

**GLADSTONE CITY COUNCIL  
REGULAR MEETING  
CITY HALL COUNCIL CHAMBERS  
August 13, 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 June 25, 2013 and July 9, 2013 Minutes
2. Approval of Temporary Use of Annual Liquor License – Gladstone Card Room, 420 Portland Ave
3. Approval of Amended Addendum to City Administrator's Contract Allowing a 0.5% COLA
4. Approval of Resolution 1029 - Authorizing City Staff Name Changes to Manage Local Government Investment Pool Accounts (Resolution will be emailed prior to meeting)
5. Approval of Change of Ownership Liquor License – Oxford Suites, 75 – 82<sup>nd</sup> Drive
6. Payment of July Claims

**CORRESPONDENCE**

7. Gladstone Historical Society Letter – Elections Building, 825 Portland Ave
8. Residents' Letter regarding 545 East Berkeley - Motor Home

**REGULAR AGENDA**

9. Storm Water Master Plan – No attachment
10. Approval of Resolution 1028 - City Council Guidebook/City Council Rules
11. Approval to Award RFQ Bid for Open Cut Sewer Repair Work
12. Regulation of Exotic Animals
13. LED Street Lights
14. Set Date for City Council Retreat: September 14, 28, October 19, or 26 – No attachment

**RECESS TO URBAN RENEWAL**

1. Approval of June 11, 2013 Minutes
2. Approval to Award RFQ Bid Sanitary Sewer Maintenance Trenchless Repair Work
3. Approval of Resolution UR 49 - Adding Sanitary Sewer and Stormwater Facilities

**ADJOURN URBAN RENEWAL**

**BUSINESS FROM THE COUNCIL**

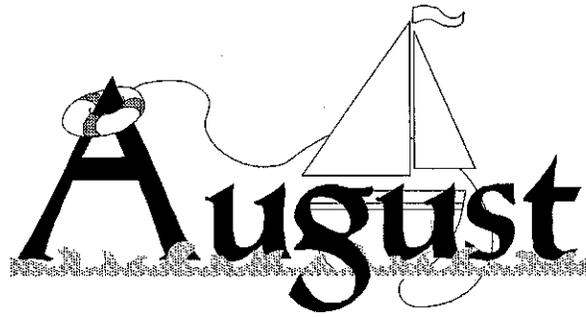
**EXECUTIVE SESSION – ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

**ADJOURN**

Information Only:

\*Financial Reports – June 2013





## **CONSENT AGENDA**



GLADSTONE CITY COUNCIL MINUTES OF ADJOURNED MEETING – June 25, 2013

**ROLL CALL**

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

**ABSENT:** Kari Martinez

**STAFF**

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

Mayor Byers led the flag salute.

**REGULAR AGENDA**

1. Gladstone Cultural Festival – Event Agreement. City Administrator Boyce reported the Special Event Agreement had been negotiated with the Rotary Club for the Gladstone Cultural Festival. The Agreement is very similar to the one used for the Chautauqua Committee. Staff is asking for approval from City Council.

Councilor Mersereau announced that he is a member of the Rotary Club and has been working on the planning of the Cultural Event. This does not interfere with his ability to vote on this issue. City Administrator Boyce reported he is a member of the Rotary Club and will be the President on July 1, 2013. He has recused himself on the Rotary side of this issue and has abstained from all votes. Mayor Byers reported he is a Rotary Club member at a different Club. He does not feel this has bearing on his ability to vote on this issue.

*Councilor Reisner moved and Councilor Jaren seconded a motion to adopt the Gladstone Cultural Festival Event Agreement with the Rotary Club as presented.  
Motion Carried Unanimously.*

2. Resolution 1027, re: Fiscal Year 2012-13 Line Item Transfers. City Administrator Boyce reported these transfers as done annually at the end of the fiscal year. June 30<sup>th</sup> is the deadline for line-item transfers. State Budget Law calls that broader categories of personal service, materials and services, and capital outlay need to meet the budget appropriation. Staff is recommending approval of Resolution 1027.

*Councilor Nelson moved and Councilor Jaren seconded a motion to approve Resolution 1027, A Resolution Making Transfers in the City of Gladstone Budget for Fiscal Year 2012-13.  
Motion Carried Unanimously.*

3. Business from the Audience. Tammy Stempel, 6960 Winfield Court gave an update on the Portland Avenue Trolley Bridge Grant. Applications were submitted for the \$4.5 million; the 129<sup>th</sup> Avenue Redevelopment for \$3 million, Jennings/Oatfield to McLoughlin Project for \$3 million. Both of these applicants have asked that Gladstone be a partner in their application. Oregon City is requesting the full \$4.5 million and they have indicated they would go to Metro to ask if they can reduce the amount of their grant request so that Gladstone would be covered

fully. Metro, Oregon Department of Transportation and others have offered support to help Gladstone. Ms. Stempel asked that the City submit a formal letter of support for the feasibility study. The goal is to receive this grant at no cost to Gladstone. She is trying to get partners involved that have the expertise and capability of taking it forward and doing the maintenance.

City Administrator Boyce noted Council has already approved applying for the grant. He will draft a letter to formalize that support.

## WORK SESSION

Mayor Byers opened the work session at 7:11 p.m. City Attorney Martin explained the hearing format.

4. City Hall/Police Station/Library. City Administrator Boyce reported the Council packet contains reports from Group McKenzie, Carlton Hart and other contractors who have been looking at the city hall/police station facility. Group McKenzie has submitted numbers for constructing a new building at the current site and the Webster site. Estimates were also received from Group McKenzie for a 9,000 sf and 13,000 sf library (3 floors) for the current site and the Webster site. Tonight he is asking Council to consider the cost of renovation compared to new construction and possibly get a feel for their preference.

The estimate to replace the city hall/police station roof and windows is \$680,000. There is \$700,000 in State Revenue Sharing funds to cover that cost. There was also an estimate for a seismic upgrade of \$640,000. Architectural components of a renovation are about \$1.6 million. Carlton Hart estimates \$2.9 million for a total gut of the building with a seismic upgrade. Phasing is a possibility. Any amount exceeding \$1 million would have to go to a vote. The roof has to be replaced if the building stays. The estimate for new construction included the \$700,000 in State Revenue Sharing funds and \$1 million cash from the Urban Renewal fund.

A determination needs to be made as to new construction or renovation (part or all). Preliminary figures to finance on the current location is \$6.2 million with \$2.3 million interest; a total of \$10,570,000 and the Webster location is \$4.7 million with \$1.75 million interest, totals \$9.3 million.

Discussion continued on

- Purchase the property across from Dartmouth for a new library and continue use of the current library until construction is finished. Then use the old library site for parking.
- Consideration of the cost to take care of infrastructure needs as well as construction.
- Selling the Webster site and using the funds for current construction sites.
- A long range plan (five years) including high priorities with estimates.
- State and Federal requirements for water and sewer issues.

## Public Comments

Tammy Stempel, 6960 Winfield Court noted there is a service offered by Metro called "Opt In." If enough of the Gladstone residents sign up for this service Metro will run surveys for free.

Craig Seghers, 17400 Webster Road asked what the connection is with the Police Station being next to City Hall. He suggested consideration be given to a smaller library and city hall on the Webster site and leave the current city hall site to expand the police station. Mayor Byers explained the main motivation for having a new site for police department is secure parking.

Mandy Rolland, 18405 SE Addie asked how big is the current location of city hall/police department/fire station. Mayor Byers stated the lots are essentially 100 feet deep and 200 feet across. She suggested moving the library to the city hall/police department/fire station site and move city hall/police/fire department on Webster Road.

Katie Lewis, 7180 Shawn Court asked the Council to take into consideration that if there is a two story library, both stories would have to be staffed. If Gladstone does not combine with Oak Lodge, the City is double-staffing a library the size of Gladstone. P. J. Clark's property abuts the Oberson property and in talking to Mr. Clark a year and a half ago, he was not willing to sell for a reasonable price, he wants \$300,000. When the City is talking about sewers, it is not mentioned that this is a cost to the residents.

Carol Winegarden, 280 Harvard Avenue suggested making necessary repairs on the city hall/police station and the library and wait to see how much money all the sewer and water needs are going to cost. Why not have a ball park plan.

Mandy Rolland asked if the roof is replaced and in five years city hall decides to leave, what happens to the building at that point. Can it be sold or moved to the Webster site. Councilor Jaren stated the building would not be suitable for police, fire, or a library because of the threat of seismic problems.

Nancy Eichsteadt, 665 Barbary Place stated she is with the Library Foundation. She worries about the sewer, police station/city hall repairs, etc. and leaving the possible library funds for someone else.

Kevin Johnson, 6970 Winfield Court stated the last speaker wants to go back to the original library plan that was voted on and defeated. He doesn't mind looking at another library plan; but not to use the same numbers.

Craig Seghers stated it came up in a conversation that the library district is interested in getting out of the network office at Oak Lodge. Is there a possibility of selling Oak Lodge a piece of land and they could put a new library at the Webster site. Mayor Byers stated Oak Lodge is not going to build a new library. The network office is at Red Soils.

Hearing no further comments, Mayor Byers closed the worksession.

## **Adjourn**

Mayor Byers adjourned the June 25, 2013 Council meeting at 8:40 p.m.

The next City Council meeting was adjourned to \_\_\_\_\_, 2013, at 7:00 p.m.

Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant City Administrator

GLADSTONE CITY COUNCIL MINUTES OF REGULAR MEETING – July 09, 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 Neal Reisner.

**ABSENT:** None

**STAFF**

Pete Boyce, City Administrator; Chris Crean, City Attorney; Jolene Morishita, Assistant City Administrator; Rhonda Bremmeyer, Senior Center Director; Irene Green, Interim Library Director; Stan Monte, Interim Fire Chief; Jim Pryde, Police Chief; and Scott Tabor, Public Works Director.

Mayor Byers led the flag salute.

**BUSINESS FROM THE AUDIENCE**

Sherry Hall, 6820 Angus Way reminded all that National Night Out is August 6, 2013. She handed out invitations and signs to put in the neighborhood yards. The High School graphics class created the invitations and yard signs.

Teresa Schmidt, 175 E. Berkley Street invited all the councilors to be participants in the Gladstone Cultural Festival Parade. Applications were handed out and can be printed from the website.

**CONSENT AGENDA**

Item(s) Removed from the agenda:

3. Authorize Promotion of Irene Green to Library Director

*Councilor Nelson moved and Councilor Jaren seconded a motion to approve the Consent Agenda consisting of:*

1. Approval of June 11, 2013 Minutes
2. Approval of AFSCME Collective Bargaining Agreement
4. Payment of June Claims

*Motion carried unanimously.*

3. Authorize Promotion of Irene Green to Library Director. Steve Johnson, 1420 Manor Drive asked several questions:

- Is it was legal to hire a public employee without properly advertising the position and considering other candidates?
- Does hiring a public employee without using the proper procedures expose the City to legal challenges from other persons or protected classes?
- Is it discriminatory in any other way?
- What is this person's salary?
- How many hours per pay period with this person work?

- Have working hours been set for this person?
- Is this person allowed to work remotely?
- How will this person account for their time, especially comp time?
- Have any of the requirements for this position been documented in an offer letter or elsewhere?

City Administrator Boyce reported Irene Green was one of the original applicants for the position. All the applications were reviewed, interviews were conducted, and one applicant (Ms. Green) was put on hold to be interviewed by the Committee because of the possibility of using LSSI. Ms. Green was asked to come on as acting library director and she accepted. Ms. Green has shown exceptional effort in the library during her time as acting library director. Her salary will be in step one of the salary grid (\$5,838/mo.). This is a full-time position (40 hrs/wk). Ms. Green will have to adhere to the personnel policies as adopted by Council last January. Time sheets will be filled out and reviewed the same as any other department head.

*Councilor Nelson moved and Councilor Jaren seconded a motion to retain Irene Green as the permanent Library Director.*

*Motion carried unanimously.*

## **CORRESPONDENCE**

Mayor Byers acknowledged receipt of:

5. Email from Rose Johnson regarding the Lake Oswego/Tigard Temporary Construction Site

## **REGULAR AGENDA**

6. Carlotta Collette-METRO Councilor Ms. Collette updated the Council on several projects:
  - The Regional Transportation Plan must be updated by September 14, 2013 giving Metro the opportunity to look at regional transportation goals and how the region works as a transportation system.
  - The Active Transportation Plan takes into consideration how people get around on foot (sidewalks), bicycle, and using transit. Metro will look region-wide and try to connect all the trails, systems, and corridors around the region.
  - Regional Flexible Funds are made up of three pots of Federal money to Oregon Department of Transportation (ODOT), Tri-Met, and Metro/JPAC. Gladstone has an application in for the Trolley Bridge.
  - Clackamas County Coordinating Committee will be meeting on July 25<sup>th</sup> and will narrow the list from 150% to 100%. The final vote on the final approved projects will be made on August 1<sup>st</sup>. She suggested that Gladstone have a representative present at the C-4 meeting to talk about the Trolley Bridge.
  - The Natural Area Levies was passed in May (a 5-year operating levy) for the park system which allows an increase the Nature in Neighborhood grants.
  - The Willamette Falls Legacy Project is the former Blue Heron Paper Mill site that went bankrupt in 2011. A developer has made a bid on the property which will partner with Metro to redevelop the site. A campaign called "The Willamette Falls Legacy Project" has just begun and a website is being prepared that will give information about what could happen to the site and what residents want to happen to the site.

- Nature in Neighborhoods grant program has given funds to Rock Creek Restoration in Happy Valley, Spring Creek Park in Milwaukie, White Oaks Savanna in West Linn, and Meldrum Bar Park Project.
  - This is the 50<sup>th</sup> year anniversary in Oxbow and Blue Lake Parks. On Friday July 16<sup>th</sup> the parks there are no park entrance fees.
  - The Community Investment Initiative is comprised of leaders from the business community, the private side of the region. Metro contacted the private sector and they agreed to form the Community Investment Initiative Committee. Ms. Collette noted she is the Council's liaison to the Regional Infrastructure Enterprise who will be doing a couple of demonstration projects over the next few years working with private consultants and developers to bring to life some of the projects that have been on the list in communities around the region,
  - Metro was mandated to work with the communities to figure out how to reduce our greenhouse gasses from transportation. Eight case studies were submitted showing how different communities around the region are reducing their greenhouse gases. Climate Smart Communities is a group studying what it would take to get the greenhouse gases to the level the State has set by 2035.
  - Consideration is still being given to the Convention Center Hotel project.
  - The first art piece designed into the Elephant Land Forest Hall has been selected for the Portland Zoo. On June 3<sup>rd</sup> site work began for the Condors of the Columbia Exhibit at the Portland Zoo. Ground was broken for Elephant Land expansion at the Zoo.
7. Request to Purchase Fire Engine. Fire Chief Steve Monte reported the Gladstone Fire Department serves 4 square miles as a City and 12,000 people. They average 1500 calls a year for fires, medical calls, water rescue, aid to other departments, etc. They respond with two engines, a truck, and a rescue unit. There have been several times when he has walked into the department and there was no equipment to go out on a call. There have been times when they called in engine 101 (40 years old) and staffed it to go on a call. This engine will no longer pass OSHA standards for safety of fire fighters. Most fire engines are replaced after 15-20 years.

Fire Chief Monte is requesting Council approval of the purchase of a new fire engine, under the Public Cooperative Purchasing Rules for an estimated \$510,000.

*Councilor Nelson moved and Councilor Busch seconded a motion to approve the purchase of a new fire engine for the Fire Department at the estimated cost of \$510,000.  
Motion carried unanimously.*

8. City Hall/Police Station/Library. City Administrator Boyce reported there was a Council worksession regarding the city hall/police station/library facilities. There were discussions on how the City might pay for the facilities and what the expenses were of refurbishing or restoring the city hall building compared to new construction. New numbers were discussed on library construction at 9,000 sf and 13,000 sf. There was concern for paying for the new structures and the percentage of urban renewal funds may have to go towards the debt. There was discussion about the master plans that are currently ongoing and proposed in the future.

Councilor Busch suggested placing a new roof on the city hall structure. The cost of roof repair will be around \$280,000 and with other necessary repairs to the structure the total cost would be about \$600,000. Expansion of the police station would be over \$1-million.

Councilor Jaren suggested putting all three facilities on Webster; city hall/police station on the first floor and a library on the second floor. This would cut costs because the library would be supported by the two functions on the first floor. More information is needed to consider this new configuration.

City Attorney Heather Martin will put together a document that outlines the process for selling the Webster Road property.

*Councilor Nelson moved and Councilor Jaren seconded a motion to authorize staff to put out a bid for the patching of the roof if needed.  
Motion carried unanimously.*

9. Citizen Request to Amend GMC6.08.050 Keeping Wild or Dangerous Animals to allow a Siberian Lynx to the List of Allowed Animals. City Administrator Boyce introduced Pat Clark who has previously been before Council before to request that his Siberian Lynx be allowed in Gladstone. Gladstone Municipal Code 6.08.050 prohibits the Lynx from being kept in the City. Council asked that the code be reviewed to see if this is possible. Mr. Clark's request now is to amend the City Code to include it as an allowed animal.

Patrick Clark, 7650 Ridgewood Drive explained that a wild and dangerous animal is a wide range. His lynx is not a tiger, not a cougar; it is a cat he has raised since she has been 10 days old and she is now 16 years old. The estimated life of a lynx is 21-26 years. He submitted pictures of the lynx cat. He lived in Milwaukie since 1997 and there is nothing on record about having problems of the cat. Laws in Milwaukie required a cage and she is in that cage now. She is part of his family.

Council discussed the possibility of allowing a lynx on a case-by-case basis and not adding such animal to the allowed animals list. City Attorney Chris Crean stated the case-by-case basis is problematic and encourage public entities not to do things on a case-by-case basis because of the potential that it begins to look like favoritism. It would be very important to put standards in place like another code section that states, "Notwithstanding the prohibition in the section above, the City Manager may approve an exception to the prohibition provided the applicant meets the following standards." This decision could be appealed to City Council.

10. Police Department Reorganization. Police Chief Jim Pryde is proposing to reorganize its command staff to create a lieutenant position out of one of the existing sergeant positions and replace that sergeant position with an acting sergeant career development position. The city administrator and the Gladstone Police Department command staff support this reorganization proposal and have been involved in its development. City Council recently approved the FY 2013/2014 city budget that contains the salary line items relevant to this proposal,

*Councilor Martinez moved and Councilor Nelson seconded a motion to approve the reorganization of the Gladstone Police Department Command Staff as presented.*

*Motion carried unanimously*

11. Part-time Library Assistant Position. City Administrator Boyce reported Library Director Green in an effort to reduce on-call expenditures is requesting approval of a 16 hour per week library assistant. The net savings is about \$4,000 and will give increased flexibility of reducing expenditures going forward. Library Director Green is requesting City Council to approve filling the permanent part time Library Assistant position as allocated on line item 1292231 of the FY13/14 City of Gladstone budget.

*Councilor Jaren moved and Councilor Nelson seconded a motion to approve a 16 hr/week library Assistant position as requested by Library Director Green.*

*Motion carried unanimously.*

12. Library Building Repairs. City Administrator Boyce reported staff has identified a list of needed repairs to the library facility. Staff is requesting permission to seek quotes on the items marked as "Immediate Critical Repairs" on the list submitted. The quotes will come in about the \$17,000-20,000 range. The "Additional Repairs" listed are items that will need to be addressed in the future.

*Councilor Jaren moved and Councilor Martinez seconded a motion authorizing permission to seek quotes on the items marked as "Immediate Critical Repairs" as described on the list presented.*

It was asked whether the front door of the library could be made handicapped accessible. City Administrator Boyce said he would look into the cost of an automatic door and present it to Council to be added to the list of Immediate Critical Repairs.

*Motion carried unanimously.*

13. Urban Growth Management Area (UGMA). City Administrator Boyce reported Council previously discussed this issue. Happy Valley and Milwaukie have approached Clackamas County to expand their urban growth management area boundary. Staff was asked to get more information about the area east of I-205, south of Highway 212.

Should the city obtain this management area and annex the property, the city would have the ability to decide whether or not the current service districts in the area would continue providing the services or if the city would provide the service itself. The approximate taxable value is \$459 million, compared to Gladstone's current taxable value \$757 million. Staff is working with the county to determine the assessed values of the properties in this area. The population of this area is approximately 2,400; Gladstone is currently 11,415. Staff has had discussions with the Fire Chief and Police Chief to get an idea of what they felt it would take to serve that area. The Fire Department may request an additional man to equip a station near that area. The Police Department may need additional staff to cover the patrolled area. Public Works would be the biggest concern if the City were to take over water, sewer, etc. they would need to acquire that infrastructure from the service district to be able to put it in. That may not be feasible because of the large capital expense. Other city services such as planning and

zoning would be impacted as it is contracted with Clackamas County and there could be additional fees charged.

Happy Valley is still pushing Clackamas County to adopt their plan and the County has been instructed to continue working on that plan. If Council wants to present a plan that is credible to Clackamas County the City may need to seek professional help to put that together. The cost of the proposal would be \$3,000-5,000.

### **Discussion**

Mayor Byers explained there is more to this consideration than dollars; it is what the major tenants in that area want to see happen. There has to be a vote by the residents to approve the annexation. Currently the area is being serviced by Clackamas River Water, County Sheriff, Clackamas Fire District #1, and Service District #1. The County has the surface streets, etc.

Steve Johnson, 1420 Manor Drive stated in the 1980's Multnomah County, the unincorporated area between the edge of Portland and Gresham was annexed into Portland and Gresham. The people in that area were opposed to be a part of either city. How did that happen? Mayor Byers explained they had sewer moratoriums that wouldn't let people make connections to the sewer system unless they were in a City. It did pass with a vote of the people.

Steve Monte, 230 W. Exeter asked if there was an agreement between Happy Valley, Milwaukie and Gladstone, why the County is working with one party. City Administrator Boyce explained that Clackamas County was not a party to the agreement.

Staff was asked to gather information on what type of consulting service is needed if any.

14. City Council Guidebook. City Administrator Boyce suggests a worksession on this issue July 23, 2013 at 7:30 p.m. City Attorney Martin has reviewed the agreement, has some comments and wants to discuss it with Council.
15. Gladstone Cultural Festival – Change to Contract. City Administrator Boyce reported he was approached by the Rotary regarding insurance. Most of the food vendors are able to meet the insurance requirements; however the arts and crafts and lecturers are not. City Attorney Martin was asked to review the situation and suggested replacing the language in Section 4, Item 6 with, "User must provide City with all applicable food and beverage vendor certificates of insurance and endorsements naming the City as an additional insured for the event." The City would be taking on an additional risk that is fairly minimal.

*Councilor Martinez moved and Councilor Mersereau seconded a motion to change the language in the Section 4, Item 6 with, "User must provide City with all applicable food and beverage vendor certificates of insurance and endorsements naming the City as an additional insured for the event," disallowing the non-food vendors from the insurance requirement.*

Patrick Gyurica, Branch Manager U.S. Bank, Gladstone, Sergeant of Arms for the Gladstone Oak Grove Rotary, and Co-chairman for the Gladstone Cultural Festival stated the arts and crafts booths, educational and non-profit organizations want to be a part of the Festival. Gladstone/Oak Grove Rotary has the insurance umbrella to cover these people. They have

been asked to have an additional umbrella underneath for specific liability in order to cover in removing any liability to the City.

*Motion carried unanimously.*

**BUSINESS FROM THE COUNCIL**

- Councilor Nelson announced there will a car show on the Sunday of the Gladstone Cultural Festival on Portland Avenue. A trophy will be awarded to the owner of the favorite car by the Fire Department and Police Department.
- Neal Reisner thanked the Library Director for inviting him to story hour this last week. The focus was on Independence Day and there was a great turnout. Mayor Byers read to the kids.
- Mayor Byers announced that Mike House, Police Department has retired. His service to this community has been superb.

**Adjourn**

Mayor Byers adjourned the July 9, 2013 Council meeting at 9:20 p.m. into Executive Session ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing,

The next City Council meeting was adjourned to \_\_\_\_\_, 2013, at 7:00 p.m.

Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant City Administrator





**OREGON LIQUOR CONTROL COMMISSION  
APPLICATION FOR TEMPORARY USE OF ANNUAL LICENSE**

OLCC may refuse to process your application if received less than 10 days before your event

Please Print or Type

1. Annual Licensee: BROKEN SPOKE INVEST. CORP. Phone: 503-781-1873
2. Trade Name (dba) of annual license: GLADSTONE CARD ROOM License Type: FULL ON PREMISE
3. Mailing Address: 420 PORTLAND AVE. E-mail: badominic12@gmail.com
4. City: GLADSTONE State: OR Zip Code: 97027 Fax: 503-657-1977
5. Name of on-site manager(s): BOB DOMINIC Manager's Service Permit #: \_\_\_\_\_
6. EVENT ADDRESS: 420 PORTLAND AVE. City: GLADSTONE
7. Description/Boundaries of event location: 20' x 20' roped off area in parking lot
8. Date(s) of event: 9/21/13 Hours of event: 4PM - 9PM
9. Type of event: GOLF TOURNAMENT Type of entertainment: NONE
10. Types of alcohol to be served:  Beer  Wine  Hard Cider  Distilled Spirits
11. Type and hours of food service: STEAK DINNER 5PM - 8PM
12. Expected attendance per day: 60 Will minors attend? NO
13. Control plan for managing minor patrons and adult alcohol consumption: 1-ALCOHOL MONITOR  
2-SERVERS, NO ALCOHOL SALES TO VISIBLY INTOXICATED.

I certify that I have obtained at least \$300,000 of liquor liability insurance coverage for this event as required by ORS 471.168.

Insurance company: BAKER INSURANCE Policy # \_\_\_\_\_ Expiration Date 11/15/13

ANNUAL LICENSEE SIGNATURE Robert A. Dominic Date 7/31/13

14. You must take this application to the local city or county government for a recommendation before submitting it to the OLCC.

