GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
September 10, 2013

7:30 p.m. CALL TO ORDER
ROLL CALL
FLAG SALUTE

OATH OF OFFICE – Police Officers Mark Herkamp and Casey Newton

ROTARY – Gladstone Cultural Festival Thank You to City

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 July 9, 2013 and August 13, 2013 Minutes
2. Authorize City to Cover Gladstone Cultural Festival Expense - PGE $142.30 and Miscellaneous In-Kind Expenses
3. Request to Place Signage Identifying Jennings Lodge at River Road-City of Gladstone Boundary
4. Authorization to Close Library Capital Fund and 911 Excise Tax Fund
5. Authorize Removal of Underground Storage Tanks at Public Works
6. Payment of August Claims

CORRESPONDENCE - NONE

REGULAR AGENDA

7. Clackamas County Commissioner Martha Schrader (no attachments)
8. Discussion of Valley View Dog Park
9. Regulation of Exotic Animals
10. LED Street Lighting
11. Library - Proposed County Letter/Current Building Improvements
12. Approval of Resolution 1028 - City Council Guidebook/City Council Rules
13. Water Department Inter-fund Loan
14. Urban Growth Management Area (UGMA) Consultant Review
15. League of Oregon Cities Designation of Voting Delegate

BUSINESS FROM THE COUNCIL

EXECUTIVE SESSION – ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (Information emailed prior to meeting

ADJOURN

September

CONSENT AGENDA

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, Library Director; Stan Monte, 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 25th and will narrow the list from 150% to 100%. The final vote on the final approved projects will be made on August 1st. 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 50th year anniversary in Oxbow and Blue Lake Parks. On Friday July 16th 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 3rd 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.

Discussion: Comments were made regarding support of this topic followed by some questions. Question: What is the advantage of mentoring one lieutenant rather than mentoring three sergeants rotating through as an administrative sergeant? Answer: Mentoring sergeants is something that both the lieutenant and the chief would participate in.

Question: The structure is the same as Sandy and Molalla but neither has a lieutenant position.
Answer: Sandy has a lieutenant position that is not funded.
Question: Would an acting sergeant position be good for the officers who are rotating around?
Answer: The position will allow officers to be better trained and better informed when they go back to their regular duties. Also it will create a more cohesive network in the department because of the position so it is a good thing.
Question: Is State accreditation a requirement for the lieutenant's position?
Answer: There is no relevance to the lieutenant position for State accreditation. We do accreditation because we choose to. There are 102 standards and we have met 22 of them so we are on the countdown and hope to be accredited by the end of this year.

Motion carried unanimously.

Councilor Reisner expressed concern that our police department is not first responders on McLoughlin Boulevard. Councilor Reisner acknowledged that the police department responds to calls from businesses on McLoughlin, but does not respond to, for example, stalled cars on McLoughlin. Discussion took place.

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,

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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 MEETING MINUTES – August 13, 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
Irene Green, Library Director; Heather Martin, City Attorney; Stan Monte, Fire Chief; Jolene Morishita, Assistant City Administrator; Jim Pryde, Police Chief; and Scott Tabor, Public Works Director.

Mayor Byers led the flag salute.

BUSINESS FROM THE AUDIENCE
Kim Sieckmann, 145 W. Dartmouth thanked the City for working with the Cultural Festival. It was a wonderful event. The Gladstone/Oak Grove Rotary and everyone involved did a great job. It was very successful.

Natalie Osborn, 602 NE Laurelhurst Place, Portland introduced herself as the new principal at Gladstone High School. She is looking forward to the new school year and the community.

Jim Miller, 355 E. Kenmore Street is here tonight regarding the 8% increase in water and sewer rates. He is asking Council to delay billing to citizens on that amount until such time there can be a more comprehensive explanation given to the citizens as to why there is such a jump in the rate. Mayor Byers explained the City is a partial owner in the district that supplies water to the City. Mr. Miller asked about the community trail at the end of Portland Avenue. He has been working for three months diligently to get the trail open. He is willing to talk to the Lake Oswego Council as well as Gladstone to find a way to get this property back to the river section.

CONSENT AGENDA
Item(s) Removed from the agenda:

1. Approval of July 9, 2013 Minutes
3. Approval of Amended Addendum to City Administrator's Contract Allowing a 0.5% COLA
6. Payment of July Claims

Councilor Nelson moved and Councilor Martinez seconded a motion to approve Consent Agenda items:

1. *Approval of June 25, 2013 Minutes*
2. *Approval of Temporary Use of Annual Liquor License – Gladstone Card Room, 420 Portland*
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, 75-82nd Drive.
Motion carried unanimously.

1. Approval of July 9, 2013 Minutes. The minutes of July 9, 2013 are being held back for changes and will be approved next month.

3. Approval of Amended Addendum to City Administrator's Contract Allowing a 0.5% COLA. Mr. Miller requested that this issue be discussed by Council. He asked if in the future this salary would be comparable to other cities of this size. He suggested a salary survey be taken. Possibly if salaries were lower more employees could be hired. Mayor Byers reported the City has ongoing surveys done through LGPI (Local Government Personnel Institute).

6. Payment of July Claims. Mr. Miller asked Council to consider listing on their claims form which account the claims are paid out of. He questioned why the City is paying for Springbrook. Assistant City Administrator Morishita explained this was an update of their computer system which is used for payroll, accounts payable, and other utilities. Mr. Miller asked that the Sewer Department forgive the Water Department debt so the rates are not increased. Mayor Byers explained Council decided to continue the debt and work on getting it paid.

Councilor Martinez moved and Councilor Busch seconded a motion to accept items #3 and #6 on the Consent Agenda.
Motion carried unanimously.

CORRESPONDENCE

Mayor Byers acknowledged receipt of:

7. Letter from Gladstone Historical Society regarding the former Elections Building, 825 Portland Avenue and a response from the County that they are intending to put it on the market.
8. Letter from residents regarding motor home on 545 E. Berkeley. Chief Pryde explained the motor home has been gone about a week. Staff was advised to notify the residents of the current status of the motor home.

REGULAR AGENDA

9. Storm Water Master Plan. Jim Harper, Consultant Project Manager with Brown and Caldwell, introduced Tom Sisul, Sisul Engineering. They are here tonight to update the Council on the Water Master Plan and the Storm Water Master Plan:
    - Mapping of the system has taken longer than expected. Currently the Storm Water mapping is finished, the sanitary mapping will be done this month, and water mapping will be done in October.
    - The DEQ schedule requires that a finished Storm Water Master Plan must be completed and submitted by the end of the year. The storm water model will be shared with staff this month.
    - CIP (Capital Improvement Projects) will be reviewed and they will develop 5-10 year improvements that will need to be done to address flooding and water quality problems.

