanently.

CHAPTER VIII ORDINANCES

Section 34. Enacting Clause. The enacting clause of all ordinances hereafter enacted shall be, "The City of Gladstone ordains as follows:"

Section 35. Mode of Enactment.

- (1) Except as provided in the second and third paragraphs of this section, every ordinance of the council shall, before being put upon its final passage, be read fully and distinctly in open council meeting on two different days.
- (2) Except as the third paragraph of this section provides to the contrary, an ordinance may be enacted at a single meeting of the council by unanimous vote of the council members present, upon being read first in full and then by title.
- (3) Any of the readings may be by title only if no council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each council member and three copies are provided for public inspection at City Hall not later than one week before the first reading of the ordinance, and if notice of their availability is given forthwith upon the filing, by written notice posted at the City Hall and two other public places in the city or by advertisement in a newspaper of general circulation in the city. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading unless each section incorporating such a difference is read fully and distinctly in open council meeting as finally amended prior to being approved by the council.
- (4) Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.
- (5) Upon the enactment of an ordinance, an officer of the city, as designated by the council, shall sign it with the date of its passage and his name and title of office.

Section 36. When Ordinance Takes Effect. Any ordinance enacted by the council shall take effect on the 30th day after its enactment. When the council deems it advisable, however, an ordinance may provide a different time for it to take effect, and in case of an emergency, it may take effect immediately.

CHAPTER IX PUBLIC IMPROVEMENTS

Section 37. Condemnation. Any necessity of taking property for the city by condemnation shall be determined by the council and declared by a resolution of the council describing the property and stating the uses to which it shall be devoted.

Section 38. Improvements. The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the state. Action on any proposed public improvement, except a sidewalk or except an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of three-fifths of the area to be specifically assessed therefore. In this section "owner" shall mean the record holder of legal title or, where land is being purchased under a land sale contract recorded or verified to the city in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner".

Section 39. Special Assessments. The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

Section 40. Bids. Competitive procurement methods shall be adopted by ordinance.

CHAPTER X MISCELLANEOUS PROVISIONS

Section 41. Debt Limit. Except by consent of the voters, the city's voluntary floating indebtedness shall not exceed \$5,000. For purposes of calculating the limitation, however, the legally authorized debt of the city in existence at the time this charter takes effect shall not be considered. All city officials and employees who create or officially approve any indebtedness in excess of this limitation shall be jointly and severally liable for the excess.

Section 42. Bonded Indebtedness. Except as authorized by general state law, the city shall not issue and sell general obligation bonds unless authorized by the consent of a majority of the voters at an election. This restriction shall not apply to the issuance and sale of general obligation improvement bonds.

18-60

Section 43. Grammatical Interpretation. The following grammatical rules shall apply in this charter, unless it is apparent from the context that a different construction is intended:

- (a) Gender: Each gender includes the masculine, feminine and neuter genders.
- (b) Singular and Plural: The singular number includes the plural and the plural includes the singular.
- (c) Tenses: Words used in the present tense include the past and the future tenses and vice versa, unless manifestly inapplicable.

Section 44. Garbage Burning. The City Attorney is directed to prevent the discharge of cancer-causing agents, lead or mercury from garbage burning within one mile of schools in Gladstone.

Section 45. Existing Ordinances Continued. All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 46. Repeal of Previously Enacted Provisions.

All charter provisions of the city enacted prior to the time that this charter takes effect are hereby repealed.

Section 47. Time of Effect of Charter. This charter shall take effect 30 days after its approval by the voters of the City of Gladstone.

- 1) This document is a brief introduction to City Government as practiced in Gladstone. It includes a list of documents which will give additional detail. Some City operations are mandated by the State of Oregon and others by City codes and regulations.
- 2) The City of Gladstone was incorporated on January 10, 1911 with Oscar C. Freytag as Mayor. The form of government adopted was that of Council/Manager. In the beginning members of the Council were referred to as Alderman.
- 3) The Council/Manager form of government is characterized by an elected Council who serve as the policy making body of the City. They appoint a Manager who has the responsibility of carrying out these polices and supervising the daily operations of the city and its employees. The Manager serves at the pleasure of the Council and the Council at the pleasure of the voters.

While the Council and Manager have separate responsibilities they work closely together. The Council makes decisions, often after much research and discussion with the Manager who then carries out these decisions. The Council has no responsibility for the supervision of City employees – other than those they directly appoint – City Manager and Municipal Judge.

Documents

1. City Charter
2. Gladstone Municipal Code
3. Comprehensive Plan
4. Annual Budget
5. Personnel Policies

Gladstone City Council Guidebook – Suggested Changes and Ideas
(Suggested changes or additions are in *ITALIC* while deletions are
UNDERLINED.)

2.6.4 Planning Commission

[Regarding the last sentence in the second paragraph. The Planning Commission (PC) has discussed having the Chair, Vice-Chair/, or other Member present their findings to the City Council on recommended matters. There were pro and con ideas discussed. A couple of cities in the Metro area do allow this. At the end of the discussion the PC's decision was to discuss it further in the future.]