- Grant  Acknowledge  Deny (attach letter indicating grounds for denial)

Event location is:  Within  Outside City Limits Agency: \_\_\_\_\_

Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

15. This authority is valid when signed by an OLCC representative, and must be posted at the event.

Restrictions \_\_\_\_\_

LICENSE IS:  Denied  Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

2





Beery Elsner  
& Hammond LLP

MEMORANDUM

TO: Honorable Mayor Byers  
Gladstone City Council

FROM: <sup>HRM</sup> Heather R. Martin, City Attorney's Office

SUBJECT: COLA to City Administrator's Salary

DATE: August 6, 2013

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The Council will find attached to this memorandum a 0.5% cost of living adjustment (COLA) for City Administrator Pete Boyce. I understand the Council approved this COLA amount for other City employees. The City Administrator is entitled to the same COLA under his employment contract with the city.

**Recommendation:** approve a 0.5% COLA for the City Administrator, increasing his monthly salary from \$9,218.72 to \$9,264.81. The increase would be retroactive to July 1, 2013. If approved, staff should attach the revised addendum included with this memorandum to Pete's contract.

HRM/sb  
Enclosure

{00326165; 1 }

3-1

BEH  
BEH

## ADDENDUM

Consistent with Section 3 of this Agreement the City Administrator's monthly base salary shall be memorialized and adjusted as follows:

|                                |                  |                                      |
|--------------------------------|------------------|--------------------------------------|
| April 23, 2009 - June 30, 2010 | \$8,666.66/month |                                      |
| July 1, 2010 - June 30, 2011   | \$8,883.33/month | 2.5% equal to management staff COLA  |
| July 1, 2011 - June 30, 2012   | \$8,963.27/month | 0.9% equal to management staff COLA  |
| July 1, 2012 - June 30, 2013   | \$9,218.72/month | 2.85% equal to management staff COLA |
| July 1, 2013 - June 30, 2014   | \$9,264.81/month | 0.5% equal to management staff COLA  |

3-2

## CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

### Introduction

This Employment Agreement (hereinafter Agreement) is made and entered on the day set out above the signatures below by and between the City of Gladstone, an Oregon municipal corporation, (hereinafter "City") and Peter Boyce, (hereinafter "City Administrator" or "Administrator") to set out the terms and conditions of City's employment of City Administrator.

### Section 1: Term

The term of this Agreement shall commence on July 1, 2010 and extend through June 30, 2011. Thereafter, the Agreement shall renew each July 1st, for terms of one (1) year unless or until terminated, amended or modified by either City or City Administrator as provided.

### Section 2: Duties and Authority

City agrees to employ Peter Boyce as its City Administrator to perform the functions and duties specified in City Charter and City Code, and to perform other legally permissible and proper duties and functions of that office as may be assigned to him by the Mayor and City Council and Administrator agrees to accept said employment.

The Mayor and City Council agree to the principle of noninterference in the administration as necessary to the ordinary and efficient implementation of City Council Policy. The Mayor and City Council agree to direct their concerns about matters involving City staff through the City Administrator. The City Administrator agrees to respond promptly to all inquiries from the Council whether made individually or collectively.

### Section 3: Compensation

The City agrees to pay Administrator a monthly base salary of \$8,666.66 for the initial term of this Agreement which started on April 23, 2009. Thereafter changes in the City Administrator's salary shall be negotiated on an annual basis and memorialized in an addendum to this agreement.

The City Council shall review the performance of the City Administrator on a not less than annual basis.

The City agrees to pay the City Administrator in equal installments at the same time as other employees of the City are paid. In addition, the City agrees to increase or decrease the salary and/or other benefits of the City Administrator in such amounts and to such extent as granted to other full-time management City employees for the purpose of general salary or benefit adjustments. It is expected that salary increases or decreases shall be effective consistent with the City of Gladstone Fiscal Year and Pay Plan.

**Section 4: Dues, Subscriptions and Professional Development**

City will pay the professional dues and subscriptions of Employee as appropriate for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement and to improve his performance in his duties as City Administrator, subject to limitations by the City Council.

City will pay for travel and expenses of Employee for meetings, courses and other occasions related to the continued professional development of Employee, subject to limitations by the City Council.

City will pay the annual dues for the Administrator to participate in one local civic organization. Administrator will be responsible for any and all other expenses related to membership in the civic organization.

**Section 5: Health, Disability and Life Insurance Benefits**

The City agrees to provide and to pay a portion of the premiums for health, vision, and dental insurance benefits for the City Administrator (and his dependents) equal to that provided other full-time management employees of the City. The City Administrator will pay the portion of any premium(s) due in an amount equal to what is required of other full-time City management employees.

~~The City agrees during the term of this Agreement (and any renewal period thereafter) to make premium payments for accidental death, dismemberment and long-term disability insurance coverages for City Administrator. The City shall pay the premium for a \$10,000 life insurance policy during the term of this Agreement (and any renewal thereof). The City Administrator shall have the right to choose the beneficiary on all such policies.~~

**Section 6: Vacation and Sick Leave**

The City Administrator shall accrue on-going sick leave at the same rate accorded other full-time management employees of the City.

Administrator shall accrue vacation at the rate of 10 hours per month to a maximum accrual of no more than three (3) weeks per year and continue at this rate for the next four years of employment as provided in the City's Personnel Rules.

In the event of termination, either voluntarily or involuntarily, the City Administrator shall be compensated for all accrued vacation time as of the date of termination.

**Section 7: Automobile Usage and Reimbursement**

The City will make a City owned vehicle available for City Administrator's work related use, if one is available. If a City owned vehicle is not available, the City will reimburse the City Administrator for actual mileage incurred for work related travel at the appropriate Internal Revenue Service rate.

**Section 8: Cell Phone Stipend**

The City Administrator shall be entitled to a City provided communication device of his own choosing.

**Section 9: Retirement**

City Administrator will be enrolled in the Oregon Public Employees Retirement System and City will pay costs relating to same in the same manner as afforded other full-time City management employees.

**Section 10: Termination**

Termination without Cause. This Agreement may be terminated by either City or Administrator for any reason whatsoever upon giving not less than thirty (30) days written notice to the other.

Termination for Cause. For the purpose of this agreement, termination for cause shall occur when:

1. Administrator fails or refuses to comply with the written policies, standards and regulations of the City now in existence or are from time to time established;
2. The City has reasonable cause to believe Administrator has misappropriated City funds, goods or services to either his own or some other private third party's benefit or other acts of misconduct which the City Council believes in good faith is detrimental to the City and/or its interests.

**Section 11: At Will Status; Severance Payment**

It is understood by all parties that the employment relationship between the City and City Administrator is employment at will and the only rights City Administrator has are those set out in this Agreement.

No severance shall be paid nor earned by Administrator if he is terminated for cause as defined in Section 10 above or he voluntarily resigns under Section 12.

If Administrator is involuntarily terminated by City before expiration of this Agreement (or any extension thereof) albeit Administrator is ready, willing and able to perform his duties as City Administrator, then in that event, Administrator shall be entitled to and City will pay a graduated severance payment equal to the value of one (1) month's salary for each two months (or portions thereof) of completed service to the City as City Administrator. This right begins on signing. The maximum payment Administrator may accrue is payment equal to the monetary value of six (6) months' salary.

Payment of severance shall be made monthly, each payment being the value of one month's salary (less appropriate and lawful deductions) consistent with the graduated schedule. The right to said payment shall cease if, during the period of the scheduled payments, Administrator accepts employment with another employer (including self-employment). Administrator has an affirmative obligation to notify the City upon acceptance of other employment.

Regardless of whether the Administrator is terminated for cause or otherwise, he shall be compensated for all his accrued vacation time.

The Administrator shall, if terminated for reasons other than "for cause" as set out in Section 10, be entitled to receive from City payment of a lump sum equal to the monetary value of premiums paid by the City for six (6) months benefits for City Administrator. As used in the foregoing "benefits" mean health insurance, life insurance, long-term disability insurance, accidental death and dismemberment insurance.

In the event the Administrator is incapacitated or otherwise unable to perform her/his duties for a period of ninety (90) successive calendar days, Council may suspend the salary and the vacation and sick leave accruals of this Agreement until the City Administrator is able to return to work or the Agreement is terminated.

#### **Section 12: Resignation**

In the event that the City Administrator voluntarily resigns his position with the City, the City Administrator shall provide a minimum of 30 thirty days notice unless the parties agree otherwise in writing.

#### **Section 13: Performance Evaluation**

City shall review the performance of the City Administrator annually consistent with ORS 192.660(2)(i). The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a summary of the evaluation results. Consistent with ORS 192.660(2)(i), the City Council may conduct this review in an executive session unless City Administrator requests the review to occur in an open session.

#### **Section 14: Hours of Work**

It is recognized that the City Administrator must devote a great deal of time outside the normal office hours on business for the City, and to that end the City Administrator shall be allowed to establish an appropriate work schedule that meets the City's needs consistent with the City Administrator's duties.

#### **Section 15: Indemnification**

The City agrees to defend, hold harmless and indemnify Administrator from any and all demands, claims, suits, actions and legal proceedings brought against Administrator in his individual or official capacity as agent and employee of the City, consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).

City agrees to pay City Administrator a reasonable consulting fee and travel expenses should City Administrator serve as a witness, advisor or consultant to City regarding pending or active litigation following the termination of his employment.

#### **Section 16: Bonding**

City shall bear the full cost of any fidelity or other bonds required of the City Administrator by law.

## **Section 17: Other Terms and Conditions of Employment**

Except as otherwise provided in this Agreement, City Administrator shall be entitled to the level of benefits enjoyed by other department directors or general employees of the City.

## **Section 18: General Provisions**

A. Integration. This Agreement sets forth and establishes the entire understanding between the City and the City Administrator relating to the employment of the City Administrator by the City. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement.

B. Modification. Nothing shall restrict the ability of the City and Administrator to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both the City and Administrator

C. No assignment. This agreement is personal to City Administrator and is not subject to assignment or transfer but shall be binding upon, and inure to the benefit of the heirs and executors of City Administrator.

D. No Third-Party Beneficiaries. This Agreement does not create or grant any rights or benefits to or for any party other than City and City Administrator.

E. Effective Date. This Agreement shall be effective as of July 1, 2011.

F. Mediation. Should any dispute arise between the parties regarding the terms of this Agreement or work or services covered thereby, it is agreed that such dispute is required to be submitted to a mediator prior to arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If a party requests mediation and the other party fails to respond within ten days, or if the parties fail to agree on a mediator within ten days, a mediator shall be appointed by the presiding judge of the Clackamas County Circuit Court upon request of either party.

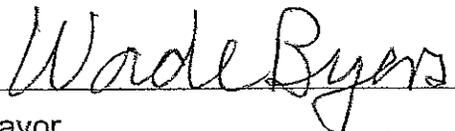
G. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (F) above) then the dispute shall be resolved by submitting it to binding arbitration.

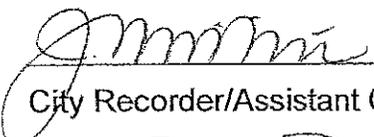
1. Within thirty (30) days of a notice by either party to the other requesting arbitration, City and Administrator shall select an arbitrator from a list of three (3) obtained from Arbitration Services of Portland, Inc. (ASP). The arbitrator shall for purposes of the arbitration proceedings, apply the rules of mandatory arbitration as adopted by the ASP in effect at the time of the arbitration.

2. Within sixty (60) days of the selection or appointment of the arbitrator, both City and Administrator shall concurrently submit to the arbitrator (supplying a copy to each other) a written statement of their respective legal and factual positions on the dispute. The arbitrator shall determine, after a hearing on the merits and within forty-five (45) days after receipt of the statements, the determination of the dispute which determination shall be final and binding.
3. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys

H. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

IN WITNESS WHEREOF, the City of Gladstone has caused this agreement to be signed and executed in its behalf by the Mayor and duly attested by the Acting City Recorder, and City Administrator has signed and executed this agreement, in duplicate, this 8th day of November, 2011.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Recorder/Assistant City Administrator

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

ADENDUM

Consistent with Section 3 of this Agreement the City Administrator's monthly base salary shall be memorialized and adjusted as follows:

|                                |                  |                                     |
|--------------------------------|------------------|-------------------------------------|
| April 23, 2009 - June 30, 2010 | \$8,666.66/month |                                     |
| July 1, 2010 - June 30, 2011   | \$8,883.33/month | 2.5% equal to management staff COLA |
| July 1, 2011 - June 30, 2012   | \$8,963.27/month | 0.9% equal to management staff COLA |



# City of GLADSTONE

August 13, 2013

Oregon State Treasury  
Attn: Local Government Investment Pool  
350 Winter Street N.E., Suite 100  
Salem, Oregon 97301-3896

To Whom It May Concern:

The City of Gladstone hereby authorizes any of the following individuals to initiate **bank account information changes** for the Local Government Investment Pool Accounts on our behalf.

| <u>Signature</u> | <u>Printed Name</u>     | <u>Title</u>                    |
|------------------|-------------------------|---------------------------------|
| _____            | <u>Peter Boyce</u>      | <u>City Administrator</u>       |
| _____            | <u>Jolene Morishita</u> | <u>Asst. City Administrator</u> |
| _____            | <u>Jeffrey Anderson</u> | <u>Account Clerk</u>            |
| _____            |                         |                                 |

This document supersedes all authorizations and shall continue in force until a new authorization has been received from our office.

Sincerely,

Peter Boyce,  
City Administrator

**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





OREGON LIQUOR CONTROL COMMISSION  
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: BHG NJP GL, LLC

Year Filed: 2013

Trade Name (dba): Oxford Suites Gladstone

Business Location Address: <sup>56</sup>75 82nd Dr.

City: Gladstone

ZIP Code: 97027

List Members of LLC:

Percentage of Membership Interest:

1. Bakulesh G. Patel  
(managing member)

50%

2. Narendra R. Patel  
(members)

25%

3. Jaya N. Patel

25%

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Jatin Patel

DOB: 01/22/1979

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: \_\_\_\_\_

(name)

(title)

Date: 7/10/13

5-2

1-800-452-OLCC (6522)

[www.olcc.state.or.us](http://www.olcc.state.or.us)

(rev. 8/11)



OREGON LIQUOR CONTROL COMMISSION  
**INDIVIDUAL HISTORY**

1. Trade Name OXFORD SUITES GLADSTONE 2. City GLADSTONE  
 3. Name PATEL BAKULESH G.  
 (Last) (First) (Middle)  
 4. Other names used (maiden, other) \_\_\_\_\_  
 5. \*SSN \_\_\_\_\_ 6. Place of Birth \_\_\_\_\_ 7. DOB \_\_\_\_\_ 8. Sex  M  F  
 (State or Country) (mm) (dd) (yyyy)

\*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: \_\_\_\_\_

9. Driver License or State ID # \_\_\_\_\_ 10. State OREGON  
 11. Residence Address \_\_\_\_\_  
 (number and street) (city) (state) (zip code) LAKEOS WEGO OR 97035  
 12. Mailing Address (if different) 8840 SW HOLLY LAKE WILSONVILLE OR 97070  
 (number and street) (city) (state) (zip code)  
 13. Contact Phone 503-783-5222 14. E-Mail address (optional) buggs1@bluehotels.com

15. Do you have a spouse or domestic partner?  Yes  No  
 If yes, list his/her full name: SUNITA B. PATEL

16. If yes to #15, will this person work at or be involved in the operation or management of the business?  
 Yes  No

17. List all states, other than Oregon, where you have lived during the past ten years:  
N/A

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.  
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony?  Yes  No  Unsure  
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name OXFORD SUITES 21. City GLADSTONE

22. Do you have any arrests or citations that have not been resolved?  Yes  No  Unsure  
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.)  Yes  No  Unsure  
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.)  Yes  No  Unsure  
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

X BIG RESTAURANTS LLC DBA SKY SOCIETY LOUNGE

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

**Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license.** If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol?  N/A  Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?  
 N/A  Yes  No  Unsure If yes or unsure, explain:

**Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license.** If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon?  N/A  Yes  No  Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 7/10/13



OREGON LIQUOR CONTROL COMMISSION  
**INDIVIDUAL HISTORY**

1. Trade Name Oxford Suites 2. City Gladstone
3. Name Patel, Narendra R.  
 (Last) (First) (Middle)
4. Other names used (maiden, other) n/a
5. \*SSN \_\_\_\_\_ 6. Place of Birth \_\_\_\_\_ 7. DOB \_\_\_\_\_ 8. Sex  M  F  O  
 (State or Country) (mm) (dd) (yyyy)

**\*SOCIAL SECURITY NUMBER DISCLOSURE:** As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a). If you consent to these uses, please sign here:

Applicant Signature: \_\_\_\_\_

9. Driver License or State ID # \_\_\_\_\_ 10. State Oregon
11. Residence Address \_\_\_\_\_ Ave. Portland, OR 97217  
 (number and street) (city) (state) (zip code)
12. Mailing Address (if different) \_\_\_\_\_  
 (number and street) (city) (state) (zip code)
13. Contact Phone 503-515-4741 14. E-Mail address (optional) \_\_\_\_\_
15. Do you have a spouse or domestic partner?  Yes  No  
 If yes, list his/her full name: Patel, Jaya N.
16. If yes to #15, will this person work at or be involved in the operation or management of the business?  
 Yes  No
17. List all states, other than Oregon, where you have lived during the past ten years:  
n/a
18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.  
 If unsure, explain. You may include the information on a separate sheet.
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5-5

20. Trade Name Oxford Suites

21. City Gladstone

22. Do you have any arrests or citations that have not been resolved?  Yes  No  Unsure  
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.)  Yes  No  Unsure  
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If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?  Yes  No  Unsure  
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

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If yes or unsure, explain:

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If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Handwritten Signature]

Date: 7-15-13

5-6



OREGON LIQUOR CONTROL COMMISSION  
**INDIVIDUAL HISTORY**

1. Trade Name Oxford Suites 2. City Gladstone
3. Name Patel, Jaya N.  
 (Last) (First) (Middle)
4. Other names used (maiden, other) n/a
5. \*SSN \_\_\_\_\_ 6. Place of Birth \_\_\_\_\_ 7. DOB \_\_\_\_\_ 8. Sex  M  F  O  
 (State or Country) (mm) (dd) (yyyy)

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Applicant Signature: \_\_\_\_\_

9. Driver License or State ID # \_\_\_\_\_ 10. State Oregon
11. Residence Address \_\_\_\_\_ Ave. Portland, OR 97217  
 (number and street) (city) (state) (zip code)
12. Mailing Address (if different) \_\_\_\_\_  
 (number and street) (city) (state) (zip code)
13. Contact Phone 503-515-4741 14. E-Mail address (optional) \_\_\_\_\_
15. Do you have a spouse or domestic partner?  Yes  No  
 If yes, list his/her full name: Patel, Narendra R.
16. If yes to #15, will this person work at or be involved in the operation or management of the business?  
 Yes  No
17. List all states, other than Oregon, where you have lived during the past ten years:  
n/a
18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.
19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony?  Yes  No  Unsure  
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

5-7

20. Trade Name Oxford Suites

21. City Gladstone

22. Do you have any arrests or citations that have not been resolved?  Yes  No  Unsure  
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.)  Yes  No  Unsure  
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.)  Yes  No  Unsure  
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

**Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.**

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol?  N/A  Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

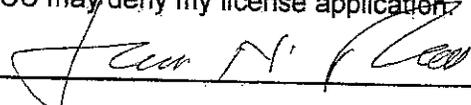
27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?  
 N/A  Yes  No  Unsure If yes or unsure, explain:

**Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.**

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon?  N/A  Yes  No  Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: 

Date: 7-15-13



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: BHG NJP GL, LLC Phone: 503-482-5129

Trade Name (dba): Oxford Suites

Business Location Address: <sup>SE</sup> 75 82nd Drive.

City: Gladstone ZIP Code: 97027

### DAYS AND HOURS OF OPERATION

#### Business Hours:

|           |               |    |               |
|-----------|---------------|----|---------------|
| Sunday    | <u>n/a</u>    | to | <u>n/a</u>    |
| Monday    | <u>5:30pm</u> | to | <u>9:30pm</u> |
| Tuesday   | <u>5:30pm</u> | to | <u>9:30pm</u> |
| Wednesday | <u>5:30pm</u> | to | <u>9:30pm</u> |
| Thursday  | <u>5:30pm</u> | to | <u>9:30pm</u> |
| Friday    | <u>5:30pm</u> | to | <u>9:30pm</u> |
| Saturday  | <u>5:30pm</u> | to | <u>9:30pm</u> |

#### Outdoor Area Hours:

|           |       |    |       |
|-----------|-------|----|-------|
| Sunday    | _____ | to | _____ |
| Monday    | _____ | to | _____ |
| Tuesday   | _____ | to | _____ |
| Wednesday | _____ | to | _____ |
| Thursday  | _____ | to | _____ |
| Friday    | _____ | to | _____ |
| Saturday  | _____ | to | _____ |

The outdoor area is used for: n/a

Food service Hours: \_\_\_\_\_ to \_\_\_\_\_

Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_

Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

### ENTERTAINMENT

Check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Live Music        | <input type="checkbox"/> Karaoke                |
| <input type="checkbox"/> Recorded Music    | <input type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music          | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing           | <input type="checkbox"/> Social Gaming          |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables            |
|  | <input type="checkbox"/> Other: _____           |

### DAYS & HOURS OF LIVE OR DJ MUSIC

|           |       |    |       |
|-----------|-------|----|-------|
| Sunday    | _____ | to | _____ |
| Monday    | _____ | to | _____ |
| Tuesday   | _____ | to | _____ |
| Wednesday | _____ | to | _____ |
| Thursday  | _____ | to | _____ |
| Friday    | _____ | to | _____ |
| Saturday  | _____ | to | _____ |

### SEATING COUNT

|                       |                          |
|-----------------------|--------------------------|
| Restaurant: <u>46</u> | Outdoor: <u>n/a</u>      |
| Lounge: <u>n/a</u>    | Other (explain): _____   |
| Banquet: <u>n/a</u>   | Total Seating: <u>46</u> |

|  |  |
|--|--|
| <b>OLCC USE ONLY</b>                             |  |
| Investigator Verified Seating: _____(Y) _____(N) |  |
| Investigator Initials: _____                     |  |
| Date: _____                                      |  |

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 7/10/13 5-9



City of Gladstone

Month: July 2013

|         |         |         |                 |            |                |
|---------|---------|---------|-----------------|------------|----------------|
| Payroll | 7/1/13  | Check   | # 73661 - 73665 | 5,666.86   | Payroll Adj    |
|         | 7/31/13 | Payroll | # 73842 - 73902 | 47,895.75  | Payroll        |
|         | 7/31/13 | Payroll |                 | 148,838.22 | Direct Deposit |
|         |         |         |                 |            |                |
|         |         |         |                 |            |                |
|         |         |         |                 |            |                |
|         |         |         |                 | 202,400.83 | Total          |

Manual/ Machine/ Month End Checks

|  |         |       |                 |            |               |
|--|---------|-------|-----------------|------------|---------------|
|  | 7/1/13  | Check | # 73647 - 73660 | 3,875.00   |               |
|  | 7/5/13  | Check | # 73667 - 73677 | 34,301.70  |               |
|  | 7/10/13 | Check | # 73678         | 87,511.52  | replace 73666 |
|  | 7/18/13 | Check | # 73833 - 73838 | 11,537.02  |               |
|  | 7/23/13 | Check | # 73839 - 73841 | 59,574.79  |               |
|  | 7/31/13 | Check | # 73903 - 73928 | 152,130.00 |               |
|  |         |       |                 |            |               |
|  |         |       |                 |            |               |
|  |         |       |                 |            |               |
|  |         |       |                 |            |               |
|  |         |       |                 | 348,930.03 | Total         |

Urban Renewal Checks

|  |         |       |        |          |       |
|--|---------|-------|--------|----------|-------|
|  | 7/17/13 | Check | # 5461 | 1,050.00 | UR    |
|  |         |       |        |          |       |
|  |         |       |        | 1,050.00 | Total |

Outstanding Invoices

|  |          |       |             |            |       |
|--|----------|-------|-------------|------------|-------|
|  | 08/14/13 | Check | Preliminary | 132,835.86 | Total |
|--|----------|-------|-------------|------------|-------|

July Monthly

685,216.72

Total

Council Approval

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JE03

# Payroll

## G/L Distribution Report

User: anderson  
Batch: 00001.07.2013 COMPUTER  
City of Gladstone



| Account Number          | Debit Amount             | Credit Amount   | Description             |
|-------------------------|--------------------------|-----------------|-------------------------|
| Section 1 001           | GENERAL FUND             |                 |                         |
| Section 2 000           |                          |                 |                         |
| 001-000-140000          | 2,891.52                 | 0.00            | CASH IN BANK            |
| 001-000-290001          | 0.00                     | 1,028.33        | FEDERAL WITHHOLDING W/H |
| 001-000-290002          | 0.00                     | 1,205.10        | SOCIAL SECURITY W/H     |
| 001-000-290003          | 0.00                     | 576.32          | STATE TAX W/H           |
| 001-000-290004          | 0.00                     | 4.60            | WBF WORKDAY ASSESS      |
| 001-000-290005          | 0.00                     | 55.13           | UNEMPLOYMENT            |
| 001-000-290007          | 0.00                     | 56.21           | TRI-MET TAX             |
| 001-000-290111          | 0.00                     | 28.32           | RETIREMENT/PERS         |
| 001-000-290115          | 0.00                     | 24.20           | DISABILITY INSURANCE    |
| <b>Section 2 Total:</b> | <b>2,891.52</b>          | <b>2,978.21</b> |                         |
| Section 2 027           | RECREATION DEPARTMENT    |                 |                         |
| 001-027-102500          | 7.33                     | 0.00            | PAYROLL COSTS           |
| 001-027-201500          | 79.36                    | 0.00            | FIELD MAINTENANCE CREW  |
| <b>Section 2 Total:</b> | <b>86.69</b>             | <b>0.00</b>     |                         |
| <b>Section 1 Total:</b> | <b>2,978.21</b>          | <b>2,978.21</b> |                         |
| Section 1 005           | ROAD & STREET FUND       |                 |                         |
| Section 2 000           | RECREATION DEPARTMENT    |                 |                         |
| 005-000-140000          | 0.00                     | 331.73          | CASH IN BANK            |
| <b>Section 2 Total:</b> | <b>0.00</b>              | <b>331.73</b>   |                         |
| Section 2 005           | STREET DEPARTMENT        |                 |                         |
| 005-005-102500          | 53.89                    | 0.00            | PAYROLL COSTS           |
| 005-005-502300          | 277.84                   | 0.00            | SEASONAL HELP           |
| <b>Section 2 Total:</b> | <b>331.73</b>            | <b>0.00</b>     |                         |
| <b>Section 1 Total:</b> | <b>331.73</b>            | <b>331.73</b>   |                         |
| Section 1 008           | POLICE/COMMUNC LEVY FUND |                 |                         |

| Account Number          | Debit Amount             | Credit Amount    | Description             |
|-------------------------|--------------------------|------------------|-------------------------|
| Section 2 000           | STREET DEPARTMENT        |                  |                         |
| 008-000-140000          | 0.00                     | 8,226.65         | CASH IN BANK            |
| <b>Section 2 Total:</b> | <b>0.00</b>              | <b>8,226.65</b>  |                         |
| Section 2 008           | POLICE/COMMUNC LEVY DEPT |                  |                         |
| 008-008-102500          | 707.49                   | 0.00             | PAYROLL COSTS           |
| 008-008-800500          | 7,519.16                 | 0.00             | SCHOOL RESOURCE OFFICER |
| <b>Section 2 Total:</b> | <b>8,226.65</b>          | <b>0.00</b>      |                         |
| <b>Section 1 Total:</b> | <b>8,226.65</b>          | <b>8,226.65</b>  |                         |
| <b>Report Total:</b>    | <b>11,536.59</b>         | <b>11,536.59</b> |                         |