- The Water Master Plan mapping will be done in October, modeling finished in November/December and the completed package in January/February /March.
- Obstacles that have delayed the project include the large effort Sisul Engineering had to put in mapping.
- Storm Drain Mapping has been completed.

10. Approval of Resolution 1028 – City Council Guidebook/City Council Rules. City Attorney Heather Martin reported she has reviewed the Guidebook and it was discussed at the last Council meeting. If approved the guidebook will reference the Council rules and it will be an addendum to the Guidebook. Suggestions and changes:

- On page 10-2, C-2, "...will be held each month" should be changed to read, "...will be held as the need arises."
- Page 10-2, C-2; add a sentence at the end, "Typically no public comment is allowed during a worksession."
- On page 10-4, 3-B, "...speak once on a motion or pending item" Should be changed to read, "...speak at least once on a motion or pending item."
- Page 10-4, 3-D, Delete first sentence
- Page 10-12, Citizen commission, boards, City Attorney Martin will come back with an A process and a B process
- Page 10-13, B, Add a period after committees, "Council will encourage participation in commissions, boards, and committees."
- Page 10-13, C, changed to limit participation on committees to two (2)

11. Approval to Award RFQ Bid for Open Cut Sewer Repair Work. Tom Sisul submitted a proposal prepared for Council's consideration for inspection improvements on the sanitary sewer. Three bids were sent out and only one (Timberline Development) returned the bid. Pat Sisul's engineering estimate came in at $59,000 and Timberline Engineering came in at $41,480. He recommends the City accept this bid.

Question: Why a rush to do the work as soon as possible? Answer: One issue is to help to slow some of the groundwater infiltration to the sanitary system which is one of the causes for the Sanitary Overflows into the Clackamas River and Portland Avenue as it turns down west Clackamas. These repairs are needed to help seal up manholes, and repair damaged pipes. The process should be done expediently. These are dig up and repairs that are far beyond what an in-line pipe repair that can be done.

Question: With the $40,000 quote how much pipe will be repaired? Answer: The project is fixing broken sections of pipe. These are improvements that could not be done with the other bid for lining pipe. These pipes need to be fixed.

Question: Why wasn't this advertised in the Daily Journal of Commerce? Answer: To prepare that type of advertising package would cost $3-5,000 in consulting fees.

How many contractors are on the list that Sisul Engineering has confidence in? Answer: Mr. Sisul explained he has worked with the three mentioned contractors in the past and his experience is that they have quick response and quality work.

Councilor Martinez moved and Councilor Nelson seconded a motion to approve awarding RFQ Bid from Timberline Development for open cut sewer repair work.
Motion carried unanimously.

12. Regulation of Exotic Animals. Mayor Byers reported the applicant has requested to postpone this issue for a month due to medical reasons.

13. LED Street Lights. Public Works Director Scott Tabor reported the City was approached by PGE about changing out the mercury vapor street lights in the area and going to LED lighting. They are proposing a buy-out of the City's poles. From discussions with PGE it was found that with the LED lighting and taking over the poles, PGE would have a better accountability for lighting and in the long-term have savings because of the cost savings of LED lighting overall. West Linn and Oregon City are doing the same thing.

Councilor Martinez moved and Councilor Nelson seconded a motion to accept the PGE proposal.

Discussion followed on the clarity of the PGE proposal. Public Works Director Tabor suggested contacting Lori Swanson from PGE to have her come out and give a presentation on the proposal.

Councilor Martinez withdrew her motion and Councilor Nelson withdrew his second.

14. Set Date for City Council Retreat. It was the consensus of the Council to hold the City Council Retreat on January 25, 2014.

Mayor Byers recessed the August 13, 2013 Council meeting at 9:12 p.m. into an Urban Renewal Meeting and called the Council meeting back into order at 9:30 p.m.

BUSINESS FROM THE COUNCIL

- Councilor Mersereau thanked all involved for the successful Cultural Festival. Dr. Bob provided free hot dogs and collected $115 in donations. 100% of the donations for the car show ($2,480), excluding the $325 for Doernbecher Hospital, will go to the Gladstone Children Center, Kraxberger Middle School and the Gladstone High School Scholarship fund.
- The book sale this year made $7,500; more than ever before. People are encouraged to come and visit the rearranged library.
- The fire department had 182 calls in July.
- There will be an employee-appreciation BBQ at the Senior Center at 11:30 a.m. on August 21st.
- The Fire Department provided equipment and procedure demonstrations at the SDA Camp
- Baskin and Robins will hold a fundraiser for the Fire Department Christmas Program August 31, 2013.

- The new truck that was approved by Council is a truck-build project. They are building the truck piece-by-piece staring with a new engine. It will take about 8 months to complete the project.
- Jim McFarlane will be graduating from the Academy at 11:00 a.m. on Friday. Potentially, two more officers will be going into the academy in September.
- The regular meeting of C-4 was not held in August; it was replaced by the C-4 Metro Sub-Committee meeting made up of cities in the metro region to consider applicants for metro regional funds of which the Trolley Trail Grants was one of the finalist to do a feasibility study on the condition and what it will take to resurrect the Trolley Bridge. The cities agreed unanimously that the Trolley Bridge was one project that needed to be funded ($221,000).
- Last week there was an article in the Oregon Live that County Commissioners have given Gladstone until next summer to make a decision on a library.
- On August 18th the Ecumenical Ministries Association will sponsor Servant Sunday, where groups go out and do needed yard work projects. This year the group will be working with two portables located on Gladstone High School campus. These two buildings will be used to house clothing and items for families in need; clothing, food, diapers, etc. The collections will be made from churches in Gladstone and made available to people in Gladstone that need this type of help.
- Gladstone Rotary will be having a clothing drive to provide the shelters with much needed summer clothing.
- Mayor Byers went to the Rotary meeting and thanked them for providing a wonderful cultural festival.
- There were 17 locations in Gladstone that created a successful National Night Out. It was suggested that parks and schools also be used as sites next year.

Mayor Byers recessed the Council Meeting into Executive Session ORS 192.660(2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The next City Council meeting was adjourned to _____, 2013, at 7:30 p.m.

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

Attest:

_____ _____

Mayor Assistant City Administrator

City of GLADSTONE

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

Date: September 4, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator PB

Re: Gladstone Cultural Festival

The Rotary Club is requesting the City of Gladstone cover the cost of the Portland Ave. PGE bill of $142.30 and miscellaneous in-kind expenses. If approved the total cost to the City including in-kind expenses would be $1,690.05. This compares to previous year totals for the Chautauqua Festival that ranged between $11,000 to $16,000. Staff recommends City Council approve the request.