2.6.5 Senior Centers Advisory Board

The Senior Center Board of Directors consists of seven (7) voting members; two thirds (2/3) of whom shall be fifty-five (55) years of age or older who are not officers or employees of the city; one (1) representative from each of the following groups shall sit on the Board but shall not vote: City Council, Loaves & Fishes and Senior Center Staff. The Board is appointed by the Mayor with the approval of Council for term of three years and is scheduled to meet quarterly, usually on a Tuesday afternoon. Duties of the Senior Center Board of Directors include (Resolution No. 624 including and the Bylaws): [There are no other suggested changes to the rest of this section.]

2.6.6 Traffic Safety Commission

The Traffic Safety Commission consists of seven (7) members appointed to a three-year term by the Mayor with the approval of the Council. [There are no other suggested changes to the rest of this section.]

2-19 Public Notice of Meetings and Hearings

[This section might need to be reworded and/or practice changed. My reading of the Gladstone City Charter, Chapter VIII, Ordinances, Section 35, Paragraph (3) allows the Council to read the proposed ordinance by title only if a council member does not request it or if a copy is provided to the council members at least a week in advance plus a couple of public notice comments. I could be incorrect but my take on this Section is for the City Council to read the proposed ordinance by Title only the Councilors need to have a copy a week in advance.]

2-21 Legislative Process

[I feel this item needs to be discussed as the citizens should have an opportunity to bring issues/items to the Council that take longer than the five minute "Business from the Audience" allows. I feel they should be able to be on the Regular Agenda. Past practice has allowed this without any problem.]

2-35 Council Member Resignations

[Third paragraph]

As a courtesy, a member who wishes to resign should submit a letter, *addressed to the Mayor and City Council, to the City Clerk Staff* that clearly states his/her intention to resign and the effective date.

3-2 Board/Committee/Commission Vacancies/Resignations

At the end of any given year positions expire on many Boards, Committees, and Commissions, which should be filled by Council appointment at its December meeting. The expiring positions should be posted in the Gladstone City Newsletter along with local media outlets. The application, prescribed by the City Council, will be completed and submitted by the due date. A resume' maybe included but is not mandatory. Each member of the Council will exercise one vote for each open position. The applicant(s) who receives a majority of the votes will be appointed. If there is a tie or an applicant does not receive a majority of votes then the Council members may discuss the reasoning of their selection with the possibility of a member changing his/her vote so a majority vote is reached. However, if after a discussion and revote a majority is still lacking or there is still a tie only the two applicants receiving the most votes will move on if three or more applicants received votes. If a stalemate still persists then the Council may ask for additional applicants to select from.

A person who is resigning from a Board, Committee, or Commission should submit a letter of resignation, addressed to the Mayor and City Council, to City Staff. Filling the vacant position, City Council should follow the steps laid out above.

9-2 Filling Council Vacancies (Gladstone City Charter, Chapter VII, Section 32)

9-3 APPOINTMENT PROCESS (Gladstone City Charter, Chapter VII, Section 33)

The Gladstone Council member's position to be filled will be advertised in the Gladstone City Newsletter and local media outlets. The application, prescribed by the City Council, will be completed and submitted by the due date. A resume' maybe included but is not mandatory. The remaining Mayor and Council members will review the applications received. At the City Council meeting the applicants will have an opportunity to introduce themselves and make a short presentation, if they desire. Each member of the Council will exercise one vote. The applicant who receives a majority of the votes will be appointed as the new City Councilor. If there is a tie or an applicant does not receive a majority of votes then the Council members may discuss the reasoning of their selection with the possibility of a member changing his/her vote so a majority vote is reached. However, if after a discussion and revote a majority is still lacking or there is still a tie only the two applicants receiving the most votes will move on if three or more applicants received votes. If a stalemate still persists then the Council may ask for additional applicants to select from.