JE 51

# Payroll

## G/L Distribution Report

User: anderson  
Batch: 00002.07.2013 COMPUTER  
City of Gladstone



| Account Number          | Debit Amount           | Credit Amount     | Description                    |
|-------------------------|------------------------|-------------------|--------------------------------|
| Section 1 001           | GENERAL FUND           |                   |                                |
| Section 2 000           |                        |                   |                                |
| 001-000-140000          | 50,422.31              | 0.00              | CASH IN BANK                   |
| 001-000-290000          | 0.00                   | 148,838.22        | DIRECT DEPOSIT LIABILITIES     |
| 001-000-290001          | 0.00                   | 34,022.01         | FEDERAL WITHHOLDING W/H        |
| 001-000-290002          | 0.00                   | 44,473.02         | SOCIAL SECURITY W/H            |
| 001-000-290003          | 0.00                   | 19,203.23         | STATE TAX W/H                  |
| J01-000-290004          | 0.00                   | 305.46            | WBF WORKDAY ASSESS             |
| 001-000-290005          | 0.00                   | 2,034.74          | UNEMPLOYMENT                   |
| 001-000-290007          | 0.00                   | 2,074.55          | TRI-MET TAX                    |
| 001-000-290008          | 0.00                   | 1,155.98          | MISCELLANEOUS                  |
| 001-000-290102          | 0.00                   | 5,539.00          | CREDIT UNION W/H               |
| 001-000-290103          | 0.00                   | 51,129.99         | HEALTH INS W/H                 |
| 001-000-290104          | 0.00                   | 1,933.64          | UNION DUES W/H                 |
| 001-000-290105          | 0.00                   | 6,357.12          | DEFERRED COMP W/H              |
| 001-000-290108          | 0.00                   | 113.09            | LIFE INSURANCE/PU              |
| 001-000-290111          | 0.00                   | 39,589.86         | RETIREMENT/PERS                |
| 001-000-290112          | 0.00                   | 3,896.74          | RETIREMENT                     |
| 001-000-290114          | 0.00                   | 975.00            | FIREFIGHTER HOUSE DUES         |
| 001-000-290115          | 0.00                   | 935.89            | DISABILITY INSURANCE           |
| J01-000-290124          | 0.00                   | 1,833.40          | VEBA HEALTH CONTRIBUTIONS      |
| 001-000-290125          | 0.00                   | 336.66            | SECTION 125 FLEX HEALTH        |
| <b>Section 2 Total:</b> | <b>50,422.31</b>       | <b>364,747.60</b> |                                |
| Section 2 021           | GENERAL ADMINISTRATION |                   |                                |
| 001-021-100000          | 9,218.72               | 0.00              | CITY ADMINISTRATOR             |
| 001-021-100500          | 7,125.00               | 0.00              | ASSISTANT CITY ADMINSTRATOR    |
| 001-021-101500          | 4,815.80               | 0.00              | ADMIN SECRETARY/REC COORDINATO |
| 001-021-102000          | 4,579.66               | 0.00              | ACCOUNT CLERK (FINANCE)        |
| 001-021-102500          | 11,834.73              | 0.00              | PAYROLL COSTS                  |
| <b>Section 2 Total:</b> | <b>37,573.91</b>       | <b>0.00</b>       |                                |
| Section 2 022           | MUNICIPAL COURT        |                   |                                |
| 001-022-102500          | 3,056.13               | 0.00              | PAYROLL COSTS                  |

| Account Number          | Debit Amount          | Credit Amount | Description                    |
|-------------------------|-----------------------|---------------|--------------------------------|
| 001-022-120500          | 4,668.58              | 0.00          | MUNICIPAL COURT CLERK          |
| 001-022-121000          | 2,227.84              | 0.00          | ASSISTANT COURT CLERK          |
| <b>Section 2 Total:</b> | <b>9,952.55</b>       | <b>0.00</b>   |                                |
| Section 2 024           | POLICE DEPARTMENT     |               |                                |
| 001-024-102500          | 48,027.36             | 0.00          | PAYROLL COSTS                  |
| 001-024-140000          | 8,669.00              | 0.00          | POLICE CHIEF                   |
| 001-024-140300          | 9,309.91              | 0.00          | POLICE LIEUTENANT              |
| 001-024-140500          | 9,299.39              | 0.00          | POLICE SERGEANT                |
| 001-024-141000          | 10,704.95             | 0.00          | POLICE SERGEANT                |
| 001-024-141500          | 5,841.92              | 0.00          | POLICE ACTING SERGEANT         |
| 001-024-142000          | 6,102.72              | 0.00          | POLICE DETECTIVE               |
| 001-024-142500          | 5,729.58              | 0.00          | POLICE OFFICER                 |
| 001-024-143500          | 6,000.80              | 0.00          | POLICE OFFICER                 |
| 001-024-144500          | 5,920.16              | 0.00          | POLICE OFFICER                 |
| 001-024-145000          | 4,964.00              | 0.00          | POLICE OFFICER                 |
| 001-024-146000          | 5,424.64              | 0.00          | POLICE OFFICER                 |
| 001-024-146200          | 4,505.00              | 0.00          | POLICE OFFICER                 |
| 001-024-146400          | 5,146.28              | 0.00          | POLICE OFFICER                 |
| 001-024-146500          | 2,041.70              | 0.00          | MUNICIPAL ORDINANCE SPECIALIST |
| 001-024-150000          | 3,671.00              | 0.00          | POLICE RECORDS CLERK           |
| 001-024-150500          | 234.00                | 0.00          | POLICE RESERVES                |
| 001-024-151500          | 1,183.99              | 0.00          | HOLIDAY PAY                    |
| 001-024-152500          | 10,123.84             | 0.00          | OVERTIME                       |
| 001-024-152600          | 3,110.39              | 0.00          | TRAINING OVERTIME              |
| <b>Section 2 Total:</b> | <b>156,010.63</b>     | <b>0.00</b>   |                                |
| Section 2 025           | FIRE DEPARTMENT       |               |                                |
| 001-025-102500          | 6,302.76              | 0.00          | PAYROLL COSTS                  |
| 001-025-170000          | 1,143.06              | 0.00          | FIRE CHIEF                     |
| 001-025-170300          | 6,624.00              | 0.00          | FIRE MARSHAL                   |
| 001-025-171000          | 22,624.12             | 0.00          | ON-CALL FIREFIGHTERS           |
| <b>Section 2 Total:</b> | <b>36,693.94</b>      | <b>0.00</b>   |                                |
| Section 2 026           | PARK DEPARTMENT       |               |                                |
| 001-026-102500          | 3,117.12              | 0.00          | PAYROLL COSTS                  |
| 001-026-190000          | 662.39                | 0.00          | PUBLIC WORKS SUPERVISOR        |
| 001-026-190500          | 4,664.27              | 0.00          | UTILITY WORKER, JOURNEY        |
| 001-026-192000          | 121.09                | 0.00          | OVERTIME                       |
| <b>Section 2 Total:</b> | <b>8,564.87</b>       | <b>0.00</b>   |                                |
| Section 2 027           | RECREATION DEPARTMENT |               |                                |
| 001-027-102500          | 707.66                | 0.00          | PAYROLL COSTS                  |

| Account Number          | Debit Amount      | Credit Amount     | Description                     |
|-------------------------|-------------------|-------------------|---------------------------------|
| 001-027-201000          | 4,261.50          | 0.00              | PLAYGROUND AIDES                |
| 001-027-201500          | 3,410.48          | 0.00              | FIELD MAINTENANCE CREW          |
| <b>Section 2 Total:</b> | <b>8,379.64</b>   | <b>0.00</b>       |                                 |
| Section 2 028           | SENIOR CENTER     |                   |                                 |
| 001-028-102500          | 5,420.01          | 0.00              | PAYROLL COSTS                   |
| 001-028-208500          | 5,863.00          | 0.00              | SENIOR CENTER MANAGER           |
| 001-028-209500          | 2,275.25          | 0.00              | TRAM DRIVER                     |
| 001-028-210000          | 1,321.76          | 0.00              | OFFICE ASSISTANT                |
| 001-028-210500          | 2,254.19          | 0.00              | NUTRITION CATERER               |
| <b>Section 2 Total:</b> | <b>17,134.21</b>  | <b>0.00</b>       |                                 |
| Section 2 029           | LIBRARY           |                   |                                 |
| 001-029-102500          | 10,570.96         | 0.00              | PAYROLL COSTS                   |
| 001-029-220000          | 5,745.00          | 0.00              | LIBRARY DIRECTOR                |
| 001-029-221500          | 4,055.39          | 0.00              | LIBRARY ASSISTANT II            |
| 001-029-222000          | 3,976.64          | 0.00              | LIBRARY ASSISTANT II            |
| 001-029-222500          | 4,236.57          | 0.00              | LIBRARY ASSISTANT II            |
| 001-029-222800          | 4,321.05          | 0.00              | LIBRARY ASSISTANT II            |
| 001-029-223000          | 3,937.27          | 0.00              | LIBRARY ASSISTANT II            |
| 001-029-223200          | 545.88            | 0.00              | LIBRARY AIDE                    |
| 001-029-223500          | 2,626.78          | 0.00              | ON CALL LIB ASSISTANT           |
| <b>Section 2 Total:</b> | <b>40,015.54</b>  | <b>0.00</b>       |                                 |
| <b>Section 1 Total:</b> | <b>364,747.60</b> | <b>364,747.60</b> |                                 |
| Section 1 003           | SEWER FUND        |                   |                                 |
| Section 2 000           | LIBRARY           |                   |                                 |
| 003-000-140000          | 0.00              | 19,964.44         | CASH IN BANK                    |
| <b>Section 2 Total:</b> | <b>0.00</b>       | <b>19,964.44</b>  |                                 |
| Section 2 003           | SEWER DEPARTMENT  |                   |                                 |
| 003-003-102500          | 6,124.61          | 0.00              | PAYROLL COSTS                   |
| 003-003-300300          | 2,318.40          | 0.00              | PUBLIC WORKS SUPERVISOR         |
| 003-003-300700          | 2,531.96          | 0.00              | UTILITY WKR, JOURNEY/MAINT TECH |
| 003-003-301000          | 4,780.88          | 0.00              | UTILITY WORKER                  |
| 003-003-301200          | 4,208.59          | 0.00              | ACCOUNT CLERK                   |
| <b>Section 2 Total:</b> | <b>19,964.44</b>  | <b>0.00</b>       |                                 |
| <b>Section 1 Total:</b> | <b>19,964.44</b>  | <b>19,964.44</b>  |                                 |

| Account Number          | Debit Amount             | Credit Amount    | Description                     |
|-------------------------|--------------------------|------------------|---------------------------------|
| Section 1 004           | WATER FUND               |                  |                                 |
| Section 2 000           | SEWER DEPARTMENT         |                  |                                 |
| 004-000-140000          | 0.00                     | 21,186.72        | CASH IN BANK                    |
| <b>Section 2 Total:</b> | <b>0.00</b>              | <b>21,186.72</b> |                                 |
| Section 2 004           | WATER DEPARTMENT         |                  |                                 |
| 004-004-102500          | 6,682.15                 | 0.00             | PAYROLL COSTS                   |
| 004-004-400300          | 1,987.21                 | 0.00             | PUBLIC WORKS SUPERVISOR         |
| 004-004-400700          | 2,531.94                 | 0.00             | UTILITY WKR, JOURNEY/MAINTENANC |
| 004-004-401000          | 4,664.27                 | 0.00             | UTILITY WORKER, JOURNEY         |
| 004-004-401500          | 4,954.24                 | 0.00             | UTILITY WORKER, JOURNEY         |
| 004-004-402500          | 366.91                   | 0.00             | OVERTIME                        |
| <b>Section 2 Total:</b> | <b>21,186.72</b>         | <b>0.00</b>      |                                 |
| <b>Section 1 Total:</b> | <b>21,186.72</b>         | <b>21,186.72</b> |                                 |
| Section 1 005           | ROAD & STREET FUND       |                  |                                 |
| Section 2 000           | WATER DEPARTMENT         |                  |                                 |
| 005-000-140000          | 0.00                     | 16,627.72        | CASH IN BANK                    |
| <b>Section 2 Total:</b> | <b>0.00</b>              | <b>16,627.72</b> |                                 |
| Section 2 005           | STREET DEPARTMENT        |                  |                                 |
| 005-005-102500          | 4,124.86                 | 0.00             | PAYROLL COSTS                   |
| 005-005-501500          | 1,656.00                 | 0.00             | PUBLIC WKS SUPERVISOR           |
| 005-005-502000          | 5,037.46                 | 0.00             | UTILITY WORKER, JOURNEY         |
| 005-005-502300          | 5,809.40                 | 0.00             | SEASONAL HELP                   |
| <b>Section 2 Total:</b> | <b>16,627.72</b>         | <b>0.00</b>      |                                 |
| <b>Section 1 Total:</b> | <b>16,627.72</b>         | <b>16,627.72</b> |                                 |
| Section 1 008           | POLICE/COMMUNC LEVY FUND |                  |                                 |
| Section 2 000           | STREET DEPARTMENT        |                  |                                 |
| 008-000-140000          | 0.00                     | 26,790.66        | CASH IN BANK                    |
| <b>Section 2 Total:</b> | <b>0.00</b>              | <b>26,790.66</b> |                                 |
| Section 2 008           | POLICE/COMMUNC LEVY DEPT |                  |                                 |
| 008-008-102500          | 8,716.00                 | 0.00             | PAYROLL COSTS                   |
| 008-008-800500          | 5,476.80                 | 0.00             | SCHOOL RESOURCE OFFICER         |
| 008-008-801500          | 4,964.00                 | 0.00             | POLICE OFFICER                  |
| 008-008-802500          | 2,041.73                 | 0.00             | MUNICIPAL ORDINANCE SPECIALIST  |

| Account Number          | Debit Amount                  | Credit Amount     | Description                |
|-------------------------|-------------------------------|-------------------|----------------------------|
| 008-008-802700          | 4,170.00                      | 0.00              | EXECUTIVE ASSISTANT        |
| 008-008-803000          | 1,422.13                      | 0.00              | OVERTIME                   |
| <b>Section 2 Total:</b> | <b>26,790.66</b>              | <b>0.00</b>       |                            |
| <b>Section 1 Total:</b> | <b>26,790.66</b>              | <b>26,790.66</b>  |                            |
| Section 1 009           | FIRE/EMERG SERVICES LEVY FUND |                   |                            |
| Section 2 000           | POLICE/COMMUNC LEVY DEPT      |                   |                            |
| 009-000-140000          | 0.00                          | 13,748.52         | CASH IN BANK               |
| <b>Section 2 Total:</b> | <b>0.00</b>                   | <b>13,748.52</b>  |                            |
| Section 2 009           | FIRE/EMERG SERVICES DEPT      |                   |                            |
| 009-009-102500          | 3,154.21                      | 0.00              | PAYROLL COSTS              |
| 009-009-900500          | 5,449.00                      | 0.00              | VOLUNTEER FIRE COORDINATOR |
| 009-009-901500          | 5,145.31                      | 0.00              | SEASONAL HELP              |
| <b>Section 2 Total:</b> | <b>13,748.52</b>              | <b>0.00</b>       |                            |
| <b>Section 1 Total:</b> | <b>13,748.52</b>              | <b>13,748.52</b>  |                            |
| <b>Report Total:</b>    | <b>463,065.66</b>             | <b>463,065.66</b> |                            |

# Clearing House Distribution Report

User: anderson  
Printed: 07/26/2013 - 10:53AM  
Batch: 73113.07.2013



| Account Number | Debit      | Credit     | Account Description        |
|----------------|------------|------------|----------------------------|
| 001-000-140000 | 0.00       | 148,838.22 | CASH IN BANK               |
| 001-000-290000 | 148,838.22 | 0.00       | DIRECT DEPOSIT LIABILITIES |
|                | <hr/>      | <hr/>      |                            |
|                | 148,838.22 | 148,838.22 |                            |
|                | <hr/>      | <hr/>      |                            |
| Report Totals: | 148,838.22 | 148,838.22 |                            |
|                | <hr/>      | <hr/>      |                            |

# Accounts Payable

## Checks by Date - Summary by Check Number

User: anderson  
Printed: 8/7/2013 8:45 AM



| Check No                  | Vendor No | Vendor Name      | Check Date | Check Amount |
|---------------------------|-----------|------------------|------------|--------------|
| 73647                     | 00280     | Robert J Adams   | 07/01/2013 | 250.00       |
| 73648                     | 00948     | Sean W Boyle     | 07/01/2013 | 250.00       |
| 73649                     | 02830     | Fich, Anthony    | 07/01/2013 | 250.00       |
| 73650                     | 03319     | Graves, Eric     | 07/01/2013 | 250.00       |
| 73651                     | 03425     | Gutierrez, Jose  | 07/01/2013 | 250.00       |
| 73652                     | 03755     | Michael H House  | 07/01/2013 | 250.00       |
| 73653                     | 03825     | Hutchinson, Andy | 07/01/2013 | 250.00       |
| 73654                     | 04160     | Lee A Jundt      | 07/01/2013 | 250.00       |
| 73655                     | 04430     | Wayne A Lawrence | 07/01/2013 | 250.00       |
| 73656                     | 04715     | Robert D Maple   | 07/01/2013 | 250.00       |
| 73657                     | 04956     | Mixson, Steve    | 07/01/2013 | 250.00       |
| 73658                     | 05684G    | Okerman, Matt    | 07/01/2013 | 250.00       |
| 73659                     | 07208     | Pryde, Jim       | 07/01/2013 | 250.00       |
| 73660                     | 08995     | Kevin Voss       | 07/01/2013 | 625.00       |
| Report Total (14 checks): |           |                  |            | 3,875.00     |

# Accounts Payable

## Checks by Date - Summary by Check Number

User: anderson  
Printed: 8/7/2013 8:48 AM



| Check No                  | Vendor No | Vendor Name                    | Check Date | Check Amount |
|---------------------------|-----------|--------------------------------|------------|--------------|
| 73667                     | 01621     | Clackamas, County of           | 07/05/2013 | 335.00       |
| 73668                     | 01804     | Clark, Bradley                 | 07/05/2013 | 250.00       |
| 73669                     | 01820     | CLIA Laboratory Program        | 07/05/2013 | 150.00       |
| 73670                     | 02638     | Englefried, Stephen            | 07/05/2013 | 160.00       |
| 73671                     | 04172     | Justice Systems                | 07/05/2013 | 2,050.00     |
| 73672                     | 04441     | League of Oregon Cities        | 07/05/2013 | 8,293.39     |
| 73673                     | 04606     | Local Gov't Personnel Institut | 07/05/2013 | 1,580.00     |
| 73674                     | 04680     | Mad Science                    | 07/05/2013 | 353.95       |
| 73675                     | 06103     | Oregon Museum of Science & Ind | 07/05/2013 | 290.00       |
| 73676                     | 07532     | Richard Ritchey                | 07/05/2013 | 200.00       |
| 73677                     | 08086     | Springbrook Software           | 07/05/2013 | 20,639.36    |
| Report Total (11 checks): |           |                                |            | 34,301.70    |

# Accounts Payable

## Checks by Date - Summary by Check Number

User: anderson  
Printed: 8/7/2013 8:52 AM



| Check No                 | Vendor No | Vendor Name   | Check Date | Check Amount |
|--------------------------|-----------|---------------|------------|--------------|
| 73678                    | 01339     | CIS/EBS Trust | 07/05/2013 | 87,511.52    |
| Report Total (1 checks): |           |               |            | 87,511.52    |

# Accounts Payable

## Checks by Date - Summary by Check Date

User: anderson  
Printed: 8/7/2013 8:58 AM



| Check No | Vendor No | Vendor Name               | Check Date | Check Amount |
|----------|-----------|---------------------------|------------|--------------|
| 73833    | 00628     | Tami Bannick              | 07/18/2013 | 14.99        |
| 73834    | 02915     | Union Security Insurance  | 07/18/2013 | 188.25       |
| 73835    | 03226     | Gladstone Municipal Court | 07/18/2013 | 215.80       |
| 73836    | 04810     | Merina and Company LLP    | 07/18/2013 | 3,950.00     |
| 73837    | 07021     | Portland General Electric | 07/18/2013 | 5,977.61     |
| 73838    | 08830     | US Postal Service         | 07/18/2013 | 1,190.37     |

Total for 7/18/2013: 11,537.02

Report Total (6 checks): 11,537.02

# Accounts Payable

## Checks by Date - Summary by Check Number

User: anderson  
Printed: 8/7/2013 8:59 AM



| Check No                 | Vendor No | Vendor Name                | Check Date | Check Amount |
|--------------------------|-----------|----------------------------|------------|--------------|
| 73839                    | 01339     | CIS/EBS Trust              | 07/23/2013 | 52,423.34    |
| 73840                    | 01726     | Clackamas Fed. Cred. Union | 07/23/2013 | 6,651.45     |
| 73841                    | 03237     | Gladstone/Oak Grv Rotary   | 07/23/2013 | 500.00       |
| Report Total (3 checks): |           |                            |            | 59,574.79    |

# Accounts Payable

## Checks by Date - Summary by Check Number

User: anderson  
Printed: 8/7/2013 9:01 AM



| Check No | Vendor No | Vendor Name                    | Check Date | Check Amount |
|----------|-----------|--------------------------------|------------|--------------|
| 73903    | 00282     | Adventist Medical Center       | 07/31/2013 | 1,122.76     |
| 73904    | 00285     | Air Duct Cleaners NW           | 07/31/2013 | 481.00       |
| 73905    | 00734     | Beloof & Haines                | 07/31/2013 | 3,000.00     |
| 73906    | 00875A    | Blumenthal Uniforms            | 07/31/2013 | 218.49       |
| 73907    | 01184     | Cash and Carry Smart Foodsrvc  | 07/31/2013 | 227.69       |
| 73908    | 01346     | City County Insurance Services | 07/31/2013 | 85,793.12    |
| 73909    | 01576     | Clackamas, County of           | 07/31/2013 | 4,162.94     |
| 73910    | 01893C    | Comcast Cable                  | 07/31/2013 | 107.80       |
| 73911    | 01893F    | Comcast Cable                  | 07/31/2013 | 2.10         |
| 73912    | 02657     | Axa Equitable/Equi-Vest        | 07/31/2013 | 6,257.12     |
| 73913    | 02659     | Axa Equitable RIA              | 07/31/2013 | 3,659.03     |
| 73914    | 02661     | Axa Equitable/EVLICO           | 07/31/2013 | 237.71       |
| 73915    | 02795     | F B I National Academy Inc     | 07/31/2013 | 175.00       |
| 73916    | 03271     | Gladstone Vol Fire Dept        | 07/31/2013 | 975.00       |
| 73917    | 03627     | Hillsboro, City of             | 07/31/2013 | 75.00        |
| 73918    | 03993     | Intl City/County Manage Assoc  | 07/31/2013 | 880.00       |
| 73919    | 04561P    | Life-Assist Inc                | 07/31/2013 | 188.30       |
| 73920    | 05432     | North Clackamas County         | 07/31/2013 | 22,314.98    |
| 73921    | 05657     | Oak Lodge Water District       | 07/31/2013 | 4,563.00     |
| 73922    | 05681M    | Office Of The Trustee          | 07/31/2013 | 640.00       |
| 73923    | 05684D    | Okerman, Andrew                | 07/31/2013 | 35.00        |
| 73924    | 05746     | Oregon AFSCME Council #75      | 07/31/2013 | 921.19       |
| 73925    | 06148     | Oregon Patrol Service          | 07/31/2013 | 1,475.00     |
| 73926    | 07488S    | RH Media Services LLC          | 07/31/2013 | 4,074.46     |
| 73927    | 08476     | Timberline Development         | 07/31/2013 | 8,805.00     |
| 73928    | 08802     | US Bank                        | 07/31/2013 | 1,738.31     |

Report Total (26 checks): 152,130.00

# Accounts Payable

## Checks by Date - Summary by Check Date

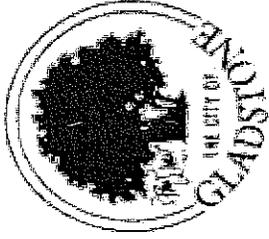
User: anderson  
Printed: 8/7/2013 9:08 AM



| Check No                 | Vendor No | Vendor Name            | Check Date | Check Amount |
|--------------------------|-----------|------------------------|------------|--------------|
| 5461                     | 04810     | Merina and Company LLP | 07/18/2013 | 1,050.00     |
| Total for 7/18/2013:     |           |                        |            | 1,050.00     |
| Report Total (1 checks): |           |                        |            | 1,050.00     |