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City of GLADSTONE

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

Date: September 4, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator PB

Re: Jennings Lodge Sign

The City has been approached by the Oak Lodge History Detectives and the Jennings Lodge Community Planning Organization (CPO) requesting permission to place a sign in the City Of Gladstone right of way on River Road. The sign would be placed at the city limits on River Road indicating that the driver is entering Jennings Lodge. The Jennings Lodge CPO would cover the cost of the sign. This item is before City Council as a policy for this request does not exist. Staff recommends allowing the Jennings Lodge CPO to place the sign as requested provided they cover the full cost of the sign including installation.

Oak Lodge
HISTORY
DETECTIVES
investigating the past • enriching the future

Feb. 27, 2013

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

To Gladstone City Council:

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

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

Sincerely,

Mike Schmeer
Chairman, Oak Lodge History Detectives

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February 26, 2013

Gladstone City Council:

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

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

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

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

Jennings Lodge CPO

Carol McDonald / chair

City of GLADSTONE

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(503) 656-7957
FAX: (503) 722-9078

Date: September 4, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator PB

Re: Authorization to Close Funds

Staff is requesting authorization to close the Library Capital Fund and the 911 Excise Tax Fund.

The Library Capital Fund was created to build a new library that was not approved by voters in the November 2012 election. With the election result staff is requesting City Council authorization to close the fund and transfer the remaining cash balance to the Urban Renewal Fund. As of today the cash balance is $536,496.84. The original transfer from the Urban Renewal Fund was $700,000. If City Council decides to pursue another library project a new fund can be set up in the future.

The 911 Excise Tax Fund is being closed due to new legislation. As of today the cash balance is $1,655.32. Staff requests authorization to transfer those funds to the General Fund to be used for payment of the City's CCOM bill for dispatch services.

September 4, 2013

To: Pete Boyce

RE: Underground Petroleum Storage at Public Works

Pete, in 1993, the City of Gladstone installed a new underground Petroleum storage tank to use for fueling the Public Works Department, Fire Department and the Police Departments. This tank is made of a double walled Fiberglas, which were standard practices in that time.

The tank now is twenty years old, and reports from DEQ, and the Petroleum industry are saying that the tank is at its end of life expectancy. We have been getting more pressure from DEQ to upgrade our equipment, and do more monitoring.

I have discussed with Chief Stan Monte of the Fire Department and Chief Jim Pryde of the Police Department the benefits of using a card lock system such as Pacific Pride. We now have two Pacific Pride stations close by and one of them is on McLaughlin Blvd. in the City Limits. To switch over is very simple and can be done in a seamless manor. Cost wise we are only talking a matter of pennies between the cost of dispensing fuel ourselves or going to the card lock system. The City of Gladstone is the only City to have its own underground storage unit in the tri –city area. Most all other Municipalities and County agencies use the card lock system.

By going to Card lock, we can eliminate the need for a $1,000,000.00 insurance policy, and the need for $7,000.00 a year in fuel tank maintenance. There will be a higher degree of accountability of vehicles and who fuels them using the card lock system.

I recommend that we have 4C's Environmental Inc. remove the old fiberglass tank and the City of Gladstone use Pacific Pride for all its fueling needs. The cost of decommissioning will be divided between Public Works, Fire and Police Departments.

Scott Tabor
Gladstone Public Works Supervisor

4C's Environmental Inc.

Petroleum Construction * Tank Installation * Decommission Soil & Groundwater Remediation * Excavation
1590 SE Uglow St., Dallas, OR 97338
Mobile: 503-930-2905 Phone: 503-606-3020 Fax: 503-606-3120
CCB # 153255

City of Gladstone
Scott Tabor
525 Portland Ave.
Gladstone, OR 97027

August 18, 2013

RE: Underground Tank Decommissioning (Proposal 081813-1)

Dear Scott,

4C's Environmental Inc. is pleased to offer this proposal to provide labor, equipment and material to decommission by removal one 10,000-gallon two compartment fuel tank. The tank will decommissioned in accordance with the guidance documents set fourth by the Department of Environmental Quality.

A 30 day notice will be provided to the DEQ for the decommission of the tank. The 30 day period is usually waved and the work could start within 7 to 10 days. 4C's will provide electrical disconnects for the pumps, inventory probes and the card lock system. All petroleum equipment will be retained by 4C's. 4C's will remove the residual fuel from the tanks and recycle the fuel at a permitted facility. When the tank is empty it will be inerted using CO2. The concrete tank pad will be demolished using a backhoe with breaker. The concrete rubble will be stock piled, and will be placed in the bottom of the tank pit.

The top of the tank will be exposed; the fuel lines will be drained and disconnected from the tank. The fill & probes stand pipes will be removed and bungs will be plugged. The vent line will be disconnected and the opening will be plugged with a 1/8" hole to allow the tank to breath. The clean soil around the tank will be excavated and stockpiled on site. The hold down straps will be cut. The tank will be lifted from the ground, placed on a truck and hauled of site. 4C's will provide barricades, cones and flagging to protect the site.

Two samples will be collected below the tank in native soils; each sample will be analyzed for HCID (hydrocarbon identification). The HCID test will identify the presents of diesel and gasoline, the test will not quantify the concentrations of gasoline or diesel. Three additional soil samples will be collected at the soil water interface and tested for HCID and BTEX (volatile organic compounds). A water sample will be collected and tested for gasoline & diesel. 4C's is assuming that sample results will be below all action limits. If contamination is discovered additional work would be required to close the site.

Until the tank is out of the ground and all the sampling results are received, clean-up procedures if any will be unknown. Site Closure Options are: (1) no contamination (2) soil matrix closure – contamination is present but meets closure standards, (3) risk based closure -leaving the impacted soil in place with no deed restriction (4) risk based closure - leaving the impacted soil in place with a deed restriction (5) dig and haul until the clean-up standard is met. Additional investigations will be required for risk based closures or removal of impacted soil.

The fee to complete the work described above is $13,238.00.

Sincerely,

Scott Michaels

Scott Michaels

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AGREEMENT TO PROVIDE SERVICES

THIS AGREEMENT, dated this _____day of _____, 2013 is made

BETWEEN the client, _____,

Whose address is _____

_____

and phone number is _____and fax number is _____

referred to as "Client",

AND 4C's Environmental, Inc. referred to as "4C's".

1. **Services to Be Provided.** Client agrees to hire 4C's in accordance with proposal number 081813-1 attached hereto and hereby incorporated into this contract.

2. **Payment**. Client agrees to pay 4C's for work to be performed under this contract in the amount of $13,238.00. and as further delineated in the above mentioned proposal.

3. **Clients Responsibility.** Client must fully cooperate with 4C's and provide all information relevant to the issues involved in this matter. Client must also pay all bills as required by this Agreement.