INFORMATION
ONLY

City of Gladstone Financial Report

January 2013
58.33%

By Appropriation & Function	Year to Date Expenditures	Fiscal Year Appropriation	Remaining Appropriation \$	%
				Expended
General Fund	3,012,454.50	7,506,761.00	4,494,306.50	40.13%
Personal Services	1,981,977.31	3,725,916.00	1,743,938.69	53.19%
Materials & Services	862,135.32	1,488,064.00	625,928.68	57.94%
Capital Outlay	168,341.87	1,341,457.00	1,173,115.13	12.55%
Contingency	-	401,471.00	401,471.00	0.00%
Unappropriated Fund Balance	-	549,853.00	549,853.00	0.00%
Total General Fund	3,012,454.50	7,506,761.00	4,494,306.50	40.13%
Storm & Sanitary Sewer	896,071.28	2,369,139.00	1,473,067.72	37.82%
Personal Services	132,649.51	239,985.00	107,335.49	55.27%
Materials & Services	668,932.60	1,332,395.00	663,462.40	50.21%
Capital Outlay	94,489.17	772,768.00	678,278.83	12.23%
Transfers Out	-	23,991.00	23,991.00	0.00%
Contingency	-	-	-	0.00%
Total Sewer Fund	896,071.28	2,369,139.00	1,473,067.72	37.82%
Water Fund	573,394.80	1,674,663.00	1,101,268.20	34.24%
Personal Services	152,585.95	298,090.00	145,504.05	51.19%
Materials & Services	365,970.14	672,100.00	306,129.86	54.45%
Capital Outlay	16,743.08	368,444.00	351,700.92	4.54%
Debt Service	38,095.63	193,347.00	155,251.37	19.70%
Transfer Out	-	142,682.00	142,682.00	0.00%
Total Water Fund	573,394.80	1,674,663.00	1,101,268.20	34.24%
Road & Street Fund	267,809.23	843,751.00	575,941.77	31.74%
Personal Services	99,213.87	171,033.00	71,819.13	58.01%
Materials & Services	96,997.14	223,575.00	126,577.86	43.38%
Capital Outlay	71,598.22	393,783.00	322,184.78	18.18%
Transfers Out	-	55,360.00	55,360.00	0.00%
Total Sewer Fund	267,809.23	843,751.00	575,941.77	31.74%
911 Excise Tax	-	40,000.00	40,000.00	0.00%
State Revenue Sharing	15,357.57	809,218.00	793,860.43	1.90%
Police Levy Fund	323,144.70	938,797.00	615,652.30	34.42%
Personal Services	236,701.90	541,270.00	304,568.10	43.73%
Materials & Services	77,543.20	114,850.00	37,306.80	67.52%
Capital Outlay	8,899.60	270,134.00	261,234.40	3.29%
Transfers Out	-	12,543.00	12,543.00	0.00%
Total General Fund	323,144.70	938,797.00	615,652.30	34.42%
Fire/Medical Services	73,684.92	668,803.00	595,118.08	11.02%
Personal Services	67,389.43	130,841.00	63,451.57	51.50%
Materials & Services	4,788.88	20,000.00	15,211.12	23.94%
Capital Outlay	1,506.61	512,690.00	511,183.39	0.29%
Transfer Out	-	5,272.00	5,272.00	0.00%
Total General Fund	73,684.92	668,803.00	595,118.08	11.02%
Library Capital Fund	3,370.00	9,508,001.00	9,504,631.00	0.04%
Urban Renewal	96,757.99	10,267,054.18	10,170,296.19	0.94%

City of Gladstone Financial Report

Fund	Year To Date		Cash In	Cash Out	Net Cash In (Cash Out)	Cash Balance January 31, 2013
	Cash Balance July 1, 2012	Cash In				
General	2,494,266.94	4,066,935.08	3,485,123.82	581,811.26	3,076,078.20	
Storm & Sanitary Sewer	920,364.56	1,009,146.85	896,071.28	113,075.57	1,033,440.13	
Water	817,581.20	1,781,701.19	1,583,253.73	198,447.46	1,016,028.66	
Road & Street	376,982.17	384,913.38	267,839.57	117,073.81	494,055.98	
911 Excise Tax	13,402.81	28,173.78	-	28,173.78	41,576.59	
State Revenue Sharing	618,728.19	80,064.43	15,357.57	64,706.86	683,435.05	
Police Levy	402,838.13	452,791.46	323,144.70	129,646.76	532,484.89	
Fire/Medical Services	445,932.79	218,077.58	73,684.92	144,392.66	590,325.45	
Library Capital Fund	2,029,338.49	7,040.80	3,370.00	3,670.80	2,033,009.29	
Total City	8,119,435.28	8,028,844.55	6,647,845.59	1,380,998.96	9,500,434.24	
Urban Renewal	1,971,473.70	772,380.65	96,757.99	675,622.66	2,647,096.36	

Fund	Month		Cash In	Cash Out	Net Cash In (Cash Out)	Cash Balance January 31, 2013
	Cash Balance January 1, 2013	Cash In				
General	3,388,298.13	151,819.28	464,039.21	(312,219.93)	3,076,078.20	
Storm & Sanitary Sewer	833,139.83	222,872.17	22,571.87	200,300.30	1,033,440.13	
Water	942,535.08	367,383.13	293,889.55	73,493.58	1,016,028.66	
Road & Street	479,274.45	54,371.55	39,590.02	14,781.53	494,055.98	
911 Excise Tax	41,554.99	21.60	-	21.60	41,576.59	
State Revenue Sharing	664,613.36	28,619.87	9,798.18	18,821.69	683,435.05	
Police Levy	575,239.34	5,207.99	47,962.44	(42,754.45)	532,484.89	
Fire/Medical Services	596,225.92	2,672.14	8,572.61	(5,900.47)	590,325.45	
Library Capital Fund	2,031,952.96	1,056.33	-	1,056.33	2,033,009.29	
Total City	9,552,834.06	834,024.06	886,423.88	(52,399.82)	9,500,434.24	
Urban Renewal	2,709,174.25	9,706.03	71,783.92	(62,077.89)	2,647,096.36	