# Accounts Payable Outstanding Invoices

User: anderson  
 Printed: 8/7/2013 - 9:09 AM  
 Date Range: 08/14/2013 to 08/14/2013  
 Date Type: Current



| Account Number | Amount   | Invoice No    | Inv Date   | Description                  | Task Label | Type | PO Number | Payment Date |
|----------------|----------|---------------|------------|------------------------------|------------|------|-----------|--------------|
| Vendor 00629M  |          |               |            |                              |            |      |           |              |
| 001-022-123500 | 125.00   | Pagano 070813 | 07/31/2013 | Barbur/Atty Indigent Clients |            |      |           | 08/14/2013   |
| Vendor Total:  | 125.00   |               |            |                              |            |      |           |              |
| Vendor 00650   |          |               |            |                              |            |      |           |              |
| 005-005-507000 | 451.50   | 13070146      | 07/31/2013 | BBC Steel/Supplies           |            |      |           | 08/14/2013   |
| Vendor Total:  | 451.50   |               |            |                              |            |      |           |              |
| Vendor 00736   |          |               |            |                              |            |      |           |              |
| 001-025-175500 | 279.00   | 17594         | 07/31/2013 | Beck Electric/Services       |            |      |           | 08/14/2013   |
| Vendor Total:  | 279.00   |               |            |                              |            |      |           |              |
| Vendor 00993   |          |               |            |                              |            |      |           |              |
| 003-003-307500 | 2,639.25 | 53196764      | 07/31/2013 | Brown & Caldwell/NPDES       |            |      |           | 08/14/2013   |
| Vendor Total:  | 2,639.25 |               |            |                              |            |      |           |              |
| Vendor 01184   |          |               |            |                              |            |      |           |              |
| 001-027-204000 | 85.54    | 558098014126  | 07/31/2013 | Cash & Carry/Supplies        |            |      |           | 08/14/2013   |
| Vendor Total:  | 85.54    |               |            |                              |            |      |           |              |
| Vendor 01343A  |          |               |            |                              |            |      |           |              |
| 005-005-507000 | 138.46   | 0173309249    | 07/31/2013 | Cintas FAS/Supplies          |            |      |           | 08/14/2013   |
| 001-021-113000 | 49.99    | 0173309249    | 07/31/2013 |                              |            |      |           | 08/14/2013   |
| 001-028-212000 | 79.26    | 0173309249    | 07/31/2013 |                              |            |      |           | 08/14/2013   |
| Vendor Total:  | 267.71   |               |            |                              |            |      |           |              |
| Vendor 01375   |          |               |            |                              |            |      |           |              |
| 005-005-504500 | 92.60    | 197276        | 07/31/2013 | Clack Auto/Parts             |            |      |           | 08/14/2013   |
| 001-025-175500 | 47.25    | 197195        | 07/31/2013 |                              |            |      |           | 08/14/2013   |
| 005-005-504000 | 11.01    | 198264        | 07/31/2013 |                              |            |      |           | 08/14/2013   |
| 001-026-194000 | 12.12    | 198388        | 07/31/2013 |                              |            |      |           | 08/14/2013   |
| 005-005-504000 | 46.44    | 198176        | 07/31/2013 |                              |            |      |           | 08/14/2013   |

| Account Number | Amount | Invoice No      | Inv Date   | Description                         | Task Label | Type | PO Number | Payment Date |
|----------------|--------|-----------------|------------|-------------------------------------|------------|------|-----------|--------------|
| 005-005-504000 | 33.28  | 197159          | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| 005-005-504000 | 39.50  | 198202          | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| 001-025-175500 | 118.00 | 197295          | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| 001-025-175500 | 14.50  | 197429          | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| Vendor Total:  | 414.70 |                 |            |                                     |            |      |           |              |
| Vendor 01381   |        |                 |            | Clack Barkdust/Services             |            |      |           | 08/14/2013   |
| 001-026-194000 | 626.50 | 6129            | 07/31/2013 |                                     |            |      |           |              |
| Vendor Total:  | 626.50 |                 |            |                                     |            |      |           |              |
| Vendor 01585   |        |                 |            | Clack Cty Wtr Environs/PS Maintenan |            |      |           | 08/14/2013   |
| 003-003-307000 | 376.63 | 2013-242        | 07/31/2013 |                                     |            |      |           |              |
| Vendor Total:  | 376.63 |                 |            |                                     |            |      |           |              |
| Vendor 01621   |        |                 |            | Clack Cty Finance/Work Crew         |            |      |           | 08/14/2013   |
| 001-026-194000 | 390.00 | 38653           | 07/31/2013 |                                     |            |      |           |              |
| Vendor Total:  | 390.00 |                 |            |                                     |            |      |           |              |
| Vendor 01808   |        |                 |            | Clark's Lawn/Supplies               |            |      |           | 08/14/2013   |
| 001-026-197000 | 450.26 | 181891          | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| 001-025-175500 | 20.00  | 181988          | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| Vendor Total:  | 470.26 |                 |            |                                     |            |      |           |              |
| Vendor 01810   |        |                 |            | Classic Pool/Supplies               |            |      |           | 08/14/2013   |
| 004-004-406500 | 28.95  | 001-125771      | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| 004-004-406500 | 23.85  | 001-125798      | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| 001-026-197000 | 83.95  | 001-126492      | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| 001-026-197000 | -20.00 | 001-126516      | 07/31/2013 |                                     |            |      |           | 08/14/2013   |
| Vendor Total:  | 116.75 |                 |            |                                     |            |      |           |              |
| Vendor 01893A  |        |                 |            | Comcast/Services                    |            |      |           | 08/14/2013   |
| 001-021-115500 | 124.85 | 0724795 7/22/13 | 07/31/2013 |                                     |            |      |           |              |
| Vendor Total:  | 124.85 |                 |            |                                     |            |      |           |              |
| Vendor 01893D  |        |                 |            | Comcast/Services                    |            |      |           | 08/14/2013   |
| 005-005-507000 | 134.35 | 0732582 7/21/13 | 07/31/2013 |                                     |            |      |           |              |
| Vendor Total:  | 134.35 |                 |            |                                     |            |      |           |              |
| Vendor 02148   |        |                 |            | Curtis Morton/Services              |            |      |           | 08/14/2013   |
| 005-005-504500 | 199.90 | 2771            | 07/31/2013 |                                     |            |      |           |              |
| Vendor Total:  | 199.90 |                 |            |                                     |            |      |           |              |

| Account Number | Amount   | Invoice No  | Inv Date   | Description                           | Task Label | Type | PO Number | Payment Date |
|----------------|----------|-------------|------------|---------------------------------------|------------|------|-----------|--------------|
| Vendor 02540   |          |             |            | Ed's Mower & Saw Shoppe               |            |      |           |              |
| 001-026-194000 | 22.00    | 66804       | 07/31/2013 | Ed's Saw & Mower/Supplies             |            |      |           | 08/14/2013   |
| 001-026-194000 | 21.50    | 66805       | 07/31/2013 |                                       |            |      |           | 08/14/2013   |
| Vendor Total:  | 43.50    |             |            |                                       |            |      |           |              |
| Vendor 02624U  |          |             |            | Emergency Medicine Specialists        |            |      |           |              |
| 001-024-161000 | 283.00   | WIL91194718 | 07/31/2013 | Emergency Medicine/Exam               |            |      |           | 08/14/2013   |
| Vendor Total:  | 283.00   |             |            |                                       |            |      |           |              |
| Vendor 02818   |          |             |            | Ferguson Enterprises Inc              |            |      |           |              |
| 004-004-414500 | 706.80   | 0368640     | 07/31/2013 | Ferguson Enterprises/Services         |            |      |           | 08/14/2013   |
| Vendor Total:  | 706.80   |             |            |                                       |            |      |           |              |
| Vendor 02941   |          |             |            | Fowler, H.D. Co. Inc.                 |            |      |           |              |
| 004-004-407000 | 540.24   | 13414992    | 07/31/2013 | Fowler/Supplies                       |            |      |           | 08/14/2013   |
| 004-004-406500 | 300.48   | 13408243    | 07/31/2013 |                                       |            |      |           | 08/14/2013   |
| Vendor Total:  | 840.72   |             |            |                                       |            |      |           |              |
| Vendor 02971   |          |             |            | Kroger/Fred Meyer Charges             |            |      |           |              |
| 001-027-204000 | 99.99    | 393279      | 07/31/2013 | Fred Meyer/Supplies                   |            |      |           | 08/14/2013   |
| Vendor Total:  | 99.99    |             |            |                                       |            |      |           |              |
| Vendor 03237A  |          |             |            | Gladstone Oak Grove Rotary Foundation |            |      |           |              |
| 001-021-113000 | 100.00   | 072513      | 07/31/2013 | Gladstone Oak Grove Rotary            |            |      |           | 08/14/2013   |
| Vendor Total:  | 100.00   |             |            |                                       |            |      |           |              |
| Vendor 03307   |          |             |            | Grainger, W W Inc                     |            |      |           |              |
| 005-005-507000 | 4,017.00 | 9201593812  | 07/31/2013 | Grainger/Supplies                     |            |      |           | 08/14/2013   |
| 001-025-175500 | 66.44    | 9194143377  | 07/31/2013 |                                       |            |      |           | 08/14/2013   |
| 001-025-175500 | 72.35    | 9193418937  | 07/31/2013 |                                       |            |      |           | 08/14/2013   |
| Vendor Total:  | 4,155.79 |             |            |                                       |            |      |           |              |
| Vendor 03324N  |          |             |            | Gray, Ronald L.                       |            |      |           |              |
| 001-022-125500 | 110.50   | 072913      | 07/31/2013 | Gray/Pro Tem Judge                    |            |      |           | 08/14/2013   |
| Vendor Total:  | 110.50   |             |            |                                       |            |      |           |              |
| Vendor 03345   |          |             |            | Green Key Locksmith                   |            |      |           |              |
| 001-025-175500 | 30.00    | 27277       | 07/31/2013 | Green Key/Supplies                    |            |      |           | 08/14/2013   |
| Vendor Total:  | 30.00    |             |            |                                       |            |      |           |              |
| Vendor 03382   |          |             |            | Mackenzie                             |            |      |           |              |
| 010-010-904000 | 640.00   | 1023853     | 07/31/2013 | Mackenzie/Services                    |            |      |           | 08/14/2013   |

| Account Number | Amount   | Invoice No     | Inv Date   | Description                   | Task Label | Type | PO Number | Payment Date |
|----------------|----------|----------------|------------|-------------------------------|------------|------|-----------|--------------|
| Vendor Total:  | 640.00   |                |            |                               |            |      |           |              |
| Vendor 03671M  |          |                |            | Hogan/Reimbursement           |            |      |           | 08/14/2013   |
| 001-024-164600 | 48.58    | replaces 72752 | 07/31/2013 |                               |            |      |           |              |
| Vendor Total:  | 48.58    |                |            |                               |            |      |           |              |
| Vendor 03676   |          |                |            | Home Depot/Supplies           |            |      |           | 08/14/2013   |
| 005-005-507000 | 19.97    | 5011894        | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-194000 | 58.47    | 3578300        | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-194000 | 162.42   | 2184836        | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-194000 | 83.61    | 1013093        | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 005-005-507000 | 52.13    | 6027290        | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| Vendor Total:  | 376.60   |                |            |                               |            |      |           |              |
| Vendor 03765   |          |                |            | Houston/Supervising Physician |            |      |           | 08/14/2013   |
| 001-025-180500 | 600.00   | 08/15-09/15    | 07/31/2013 |                               |            |      |           |              |
| Vendor Total:  | 600.00   |                |            |                               |            |      |           |              |
| Vendor 03818   |          |                |            | Honey Buckets/Rest Rooms      |            |      |           | 08/14/2013   |
| 001-026-194000 | 85.00    | 1-710771       | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-195500 | 356.22   | 1-696182       | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-195500 | 480.44   | 1-704100       | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-195500 | 85.00    | 1-710007       | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-195500 | 93.00    | 1-699100       | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-195500 | 93.00    | 1-704178       | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-026-195500 | 189.00   | 1-710775       | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| Vendor Total:  | 1,361.66 |                |            |                               |            |      |           |              |
| Vendor 03958   |          |                |            | Integra/10992179 & 11096129   |            |      |           | 08/14/2013   |
| 001-021-110000 | 1,315.84 | 11092129-1099  | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-028-213000 | 282.05   | 11692129-1099  | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 004-004-406000 | 187.73   | 11092129-1099  | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-021-110000 | 79.50    | 11092129-1099  | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| 001-024-163000 | 187.73   | 11092129-1099  | 07/31/2013 |                               |            |      |           | 08/14/2013   |
| Vendor Total:  | 2,052.85 |                |            |                               |            |      |           |              |
| Vendor 04395   |          |                |            | Landmark Ford/Supplies        |            |      |           | 08/14/2013   |
| 005-005-504500 | 13.80    | Q3307          | 07/31/2013 |                               |            |      |           |              |
| Vendor Total:  | 13.80    |                |            |                               |            |      |           |              |
| Vendor 04561P  |          |                |            | Life Assist/Supplies          |            |      |           | 08/14/2013   |
| 001-025-180000 | 185.34   | 638293         | 07/31/2013 |                               |            |      |           |              |

| Account Number | Amount    | Invoice No     | Inv Date   | Description                      | Task Label | Type | PO Number | Payment Date |
|----------------|-----------|----------------|------------|----------------------------------|------------|------|-----------|--------------|
| 001-025-180000 | 33.09     | 638675         | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| 001-025-180000 | 114.00    | 638677         | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 332.43    |                |            |                                  |            |      |           |              |
| Vendor 04606   |           |                |            | Local Gov't Personnel/Services   |            |      |           |              |
| 001-024-161000 | 244.00    | 9970           | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| 001-021-116000 | 96.00     | 9970           | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 340.00    |                |            |                                  |            |      |           |              |
| Vendor 04633M  |           |                |            | Lord & Assoc/Services            |            |      |           |              |
| 004-004-406500 | 222.00    | 25027          | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| 004-004-415500 | 416.25    | 25049          | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 638.25    |                |            |                                  |            |      |           |              |
| Vendor 04753   |           |                |            | Maverick Welding/Supplies        |            |      |           |              |
| 005-005-507000 | 37.50     | 00869078       | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| 005-005-507000 | 18.90     | 00869603       | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| 005-005-507000 | 118.76    | 00868885       | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 175.16    |                |            |                                  |            |      |           |              |
| Vendor 05358   |           |                |            | Neison/Services                  |            |      |           |              |
| 001-026-194000 | 156.10    | 915506         | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 156.10    |                |            |                                  |            |      |           |              |
| Vendor 05396A  |           |                |            | Nextel-Sprint/Services           |            |      |           |              |
| 005-005-507000 | 331.92    | 345122314-14   | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 331.92    |                |            |                                  |            |      |           |              |
| Vendor 05399   |           |                |            | Nicoli/Services                  |            |      |           |              |
| 005-005-508500 | 5,047.89  | IS00709        | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| 003-003-303090 | 788.00    | IS80376        | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 5,835.89  |                |            |                                  |            |      |           |              |
| Vendor 05432   |           |                |            | N Clack Cty Water Comm/Purchases |            |      |           |              |
| 004-004-405500 | 29,181.12 | NCCWC14-70     | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 29,181.12 |                |            |                                  |            |      |           |              |
| Vendor 05495   |           |                |            | NW Floriculture/Services         |            |      |           |              |
| 001-026-194000 | 110.70    | Acct 64 7/30/1 | 07/31/2013 |                                  |            |      |           | 08/14/2013   |
| Vendor Total:  | 110.70    |                |            |                                  |            |      |           |              |
| Vendor 05521   |           |                |            | Northwest Natural/Gas Billing    |            |      |           |              |

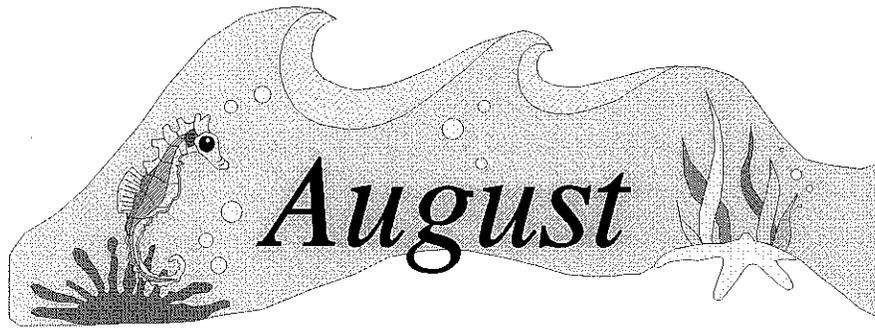
| Account Number       | Amount          | Invoice No   | Inv Date   | Description                          | Task Label | Type | PO Number | Payment Date |
|----------------------|-----------------|--------------|------------|--------------------------------------|------------|------|-----------|--------------|
| 001-021-109500       | 16.72           | 149733-8     | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 001-028-213500       | 68.81           | 148922-8     | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 005-005-507000       | 15.64           | 363279.1     | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| <b>Vendor Total:</b> | <b>101.17</b>   |              |            |                                      |            |      |           |              |
| Vendor 05656         |                 |              |            | Oak Lodge Water/Purchases            |            |      |           |              |
| 004-004-405000       | 33.88           | 56-00072-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 30.64           | 56-00073-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 46.90           | 56-00074-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 30.64           | 56-00075-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 39.65           | 56-00076-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 31.72           | 56-00077-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 34.96           | 56-00840-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 88.95           | 56-00850-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 73.00           | 56-00860-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 64.30           | 56-00870-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 291.62          | 99-01148-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-405000       | 1,540.48        | 99-01157-001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| <b>Vendor Total:</b> | <b>2,306.74</b> |              |            |                                      |            |      |           |              |
| Vendor 05675         |                 |              |            | Office Depot/Supplies                |            |      |           |              |
| 001-021-113000       | 248.44          | 665196142001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 001-021-113000       | 38.00           | 661400884001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 001-027-204000       | 5.30            | 661400884001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 001-022-124500       | 20.52           | 661400884001 | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| <b>Vendor Total:</b> | <b>312.26</b>   |              |            |                                      |            |      |           |              |
| Vendor 05679         |                 |              |            | Office Max/Supplies                  |            |      |           |              |
| 001-021-113000       | 79.07           | 393716       | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 001-021-113000       | 80.25           | 591675       | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| <b>Vendor Total:</b> | <b>159.32</b>   |              |            |                                      |            |      |           |              |
| Vendor 05767         |                 |              |            | Or Assoc Water Unit/Registration     |            |      |           |              |
| 004-004-404500       | 270.00          | Shepherd     | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| 004-004-404500       | 270.00          | Matt         | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| <b>Vendor Total:</b> | <b>540.00</b>   |              |            |                                      |            |      |           |              |
| Vendor 06148         |                 |              |            | Oregon Patrol Svc/Courtroom Security |            |      |           |              |
| 001-022-127000       | 506.00          | 1615         | 07/31/2013 |                                      |            |      |           | 08/14/2013   |
| <b>Vendor Total:</b> | <b>506.00</b>   |              |            |                                      |            |      |           |              |
| Vendor 06495         |                 |              |            | Pacific Auto Trim/Services           |            |      |           |              |
| 001-025-173000       | 180.00          | 09786        | 07/31/2013 |                                      |            |      |           | 08/14/2013   |

| Account Number | Amount   | Invoice No   | Inv Date   | Description                         | Task Label | Type | PO Number | Payment Date |
|----------------|----------|--------------|------------|-------------------------------------|------------|------|-----------|--------------|
| Vendor Total:  | 180.00   |              |            |                                     |            |      |           |              |
| Vendor 06612M  |          |              |            |                                     |            |      |           |              |
| 003-003-303000 | 366.62   | 8800         | 07/31/2013 | Pacific Tel/Services                |            |      |           | 08/14/2013   |
| Vendor Total:  | 366.62   |              |            |                                     |            |      |           |              |
| Vendor 06636M  |          |              |            |                                     |            |      |           |              |
| 001-026-194000 | 266.88   | 8619379      | 07/31/2013 | Pape Machinery/Services             |            |      |           | 08/14/2013   |
| Vendor Total:  | 266.88   |              |            |                                     |            |      |           |              |
| Vendor 06640   |          |              |            |                                     |            |      |           |              |
| 001-021-110500 | 48.00    | 50273        | 07/31/2013 | Paramount Pest/Services             |            |      |           | 08/14/2013   |
| 001-021-110500 | 48.00    | 50285        | 07/31/2013 | Paramount Pest/Services             |            |      |           | 08/14/2013   |
| Vendor Total:  | 96.00    |              |            |                                     |            |      |           |              |
| Vendor 06871A  |          |              |            |                                     |            |      |           |              |
| 001-029-225500 | 57.90    | 5748646-JY13 | 07/31/2013 | Pitney Bowes/Meter Machine          |            |      |           | 08/14/2013   |
| 004-004-403000 | 144.75   | 5748646-JY13 | 07/31/2013 | Pitney Bowes/Meter Machine          |            |      |           | 08/14/2013   |
| 001-021-113000 | 173.70   | 5748646-JY13 | 07/31/2013 | Pitney Bowes/Meter Machine          |            |      |           | 08/14/2013   |
| 001-022-125000 | 115.80   | 5748646-JY13 | 07/31/2013 | Pitney Bowes/Meter Machine          |            |      |           | 08/14/2013   |
| 001-024-157000 | 86.85    | 5748646-JY13 | 07/31/2013 | Pitney Bowes/Meter Machine          |            |      |           | 08/14/2013   |
| Vendor Total:  | 579.00   |              |            |                                     |            |      |           |              |
| Vendor 07021   |          |              |            |                                     |            |      |           |              |
| 001-021-109500 | 916.69   | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| 001-026-193500 | 1,080.82 | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| 001-028-213500 | 583.69   | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| 003-003-302500 | 40.91    | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| 004-004-406000 | 1,381.92 | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| 005-005-506000 | 113.86   | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| 005-005-507000 | 284.44   | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| 005-005-508000 | 519.11   | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| 001-024-161000 | 196.02   | 073113       | 07/31/2013 | Portland General Electric/Billing   |            |      |           | 08/14/2013   |
| Vendor Total:  | 5,117.46 |              |            |                                     |            |      |           |              |
| Vendor 07027   |          |              |            |                                     |            |      |           |              |
| 001-021-108500 | 390.48   | 80963        | 07/31/2013 | Portland Habitation/Services        |            |      |           | 08/14/2013   |
| Vendor Total:  | 390.48   |              |            |                                     |            |      |           |              |
| Vendor 07060   |          |              |            |                                     |            |      |           |              |
| 004-004-407800 | 6,703.00 | 10126784     | 07/31/2013 | Portland Water Bureau/Consortium Du |            |      |           | 08/14/2013   |

| Account Number | Amount    | Invoice No   | Inv Date   | Description                | Task Label | Type | PO Number | Payment Date |
|----------------|-----------|--------------|------------|----------------------------|------------|------|-----------|--------------|
| Vendor Total:  | 6,703.00  |              |            |                            |            |      |           |              |
| Vendor 07061   |           |              |            | Portland Win/Supplies      |            |      |           |              |
| 003-003-303000 | 102.96    | 003473-00    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 004-004-406500 | 38.86     | 003474-00    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 004-004-407000 | 150.00    | 003164-00    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 004-004-407000 | 189.08    | 003138-00    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 004-004-407000 | 56.24     | 002864-01    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 003-003-303000 | 82.18     | 003374-00    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 003-003-303000 | 57.54     | 003374-01    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 004-004-406500 | 778.20    | 003150-00    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 004-004-406500 | 5,424.29  | 003200-00    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 004-004-406500 | 554.40    | 003200-01    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 004-004-406500 | 762.04    | 003200-02    | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| Vendor Total:  | 8,195.79  |              |            |                            |            |      |           |              |
| Vendor 07119   |           |              |            | Power Plumbing/Services    |            |      |           |              |
| 004-004-406500 | 1,195.65  | 35602        | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| Vendor Total:  | 1,195.65  |              |            |                            |            |      |           |              |
| Vendor 07510M  |           |              |            | Ricoh/Copier               |            |      |           |              |
| 001-021-113000 | 499.08    | 89347725     | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 001-021-113000 | 141.63    | 89327254     | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| Vendor Total:  | 640.71    |              |            |                            |            |      |           |              |
| Vendor 07576   |           |              |            | Rodda Paint/Supplies       |            |      |           |              |
| 005-005-505500 | 37.30     | 13720537     | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 005-005-505500 | 547.19    | 13720363     | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| Vendor Total:  | 584.49    |              |            |                            |            |      |           |              |
| Vendor 07960   |           |              |            | Sisul/Engineering          |            |      |           |              |
| 001-026-197500 | 3,771.00  | SGL13-025-03 | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 003-003-308000 | 7,081.74  | SGL12-005-10 | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| 005-005-509000 | 2,680.00  | SGL13-002-05 | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| Vendor Total:  | 13,532.74 |              |            |                            |            |      |           |              |
| Vendor 08019   |           |              |            | Slominski/Prosecuting Atty |            |      |           |              |
| 001-022-123000 | 3,000.00  | 39           | 07/31/2013 |                            |            |      |           | 08/14/2013   |
| Vendor Total:  | 3,000.00  |              |            |                            |            |      |           |              |
| Vendor 08086   |           |              |            | Springbrook/Services       |            |      |           |              |
| 001-021-115500 | 562.68    | INV25729     | 07/31/2013 |                            |            |      |           | 08/14/2013   |