4. **Work Assignment.** 4C's may assign any or all of its rights and duties under this agreement at any time but any assignment shall not affect the amount of payment due under this agreement

5. **Bills.** 4C's may send Client bills from time to time. Al moneys are due upon receipt. Client will be charge interest at a yearly rate of 18% on any remaining balance not paid within 10 days from the date of the bill and $25.00 billing fee for each additional bill sent to Client (not to exceed one bill per month). If the bill is not paid in full after 30 days, the account will be sent to collections. Client agrees to pay all costs of collection, including attorney fees, if necessary.

6. **Hidden or Latent Conditions.** 4C's uses reasonable care to avoid damaging existing buildings, utilities, and equipment on the job site. If, after reasonable care is exercised by 4C's, damage occurs, Client agrees to indemnify and hold 4C's harmless for that damage. Moreover, unexpected subsurface conditions, such as large rocks, water, and contaminated soil can add to the overall cost of the agreement. 4C's shall promptly give notice, verbal or written , to Client of these hidden or latent conditions which materially differ from ordinary circumstances and Client agrees to compensate 4C's on a time and materials basis for all work performed. The rate shall be $42.00 per hour plus the costs to 4C's of any materials furnished on the job plus 20%.

7. **Choice of Law.** Any dispute under this Agreement or related to the agreement shall be decided in accordance with the laws of Oregon.

By: _____

Client Signature

_____

Print Name

Scott Michaels

4C's Environmental, Inc.
1590 SE Uglow, Dallas, OR 97338
Office: 503-606-3020 * Cell: 503-930-2905

SOILSOLUTIONS
ENVIRONMENTAL SERVICES

3540 SE 28th Avenue . Portland, Oregon 97202

Office 503.234.2118
Toll Free 877.234.2118
Fax 503.331.7133

www.soilsolutionsenvironmental.com

August 29, 2013

Scott Tabor
City of Gladstone
18595 Portland Ave
Gladstone, OR

RE: Scope of Work and Cost Estimate

FOR: Underground Storage Tank Decommission
City of Gladstone
18595 Portland Ave
Gladstone, OR 97027

Dear Mr. Tabor:

Thank you for the opportunity to submit the enclosed scope of work and cost estimate for the decommissioning by removal of one underground storage tank at the above referenced property. The scope of work has been developed based upon standard industry and investigative procedures for this type of project.

I have included possible soil removal and laboratory analysis costs if soil contamination is encountered. It is difficult to estimate what corrective action, if any, will be necessary if groundwater is encountered due to the historic release on the property. Soil Solutions recommends review of the closed cleanup file prior to the start of work. If contaminated groundwater is encountered, review of the historic cleanup file and consultation with DEQ may be required prior to developing a scope of work for the cleanup.

Should you have any questions regarding the scope of work or cost estimate, please do not hesitate to contact me at your convenience. If the proposal is acceptable, please sign and return one (1) copy and retain another for your files. Thank you for the opportunity to be of service; we look forward to working with you on this project.

Sincerely,

Tess Chadik
Soil Solutions
Environmental Services, Inc.

Tank Division
Soil Testing & Decommissioning
Soil & Groundwater Cleanup

Sewer Division
Scopes & Inspections
Line Repair & Replacement

Stormwater Division
Dry Well Registration

Radon Division
Measurement & Mitigation

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SOILSOLUTIONS
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3540 SE 28th Avenue Portland, Oregon 97202

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WORK PLAN AND COST ESTIMATE

Underground Storage Tank (UST)

Decommissioning by Removal and Subsurface Assessment

Client: City of Gladstone

Contact: Scott Tabor
Telephone: (503) 209-5158

Site Location: 18595 Portland Ave
Gladstone, Oregon 97027

Project Data:

Type of Tanks:	Underground Fuel Storage Tank (UST)
Size and number of Tanks:	(1) 9,000-gal UST
Product Stored in Tank:	Gasoline, Diesel Fuel

Project Objectives

The purpose of this project is to:

1) Obtain decommission permits as necessary (Oregon DEQ, Fire Marshall);
2) Locate subsurface utilities in work area;
3) Remove all tank contents and clean UST interior;
4) Remove and dispose tanks, vent piping, and dispensers;
5) Collect soil samples from UST excavation cavity;
6) Backfill excavation with compacted gravel;
7) Pave excavation area with 4" asphalt;
8) Prepare a report documenting the findings of the project activities for decommissioning certification of the UST system and provide to client and DEQ;

Project Assumptions and Exclusions

This Scope of Work and Cost Estimate is based on the following assumptions:

- ☐ Written permission will be provided by the property owner allowing entrance onto the subject property with equipment and personnel necessary to perform the required work described in this Scope of Work and Cost Estimate;

  The UST is registered with DEQ;

  The signed contract will be returned to Soil Solutions a minimum of 35 days prior to commencement of work;

- ☐ The UST has a maximum capacity of 9,000 gallons. The tank will be pumped prior to the start of work. All remaining contents will be pumpable and recyclable. Thermofluids, Inc. will handle all waste disposal and transportation of waste for site;

- ☐ Site conditions, including weather and seasonally related conditions, structures and landforms, will allow necessary equipment and personnel ready access to the UST area without restriction to perform the required decommissioning activities;

- ☐ No delays will be encountered during project activities; delays or damages caused by "Acts of God" will not be the responsibility of Soil Solutions;

- ☐ Underground utilities and other structures will be identified by the Oregon Utility Notification Center prior to commencement of work;

- ☐ Encumbrances to project activities presented by utilities or other overhead, surface or subsurface objects or conditions, including the repair to underground utilities or subsurface structures are outside the Scope of Work and Cost Estimate and are not the responsibility of Soil Solutions;

- ☐ Any services exceeding those expressly listed in the Scope of Work and Cost Estimate will be performed on a time and materials basis, upon client approval and be subject to standard Soil Solutions pricing;

- ☐ Permits from the Fire Marshall's office and/or other appropriate agencies will be readily accessible and will impose no other necessary Scope of Work items;

- ☐ UST decommissioning activities (i.e., cleaning, removing, backfilling) will be completed in four business days;

- ☐ Groundwater will not be observed or encountered during project activities, and all petroleum-contaminated soil will be removed, if encountered;

- ☐ The client shall provide reasonable access to electricity and water;

- ☐ Prevailing wage is not required.

Scope of Work

The scope of work outlined below includes prefield and field, analytical laboratory, and reporting activities associated with the decommission by removal of one underground storage tank (UST).

1.0 Prefield Project Planning

Soil Solutions Environmental Services, Inc. (SS) personnel will obtain the necessary permits and discuss project objectives, statutory and regulatory issues with client, Oregon Department of Environmental Quality (DEQ) staff and other applicable parties. SS will obtain permits as necessary. Project planning will include preparation, implementation, and management of project work plan.

2.0 Underground Storage Tank Decommissioning by Removal

Field activities related to the decommission by removal of the UST will be supervised by SS personnel as outlined below.

A DEQ licensed UST Supervisor will provide project oversight of decommissioning activities. UST decommissioning activities will include the following:

- Underground utilities locating;
- Surface material (e.g. concrete, asphalt, topsoil) will be removed as necessary to expose the top surface of the UST;
- Remove residual product from the UST and transport off site for recycling to Thermofluid's Processing and Recycling Facility in Portland, Oregon;
- Open and clean the UST interior. The interior atmosphere of each UST will be monitored during cleaning activities to ensure appropriate working conditions are met during cleaning activities;
- The UST will then be removed from the excavation cavity and labeled, loaded, and transported to an authorized recycling/disposal facility;
- Remove piping and dispensers. This contract assumes that the concrete island will remain in place;
- Collect a minimum of two soil samples from the UST cavity to determine if PCS excavation will be necessary;
- Assuming clean/acceptable soil and groundwater conditions, backfill excavation to grade with clean, compacted gravel and crushed concrete. Concrete overlying the tank will be reused as backfill material. No special compaction testing requirements will apply;
- The asphalt overlying the excavation area will be patched with 4-inch thick asphalt. This proposal includes a maximum of 500 square feet of asphalt restoration. Additional asphalt repair will be billed at a cost of $15/square foot.

Due to the movement and use of equipment and/or personnel on the subject property during the completion of UST decommissioning activities, damage to existing site improvements, including driveways, sidewalks, etc. may occur. Precaution will be taken to minimize the damage to the site and the existing site improvements. SS assumes no responsibility for damage to subsurface or surface site improvements caused by the operation of equipment and personnel on the subject property during the completion of the UST decommissioning activities.

3.0 Site Assessment Soil Sample Collection and Analysis

A DEQ licensed UST supervisor will collect a minimum of two soil samples from the UST excavation cavity to be submitted to an independent laboratory for analysis. A minimum of two soil samples will be collected. A DEQ licensed UST supervisor will evaluate subsurface soil conditions. If evidence of petroleum impacted soil is observed, the client will be immediately notified.

The soil samples will be given a unique identification, logged onto a formal chain-of-custody form, placed on synthetic ice in a cooler, and delivered to Friedman and Bruya Laboratory in Seattle, Washington, for laboratory analysis. All soil samples will be analyzed following Oregon DEQ Method Northwest Total Petroleum Hydrocarbon- Hydrocarbon Identification (NWTPH-HCID).

Laboratory results will be available the next business day following sample collection. The analysis will determine the presence or absence of petroleum product. In granting permission to collect and analyze the samples described above, it is understood that petroleum products may be found in the soil. If petroleum contamination is detected in any of the soil samples, a release from the tank system has occurred. This release requires reporting by Soil Solutions Environmental Services to the Department of Environmental Quality (DEQ) within 72 hours of its discovery. If detectable hydrocarbon concentrations are discovered or groundwater is encountered the client will be notified and cleanup will be completed as described in Task 4.0.

4.0 Petroleum Contaminated Soil Cleanup (if necessary)

If petroleum-impacted soil is observed, the client will be notified immediately. Following collection of soil samples, Soil Solutions crew will secure the excavation area with construction fencing. Following receipt of soil sample analysis, Soil Solutions will obtain a petroleum-contaminated soil disposal permit prior to the start of excavation. This contract assumes the tank and all soil will be disposed at Waste Management landfill in Hillsboro, OR. Once the disposal permit is obtained (2-5 business days), Soil Solutions will return to the site to excavate contaminated soil and immediately place it in a drop box for transport to the landfill. This contract assumes that all petroleum-contaminated soil is accessible to the excavator and will be removed. If contaminated soil must remain in place, or groundwater is encountered, further investigation or cleanup may be necessary, which is not included in the scope of work of this contract.

5.0 UST Decommission and Cleanup Report

A complete report documenting UST decommissioning and cleanup activities will be prepared for submission to the client and DEQ. The report will include summary analytical data tables, a figure illustrating sample locations, copies of the soil and groundwater sample laboratory analytical results and chain-of-Custody documents. One data table will compare the results to the Oregon DEQ numeric Soil Matrix cleanup standard.

Regulatory Requirements

Gasoline, diesel, and oil are regulated substances and should there be an indication or confirmation of a subsurface release from the USTs, the responsible party (e.g., the property owner) is obligated to notify the Oregon DEQ in accordance with the reporting requirements given in Oregon Administrative Rules (OAR) 340-122-220 and the site must then be investigated and cleaned up in accordance with UST regulations given in OAR 340-122-205 through 340-122-260 and 340-122-305 through 340-122-360.

Cost Estimate

Pre-field Project Planning, Permits, Project Oversight $2,200.00

UST Decommission by Removal..... $13,150.00

Asphalt Restoration $3,200.00

UST Decommission Report..... $600.00

Petroleum-Contaminated Soil Cleanup (If necessary)

Laboratory Analysis (as needed):

NWTPH-Gx:..... *$75.00*

NWTPH-Dx:..... *$75.00*

EPA 8021B (BTEX):..... *$95.00*

EPA 8260 (VOC):..... *$185.00*

EPA 8270 (PAH):..... *$150.00*

Remobilization/Equipment (assumes max one week)..... *$3,500.00*

PCS Excavation, Transport, Disposal and Backfill..... *$225.00/ton* (min 12 tons)

Rush WM disposal profile fee (if requested):..... *$600.00*

Estimated Total Cost..... **$19,150.00**

The above cost estimate is based on the assumption that petroleum hydrocarbon impacted soil and/or groundwater will not be observed or encountered during project activities. If petroleum hydrocarbon impacted soil and/or groundwater is observed or encountered, cleanup activities are not covered under this contract.

Dated: 8/29/13

Soil Solutions
Environmental Services, Inc
Tess Chadil
Project Manager

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Acceptance of Proposal for 18595 Portland Ave

You are hereby authorized to furnish all materials, equipment, and labor required to complete the work detailed in the above scope of work, for which the undersigned agrees to pay the amount stated in said scope of work and cost estimate in accordance with the terms and conditions presented above. The undersigned understands that no work or expenses in excess of the cost estimate above the project cost estimate will be performed with out prior written approval by the property owner.

Client Signature Date

Conditions and Limitations:

1) The professional services of Soil Solutions will be provided using that degree of care and skill ordinarily exercised under similar circumstances by reputable environmental consulting firms. No other warranty expressed or implied is made.

2) The conclusions and recommendations reached from this investigation will be based only on the data provided by others, analytical results, and observations made during field investigations. The accuracy of these findings should not be considered as scientific certainties, but rather as professional opinion based upon selected and limited data.