| Account Number | Amount    | Invoice No   | Inv Date   | Description                     | Task Label | Type | PO Number | Payment Date |
|----------------|-----------|--------------|------------|---------------------------------|------------|------|-----------|--------------|
| Vendor Total:  | 562.68    |              |            |                                 |            |      |           |              |
| Vendor 08137   |           |              |            | Stark Street Lawn/Supplies      |            |      |           | 08/14/2013   |
| 001-026-194000 | 26.98     | 825956       | 07/31/2013 |                                 |            |      |           |              |
| Vendor Total:  | 26.98     |              |            |                                 |            |      |           |              |
| Vendor 08205   |           |              |            | Stein Oil/Services              |            |      |           | 08/14/2013   |
| 001-025-173000 | 316.69    | 0002591-CL97 | 07/31/2013 |                                 |            |      |           |              |
| Vendor Total:  | 316.69    |              |            |                                 |            |      |           |              |
| Vendor 08260G  |           |              |            | Struble/Atty Indigent Clients   |            |      |           | 08/14/2013   |
| 001-022-123500 | 1,340.00  | 073013       | 07/31/2013 |                                 |            |      |           |              |
| Vendor Total:  | 1,340.00  |              |            |                                 |            |      |           |              |
| Vendor 08372   |           |              |            | Tacoma Screw/Supplies           |            |      |           | 08/14/2013   |
| 001-025-175500 | 26.29     | 19479090     | 07/31/2013 |                                 |            |      |           |              |
| Vendor Total:  | 26.29     |              |            |                                 |            |      |           |              |
| Vendor 08391M  |           |              |            | Teitleman/Atty Indigent Clients |            |      |           | 08/14/2013   |
| 001-022-123500 | 1,810.00  | 073013       | 07/31/2013 |                                 |            |      |           |              |
| Vendor Total:  | 1,810.00  |              |            |                                 |            |      |           |              |
| Vendor 08425   |           |              |            | Thomas Petroleum/Unleaded       |            |      |           | 08/14/2013   |
| 001-021-117500 | 238.81    | 113360       | 07/31/2013 |                                 |            |      |           |              |
| 001-024-155000 | 9,819.29  | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 001-025-173000 | 927.14    | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 001-026-194000 | 1,446.90  | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 001-028-214000 | 744.52    | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 004-004-407000 | 238.81    | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 005-005-504000 | 632.16    | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 001-025-173000 | 513.05    | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 001-026-194000 | 1,091.71  | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 004-004-407000 | 569.72    | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| 005-005-504000 | 808.34    | 113360       | 07/31/2013 |                                 |            |      |           | 08/14/2013   |
| Vendor Total:  | 17,030.45 |              |            |                                 |            |      |           |              |
| Vendor 08465   |           |              |            | Tigard Sand/Supplies            |            |      |           | 08/14/2013   |
| 004-004-415500 | 2,423.61  | 165208       | 07/31/2013 |                                 |            |      |           |              |
| Vendor Total:  | 2,423.61  |              |            |                                 |            |      |           |              |
| Vendor 08558   |           |              |            | Town & Country Chevrolet/Parts  |            |      |           | 08/14/2013   |
| 005-005-504500 | 50.74     | CVW49420     | 07/31/2013 |                                 |            |      |           |              |

| Account Number | Amount     | Invoice No                     | Inv Date   | Description                       | Task Label | Type | PO Number | Payment Date |
|----------------|------------|--------------------------------|------------|-----------------------------------|------------|------|-----------|--------------|
| Vendor Total:  | 50.74      |                                |            |                                   |            |      |           |              |
| Vendor 08566   |            | Traffic Safety Supply Co. Inc. |            | Traffic Safety Supply/Supplies    |            |      |           | 08/14/2013   |
| 005-005-508500 | 767.50     | 972762                         | 07/31/2013 |                                   |            |      |           | 08/14/2013   |
| 003-003-308000 | 4,662.50   | 970638                         | 07/31/2013 |                                   |            |      |           |              |
| Vendor Total:  | 5,430.00   |                                |            |                                   |            |      |           |              |
| Vendor 08650   |            | City of Tualatin               |            | Tualatin, City of/Mayors Luncheon |            |      |           | 08/14/2013   |
| 001-021-114500 | 60.00      | 2004509                        | 07/31/2013 |                                   |            |      |           |              |
| Vendor Total:  | 60.00      |                                |            |                                   |            |      |           |              |
| Vendor 08667   |            | 2 Tone Communications Inc      |            | Two Tone Comm/Services            |            |      |           | 08/14/2013   |
| 001-021-110000 | 111.25     | 139476                         | 07/31/2013 |                                   |            |      |           |              |
| Vendor Total:  | 111.25     |                                |            |                                   |            |      |           |              |
| Vendor 08751   |            | United Rentals Northwest Inc   |            | United Rentals/Services           |            |      |           | 08/14/2013   |
| 004-004-406500 | 1,565.55   | 112086431-00                   | 07/31/2013 |                                   |            |      |           |              |
| Vendor Total:  | 1,565.55   |                                |            |                                   |            |      |           |              |
| Vendor 08814   |            | U.S. Geological Survey         |            | US Geological Survey/Services     |            |      |           | 08/14/2013   |
| 003-003-307500 | 2,000.00   | 90173440                       | 07/31/2013 |                                   |            |      |           |              |
| Vendor Total:  | 2,000.00   |                                |            |                                   |            |      |           |              |
| Vendor 08943C  |            | Verizon                        |            | Verizon/Cellular Phone            |            |      |           | 08/14/2013   |
| 005-005-507000 | 40.01      | 9708474248                     | 07/31/2013 |                                   |            |      |           |              |
| Vendor Total:  | 40.01      |                                |            |                                   |            |      |           |              |
| Report Total:  | 132,835.86 |                                |            |                                   |            |      |           |              |



## **CORRESPONDENCE**





MARC GONZALES  
DIRECTOR

DEPARTMENT OF FINANCE

PUBLIC SERVICES BUILDING  
2051 KAEN ROAD | OREGON CITY, OR 97045

August 5, 2013

Ms. Rose Johnson  
5480 Abernethy Ct  
Gladstone OR 97025

Ms. Beverly Anslow  
145 East Dartmouth  
Gladstone OR 97025

Dear Ms. Johnson and Ms. Anslow:

I want to thank you for your inquiry about the former Clackamas County Elections facility located on Portland Avenue in Gladstone. As you mentioned in your letter and visits, your hope was that the County did not have an immediate use for the building and would be able to make it available as a home for the Gladstone Historical Society, as a historical and cultural education asset. Your question was referred to me as, the Finance Department has oversight of County-owned and leased facilities.

I regret to report that the County has identified a need, as we conducted the financial planning for the current year and formalized in our 2013/14 fiscal year budget, to place the property on the market for sale and realize the proceeds. We have been advised that the property has a significant market value and the Budget Officer included those proceeds as part of balancing our budget for this year.

Again, thank you for your interest in the property. If we hear of another suitable privately owned or County building in Gladstone that might interest you for your purposes, we will be in contact to let you know what we've discovered. Good luck as you continue your search.

Very truly yours,

A handwritten signature in black ink, appearing to read "Marc Gonzales".

Marc Gonzales  
Finance Director  
Clackamas County

Cc: Mr. Pete Boyce, Gladstone City Manager

7-1

July 25, 2013



To: Pete Boyce  
Mayor Byers & City Council

Fr: Gladstone Historical Society

RE: County Elections Building, 825 Portland Avenue

Please be advised, County Finance Director Mark Gonzales contacted us on July 18<sup>th</sup>. The elections building will likely be listed for sale in the next few weeks.

This building would be a valuable asset to the city. We request the city Council to consider purchasing this property.

Please contact Mark Gonzales, Clackamas County Finance Director. Mr Gonzales is on vacation until August 1<sup>st</sup>.

Time is of the essence.

Best Regards,

Beverly Anslow

Herb Beals

Cicely Sullivan

Steve Dorner

Maryanna Moore

Rose Johnson

cc: Email lists for Council meeting notice(s)

cc: Correspondence, city

7-2

July 4, 2013

Certified Mail



Mr. Steve Wheeler  
Clackamas County Administrator  
2051 Kaen Road  
Oregon City, Oregon 97045

Mr. Wheeler:

As you know, the elections building located at 825 Portland Avenue, Gladstone, has been vacant for several years. Apparently, it is on the Clackamas County excess property list?

On behalf of the Gladstone Historical Society, we request a transfer of ownership of the elections building to the Gladstone Historical Society. We hope to acquire title for one dollar and valuable consideration with our commitment to use the property for historical and cultural purposes. We intend to complete a formal application, and we request your assistance in completing the process.

For many years the Historical Society has searched for a place to call home, to meet and to store our extensive archives of historical documents and photographs.

We appreciate your consideration of this matter.

Sincerely,

*Beverly Anslow*

*Rose Johnson*

Beverly Anslow  
145 East Dartmouth  
Gladstone  
[bslow8@gmail.com](mailto:bslow8@gmail.com)

Rose Johnson  
5480 Abernethy Ct  
Gladstone  
[mrosej47@comcast.net](mailto:mrosej47@comcast.net)

cc: Gladstone Historical Society

7-3



August 13, 2013

Residents of East Berkeley Street

To the Gladstone City Council:

As residents on East Berkeley Street near the corner of Berkeley and Columbia, we would like to address a serious safety concern with the City Council and its prior approval of a permit to park a large motorhome on the street. From the information we have been able to gather, we understand that the Council approved a permit for the motorhome to be parked on the street indefinitely due to the illness of a guest of the residents at 545 East Berkeley Street. Though this action was in good faith and good intentions due to the circumstance, we are extremely concerned with the safety of the current situation.

The motorhome is creating extremely hazardous conditions for the residents, pedestrians, and other vehicle traffic on the street. Several residents have absolute zero visibility when backing out of their driveways. It is impossible to see around the motorhome because it is parked immediately adjacent to one driveway and blocks the majority of visibility for several other driveways. It is hard enough to see out of a driveway with a car parked directly nearby, let alone a large motorhome. Oncoming traffic cannot be seen by those coming out of their driveways and also cannot see those backing out. This alone is an accident waiting to happen. Though the speed limit is 25 in a residential neighborhood, it is often observed that cars exceed this limit on a daily basis. At night, too, cars have been observed roaring down the road and the zero visibility conditions around the motorhome and driveways are incredibly dangerous.

Additionally, it is unsafe for pedestrians to walk down the portion of the street in question. Pedestrians must walk nearly in the middle of the street in traffic in order to get around the motorhome. This is made more dangerous especially when the SUV owned by the owners of the motorhome is parked on the opposite side of the street, creating a "gauntlet" which pedestrians must risk in order to pass. There is room only for one car to pass safely and the presence of pedestrians makes for an even more precarious situation. One resident can no longer safely walk to the park using her normal route because it is unsafe situation to risk with her infant in a stroller and toddler in tow. East Berkeley sees increased foot traffic due to people walking to the grocery store, restaurants, and river recreation areas and these pedestrians are forced to walk in the middle of the street or wait for traffic to pass in order to attempt to walk safely.

As long-time residents of East Berkeley Street who have been observing this unsafe situation nearly all summer, we are all concerned that it is only a matter of time before a tragic accident occurs due to the zero visibility conditions created by the motorhome. It has also been observed that the owners of the motorhome are now staying in the house and are only parking the motorhome on the street along with their vehicles. Recreational vehicles such as a boat have also been observed accompanying the motorhome. We first approached the residents and they indicated that the motorhome would be only there a few more days, but that has not been the case. They also seemed unconcerned when the visibility situation was addressed. Therefore, we are bringing our concerns to the Council. We are concerned about the "indefinite" nature of the permit and respectfully request that a short time limit that will allow the residents to make other arrangements be placed on the permit due to these

conditions. There are many options for RV parking for those receiving treatment at local hospitals and many hospitals allow RVs to be parked on their grounds for up to a month (See attached). We hope for successful treatment of the patient, but would hate to see something terrible happen on our street due to the unsafe conditions. We urge the Council to take swift action to remedy the situation for the safety of the residents, pedestrians, and traffic on East Berkeley Street.

Respectfully,

*Michael*  
*John*

Emma Maya C.

Jason L. Smith

Patricia J. Pava

Phyllis K. Adams

Helms (Darlene) Johns  
Jack R. Johns



## Transportation & Parking

|                                     |                                     |   |  |
|-------------------------------------|-------------------------------------|---|--|
| <a href="#">General Information</a> | <a href="#">ID Badge &amp; Keys</a> | <a href="#">Buses, Bikes &amp; More</a> | <a href="#">RV Parking &amp; Hospitality</a> |
| <a href="#">Waiting List</a>        | <a href="#">Reserve Parking</a>     | <a href="#">Permits &amp; Tickets</a>   | <a href="#">Parking Policies</a>             |

### RV Spaces

To qualify for OHSU RV parking, a patient or relative of a patient in an active treatment program at OHSU must occupy the RV. Patients and their families will be accommodated on a space available basis.

- How long is your RV? (All RV's and 5th wheels longer than 34 ft will need to make arrangements with an outside [RV Park](#)).
- We currently do not have electricity hookups available.
- Water and waste dumping is not available at any of the RV spaces, see alternative RV waste disposal options below.
- Pop-outs are not allowed due to space limitation.

### How long will you be staying?

All RV's must have current permits registered and issued by OHSU Parking Office. The maximum stay in our lot is one (1) month. Anything additional will need pre-approval by the OHSU Parking Department.

### Drinking Water

A water supply station for RV's is available outside of the locked gate at the Vehicle Maintenance Garage, located at the West end of the parking lot.

### RV Waste Disposal

Schulz-Clearwater can be reached at (503)692-9009. They will come to the campus and drain tanks on Tuesdays only. The charge is approximately 49.50 and includes black and grey water tanks.

### Pets

No pets will be housed outside of vehicles. Pets must be on leash when outside a vehicle. All pet waste clean-up is the responsibility of the owner.

### Transport

In emergencies or if you are unable to walk or drive to your appointment, please contact the OHSU Public Safety Department at (503)494-7744. Transport for you will be arranged at the earliest available time.

### Local RV & Trailer Parks

- [Jantzen Beach RV Park](#)  
1503 N Hayden Island Dr, Portland, OR - (503) 289-7626
- [Town & Country RV Park](#)  
9911 SE 82nd Ave # 31, Happy Valley, OR - (503) 771-1040

8-3

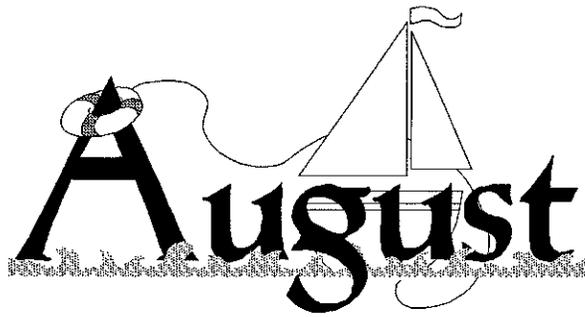
- Flavel RV & Mobile Home Park  
8410 SE Flavel St # 60, Portland, OR - (503) 771-0492
- Tall Firs Mobile Home & RV Park  
15656 SE Division St # 31, Portland, OR - (503) 761-8210
- Coronet RV Park  
16417 SE McLoughlin Blvd # 41, Portland, OR - (503) 652-1731
- Arbor Mobile Home Park  
6415 NE Killingsworth St, Portland, OR - (503) 284-0761
- Southgate Mobilhome & RV Park  
7911 SE 82nd Ave # 49, Portland, OR - (503) 771-5262
- Reeder Beach RV Park  
26214 NW Reeder Rd, Portland, OR - (503) 621-3098
- Sauvie Cove RV Park  
31421 NW Reeder Rd, Portland, OR - (503) 621-9701
- Mobile Estates  
16745 SE Division St, Portland, OR - (503) 761-4821
- Lantern Lane Mobile Villa  
1523 SE 162nd Ave # 8, Portland, OR - (503) 252-6924
- Mobile Home Corral-Mobile Home  
3737 SW 117th Ave, Beaverton, OR - (503) 671-0676
- RV Park of Portland  
6645 SW Nyberg Ln, Tualatin, OR - (503) 692-0225

**Transportation & Parking Office Information****Marquam Hill Information Center - Day Parking Sales****Location:** Near SW Terwilliger and SW Sam Jackson Park Rd**Hours:** Mon-Thu 5:30 a.m. - 2:00 p.m.

Fri 5:30 a.m. - 3:30 p.m.

**Marquam Hill Parking: Customer Service Center****Location:** 3310 SW US Veteran's Hospital Rd - Room 232**Hours:** Mon - Fri 7:00 a.m. - 5:00 p.m. (Closed every Friday from 2:30-3:30 p.m.)**Phone:** (503) 494 - 8283**Fax Number:** (503) 418 - 1299**Email:** [parking@ohsu.edu](mailto:parking@ohsu.edu)**Mail code:** PP232

8-4



**REGULAR AGENDA**



**RESOLUTION NO. 1028**

**CITY OF GLADSTONE, OREGON**

*A Resolution Adopting Council Rules for the Gladstone City Council*

**WHEREAS**, the Gladstone City Charter Section 13, 17, and 20 require the City Council to adopt rules for the government of its members and proceeding; and

**WHEREAS**, the City Council held a work session on July 23, 2013 and discussed adopting Council Rules as part of a discussion on proposed changes to the City Council Guidebook; and

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

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

**The City of Gladstone Resolves as follows:**

**SECTION 1.** The City of Gladstone adopts the Council Rules in substantially the same form as the attached Exhibit A.

**SECTION 2:** This resolution is effective immediately upon adoption by the City Council.

THIS RESOLUTION ADOPTED BY THE GLADSTONE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant City Administrator



**RESOLUTION 1028  
EXHIBIT A**

**CITY OF GLADSTONE  
CITY COUNCIL RULES**

**A. AUTHORITY**

City Charter Sections 13, 14 and 15 refer to meetings, quorum and records for Council meetings and require the Council to adopt a resolution relating to those subjects. The Council wishes to comply with the Charter and to adopt a resolution that governs the conduct of its meetings. The Council will review this resolution at least annually. Amendments will be made as necessary. The Council will have clear and simple procedures for considering agenda matters.

**B. DEFINITIONS** As used in this resolution, the following mean:

- City Commissions: All City commissions, boards, committees, task forces and advisory bodies.
- Council and Council members: The Mayor, the President of the Council and the Councilors.
- Councilors: The Council President and the Councilors.
- Mayor: The Mayor, or in the absence of the Mayor, the President of the Council or other Presiding Officer.

**C. COUNCIL MEETINGS**

1. Regular Meetings to conduct Council business will be held the second Tuesday of each month and additionally as needed. Meetings will be held at City Hall Council Chambers unless another location is approved by the Council.
2. Work sessions to develop City policy will be held each month, or more or less frequently as the need arises. Work sessions may be held in conjunction with Council business meetings. Work session agendas will be developed by the City Administrator in consultation with the City Council.
3. Special meetings may be called by the Mayor or three members of the Council.
4. Executive sessions will be held in compliance with the Oregon Public Meetings Law.
5. Minutes will be taken as provided by the Oregon Public Records Law.
6. Telephonic/electronic meetings may be held in compliance with the Oregon Public Meetings Law. Council members may participate and vote in Council meetings via telephone, electronically or by other means consistent with the Oregon Public Meetings Law.

7. Attendance at meetings is expected of Council members who should use their best efforts to attend all Council meetings. Excused absences from Council meetings include:

- Death in the family
- Illness
- Family emergency
- Scheduled vacation; however, Councilors are encouraged when possible to schedule vacations during scheduled Council recesses
- Essential business duties
- On City business
- Other absences as excused by the Mayor

#### **D. AGENDA**

1. The agenda headings for Council business meetings are generally as follows:

- CALL TO ORDER
- ROLL CALL
- FLAG SALUTE & PLEDGE OF ALLEGIANCE
- BUSINESS FROM THE AUDIENCE (on topics not on the agenda)
- CONSENT AGENDA
- CORRESPONDENCE
- REGULAR AGENDA
- BUSINESS FROM THE COUNCIL
- ADJOURNMENT

2. The City Administrator will prepare and schedule agenda items. Council members may request that items be placed on an agenda. Council members may make agenda suggestions at any Council meeting or by communication with the City Administrator. Council members will make best efforts to reach consensus on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Council is still in session at 9:30 p.m., then the Council will decide whether to continue with the agenda or move items to a future agenda.

3. Items appropriate for the consent agenda are items that are deemed to be non-controversial and not likely to require separate discussion. The consent agenda is generally approved with one motion. Any Council member may ask that any item be removed from the consent agenda. Upon such request, the item in question will be moved to the new business section of the agenda.

#### **E. COUNCIL DISCUSSIONS AND DECORUM**

1. Council members will conduct themselves so as to bring credit upon the City government by ensuring non-discriminatory delivery of public services, keeping informed about matters coming before the Council and abiding by Council decisions, whether or not the

member voted on the prevailing side.

2. Councilors will assist the Mayor in preserving order and decorum during Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey rulings of the Mayor or Council rules. When addressing staff or members of the public, Councilors will confine themselves to questions or issues under discussion and not engage in personal attacks or impugn the motives of any speaker.

3. The following ground rules will be observed to maintain order and decorum during Council discussions:

- a. Council members will gather necessary information and ask questions of City staff before meetings.
- b. Council members will have an opportunity to speak once on any pending motion or agenda item, and will speak for themselves and not for other Council members.
- c. Council members will not speak on behalf of the Council, unless they have been authorized by the Council to do so.
- d. During public meetings, Council members will not attempt to edit or revise prepared ordinances. Amendments to proposed ordinances may be appropriate, but input from the City Administrator or the City Attorney will be sought to accomplish the Council members' objectives.
- e. Council members will be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on only one issue or topic at a time.
- f. Council members will focus on City issues and avoid becoming involved in "extra-territorial" issues.
- g. The Mayor will recognize Councilors wishing to speak in the order of their requests. The Mayor will provide a Council member with an opportunity to speak before recognizing another Council member. Council members will not interrupt another Council member who has the floor.
- h. Council members will not disguise statements as questions or use repetition as a way to convince others.
- i. Council members will keep discussions moving and call for a "process check" if the Council becomes bogged down in discussions.
- j. Council members will set and adhere to time limits on discussions.
- k. Council members will refrain from criticizing or attacking each other, City staff or other persons.

1. If a Council member wishes to discuss a major policy issue, it will be scheduled on a future agenda and not raised during a current agenda.
4. Public Comment.
- a. Citizen and community group testimony forms will be available at each regular business meeting. At the time on the agenda designated for business from the audience and during any public hearing, any member of the public desiring to address the Council must first request to be recognized by the Mayor and then state his or her name for the record. The Council may set time limits for comments. The Council may request that groups with similar comments choose a spokesperson to present joint remarks.
  - b. During public hearings, all public comment must relate to the matter under discussion and addressed to the Mayor and Council.
  - c. In general, Council members will not respond to comments made during the business from the audience agenda time, except to ask clarifying questions. Any public requests for Council action will be referred to staff for review before being placed on a future agenda.

## **F. MOTIONS**

1. General.
  - a. Council member motions will be clearly and concisely stated. The Mayor will state the name of the Councilor who made the motion and the Councilor who made the second.
  - b. The motion maker, Mayor or City Recorder should repeat the motion prior to voting.
  - c. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes and a point of order do not require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the Council member beginning the discussion.
  - d. Discussion of a motion is open to all Council members who wish to address the motion. A Councilor must be recognized by the Mayor before speaking.
  - e. The Mayor will ask for a voice vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified under state law from voting. A Council member who does not vote must state the basis for any conflict of interest or other disqualification. The City Recorder will maintain a record of the votes. Any Council member may request a roll call vote on any motion. A roll call vote is always taken when the Council votes on an ordinance.

- f. At the conclusion of any vote, the Mayor will announce the results. Council members who wish to explain the reasons for their votes should do so briefly and succinctly.
2. Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Council.
3. Tie. A motion that receives a tie vote fails.
4. Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
5. Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
6. Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a Council member calls for the question, each Council member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the Mayor will inquire whether any Council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.
7. Point of Order. A challenge motion used to correct errors or mistakes of procedure. No vote is required and the Mayor decides the procedural point. The Mayor can confer with the City Attorney if he/she desires.
8. Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table and reconsider may not be amended.
9. Reconsideration. When a motion has been decided, any Council member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

#### **G. COUNCIL MEMBER CONDUCT**

1. Representing City. If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must state:
  - a. Whether the statement reflects personal opinion or is the official position of the City; and
  - b. Whether the statement is supported by a majority of the Council.

If the Council member is representing the City, the Council member must support and advocate for the official City position on the issue rather than a personal viewpoint.

2. Censure.

- a. The Council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a Council member substantially violates these rules or state law, the Council may take action to protect Council integrity and discipline the Council member with a public reprimand.
- b. Before taking any action to publicly reprimand or censure a Council member, the Council must plainly state its concerns in writing or in an open public meeting, and the Council member must have a reasonable opportunity to respond.
- c. The Council may thereafter investigate the actions of any Council member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(1)(b), the Council member under investigation may request an open hearing.

**H. CONFIDENTIALITY**

1. Council members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Administrator or City Attorney.
2. If the Council meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
3. All public statements, information or press releases relating to a confidential matter will be handled by designated staff or a designated Council member.
4. Unless required by law, no Council member may make public the discussions or information obtained in executive session. The Council may censure a member who discloses a confidential matter or otherwise violates these rules.

**I. COMMUNICATION WITH STAFF**

1. Council will respect the separation between policy making (Council function) and administration (City Administrator function) by:
  - a. Working with the staff as a team with a spirit of mutual respect and support.
  - b. Except in a Council meeting, not attempting to influence a City employee or the City Administrator concerning personnel matters, purchasing issues, the award of

contracts or the selection of consultants, the processing of development applications or granting of City licenses and permits. However, the sharing of ideas on these matters is appropriate.

- c. Limiting individual contacts with City staff to the City Administrator, or other designated staff so as not to influence staff decisions or recommendations, interfere with their work performance, undermine the City Administrator authority or prevent the full Council from having the benefit of any information received. To this end, Council members shall not request City staff to perform significant work without the prior approval of the City Administrator, so that workloads and work plans are not adversely impacted.
  - d. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.
2. All written informational material requested by Council members will be submitted by staff to the entire Council with a notation stating who requested the information. In situations where staff provides a copy of an existing document previously provided to the Council, staff will advise the entire Council rather than providing the material to each Council member.
  3. The Mayor will refer any comments or questions regarding City personnel or administration to the City Administrator. The Mayor may redirect other questions to a Council member or the City Administrator, as appropriate. Council members may also address questions directly to the City Administrator, who may either answer the inquiry or ask a staff member to do so.

## **J. MINUTES**

1. Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council will comply with provisions of ORS 192.650 by containing the following information at a minimum:
  - The name of Council members and staff present;
  - All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
  - The result of all votes, including ayes and nays and the names of the Council members who voted;
  - The substance of the discussion on any matter; and
  - Reference to any document discussed at the meeting.
2. The Council may amend the minutes to more accurately reflect what transpired at the meeting. Upon receipt of the minutes in the Council agenda packet, Council members should read and submit any changes, additions or corrections to the City Recorder so that a corrected copy may be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Council, unless the Council authorizes such change.