3) The services to be performed consist solely of those described within the scope of work outlined above. Other services may be provided as an expansion of the scope of work outlined above or as an additional phase of the investigation.

4) This proposal is based upon performing the assessment under Level D or less health and safety protection. If unsafe physical or chemical conditions are encountered at the site, all work will be temporarily halted, the client notified, and a new scope of work negotiated.

5) Soil Solutions does not assume the responsibility for reporting to any local, state, federal public agencies any conditions at the site that may present a potential danger to public health, safety, or the environment. Notification to appropriate agencies as required by law is the responsibility of the client.

6) If the subject property and facilities are not owned by the client, the client warrants that all necessary permissions for Soil Solutions to enter onto the site for the purpose of performing the scope of work outlined above has been obtained.

7) All data generated from this investigation, including the final report, will be submitted to the client upon receipt of payment in full for services rendered.

8) Duration of proposal: 90 days

Consumer Protection Notice

Actions to help make your project successful

(ORS 701.330 (1))

Oregon law requires contractors to provide the homeowner with this notice at the time of written contract, for work on a residential structure. This notice explains licensing , bond and insurance requirements, and steps that consumers can take to help protect their interests.

START OUT YOUR PROJECT RIGHT

1. **Make sure your contractor is properly licensed before you sign a contract.** Visit www.oregon.gov/ccb, and click on the link, **Check on a Contractor's License**, or call our offices at 503-378-4621. To be licensed in Oregon, contractors must take training and pass a test on business practices and law. Licensing is not a guarantee of the contractor's work.
   - **A license requires the contractor to maintain a surety bond and liability insurance** - The CCB surety bond provides a limited amount of financial security if the contractor is ordered to pay damages in contract disputes. It is not intended to be a safety net for consumer damages. Consumers with large projects may wish to look into performance bonds. Liability insurance coverage provides for property damage and bodily injury caused by the contractor. It does not cover contract disputes, including poor workmanship.
   - **If your contractor is not licensed** - the CCB bond and dispute resolution services will not be available to you.
2. **What you should know about bids, contracts, and change orders:**
   - **Bids** - *Do not automatically accept the lowest bid* - A low bid may make it necessary for the contractor to use lower quality materials and to cut corners in workmanship.
   - **Contracts and Change Orders** - *Always get it in writing.* Your contractor is required to provide a written contract if the contract price is more than $2000. The CCB recommends that all contracts be in writing.
   - **Contracts should be as detailed as possible** - Some items to include are materials and costs, permits, estimated start and completion dates, debris removal, and arbitration clauses. Make sure the contractor's name, CCB number, and contact information is included in the contract.
   - **Read and understand your contract before signing it** - Don't be pressured into signing your contract without taking the time needed to go through it. Make sure it includes enough details to avoid misunderstandings and to protect you and your property.
3. **Additional contract information you should know:**
   - **A Payment Schedule** - should be included in the contract. Stick to the schedule and never pay in full for a project before the work is complete.
   - **Special Note on Liens** - Subcontractors and material suppliers that work on your project are often paid by the general contractor. If a general contractor fails to pay, the subcontractor may file a lien on your property. For information on construction liens, visit the CCB's Consumer Help Page at www.oregon.gov/ccb, or contact an attorney.
   - **Warranty on new residential construction** - Contractors must make an offer of a warranty when constructing a new residential structure. Consumers may accept or refuse the warranty.
4. **If you should have a problem with your contractor** - You can file a complaint with the CCB against a licensed contractor within one year of the substantial completion of work on your project. Contact the CCB office at 503-378-4621 for help.

Visit the CCB website at for more information on having a successful project.
www.oregon.gov/ccb

CONTRACTOR: CCB#: 138344 PROPERTY OWNER: City of Gladstone

Signature 08/30/2013 Date Signature Date

f:CPN 4-26-2011

5-11

Information Notice To Owner About
Construction Liens

(ORS 87.093)

This is not a lien. Your contractor is required by law to provide this notice to inform you about construction lien laws. This notice explains the construction lien law, and gives steps you can take to protect your property from a valid lien. As an owner, you should read this information notice carefully. This information notice is required to be given if you contract for residential construction or remodeling, if you are buying a new home, or at any time the contract price exceeds $2,000.

- Under Oregon law, your contractor and others who provide labor, materials, equipment, or services to your project may be able to claim payment from your property if they have not been paid. That claim is called a Construction Lien.
- If your contractor does not pay subcontractors, employees, rental equipment dealers,materials suppliers, or does not make other legally required payments, those who are owed money may place a lien against your property for payment. **It is in your best interest to verify that all bills related to your contract are paid, even if you have paid your contractor in full.**
- If you occupy or will occupy your home, persons who supply materials, labor, equipment, or services ordered by your contractor are permitted by law to file a lien against your property only if they have sent you a timely Notice of Right to Lien (which is different from this Information Notice), before or during construction. If you enter into a contract to buy a newly-built, partially-built, or newly-remodeled home, a lien may be claimed even though you have not received a Notice of Right to a Lien. If you do not occupy the building, a Notice of Right to Lien is not required prior to filing a lien.

This notice is not intended to be a complete analysis of the law. You should consult an attorney for more information.

Common Questions and Answers About Construction Liens

Can someone record a construction lien even if I pay my contractor? Yes. Anyone who has not been paid for labor, material, equipment, or services on your project and has provided you with a valid Notice of Right to Lien has the right to record a construction lien.

What is a Notice of Right to Lien? A Notice of a Right to Lien is sent to you by persons who have provided labor, materials, or equipment to your construction project. It protects their construction lien rights against your property.

What should I do when I receive a Notice of Right to Lien? Don't ignore it. Find out what arrangements your contractor has made to pay the sender of the Notice of Right to Lien.

When do construction liens need to be recorded? In Oregon, construction liens generally need to be recorded within 75 days from the date the project was substantially completed, or 75 days from the date that the lien claimant stopped providing labor, material, equipment, or services, whichever happened first. To enforce a lien, the lien holder must file a lawsuit in a proper court within 120 days of the date the lien was filed.

Note to Contractor: This notice must be delivered personally, or mailed by registered mail, certified mail, or by first-class mail with a certificate of mailing. Ask the signing parties to provide you with an original or copy to retain in your files. You should retain proof of delivery of this notice for at least two years.

(over)

5-12

Steps That Consumers Can Take to Protect Themselves

- **Contact the Construction Contractors Board (CCB) and confirm that your contractor is licensed.** The law requires all construction contractors to be licensed with the CCB. Check a contractor's license online at the CCB consumer website: www.oregon.gov/ccb, or you can call 503-378-4621.
- **Review the Consumer Protection Notice (ORS 701.330(1)),** which your contractor must provide to you at the time of contract on a residential structure.
- **Consider using the services of an escrow agent** to protect your interests. Consult your attorney to find out whether your escrow agent will protect you against liens when making payments.
- **Contact a title company about obtaining a title policy** that will protect you from construction lien claims.
- **Find out what precautions, if any, will be taken** by your contractor, lending institution, and architect to protect your project from construction liens.
- **Ask the contractor to get lien waivers or lien releases** from every subcontractor, materials provider, equipment provider, and anyone else the contractor is responsible for paying. Do this before you give your contractor a progress payment.
- **Have a written contract with your contractor.** A written contract is required for projects greater than $2,000. An original contractor that fails to provide a written contract as required by law, may not place a construction lien against the owner's property.
- **If you receive a Notice of Right to Lien, ask for a statement of the reasonable value of the materials, labor, equipment, or services** provided to your project from everyone who sends you a Notice of Right to Lien. If the information is not provided in a timely manner, the sender of the Notice of Right to Lien may still be able to file a construction lien, but will not be entitled to attorney fees.
- **When you pay your contractor, write checks made jointly payable to the contractor, subcontractors, materials, equipment, or services providers.** The checks name both the contractor and the subcontractor, materials or equipment provider. The checks can only be cashed if both the contractor and the subcontractor, materials or equipment provider endorses it. This ensures that the subcontractor and other providers will be paid by your contractor, and can eliminate the risk of a lien on your property.
- **Should you have a dispute with your contractor,** you may be able to file a complaint with the CCB and be reimbursed in whole or in part from the contractor's bond. For more details about help available through the agency, write to the CCB at PO Box 14140, Salem, OR 97309-5052 or call 503-378-4621.
- **Consult an attorney.** If you do not have an attorney, consider contacting the Oregon State Bar Referral Service at 503-684-3763 or 1-800-452-7636.

Signing this Information Notice verifies only that you have received it. Your signature does not give your contractor or those who provide material, labor, equipment, or services, any additional rights to place a lien on your property.

Job Site Address: 18595 Portland Ave Gladstone, OR 97027

CONTRACTOR: CCB#: 138344

Soil Solutions, Environmental Services, Inc.
Print Name (as it appears on contract)

Signature 08/30/2013
Date

PROPERTY OWNER:

City of Gladstone
Print Name (as it appears on contract)

Signature Date

f:information_notice_liens.adopted1-01-10

5-13

Notice of Procedure

Regarding Residential Construction Arbitrations and Lawsuits

(ORS 701.330)

Oregon law contains important requirements that homeowners must follow before starting an arbitration or court action against any contractor, subcontractor, or supplier (materials or equipment) for construction defects.

Before you start an arbitration or court action, you must do the following:

1. Deliver a written notice of any conditions that you believe are defective to the contractor, subcontractor, or supplier that you believe is responsible for the alleged defect.
2. Allow the contractor, subcontractor, supplier, or its agent, to visually inspect the possible defects and also allow the contractor, subcontractor, or supplier to do reasonable testing.
3. Provide the contractor, subcontractor, supplier, or its agent, the opportunity to make an offer to repair or pay for the defects. You are not obligated to accept any offer made.

There are strict procedures and deadlines that must be followed under Oregon law. Failure to follow those procedures or meet those deadlines will affect your right to start an arbitration or court action.

You should contact an attorney for information on the procedures and deadlines required under Oregon law.

Your contractor is supplying this notice to you as required by Oregon law.

CONTRACTOR: CCB#: 138344

HOMEOWNER:

Soil Solutions, Environmental Services, Inc.
Print Contractor Name (as it appears on contract)

City of Gladstone
Print Homeowner Name (as it appears on contract)

Signature of Authorized Representative — Date: 08/30/2013

Signature — Date

f:noticeofprocedure/adopted12-04-07

5-14

City of Gladstone

Month: August 2013

Payroll

8/1/13	Check	# 73929 - 73930	7,629.57	Final
8/22/13	Check	# 74094 - 74097	4,658.99	Final
8/30/13	Check	# 74099 - 74153	39,806.82	Payroll
8/30/13	Direct Deposit		135,601.96	Payroll
			187,697.34	Total

Manual/ Machine/ Month End Checks

8/5/13	Check	# 73931 - 73934	666.32	
8/6/13	Check	# 73935	481.00	
8/14/13	Check	# 74081 - 74083	937.00	
8/19/13	Check	# 74084 - 74087	488,221.76	
8/21/13	Check	# 74088 - 74093	60,050.47	
8/26/13	Check	# 74098	2,645.00	
8/30/13	Check	# 74154 - 74180	39,040.08	
			592,041.63	Total

Urban Renewal Checks

	Check			
				Total

Outstanding Invoices

09/11/13	Check	Preliminary	110,272.93	Total

August Monthly	**890,011.90**	**Total**

Council Approval

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JE01

Payroll

G/L Distribution Report

User: anderson
Batch: 00001.08.2013-COMPUTER
City of Gladstone

Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
Section 2 000			
001-000-140000	0.00	7,629.57	CASH IN BANK
001-000-290001	0.00	2,847.78	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	1,908.76	SOCIAL SECURITY W/H
001-000-290003	0.00	1,041.18	STATE TAX W/H
01-000-290004	0.00	5.26	WBF WORKDAY ASSESS
001-000-290005	0.00	87.33	UNEMPLOYMENT
001-000-290007	0.00	89.04	TRI-MET TAX
001-000-290115	0.00	24.20	DISABILITY INSURANCE
Section 2 Total:	**0.00**	**13,633.12**	
Section 2 024	POLICE DEPARTMENT		
001-024-102500	1,146.07	0.00	PAYROLL COSTS
001-024-143500	12,350.02	0.00	POLICE OFFICER
Section 2 Total:	**13,496.09**	**0.00**	
Section 2 029	LIBRARY		
001-029-102500	11.51	0.00	PAYROLL COSTS
001-029-223500	125.52	0.00	ON CALL LIB ASSISTANT
Section 2 Total:	**137.03**	**0.00**	
Section 1 Total:	**13,633.12**	**13,633.12**	
Report Total:	**13,633.12**	**13,633.12**	