3. The City Recorder or designee will make an audio recording of all meetings. The City Recorder will maintain custody of all recordings, but a Council member may obtain a copy of any recording. A Council member may obtain a meeting transcript or partial transcript if it can be produced with nominal staff time. If a transcript would require a significant amount of staff time, the City Recorder may only produce the transcript with Council approval. The City Recorder is authorized to produce transcripts as required by law.

#### **K. ADJOURNMENT**

1. Upon motion and majority vote of the Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
2. Upon the request of a Council member, a short recess may be taken during a Council meeting.
3. A motion to adjourn will be in order at any time except as follows:
  - When made as an interruption of a member while speaking; or
  - While a vote is being taken.

#### **L. BIAS AND DISQUALIFICATION**

1. Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Any challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member should not participate and may not make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Mayor will give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be accepted and voted upon by the Council. Such challenges and the Council's decision will be incorporated into the record of the hearing.
2. In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether the member can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, the member has a duty not to participate in proceedings and to leave the Council table.
3. If the Council believes the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.

4. Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit or detriment of the Council member a relative or a business with which the Council member or a relative is associated. A potential conflict of interest is one that could be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated. A relative means the spouse, children, siblings or parents of the public official or public official's spouse. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

**M. EX PARTE CONTACTS AND DISQUALIFICATION**

1. For quasi-judicial hearings, Council members should refrain from having *ex parte* contacts relating to any issue of the hearing. *Ex parte* contacts are those contacts by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts may be either oral statements when other interested parties are not present, or written information that other interested parties do not receive.
2. If a Council member has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and before the hearing. The Council member must describe the substance of the contact and the Mayor will announce the right of interested persons to rebut the substance of the communication. The Council member also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether he or she will participate or abstain.
3. For quasi-judicial hearings, a Council member who was absent during the presentation of evidence may not participate in any deliberations or decision regarding the matter, unless the Council member reviews all the evidence and testimony received.

**N. OREGON GOVERNMENT ETHICS COMMISSION REQUIREMENTS AND REPORTING**

1. Council members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
2. Council members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Council members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council.
3. In accordance with state law, it is each Council member's responsibility to file all required statements of economic interest with the Oregon Government Ethics Commission.

**O. OREGON PUBLIC RECORDS LAW**

1. Right to Inspect. The written record of public business is available, with some important exceptions, to any person. Under ORS 192.420, “every person” has a right to inspect any non-exempt public record.
2. Public Body. The Public Records Law applies to any public body in the state which includes the Council.
3. Records Covered. The definition of “public records” and the ORS 192.420 policy statement make it clear that the records law applies to all government records of any kind. The definition of “public record” includes “any information” prepared, owned, used or retained by a city, relating to an activity, transaction or function of the city, or necessary to satisfy fiscal, legal, administrative or historical policies, requirements or needs of the city. Public records are no longer limited to “documents” and need not be prepared by the city. Records prepared outside government “owned, used or retained” by the city, are within the scope of the records law. This includes e-mails relating to city business sent to and from any Council member whether those e-mails were sent from a Council member’s private account or city e-mail account.
4. Exemptions. The records law is primarily a *disclosure* law not a confidentiality law. Exemptions are limited in nature and scope because state policy favors public access to government records. When the city denies a records inspection request, it has the burden of proving that the record information is exempt from disclosure and this determination should be made by the City Attorney.
5. Retention. State laws and regulations govern the retention and destruction of public records. There is no set amount of time that a public record should be retained, the content of the document will determine the retention schedule. For example, an e-mail sent to or from a Council member does not have a set retention schedule, it will depend on the content of the document and then conferral with the City Recorder and City Attorney to determine how long it should be retained. Council members are advised to consult with the City Recorder and City Attorney before destroying public records.

**P. LEGAL ADVICE**

Requests to the City Attorney for advice requiring legal research may not be made by a Council member without the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council members are encouraged to consider consulting with the City Administrator to determine if the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Council member should make requests of the City Attorney through the City Administrator. Exceptions to this are issues related to the performance of the City Administrator and unique or sensitive personal, yet City business-related, requests.

**Q. ROBERT’S RULES**

Robert's Rules of Order Revised will be used as the guideline for conduct of Council meetings, except where these Rules specifically apply.

**R. COMMISSIONS, BOARDS, COMMITTEES, ORGANIZATIONS & MEDIA**

1. Citizen Appointment and Removal.

- a. The Mayor will appoint the City commissions, boards and committees, including ad hoc committees, with the consent of the Council by majority vote at a Council meeting. The Mayor may request assistance from Councilors in making recommendations.
- b. Council members will encourage broad participation on City commissions, boards and committees by generally limiting the number of terms a citizen may serve.
- c. A citizen should not serve on more than two City commissions, boards or committees simultaneously, in order to encourage the broadest possible citizen involvement. Any citizen serving on two City commissions, boards or committees may not be chairperson of both simultaneously. This limitation does not apply to service on the City Budget Committee.
- d. With the consent of the Council, the Mayor may remove a citizen from a City committee prior to the expiration of the term of office.

2. Council Member Participation.

- a. Council members will encourage citizen participation in City commissions, boards and committees.
- b. Council members may and are encouraged to attend meetings but shall (1) be mindful of their role as individual Council members and not representing the full Council unless specifically authorized to do so, and (2) facilitate full discussion and participation by the regular members of the body. Council members should limit their attendance at and participation in meetings at which quasi-judicial public hearings are conducted on matters that are appealable to Council, so as to avoid challenges for bias as set forth in Section L of these rules.

3. Organizations and Media.

- a. If the Mayor or a Council member represents the City before another governmental agency, a community organization or the media, the Council member should first state the Council majority position. Personal opinions and comments should be expressed only if the Council member makes clear that he or she does not express the Council position.
- b. Council members should obtain the appropriate permission before representing another Council member's view or position with the media.

## **S. CITY ADMINISTRATOR EVALUATION**

1. **Criteria.** The standards, criteria and policy directives used in the evaluation of the City Administrator will be adopted at a regular Council meeting in accordance with state law.
2. **Process.**
  - a. Evaluation sessions will be scheduled in accordance with the City Administrator's decision on whether to hold the evaluation in open or executive session.
  - b. In February, Council members will review the elements in the evaluation forms and will provide completed evaluations to the City Recorder by March 1. The City Recorder will forward all sealed envelopes containing evaluations to the City Attorney who will tabulate the results of the evaluation forms.
  - c. At the first meeting in March, the Mayor and Council will meet in executive session to discuss their assessment of the City Administrator's performance and to decide what message will be delivered to the City Administrator. This is also the time, if necessary, to draft the criteria and goals for the upcoming year to discuss with the City Administrator.
  - d. At this or a subsequent meeting, the Council will then meet with the City Administrator in an evaluation session. Council summary comments and individual Council member comments will be made. The City Administrator will have an opportunity to respond to all comments. The effect of the evaluation on the City Administrator's employment contract will be discussed. Sufficient time will be allotted for the evaluation discussion with the City Administrator.
  - e. Compensation may not be discussed in executive session. The Council may convene with the City Administrator in open session to review any final performance evaluation and discuss compensation. Any final summary of the evaluation process shall be prepared by the City Attorney and the Mayor.
3. **Contract.** The City Attorney and Mayor or other designated member of the City Council will prepare any employment contract amendments to the City Administrator's contract. Contracts normally will be approved as a consent agenda item at the next regular Council meeting. The evaluation process should be concluded by the end of May each calendar year, although the formal consideration of any contract amendment may occur in the following year.

## **T. COUNCIL EXPENSES**

1. **Reimbursement.** The Council will follow the same rules and procedures for reimbursement as City employees, as established by City policy. Councilor expenditures for other than routine expenses (e.g., conference registration, travel, etc.) require advance Mayor approval. Unless requested otherwise, the City Recorder will coordinate travel accommodations for Councilors.

2. Budget. The Council will review and discuss its proposed annual budget as coordinated by the Mayor and President of the Council and as presented by City staff during a public meeting.



## Jolene Morishita

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**From:** Patrick Sisul <PatSisul@sisulengineering.com>  
**Sent:** Wednesday, August 07, 2013 1:28 PM  
**To:** Jolene Morishita  
**Cc:** Peter Boyce; Scott Tabor  
**Subject:** 2013 Open Cut Sewer Repair Work

Jolene,

In 2012, City of Gladstone had cleaning and television inspection performed on the sanitary sewer lines on the east side of the downtown area from E. Arlington Street to E. Jersey Street. Several problems were identified, including broken pipes, holes, cracks, leaking joints, leaking manholes, offset joints, and leaking or offset laterals. Although a number of the needed repairs can be accomplished by using trenchless repair methods, certain needed repairs have to be completed using traditional excavation methods. These types of repairs include severe grades breaks, severely offset laterals, protruding ductile iron taps and crushed pipes.

After meeting with Pete Boyce and Scott Tabor earlier this summer to review the findings of the 2012 investigation and to discuss a strategy for tackling needed repairs. A few weeks ago Pete asked us to prepare a plan for Open Cut sewer repair work and to have bids returned as soon as possible in order that the information would be available for the August 13th City Council meeting. The plan that we prepared included 9 separate open cut repairs to sewer mains or sewer main/sewer lateral connections and repairs to 5 manholes.

The Engineer's Estimate for the project was \$59,000. Because the estimated fee is not more than \$100,000 and due to the short time frame available to prepare a plan and to solicit bids, it was decided to seek competitive quotes for the project, rather than to go through a formal public bid process. Three contractors were contacted and all three were electronically sent a Request for Quotation. The three contractors contacted were Timberline Development Inc., of Gladstone, OR; Jim Smith Excavating of Clackamas, OR and D&T Excavation of Wilsonville, OR. Bids were due to be returned by Tuesday, August 6, 2013. One quote was submitted for the project, by Timberline Development, Inc. in the amount of \$41,480.00.

We recommend that you accept this quote.

**Patrick A. Sisul, P.E., Vice President**  
*Sisul Enterprises, Inc.*  
[www.sisulengineering.com](http://www.sisulengineering.com)  
[www.etcEnvironmental.net](http://www.etcEnvironmental.net)

### **SISUL ENGINEERING**

Gladstone: 503-657-0188 Medford: 541-227-6719 Vancouver: 360-696-3664 John Day: 541-575-3777

## PROPOSAL

**Scope of Work:** The project consists of performing maintenance and repairs on the existing sanitary sewer system in the downtown Gladstone area. Work includes, mobilization, demobilization, pipe removal, pipe replacement, grouting, sealing of manholes, eliminating protruding taps, backfill and asphalt repair.

The quote is to be on a Lump Sum price. Unit prices for replacing additional piping will be used only in the case where existing pipe crumbles when a repair is being made; thereby growing the scope of the repair. The City of Gladstone is not obligated to any minimum or maximum quantities under the contract. Refer to the attached plans and documents for a list of the work to be performed.

**Completion Date:** All work shall be completed no later than Friday, November, 1, 2013. Although, the City of Gladstone reserves the right to extend this date if unforeseen circumstances arise that impede the contractor's ability to make reasonable progress.

**Contract Quantities:** A list of Contract Repairs is provided below together with a Schedule of Values to be completed by the Bidder. The bid is to be a Lump Sum Price. Unit prices for replacing additional piping will be used only in the case where existing pipe crumbles when a repair is being made; thereby growing the scope of the repair. The City of Gladstone is not obligated to any minimum or maximum quantities under this contract. Refer to the attached map for areas where work is to be performed. The amount of this contract will be less than \$100,000.00.

### CONTRACT QUANTITIES & CONTRACTOR'S SCHEDULE OF VALUES

| Repair No.  | Description   | Unit | Quantity           | Unit Price   | Total Price |
|---|---|------|--------------------|--------------|-------------|
| 0.  | Mobilization/Demobilization   | LS   | 1                  | 3,500.00 /LS | \$ 3,500.00 |
| 1.  | Repair bad transition; 8" PVC                                       | LS   | 1                  | 3,900.00 /LS | \$ 3,900.00 |
| 2.  | Remove mortar in joint; 10" Clay                                    | LS   | 1                  | 3,220.00 /LS | \$ 3,220.00 |
| 3.  | Repair protruding PVC tap; 8" Clay                                  | LS   | 1                  | 3,550.00 /LS | \$ 3,550.00 |
| 4.  | Replace broken pipe at lateral; 8" Concrete                         | LS   | 1                  | 4,520.00 /LS | \$ 4,520.00 |
| 5.  | Repair offset lateral; 15" Clay                                     | LS   | 1                  | 4,100.00 /LS | \$ 4,100.00 |
| 6.  | Remove debris from lateral & main & repair broken lateral; 15" Clay | LS   | 1                  | 4,100.00 /LS | \$ 4,100.00 |
| 7.  | Replace broken pipe; 10" Clay                                       | LS   | 1                  | 3,630.00 /LS | \$ 3,630.00 |
| 8.  | Repair grade break and offset joint; 8" Concrete                    | LS   | 1                  | 3,450.00 /LS | \$ 3,450.00 |
| 9.  | Repair offset lateral w/crack; 8" Concrete                          | LS   | 1                  | 3,520.00 /LS | \$ 3,520.00 |
| 11.   | RegROUT channel & reseal MH   | LS   | 1                  | 990.00 /LS   | \$ 990.00   |
| 12.   | Form channel in MH  | LS   | 1                  | 750.00 /LS   | \$ 750.00   |
| 13.   | Reseal MH   | LS   | 1                  | 750.00 /LS   | \$ 750.00   |
| 14.   | Reseal MH   | LS   | 1                  | 750.00 /LS   | \$ 750.00   |
| 15.   | RegROUT channel and reseal MH                                       | LS   | 1                  | 750.00 /LS   | \$ 750.00   |
| <i>The unit pricing below shall be used where unexpected problems grow the scope of an anticipated repair</i> |   |      |                    |              |             |
| Item No.  | Description   | Unit | Estimated Quantity | Unit Price   | Total Price |
| 16.   | Extra 4" Lateral Replacement  | LF   | 0                  | 49.00 /LF    | \$ 0        |
| 17.   | Extra 6" Lateral Replacement  | LF   | 0                  | 50.00 /LF    | \$ 0        |
| 18.   | Extra 8" Pipe Replacement   | LF   | 0                  | 52.00 /LF    | \$ 0        |

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|     |                            |    |   |           |      |
|-----|----------------------------|----|---|-----------|------|
| 19. | Extra 10" Pipe Replacement | LF | 0 | 55.00 /LF | \$ 0 |
| 20. | Extra Backfill             | CY | 0 | 24.00 /CY | \$ 0 |
| 21. | Extra Asphalt Paving       | SY | 0 | 28.00 /SY | \$ 0 |

Total Quotation Price: \$ 41,480.00

**Receipt of the following Addenda is hereby acknowledged:**

| Addendum No. | Date Received | Signed Acknowledgement |
|--------------|---------------|------------------------|
| <u>NONE</u>  |               |                        |

Failure to acknowledge receipt of Addenda will render the quotation non-responsive and therefore void. If no addenda received, please mark "none" and sign.

The undersigned declares that before preparing their quote, they read carefully the specifications and requirements for bidders and that their quotation is made with the full knowledge of the kind, quality and quantity of services and equipment to be furnished, and that their said quotation is stated on these pages. By signing this page of the quotation, the Contractor acknowledges and agrees to the terms and conditions of each of the forms included in the quote documents.

Gary R. Nichols Sr.  
Authorized Official (Signature)

08/06/2013  
Date

GARY R. NICHOLS SR.  
Print Name of Authorized Official

PRESIDENT  
Title of Authorized Official

Timberline Development Co.  
Company Name

503-519-4650  
Telephone Number

PO BOX 279  
Address

Gladstone, OR 97027  
City, State, Zip

23225  
State Contractors License Number

gnicholssr@comcast.net  
Email Address

**Notes:**

1. If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
2. If the bidder is a corporation, this proposal must be executed by its duly authorized officials.
3. Proposals submitted must be complete and include pricing for the work to be completed, in whole, per the attached plans and specifications.
4. The City of Gladstone reserves the right to adjust the scope of the work to match available funds.





## MEMORANDUM

TO: Honorable Mayor and Gladstone City Council

FROM: <sup>HRM</sup> Heather R. Martin, Office of the City Attorney

SUBJECT: Regulation of Exotic Animals

DATE: August 7, 2013

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At previous Council meetings the issue arose as to whether the City could allow a resident to keep a eurasion lynx. This memo summarizes applicable state and local law and provides sample Code provisions the Council could consider.

State law allows the City to prohibit the keeping of exotic animals which includes any member of the feline family excluding domesticated cats. ORS 609.205. State law also requires individuals who keep exotic animals to obtain a permit from the state Department of Agriculture in addition to meeting other state requirements.

The Gladstone Municipal Code (GMC) Section 6.08.050 prohibits holding and possessing wild or dangerous animals which includes eurasion lynxes. There are no exceptions for keeping wild or dangerous animals under the GMC nor is there a process where keeping wild or dangerous animals is allowed under the City's regulations.

Given this information, if the Council decides to allow keeping eurasion lynxes, it will need to revise the Code to create an exception or a local permitting process which should require compliance with state law, including providing proof of a state permit to keep the animal.

Attached are Code examples from Beaverton, Hillsboro and Canby who all regulate exotic animals differently:

- Beaverton – Prohibits exotic animals but allows exceptions for: vets, educational/medical institutions, circuses and other similar businesses, physically impaired individuals, and public agencies. Beyond those exceptions there is no process to allow exotic animals.
- Hillsboro – Allows exotic animals on residential property if they meet federal, state and local requirements with additional local requirements set forth therein.

{00326235; 1 }

- Canby – Prohibits animals that are not certain domestic pets but allows the City Administrator to grant special permits for the keeping of other types of domestic pets not listed in the Code. It appears this only applies to domestic pets and not exotic animals.

If the Council does not want to revise the GMC, the lynx owner should be cited through a normal code enforcement process.

I look forward to discussing this issue in more detail with the Council at Tuesday's meeting

HRM/sb

Enclosure

cc: Pete Boyce, Gladstone City Administrator

12-2

## **Beaverton**

### **5.05.040 Keeping of Certain Animals Prohibited.**

Except as otherwise provided in BC 5.05.043, no person shall keep a wild, exotic or dangerous animal. [BC 5.05.040, added by Ordinance No. 3675, 6/12/89]

### **5.05.043 Exceptions.**

A. BC 5.05.040 shall not apply to the keeping of a wild, exotic or dangerous animal by:

1. An educational or medical institution, if the animal is kept for the primary purpose of instruction, study or research;
2. A circus, carnival or other similar itinerant show business, if the animal is kept for the primary purpose of public entertainment;
3. A veterinarian employed by the federal government or currently licensed by the Oregon State Veterinary Examining Board, if the animal is kept for the primary purpose of diagnosis or treatment;
4. A physically impaired person, if the animal is kept for the primary purpose of assisting the physically impaired person in one or more daily life activities by performing such tasks as seeing, hearing, fetching dropped items, pulling a wheel chair, helping maintain balance, or rendering similar forms of assistance.
5. A public agency, if the animal is kept primarily for a public purpose.

B. BC 5.05.040 shall not apply to a person transporting a wild, exotic or dangerous animal directly to any of the institutions, businesses or individuals listed in subsection A of this section. [BC 5.05.043, added by Ordinance No. 3675, 6/12/89]

## Hillsboro

### 6.20.090 *Exotic animals*

*Exotic animals* may be kept in the city consistent with the following standards:

A. *Exotic animals* are allowed on residential property provided the federal, state and local standards, laws and regulations applicable to the particular species are met by the keeper. The applicability of *exotic animal* standards is determined by the authorized government agencies.

B. *Exotic animals* may not be bred;

C. Products generated by *exotic animals*, such as eggs, hides or meat, may not be sold from a residential property;

D. *Exotic animals* may not be slaughtered on residential property;

E. *Exotic animals* must be contained consistent with the following standards:

1. The enclosure must be sufficient in size for the animals to feed and exercise;
2. All portions of an enclosure must be kept and maintained in a clean and sanitary condition at all times to prevent any condition which may be dangerous or detrimental to the health of the public or animals or constitute a nuisance. All portions of an enclosure must be kept and maintained in a clean and sanitary condition at all times to prevent any condition which may be dangerous or detrimental to the health of the public or animals or constitute a nuisance; and
3. The enclosure must provide the animals with the ability to feed, exercise and protect themselves from the elements as well as from other animals and be constructed in conformity with the city's land use regulations and applicable building code.

12-4

## Canby

### § 6.04.010 Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**Animals** means all nonhuman living creatures, including bees and chickens, but excepting small fish and domestic pets.

**Domestic Pets** means dogs, cats, rabbits, small birds, hamsters and similar domesticated rodents.

### § 6.04.020 Keeping of certain animals prohibited.

Except for domestic pets and except as otherwise provided in § 6.04.030, the keeping of animals in the city is prohibited.

### § 6.04.030 Special permits.

Special permits for the keeping of other than domestic pets may be granted administratively by the City Administrator on terms and conditions and for periods of time as may be determined by the Administrator. Application for these permits shall be filed with the City Administrator for review and determination. A decision of the Administrator allowing a permit may be appealed to the City Council. The Council may hold a public hearing on the appeal after notice of the hearing is given in the usual manner provided for public hearings.

### § 6.04.040 Penalty.

Any person keeping an animal in the city without a special permit, or in violation of a special permit, shall be deemed guilty of a violation, and upon conviction thereof shall be punished accordingly.

### § 6.04.050 Civil remedy.

The city may institute an appropriate court suit to enjoin violations or threatened violations of this chapter, and in that case, shall be entitled to recover from the defendant(s) in the suit its reasonable attorneys' fees to be fixed by the trial court, and a further sum for attorneys' fees as may be fixed by the appellate court in case of an appeal.

### § 6.04.060 Special permit fee.

The permit fee for the special animal permit shall be set forth by resolution.

## Jolene Morishita

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**From:** Steve Johnson  
**Sent:** Monday, August 05, 2013 2:09 PM  
**To:** Jolene Morishita  
**Subject:** FW: Siberian Lynx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Jolene-

Since Pete is out of the office until the 18<sup>th</sup>, I'll send this to you.

Thank you.

-Steve

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**From:** Steve Johnson  
**Sent:** Monday, August 05, 2013 2:07 PM  
**To:** [boyce@ci.gladstone.or.us](mailto:boyce@ci.gladstone.or.us)  
**Subject:** Siberian Lynx

Pete-

Please print and include the text from this link in the next City Council Packet if the issue with the Siberian Lynx is on the agenda. These media reports are in reference to a mauling of a child by an escaped Siberian Lynx in Clackamas:

<http://bigcatescapesmaulings.blogspot.com/2005/08/6-year-old-girl-mauled-by-escaped.html>

Thank you.

Steve Johnson  
1420 Manor Dr.  
Gladstone

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MONDAY, AUGUST 15, 2005

## 6 year old girl mauled by escaped Siberian Lynx pet

6 year old girl mauled by escaped Siberian Lynx pet

Cops Kill Big Cat After Attack In Clackamas

August 15, 2005

VIDEO Watch this story

CLACKAMAS, Ore. (AP) - Clackamas County sheriff's deputies shot and killed a pet lynx after it pounced on a six-year-old girl who was visiting her grandparents.

The girl's mother drove the cat away Sunday with a brick.

Frances Applegate suffered no visible injuries. The tan Siberian lynx was the size of a large dog.

"It got behind me, pounced on me, and it started clawing my head," the girl said.

Frances said she didn't have time to think about anything as the dark-brown spotted lynx tried to bite her head.

Officials say the cat was de-clawed, which probably saved the girl.

Her mother, Tanya Applegate, grabbed a brick and hit the lynx several times, forcing the cat to release her daughter.

Clackamas County sheriff's deputies arrived a short time later at the house. Deputies found the lynx crouched on the back porch and killed it with a single shot.

The owner's name was not available. Deputies said the owner reported the pet missing Friday to a Clackamas veterinary clinic, which contacted the sheriff's office.

Before killing the lynx, deputies attempted to snare the animal or shoot it with a Taser, but they were unable to get close enough, said detective Wendi Babst, a sheriff's spokeswoman.

Babst said the state requires state permits for lynx, but wasn't sure whether the owner had one.

<http://www.katu.com/news/story.asp?ID=79036>

Lynx that attacked 6-year-old girl was legal exotic pet

12-7

Sarah Bracey, the registered owner of the Siberian lynx, also owns a serval, a wildcat similar to a cheetah

Tuesday, August 16, 2005

CLACKAMAS -- The roaming pet lynx that attacked a 6-year-old Portland girl on Sunday is registered with the Oregon Department of Agriculture, authorities say. But the laws governing which agency registers an exotic animal can be confusing.

Clackamas County sheriff's deputies shot the wildcat after it had pounced on the head of Frances Applegate in her grandmother's driveway on Southeast Sunnyside Road . The child wasn't injured. The girl's mother, Tanya Applegate, forced the Siberian lynx to release her daughter by hitting it several times with a brick.

The lynx's owner, Sarah Bracey, who moved to the 167th block of Southeast Sunnyside Road on Friday, reported her pet missing on that same day to a Clackamas veterinary clinic. Bracey also owns a serval, an African wildcat similar to a cheetah, Oregon Department of Agriculture records show.

Bracey was unavailable for comment Monday.

Authorities scrambled Monday to determine which jurisdiction handles registering a lynx. The distinction, they said, depends on the type of lynx.

"I thought a lynx is a lynx, but I guess it's not that simple," said Bruce Pokarney, spokesman for the agriculture department.

Bracey's wildcat is a Siberian lynx, not a Canadian lynx, Pokarney said. A Siberian lynx is considered an "exotic" animal and falls under the jurisdiction of the Department of Agriculture. The owner of a Canadian lynx, a species indigenous to Oregon , would have to apply for a permit with the Department of Fish and Wildlife, instead, Pokarney said.

Records show Bracey has current permits with the Department of Agriculture for the serval cat since 2000, and for the lynx since 2003.

Pokarney said the lynx's facilities were inspected several times and were found adequate. He said permits for exotic animals are reissued every two years after a follow-up inspection and cost from \$50 to \$300 depending on the animal.

-- Gosia Wozniacka

<http://www.oregonlive.com/metrosouth/oregonian/index.ssf?/>

[base/metro\\_south\\_news/112418642313090.xml&coll=7](http://www.oregonlive.com/metrosouth/oregonian/index.ssf?/base/metro_south_news/112418642313090.xml&coll=7)

12-8

Exotic pets pay too high a price if inaction rules

Wednesday, August 17, 2005

With its wildly exotic spots and stripes, the African serval is quite the head-turner.

It weighs 30 to 45 pounds and stands a couple of feet tall on all fours. It's been called the "poor man's cheetah."

But don't underestimate it.

It can leap eight feet straight up and typically establishes a hunting territory of about five square miles. You can find them along streams in the East African savannas and the higher altitudes of Kenya .

Or maybe right next door.

There are currently 19 of them registered as pets in Oregon . In fact, there may be one living in the very house on Sunnyside Road where a Siberian lynx escaped last week and ran at large for a couple of days before pouncing on a 6-year-old girl's head Sunday afternoon.

Diego the lynx, as you may recall, released its grip on the girl only after the girl's mother pounded it with a brick. The cops later shot the 3-year-old feline.

Predictably, Diego's owner, Sarah Bracey, told cops she was surprised her pet attacked someone.

It's my guess that Diego, too, was surprised by his actions. The 6-year-old and her mom were definitely surprised.

And the surprises keep on coming.

The Oregon Department of Agriculture is the agency stuck with the absurd task of trying to keep track of our exotic pets, from tigers to squirrel monkeys. Their records show that Sarah Bracey also owns a serval.

Tuesday, I spoke with Bruce Pokarney, a spokesman with the state Department of Agriculture, and Don Hansen, state veterinarian, to figure out whether Bracey would be allowed to keep the serval.

So far, because their investigations are just beginning, neither the cops nor state officials are even clear on how Diego got out. Hansen, who spoke with Bracey Tuesday morning, said he assumes she still has the serval. He's not sure, because he didn't ask

her.

If the lynx escape was accidental, Hansen said, it would likely have no impact on Bracey's permit to keep the serval. Any decision on the serval will likely be based on the quality of its holding facility and Bracey's care of the animal.

How would that make you feel if you lived or worked next door to that serval?

For the past six years, Richard Barhoum and his wife, Norma, have run a nursery one-tenth of a mile from where Diego escaped. Barhoum, who has lived in Clackamas County for more than 20 years, got word of the missing lynx Friday morning as he headed into a busy weekend where families would be wandering his three-acre business.

"Why keep dangerous pets?" asked Barhoum. "It's the same with all these dangerous dogs, like pit bulls. Sooner or later, they get free. And what then?"

Pokarney, state Department of Agriculture spokesman, said he recalls only a couple of exotic pet escapes in his 14 years there. "The percentage of dogs running loose and attacking people is much higher," Pokarney said.

But whether it's a pit bull or a puma, let's not penalize the animals or the animal owners for the bad deeds of a few animals. Instead, let's avoid the attacks.

Exotic animals and dangerous dogs just don't belong in homes. That's why more than a third of the states have banned private ownership of dangerous exotic animals. It's why an increasing number of cities across the United States are cracking down on dangerous dogs, even banning them.

That doesn't mean that I like the fact that hundreds of pit bulls have been destroyed in Denver since May, when the courts reinstated that city's pit bull ban.

It means like all tough choices, I think we need to do better than simply taking the easy road of doing almost nothing.

And that's not just the state I'm talking about. Oregon law allows local jurisdictions to establish rules governing pets.

So far, our only response to recent dog attacks was for the Legislature to increase the penalty for the owners of the dogs who kill a human being.

I'm sure that'll be very comforting news to anyone killed by a dog. And to the attacking dogs, who will likely be killed for following their instincts.

Andy Parker's columns appear Mondays and Wednesdays. Contact him at 503-294-

12-10

5945 or at [daparker@news.oregonian.com](mailto:daparker@news.oregonian.com). His columns and other local columnists of The Oregonian can be found online at [www.oregonlive.com/columnists](http://www.oregonlive.com/columnists)  
Posted by BigCatRescue at 5:46 PM



# City of GLADSTONE

Date: August 2, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator

Re: LED Street Lights

PGE is moving forward with its transition of conventional street lights to LED. The attached information describes the potential impact for the City. Some street lights are owned by PGE and some by the City. Staff is recommending that City Council consider Option 1 of PGE's proposal by selling the City owned poles to PGE in exchange for one lump sum payment of \$20,666.24. The pole charged paid by the City would increase by \$5,745 per year resulting in a \$2,006 per year overall net increase in street lighting expense when coupled with the energy savings per light per year. The benefit to this option is that all lights would be switched out to LED's immediately and maintenance of the lights would be solely PGE's responsibility.

**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

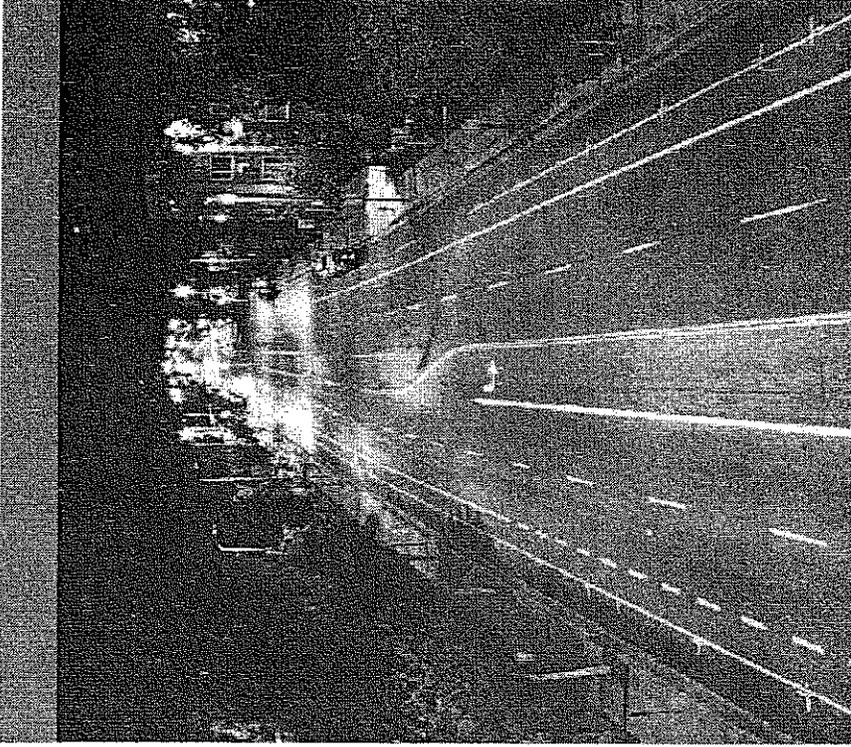
**City Shop**  
18595 Portland Avenue  
Gladstone, OR 97027  
(503) 656-7957  
FAX: (503) 722-9078



# City of Gladstone LED Streetlight offer



May 29, 2013



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13-2

13-3

# Benefits of LED Streetlights

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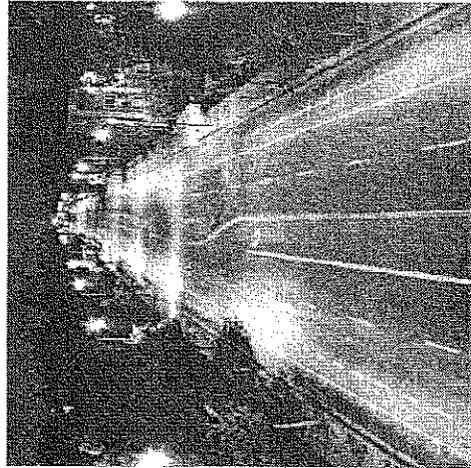
## Cost-effective

## More sustainable

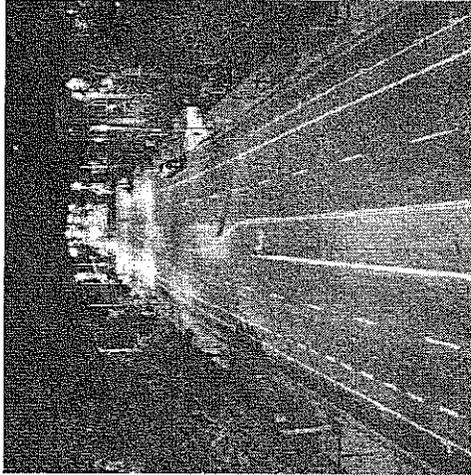
- 100 & 150-watt LEDs use 60-70 percent less energy. Components are recyclable. Fewer trips required to replace, maintain lights.

## Better light quality

- Improved visibility. Dark-sky friendly.



Before LED



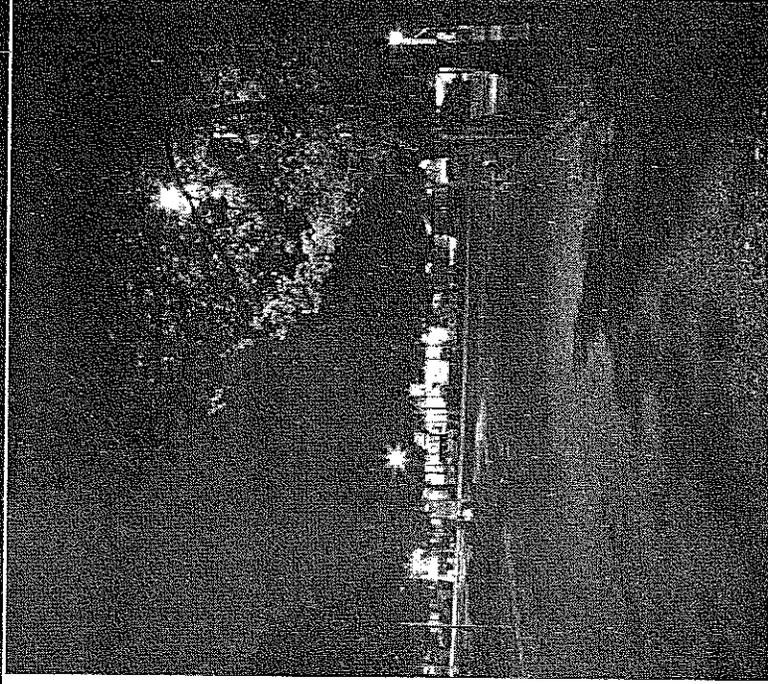
After LED

8/2/2013

## **PGE's offer: Option #1**

**PGE would purchase the City of Gladstone's B poles**

**PGE would convert A and B lower-wattage streetlights to LEDs**



8/2/2013

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# PGE's offer: Option #1



|                   | Pole Purchase | Energy Savings | Pole Charges (Increase) | Net Decrease (Increase) | Offset in Years |
|-------------------|---------------|----------------|-------------------------|-------------------------|-----------------|
| City of Gladstone | \$20,266      | \$12,983       | (\$5,745)               | (\$2,006)               | 10.3            |

Note: Figures are estimated based on current tariff pricing and wattage conversion from HPS to LED lights. Actuals may vary based on field conditions, customer light level selection, and other factors. Savings reflect savings related to subset of poles included in offer. Pole Purchase Price is an estimate and may change as a result of PGE inspection of metal poles.

8/2/2013

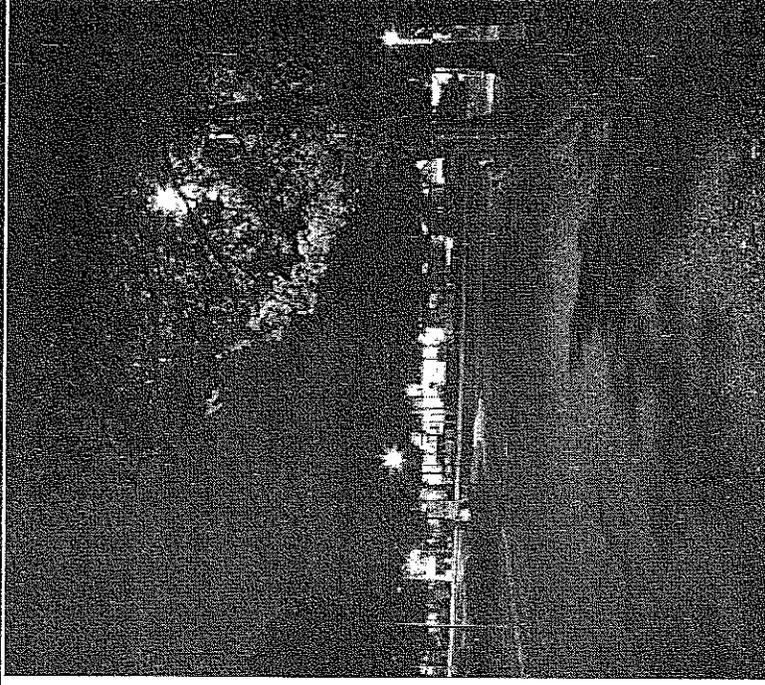


## **PGE's offer: Option #2**

**PGE would acquire the City of Gladstone's B fixtures**

**PGE would convert A and B lower-wattage streetlights to LEDs**

**As B poles reach end of life they will be replaced with Option A poles**



8/2/2013



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# PGE's offer: Option #2



|                   | Pole Purchase | Energy Savings | Pole Charges | Net Savings |
|-------------------|---------------|----------------|--------------|-------------|
| City of Gladstone | \$ 0          | \$12,983       | \$ 0         | \$3,738     |

Note: Figures are estimated based on current tariff pricing and wattage conversion from HPS to LED lights. Actuals may vary based on field conditions, customer light level selection, and other factors. Savings reflect savings related to subset of poles included in offer.

8/2/2013



# Benefits to City of Gladstone

---

- **City of Gladstone could become one of the first to receive new lights**
- **Immediate economic savings (beginning in 2013)**
- **Immediate carbon reduction, further supporting the City's sustainability reputation**
  - 103 metric tons of CO2 reduction each year\*
- **Frees City of Gladstone to focus on community needs; takes advantage of PGE's core competency**
- **PGE will provide marketing, media support at rollout**

\*Per EPA carbon calculator

8/2/2013



13-9

# Considerations in evaluating options

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## Forecasting, budgeting for end-of-life

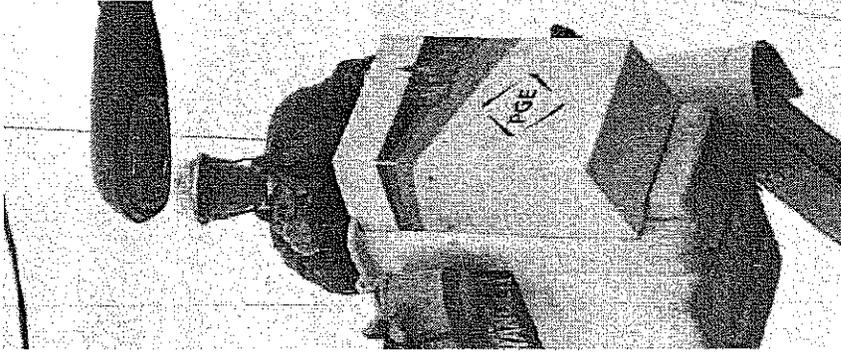
### Risks

### Labor

### Construction/maintenance, including:

- Road widening (fixture transfer)
- Failing poles
- Replacement /repair when vehicle hits pole
- Locating and repairing circuits/underground faults
- Material failures
- Vandalism

### Inventory management/warehousing



# Considerations in evaluating options

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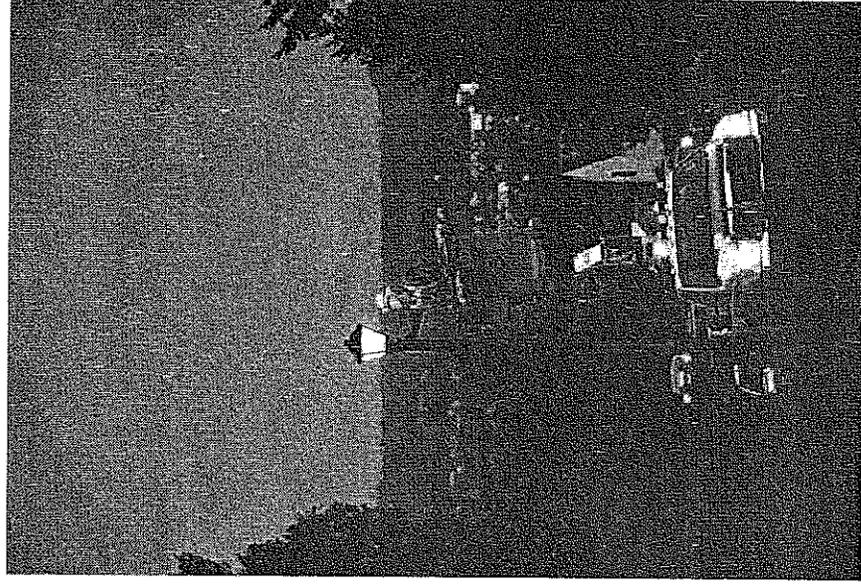
## Lighting project management

- Lighting design
- Managing installation of fixtures

## Back-office duties

- Outage call handling
- Customer service (shield requests, etc.)
- NJUNS coordination (joint use communications)
- GIS mapping
- Asset management systems
- Work management systems
- Inventory management systems

## Economies of scale

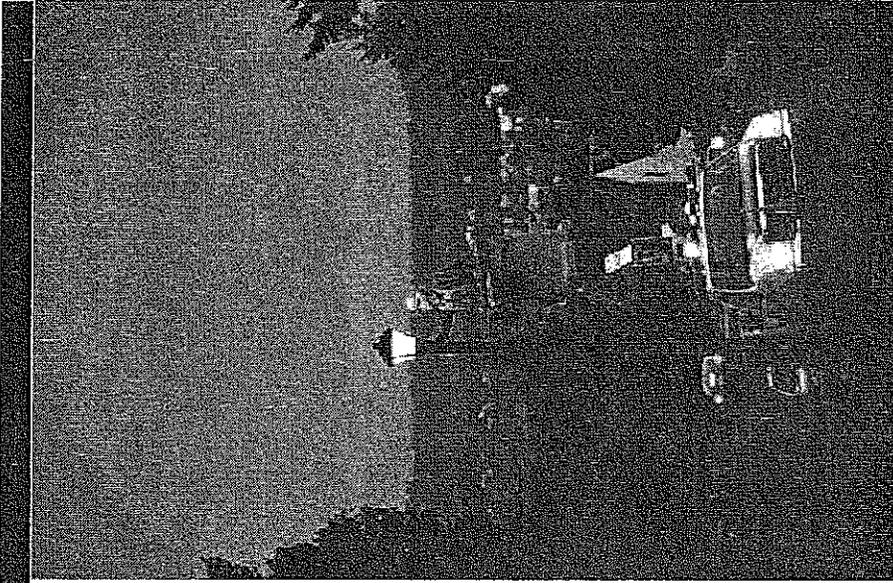


13-10

13-11

## What's next

- PGE is happy to present this offer to City of Gladstone
- Conversion will begin within three months and be completed in two years or less.



**Thank You**

---

Annette Mattson  
Government Affairs

Lori Swanson  
Lighting Service and Design  
Project Manager

8/2/2013



13-13

CITY OF GLADSTONE

61120

Option A (Cobras under 300w)

|    | Owner                       | Maint |    |
|----|-----------------------------|-------|----|
| 34 | 100W HPS COBRA 9,500 LUMEN  | PGE   | 38 |
| 35 | 150W HPS COBRA 16,000 LUMEN | PGE   | 3  |
| 39 | 200W HPS COBRA 22,000 LUMEN | PGE   | 23 |
| 36 | 250W HPS COBRA 27,500 LUMEN | PGE   | 1  |
|    | Grand Total                 |       | 65 |

| Schedule 91 - A | Schedule 95 - A |
|-----------------|-----------------|
| \$9.15          | \$6.48          |
| \$10.89         | \$7.00          |
| \$12.83         | \$7.94          |
| \$14.94         | \$10.00         |
| \$8,284.80      | \$5,518.32      |
|                 | \$ (2,766.48)   |

Option B (Cobras under 300w)

|    | Owner                       | Maint |     |
|----|-----------------------------|-------|-----|
| 33 | 70W HPS COBRA 6,300 LUMEN   | PGE   | 1   |
| 21 | 175W MV COBRA 7,000 LUMEN   | PGE   | 115 |
| 34 | 100W HPS COBRA 9,500 LUMEN  | PGE   | 155 |
| 35 | 150W HPS COBRA 16,000 LUMEN | PGE   | 15  |
| 39 | 200W HPS COBRA 22,000 LUMEN | PGE   | 31  |
| 36 | 250W HPS COBRA 27,500 LUMEN | PGE   | 3   |
|    | Grand Total                 |       | 320 |

| Schedule 91 - B | Schedule 95 - A |
|-----------------|-----------------|
| \$5.54          | \$6.11          |
| \$6.67          | \$7.00          |
| \$6.67          | \$6.48          |
| \$8.40          | \$7.00          |
| \$9.97          | \$7.94          |
| \$12.04         | \$10.00         |
| \$27,331.56     | \$26,359.80     |
|                 | \$ (971.76)     |

1. FIXTURES ONLY TOTAL ANNUAL SAVINGS

\$35,616.36      \$31,878.12      \$ (3,738.24)

| PC | Pole Description                                    | Owner | Maint | Total |
|----|---|-------|-------|-------|
| 08 | CUST ALUMINUM POLE 25 FT REGULAR TYPE               | CUST  | PGE   | 22    |
| 62 | CUST FIBERGLASS POLE 30 FT GRAY DB                  | CUST  | PGE   | 41    |
| 07 | CUST PAINTED STEEL POLE 25 FT REGULAR TYPE          | CUST  | PGE   | 5     |
| 19 | CUST POLE/POST MAINTAINED BY CUST NOT STANDARD WOOD | CUST  | PGE   | 1     |
| 46 | CUST SLO WOOD POLE 35 FT OR LESS                    | CUST  | PGE   | 3     |
|    | Grand Total   |       |       | 72    |

| Schedule 91 - B | Schedule 95 - A |
|-----------------|-----------------|
| \$0.32          | \$9.48          |
| \$0.18          | \$5.49          |
| \$0.32          | \$2,701.08      |
| \$0.00          | \$568.80        |
| \$0.15          | \$0.00          |
| \$197.64        | \$4.71          |
|                 | \$5,942.16      |
|                 | \$ (5,744.52)   |

Potential Pole Purchase (Option B Poles)  
Pole Charge Offset (Years)

|              |
|--------------|
| \$ 20,666.24 |
| 3.5          |

2. OPTION A POLES & FIXTURES - TOTAL ANNUAL DELTA

\$35,814.00      \$37,820.28      \$ 2,006.28

OVERALL CASH INFLUX OFFSET (Years)

|      |
|------|
| 10.3 |
|------|

\*Annual savings or increases reflected above are based only on the fixtures that are currently eligible for LED conversion (<300 W Cobrahead style) and the associated poles, and do not represent the overall streetlight bill for the entity.

**GLADSTONE  
URBAN  
RENEWAL  
AGENCY**



GLADSTONE URBAN RENEWAL AGENCY MINUTES – June 11, 2013

**ATTENDANCE – AGENCY**

Roll Call: Mayor Byers stated the roll call stands from the City Council Meeting, which included: Mayor Wade Byers and Councilors Hal Busch, Ray Jaren, Kari Martinez, Thomas Mersereau, Lendon Nelson, and Neil Reisner.

**ATTENDANCE -- STAFF**

Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; Heather Martin, City Attorney; Stan Monte, Fire Chief; Jolene Morishita, Assistant City Administrator; Jim Pryde, Police Chief; and Scott Tabor, Director of Public Works.

**CONSENT AGENDA**

1. Approval of August 14, 2012 and February 12, 2013 Minutes

*Councilor Martinez moved and Councilor Reisner seconded a motion to approve the Consent Agenda consisting of the Minutes of August 14, 2012 and February 12, 2013. Motion Carried Unanimously.*

**REGULAR AGENDA**

2. Public Hearing FY 2013-14 Budget and Tax Rate. Mayor Byers opened the public hearing on the FY 2013-14 Budget and Tax Rate at 7:20 p.m. City Attorney Martin explained the hearing format and asked that all testimony is limited to the Budget. City Administrator Boyce stated there are no changes made at the Budget Committee level.

**Public Testimony**

Hearing no testimony Mayor Byers closed the public hearing.

3. Approval of Resolution UR-48 – Adopting Budget and Declaration of Tax Increment. Mayor Byers called for a motion.

*Councilor Nelson moved and Councilor Martinez seconded a motion to approve Resolution UR-48, Adopting Budget and Declaration of Tax Increment as presented. Motion Carried Unanimously.*

**Adjourn**

Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant City Administrator

UR-1



## Jolene Morishita

---

**From:** Patrick Sisul <PatSisul@sisulengineering.com>  
**Sent:** Wednesday, August 07, 2013 9:03 AM  
**To:** Jolene Morishita  
**Cc:** Peter Boyce; Scott Tabor  
**Subject:** 2013 Sanitary Sewer Maintenance, Trenchless Repair Work, Urban Renewal Area

Jolene,

In 2012, City of Gladstone had cleaning and television inspection performed on the sanitary sewer lines on the east side of the downtown area from E. Arlington Street to E. Jersey Street. Several problems were identified, including broken pipes, holes, cracks, leaking joints, leaking manholes, offset joints, and leaking or offset laterals. A number of the needed repairs can be accomplished by using trenchless repair methods to remotely repair the pipe underground without having to excavate the street. This type of work is called cured-in-place pipe or CIPP.

After meeting with Pete Boyce and Scott Tabor earlier this summer to review the findings of the 2012 investigation and to discuss a strategy for tackling needed repairs. A few weeks ago Pete asked us to prepare a plan for CIPP repairs in the Urban Renewal Area and to have the bids returned as soon as possible in order that the information would be available for the August 13th City Council meeting. It was important that this project get approved in August, as CIPP work is best performed when the sewer flows are low. The plan includes repairs to 22 separate pipe runs in seven different streets, one 455 LF 10" diameter CIPP lining, 35 CIPP point repairs between 24" and 48" in length, and grouting repairs to 15 leaking service connections and 24 leaking joints.

Due to the short time frame available to prepare a plan and to solicit bids, it was decided to limit the project to \$100,000 and to seek competitive quotes. The Engineer's Estimate for the project was \$100,000. Three contractors were contacted and all three were electronically sent a Request for Quotation. The three contractors contacted were C-More Pipe Services of Rickreall, OR; Michels Pipe Services of Salem, OR; and Iron Horse Group of Portland, OR. Bids were due to be returned by Tuesday, August 6, 2013. One quote was submitted, by C-More Pipe Services in the amount of \$99,919.62.

We recommend that you accept this quote.

**Patrick A. Sisul, P.E., Vice President**

*Sisul Enterprises, Inc.*

[www.sisulengineering.com](http://www.sisulengineering.com)

[www.etcEnvironmental.net](http://www.etcEnvironmental.net)

**SISUL ENGINEERING**

Gladstone: 503-657-0188 Medford: 541-227-6719 Vancouver: 360-696-3664 John Day: 541-575-3777

# ***C-More Pipe Services***

---

August 6, 2013

Jolene Morishita  
City of Gladstone  
525 Portland Avenue  
Gladstone, OR 97027

RE: 2013 Sanitary Sewer Maintenance, Trenchless Repair Work  
Urban Renewal Area

Dear Ms. Morishita,

Enclosed for your consideration is our bid response to the above solicited project. We appreciate the opportunity to provide this repair quote as a follow-on to the sewer inspection and cleaning work we provided to the City of Gladstone in 2012.

For this bid, we extended to the city the original clean and CCTV inspection per linear foot price that we quoted in 2012 and provided a discount on our CIPP point repair and grouting costs. We are interested in creating a continuous long term relationship with the City of Gladstone and look forward to the award of this repair project.

If we can provide further information, please do not hesitate to contact us.

Respectfully,

  
Brenda McCoy-Manfredo  
VP Operations

Enclosure: Schedule of Values (1)

## PROPOSAL

**Scope of Work:** The project consists of performing CIPP maintenance on the existing sanitary sewer system in the downtown Gladstone area. Work includes, mobilization, demobilization, cleaning, grouting, cutting of roots and protruding taps, installation of CIPP liners and CIPP point repairs. All work shall be performed by trenchless repair methods. Bypass pumping may be required and is considered incidental to the work.

The quote is to be on a per unit basis. The City of Gladstone is not obligated to any minimum or maximum quantities under the contract. Refer to the attached plans and documents for a list of the work to be performed.

**Completion Date:** All work shall be completed no later than Friday, November, 1, 2013. Although, the City of Gladstone reserves the right to extend this date if unforeseen circumstances arise that impede the contractor's ability to make reasonable progress.

**Contract Quantities:** A list of estimated Contract Quantities is provided below together with a Schedule of Values to be completed by the Bidder. Quantities listed in this proposal are estimated and actual quantities may vary. The bid is to be on a per unit basis. The City of Gladstone is not obligated to any minimum or maximum quantities under this contract. Refer to attached maps for anticipated work to be performed. The amount of this contract will be less than \$100,000.00.

### CONTRACT QUANTITIES & CONTRACTOR'S SCHEDULE OF VALUES

| Item No. | Description  | Unit | Estimated Quantity | Unit Price   | Total Price  |
|----------|--|------|--------------------|--------------|--------------|
| 1.       | Mobilization/Demobilization                                  | LS   | All                | \$ 650 /LS   | \$ 650.00    |
| 2.       | Traffic Control  | LS   | All                | \$ 3400 /LS  | \$ 3400.00   |
| 3.       | Labor & Equipment to clean & TV 6", 8", 10" & 12" pipe lines | LF   | 6,706              | \$ 1.49 /LF  | \$ 9,991.94  |
| 4.       | Labor & Equipment to clean & TV 15", 18" & 24" pipe lines    | LF   | 1,557              | \$ 1.74 /LF  | \$ 2,709.18  |
| 5.       | Labor & Equipment to Cut Roots                               | Hour | 6                  | \$ 165 /Hour | \$ 990.00    |
| 6.       | Labor & Equipment to Grout Leaking Service Connections       | EA   | 15                 | \$ 340 /EA   | \$ 5,100.00  |
| 7.       | Labor & Equipment to Grout Leaking Pipe Joints               | EA   | 24                 | \$ 170 /EA   | \$ 4,080.00  |
| 8.       | Labor & Equipment to Grout Longitudinal Cracks               | EA   | 1                  | \$ 165 /EA   | \$ 165.00    |
| 9.       | Labor & Equipment to install 6" x 24" CIPP point repair      | EA   | 1                  | \$ 950 /EA   | \$ 950.00    |
| 10.      | Labor & Equipment to install 6" x 48" CIPP point repair      | EA   | 1                  | \$ 1050 /EA  | \$ 1050.00   |
| 11.      | Labor & Equipment to install 8" x 24" CIPP point repair      | EA   | 11                 | \$ 1175 /EA  | \$ 12,925.00 |
| 12.      | Labor & Equipment to install 8" x 48" CIPP point repair      | EA   | 1                  | \$ 1350 /EA  | \$ 1350.00   |
| 13.      | Labor & Equipment to install 10" x 24" CIPP point repair     | EA   | 15                 | \$ 1450 /EA  | \$ 21,750.00 |
| 14.      | Labor & Equipment to install 10" x 48" CIPP point repair     | EA   | 2                  | \$ 1550 /EA  | \$ 3,100.00  |
| 15.      | Labor & Equipment to install 15" x 24" CIPP point repair     | EA   | 1                  | \$ 1850 /EA  | \$ 1,850.00  |
| 16.      | Labor & Equipment to install 18" x 24" CIPP point repair     | EA   | 1                  | \$ 2000 /EA  | \$ 2,000.00  |
| 17.      | Labor & Equipment to install 24" x 24" CIPP point repair     | EA   | 2                  | \$ 2300 /EA  | \$ 4,600.00  |
| 18.      | Labor & Equipment to Supply, Prepare & Place 10" CIPP Lining | LF   | 455                | \$ 30.02 /LF | \$ 16,389.10 |

| Item No. | Description                                     | Unit | Estimated Quantity | Unit Price   | Total Price |
|----------|---|------|--------------------|--------------|-------------|
| 19.      | Labor & Equipment to Cut Protruding Taps        | EA   | 1                  | \$165 IEA    | \$ 165.00   |
| 20.      | Labor & Equipment to Cut in Lateral Connections | EA   | 11                 | \$ 140.40/EA | \$ 1544.40  |
| 21.      | Labor & Equipment to Reseal Manholes            | EA   | 4                  | \$1290 IEA   | \$ 5,160.00 |

Total Quotation Price: \$ 99,919.62

**Receipt of the following Addenda is hereby acknowledged:**

|                |               |                              |
|----------------|---------------|------------------------------|
| Addendum No.   | Date Received | Signed Acknowledgement       |
| <u>NA/NONE</u> |               | <u>Brenda McCoy-Manfredo</u> |

Failure to acknowledge receipt of Addenda will render the quotation non-responsive and therefore void. If no addenda received, please mark "none" and sign.

The undersigned declares that before preparing their quote, they read carefully the specifications and requirements for bidders and that their quotation is made with the full knowledge of the kind, quality and quantity of services and equipment to be furnished, and that their said quotation is stated on these pages. By signing this page of the quotation, the Contractor acknowledges and agrees to the terms and conditions of each of the forms included in the quote documents.

Brenda McCoy-Manfredo  
Authorized Official (Signature)

August 5, 2013  
Date

Brenda McCoy-Manfredo  
Print Name of Authorized Official

VP Operations  
Title of Authorized Official

C-More Pipe Services CO  
Company Name

503-623-1319  
Telephone Number

PO Box 69  
Address

Pickreall, OR 97371  
City, State, Zip

#127090  
State Contractors License Number

brenda@cmorepipe.com  
Email Address

**Notes:**

1. If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
2. If the bidder is a corporation, this proposal must be executed by its duly authorized officials.
3. Proposals submitted must be complete and include pricing for the work to be completed, in whole, per the attached plans and specifications.
4. The City of Gladstone reserves the right to adjust the scope of the work to match available funds.

UR-2-4

**RESOLUTION UR 49**

**A RESOLUTION APPROVING THE FIFTEENTH AMENDMENT TO THE  
GLADSTONE URBAN RENEWAL PLAN  
ADDING SANITARY SEWER AND STORMWATER FACILITIES TO THE URBAN  
RENEWAL PLAN PROJECT ACTIVITIES**

**WHEREAS**, the Gladstone City Council adopted the Gladstone Urban Renewal Plan in January 1990 to provide tax increment funding and urban renewal authority to foster the redevelopment of the area included in the Plan (“Plan Area”), and the Gladstone City Council and the Gladstone Urban Renewal Agency (“Agency”), as necessary, have thereafter approved fourteen amendments to the plan, which plan, as amended, is referred to herein as the “Plan”; and

**WHEREAS**, Section I of the Plan provides that the Plan will be reviewed periodically, and may be changed, modified or amended as future conditions warrant, as authorized by state law; and

**WHEREAS**, based on the information in the Report accompanying the Fifteenth Amendment which is appended to this Resolution and is marked as Exhibit A (the “Report”), the Agency finds that the Fifteenth Amendment is consistent with the goals of the Plan and in the public interest; and

**WHEREAS**, the information in the Report shows that the Plan includes projects for enhanced public facilities and services to upgrade the quality of life within the renewal area; and

**WHEREAS**, the Agency finds that there are sufficient funds available to the Agency to improve parts of the Plan Area; and

**WHEREAS**, the Agency finds that because no property is added to the Plan Area and because the maximum indebtedness of the Plan will not increase, the Fifteenth Amendment is a minor amendment to the Plan, pursuant to ORS Chapter 457 and Section I. of the Plan;

**NOW, THEREFORE, BE IT RESOLVED** that the Urban Renewal Plan, Section F, be amended, to add the following project activity:

**“6. Sanitary Sewer and Stormwater Improvements**

*Intent.* The City of Gladstone is in the process of developing Sanitary Sewer and Stormwater Master Plans and has also identified several sanitary sewer problems within the Area. These problems are due in large part to the aging of the current facilities. It is

the intent of the Plan to address these sanitary sewer and stormwater deficiencies so as to serve existing development, to stimulate development of commercial and industrial development, and to increase property values.

*Expected Activities and Improvements.* The Urban Renewal Agency will participate in the planning, design, construction and improvements to sanitary sewer and stormwater facilities and utility systems in the Renewal Area. These projects include but are not limited to construction, reconstruction, repair, upgrading, and oversizing or replacement of sanitary sewer and stormwater facilities. Identified projects include but are not limited to:

- a. SANITARY SEWER MAINTENANCE AND TRENCHLESS REPAIR WORK  
Improvements will be made to certain areas in the Renewal Area including portions of Portland Avenue, and E. Gloucester, E. Fairfield, E. Exeter, E. Clarendon, E. Berkeley and E. Arlington Streets.

Other specific projects may be identified during the life of this Plan.”

**FURTHER RESOLVED** that the Report on the Fifteenth Amendment to the Gladstone Urban Renewal Plan, appended to this Resolution as Exhibit A, is hereby adopted; and be it

**FURTHER RESOLVED** that this Resolution shall become effective immediately upon its adoption.

**ADOPTED** this thirteenth day of August, 2013 by the Gladstone Urban Renewal Agency.

Attest

\_\_\_\_\_  
Wade Byers, Mayor

\_\_\_\_\_  
Jolene Morishita, Asst. City Administrator

THIS INSTRUMENT WAS ACKNOWLEDGED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013 BY GLADSTONE CITY ADMINISTRATOR PETER BOYCE

\_\_\_\_\_  
Peter Boyce, CITY ADMINISTRATOR, City of Gladstone

**EXHIBIT A**  
**Resolution UR-49**

**Gladstone Urban Renewal Plan**  
**Report on the Fifteenth Amendment**

**INTRODUCTION**

The Fifteenth Amendment to the Urban Renewal Plan for the Gladstone Urban Renewal Area (the "Plan") adds sanitary sewer and stormwater improvements to the Project Activities as listed in the Plan. The Fifteenth Amendment is a minor amendment pursuant to Section I of the Plan (as amended by the Third Amendment to the Plan adopted on November 9, 2004) because it is not an addition of land that totals more than one percent of the existing area of the urban renewal area and it does not increase the maximum indebtedness of the Plan. Accordingly, the Fifteenth Amendment shall be effective upon its approval by the Urban Renewal Agency (the "Agency") by Resolution.

ORS 457.085(3) requires that an urban renewal plan, or substantial amendment to a plan, be accompanied by a report that contains information specified in ORS 457.085(3). The Fifteenth Amendment is not a substantial amendment under the Plan, and does not require a report as set forth under ORS 457.085(3). However, this amendment adds new projects and potentially new costs to the Plan. Because of these factors, the following analysis of the Fifteenth Amendment has been provided. The elements reviewed are:

(a) A description of physical, social and economic conditions in the urban renewal areas of the plan and the expected impact, including the fiscal impact, of the plan in light of added services or increased population;

(b) The relationship between each project to be undertaken under the plan and the existing conditions in the urban renewal area;

(c) The estimated total cost of each project and the sources of moneys to pay such costs;

(d) The anticipated completion date for each project;

(e) The estimated amount of money required in each urban renewal area under ORS 457.420 to 457.460 and the anticipated year in which indebtedness will be retired or otherwise provided for under ORS 457.420 to 457.460;

(f) A financial analysis of the plan with sufficient information to determine feasibility;

(g) A fiscal impact statement that estimates the impact of the tax increment financing, both until and after the indebtedness is repaid, upon all entities levying taxes upon property in the urban renewal area; and

(h) A relocation report which shall include:

(1) An analysis of existing residents or businesses required to relocate permanently or temporarily as a result of agency actions under ORS 457.170.

(2) A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area in accordance with ORS 35.500 to 35.530; and

(3) An enumeration, by cost range, of the existing housing units in the urban renewal areas of the plan to be destroyed or altered and new units to be added.

## **THE REPORT**

### Section 1. Physical, social and economic conditions in the urban renewal area.

The purpose of this section is to show the conditions of blight existing in the Plan Area that justify the adoption of the urban renewal plan under ORS Chapter 457. As there is no new property being added to the Plan Area, only the new project activities is discussed.

#### *Sanitary Sewer and Stormwater Improvements.*

The addition of sanitary sewer and stormwater improvements to the list of project activities meets objectives identified in Section D of the Urban Renewal Plan. Those objectives include:

- Make public improvements necessary to encourage new private investment in the project area;
- Provide enhanced public facilities and services to upgrade the quality of life;
- Promote a high quality of design and development within the project area;
- Encourage public utilization of and access to new developments in the project area.

### Section 2. Relationship between each project to be undertaken and the existing conditions in the urban renewal area.

“Urban Renewal Project” is a defined term in ORS Chapter 457. It includes both single-site activities and implementation of programs necessary to achieve the goals of the urban renewal plan.

The Fifteenth Amendment adds sanitary sewer and stormwater improvements as project activities under the Plan in order to facilitate improved utility services as authorized by Section F of the Plan and in furtherance of the Plan’s objectives as set forth under Section D 3 of the Plan. The improvements are needed provide enhanced utility services for those residing inside and outside the Plan Area.

### Section 3. Estimated total cost of project, sources, and anticipated completion date.

The estimated total cost of initial sanitary sewer improvement activities is approximately \$42,000 with potential additional repairs and improvements in the future after the City completes its Sewer and Stormwater Master Plans. The funds for the project will come from existing urban

renewal funds. The project activities will be carried out within the maximum indebtedness of this Plan. All projects will be concluded by the termination date of the Plan, in order to accomplish the goals of the Plan.

Section 4. Estimated amount of money required under ORS 457.420-.460, and the anticipated year in which indebtedness will be retired or otherwise provided for.

The Fifteenth Amendment does not change the total amount of money to be collected through tax increment financing (ORS 457.420.460) to complete all Plan projects. The maximum amount of indebtedness to be incurred under the Plan will not change, nor will the anticipated year in which indebtedness will be retired.

Section 5. Financial Analysis and Plan Financial Feasibility

The addition of the projects and the improvements therein will require the expenditure of urban renewal funds. The Agency has remaining authority to incur debt within its established debt limits and has identified sources of funding including existing funds with no need to incur debt to finance these projects. As demonstrated in the most recent annual financial report prepared by the Agency pursuant to ORS 457.460, funds are available to meet the increased costs and the Plan remains financially feasible.

Section 6. Fiscal impact of tax increment financing on all entities levying taxes in the urban renewal area.

There is no change to the fiscal impact of tax increment financing on all entities levying taxes in the urban renewal area as a result of the Fifteenth Amendment. The Fifteenth Amendment does not increase the maximum indebtedness that may be incurred in the Plan and as such there is no anticipated extension of the length of collection of tax increment funding as a result of this Amendment.

Section 7. Relocation

The Fifteenth Amendment does not result in relocation of residents or businesses in the Plan Area. The addition of the project activities will facilitate improvements to the Plan Area's utility systems, which project will not result in demolition of any structures or other impacts that would require relocation.



**INFORMATION  
ONLY**



# City of Gladstone Financial Report

| Year To Date           |                              |               |               |                           |                               |  |
|------------------------|------------------------------|---------------|---------------|---------------------------|-------------------------------|--|
| Fund                   | Cash Balance<br>July 1, 2012 | Cash In       | Cash Out      | Net Cash In<br>(Cash Out) | Cash Balance<br>June 30, 2013 |  |
| General                | 2,494,266.94                 | 6,091,599.18  | 5,800,838.21  | 290,760.97                | 2,785,027.91                  |  |
| Storm & Sanitary Sewer | 920,364.56                   | 1,595,697.65  | 1,655,537.97  | (59,840.32)               | 860,524.24                    |  |
| Water                  | 817,581.20                   | 2,331,941.18  | 2,274,402.70  | 57,538.48                 | 875,119.68                    |  |
| Road & Street          | 376,982.17                   | 645,870.47    | 548,383.47    | 97,487.00                 | 474,469.17                    |  |
| 911 Excise Tax         | 13,402.81                    | 28,251.74     | 40,000.00     | (11,748.26)               | 1,654.55                      |  |
| State Revenue Sharing  | 618,728.19                   | 104,671.45    | 17,296.90     | 87,374.55                 | 706,102.74                    |  |
| Police Levy            | 402,838.13                   | 497,826.34    | 569,002.35    | (71,176.01)               | 331,662.12                    |  |
| Fire/Medical Services  | 445,932.79                   | 240,535.57    | 122,267.37    | 118,268.20                | 564,200.99                    |  |
| Library Capital Fund   | 2,029,338.49                 | 10,277.13     | 1,503,370.00  | (1,493,092.87)            | 536,245.62                    |  |
| Total City             | 8,119,435.28                 | 11,546,670.71 | 12,531,098.97 | (984,428.26)              | 7,135,007.02                  |  |
| Urban Renewal          | 1,971,473.70                 | 854,034.99    | 116,137.28    | 737,897.71                | 2,709,371.41                  |  |

| Month                  |                              |            |              |                           |                               |  |
|------------------------|------------------------------|------------|--------------|---------------------------|-------------------------------|--|
| Fund                   | Cash Balance<br>June 1, 2013 | Cash In    | Cash Out     | Net Cash In<br>(Cash Out) | Cash Balance<br>June 30, 2013 |  |
| General                | 2,826,935.42                 | 464,348.18 | 506,255.69   | (41,907.51)               | 2,785,027.91                  |  |
| Storm & Sanitary Sewer | 1,059,619.26                 | 42,639.49  | 241,734.51   | (199,095.02)              | 860,524.24                    |  |
| Water                  | 1,083,830.04                 | 23,982.54  | 232,692.90   | (208,710.36)              | 875,119.68                    |  |
| Road & Street          | 505,081.75                   | 49,425.85  | 80,038.43    | (30,612.58)               | 474,469.17                    |  |
| 911 Excise Tax         | 41,653.79                    | 0.76       | 40,000.00    | (39,999.24)               | 1,654.55                      |  |
| State Revenue Sharing  | 705,805.01                   | 297.73     | -            | 297.73                    | 706,102.74                    |  |
| Police Levy            | 388,934.82                   | 17,484.47  | 74,757.17    | (57,272.70)               | 331,662.12                    |  |
| Fire/Medical Services  | 569,467.99                   | 8,572.72   | 13,839.72    | (5,267.00)                | 564,200.99                    |  |
| Library Capital Fund   | 535,999.58                   | 246.04     | -            | 246.04                    | 536,245.62                    |  |
| Total City             | 7,717,327.66                 | 606,997.78 | 1,189,318.42 | (582,320.64)              | 7,135,007.02                  |  |
| Urban Renewal          | 2,693,836.78                 | 31,711.42  | 16,176.79    | 15,534.63                 | 2,709,371.41                  |  |

# City of Gladstone Financial Report

June 2013  
100.00%

| By Appropriation<br>& Function | Year to Date<br>Expenditures | Fiscal Year<br>Appropriation | Remaining<br>Appropriation \$ | %<br>Expended |
|--------------------------------|------------------------------|------------------------------|-------------------------------|---------------|
| General Fund                   | 5,007,231.43                 | 7,506,761.00                 | 2,499,529.57                  | 66.70%        |
| Personal Services              | 3,374,356.82                 | 3,725,916.00                 | 351,559.18                    | 90.56%        |
| Materials & Services           | 1,334,655.17                 | 1,658,064.00                 | 323,408.83                    | 80.49%        |
| Capital Outlay                 | 298,219.44                   | 1,341,457.00                 | 1,043,237.56                  | 22.23%        |
| Contingency                    | -                            | 231,471.00                   | 231,471.00                    | 0.00%         |
| Unappropriated Fund Balance    | -                            | 549,853.00                   | 549,853.00                    | 0.00%         |
| <b>Total General Fund</b>      | <b>5,007,231.43</b>          | <b>7,506,761.00</b>          | <b>2,499,529.57</b>           | <b>66.70%</b> |
| Storm & Sanitary Sewer         | 1,654,590.30                 | 2,369,139.00                 | 714,548.70                    | 69.84%        |
| Personal Services              | 228,458.21                   | 239,985.00                   | 11,526.79                     | 95.20%        |
| Materials & Services           | 1,250,418.44                 | 1,472,395.00                 | 221,976.56                    | 84.92%        |
| Capital Outlay                 | 151,722.65                   | 632,768.00                   | 481,045.35                    | 23.98%        |
| Transfers Out                  | 23,991.00                    | 23,991.00                    | -                             | 100.00%       |
| Contingency                    | -                            | -                            | -                             | 0.00%         |
| <b>Total Sewer Fund</b>        | <b>1,654,590.30</b>          | <b>2,369,139.00</b>          | <b>714,548.70</b>             | <b>69.84%</b> |
| Water Fund                     | 1,056,073.01                 | 1,674,663.00                 | 618,589.99                    | 63.06%        |
| Personal Services              | 261,814.83                   | 298,090.00                   | 36,275.17                     | 87.83%        |
| Materials & Services           | 488,852.38                   | 672,100.00                   | 183,247.62                    | 72.74%        |
| Capital Outlay                 | 95,928.54                    | 363,444.00                   | 267,515.46                    | 26.39%        |
| Debt Service                   | 196,191.26                   | 198,347.00                   | 2,155.74                      | 98.91%        |
| Transfer Out                   | 13,286.00                    | 142,682.00                   | 129,396.00                    | 9.31%         |
| <b>Total Water Fund</b>        | <b>1,056,073.01</b>          | <b>1,674,663.00</b>          | <b>618,589.99</b>             | <b>63.06%</b> |
| Road & Street Fund             | 548,353.13                   | 843,751.00                   | 295,397.87                    | 64.99%        |
| Personal Services              | 163,116.71                   | 171,033.00                   | 7,916.29                      | 95.37%        |
| Materials & Services           | 201,730.46                   | 248,575.00                   | 46,844.54                     | 81.15%        |
| Capital Outlay                 | 128,145.96                   | 368,783.00                   | 240,637.04                    | 34.75%        |
| Transfers Out                  | 55,360.00                    | 55,360.00                    | -                             | 100.00%       |
| <b>Total Sewer Fund</b>        | <b>548,353.13</b>            | <b>843,751.00</b>            | <b>295,397.87</b>             | <b>64.99%</b> |
| 911 Excise Tax                 | 40,000.00                    | 40,000.00                    | -                             | 100.00%       |
| State Revenue Sharing          | 17,296.90                    | 809,218.00                   | 791,921.10                    | 2.14%         |
| Police Levy Fund               | 569,002.35                   | 938,797.00                   | 369,794.65                    | 60.61%        |
| Personal Services              | 425,573.40                   | 541,270.00                   | 115,696.60                    | 78.62%        |
| Materials & Services           | 114,303.35                   | 154,850.00                   | 40,546.65                     | 73.82%        |
| Capital Outlay                 | 16,582.60                    | 230,134.00                   | 213,551.40                    | 7.21%         |
| Transfers Out                  | 12,543.00                    | 12,543.00                    | -                             | 100.00%       |
| <b>Total General Fund</b>      | <b>569,002.35</b>            | <b>938,797.00</b>            | <b>369,794.65</b>             | <b>60.61%</b> |
| Fire/Medical Services          | 122,267.37                   | 668,803.00                   | 546,535.63                    | 18.28%        |
| Personal Services              | 110,404.37                   | 130,841.00                   | 20,436.63                     | 84.38%        |
| Materials & Services           | 5,084.39                     | 20,000.00                    | 14,915.61                     | 25.42%        |
| Capital Outlay                 | 1,506.61                     | 512,690.00                   | 511,183.39                    | 0.29%         |
| Transfer Out                   | 5,272.00                     | 5,272.00                     | -                             | 100.00%       |
| <b>Total General Fund</b>      | <b>122,267.37</b>            | <b>668,803.00</b>            | <b>546,535.63</b>             | <b>18.28%</b> |
| Library Capital Fund           | 1,503,370.00                 | 9,508,001.00                 | 8,004,631.00                  | 15.81%        |
| Urban Renewal                  | 114,960.49                   | 10,267,054.18                | 10,152,093.69                 | 1.12%         |