JE 51

Payroll

G/L Distribution Report

User: anderson
Batch: 00002.08.2013 COMPUTER
City of Gladstone

Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
Section 2 000			
001-000-140000	158.18	0.00	CASH IN BANK
001-000-290001	0.00	418.75	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	890.34	SOCIAL SECURITY W/H
001-000-290003	0.00	286.92	STATE TAX W/H
001-000-290004	0.00	18.54	WBF WORKDAY ASSESS
001-000-290005	0.00	40.73	UNEMPLOYMENT
001-000-290007	0.00	41.53	TRI-MET TAX
Section 2 Total:	**158.18**	**1,696.81**	
Section 2 027	RECREATION DEPARTMENT		
001-027-102500	129.99	0.00	PAYROLL COSTS
001-027-201500	1,408.64	0.00	FIELD MAINTENANCE CREW
Section 2 Total:	**1,538.63**	**0.00**	
Section 1 Total:	**1,696.81**	**1,696.81**	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		
Section 2 000	RECREATION DEPARTMENT		
009-000-140000	0.00	4,817.17	CASH IN BANK
Section 2 Total:	**0.00**	**4,817.17**	
Section 2 009	FIRE/EMERG SERVICES DEPT		
009-009-102500	406.71	0.00	PAYROLL COSTS
009-009-901500	4,410.46	0.00	SEASONAL HELP
Section 2 Total:	**4,817.17**	**0.00**	
Section 1 Total:	**4,817.17**	**4,817.17**	
Report Total:	**6,513.98**	**6,513.98**	

JE59

Payroll

G/L Distribution Report

User: anderson
Batch: 00003.08.2013-COMPUTER
City of Gladstone

Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
Section 2 000			
001-000-140000	54,771.33	0.00	CASH IN BANK
001-000-290000	0.00	135,601.96	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	28,943.80	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	39,696.34	SOCIAL SECURITY W/H
001-000-290003	0.00	16,877.49	STATE TAX W/H
001-000-290004	0.00	286.12	WBF WORKDAY ASSESS
001-000-290005	0.00	1,816.21	UNEMPLOYMENT
001-000-290007	0.00	1,851.72	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	49,994.65	HEALTH INS W/H
001-000-290104	0.00	1,840.95	UNION DUES W/H
001-000-290105	0.00	6,357.12	DEFERRED COMP W/H
001-000-290108	0.00	110.46	LIFE INSURANCE/PU
001-000-290111	0.00	36,586.58	RETIREMENT/PERS
001-000-290112	0.00	3,856.51	RETIREMENT
001-000-290114	0.00	975.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	911.69	DISABILITY INSURANCE
001-000-290124	0.00	1,750.06	VEBA HEALTH CONTRIBUTIONS
001-000-290125	0.00	306.66	SECTION 125 FLEX HEALTH
Section 2 Total:	**54,771.33**	**334,458.30**	
Section 2 021	GENERAL ADMINISTRATION		
001-021-100000	9,310.90	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	11,857.55	0.00	PAYROLL COSTS
Section 2 Total:	**37,688.91**	**0.00**	
Section 2 022	MUNICIPAL COURT		
001-022-102500	3,035.45	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	2,153.90	0.00	ASSISTANT COURT CLERK
Section 2 Total:	**9,857.93**	**0.00**	
Section 2 024	POLICE DEPARTMENT		
001-024-102500	41,973.61	0.00	PAYROLL COSTS
001-024-140000	8,669.00	0.00	POLICE CHIEF
001-024-140300	7,225.60	0.00	POLICE LIEUTENANT
001-024-140500	7,225.60	0.00	POLICE SERGEANT
001-024-141000	6,456.12	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
001-024-144500	5,920.16	0.00	POLICE OFFICER
001-024-145000	4,964.00	0.00	POLICE OFFICER
01-024-146000	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
001-024-152500	4,726.06	0.00	OVERTIME
001-024-152600	1,467.01	0.00	TRAINING OVERTIME
Section 2 Total:	**127,090.00**	**0.00**	
Section 2 025	FIRE DEPARTMENT		
001-025-102500	5,977.55	0.00	PAYROLL COSTS
001-025-170000	1,143.06	0.00	FIRE CHIEF
001-025-170300	6,624.00	0.00	FIRE MARSHAL
,01-025-171000	20,376.18	0.00	ON-CALL FIREFIGHTERS
Section 2 Total:	**34,120.79**	**0.00**	
Section 2 026	PARK DEPARTMENT		
001-026-102500	3,099.67	0.00	PAYROLL COSTS
001-026-190000	662.38	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	4,664.27	0.00	UTILITY WORKER, JOURNEY
001-026-192000	175.14	0.00	OVERTIME
Section 2 Total:	**8,601.46**	**0.00**	
Section 2 027	RECREATION DEPARTMENT		
001-027-102500	453.74	0.00	PAYROLL COSTS
001-027-201000	3,491.30	0.00	PLAYGROUND AIDES
001-027-201500	1,428.48	0.00	FIELD MAINTENANCE CREW

Account Number	Debit Amount	Credit Amount	Description
Section 2 Total:	**5,373.52**	**0.00**	
Section 2 028	SENIOR CENTER		
001-028-102500	5,447.92	0.00	PAYROLL COSTS
001-028-208500	5,863.00	0.00	SENIOR CENTER MANAGER
001-028-209500	2,455.42	0.00	TRAM DRIVER
001-028-210000	1,175.23	0.00	OFFICE ASSISTANT
001-028-210500	2,554.66	0.00	NUTRITION CATERER
Section 2 Total:	**17,496.23**	**0.00**	
Section 2 029	LIBRARY		
001-029-102500	10,493.41	0.00	PAYROLL COSTS
001-029-220000	5,867.00	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	4,339.81	0.00	LIBRARY ASSISTANT II
001-029-222800	3,787.77	0.00	LIBRARY ASSISTANT II
001-029-223000	3,937.27	0.00	LIBRARY ASSISTANT II
001-029-223200	604.17	0.00	LIBRARY AIDE
001-029-223500	2,396.67	0.00	ON CALL LIB ASSISTANT
Section 2 Total:	**39,458.13**	**0.00**	
Section 1 Total:	**334,458.30**	**334,458.30**	
Section 1 003	SEWER FUND		
Section 2 000	LIBRARY		
003-000-140000	0.00	19,295.80	CASH IN BANK
Section 2 Total:	**0.00**	**19,295.80**	
Section 2 003	SEWER DEPARTMENT		
003-003-102500	5,983.32	0.00	PAYROLL COSTS
003-003-300300	2,318.40	0.00	PUBLIC WORKS SUPERVISOR
003-003-300700	2,402.11	0.00	UTILITY WKR,JOURNEY/MAINT TECH
003-003-301000	4,780.88	0.00	UTILITY WORKER
003-003-301200	3,811.09	0.00	ACCOUNT CLERK
Section 2 Total:	**19,295.80**	**0.00**	
Section 1 Total:	**19,295.80**	**19,295.80**	
Section 1 004	WATER FUND		
Section 2 000	SEWER DEPARTMENT		

Account Number	Debit Amount	Credit Amount	Description
004-000-140000	0.00	22,538.38	CASH IN BANK
Section 2 Total:	**0.00**	**22,538.38**	
Section 2 004	WATER DEPARTMENT		
004-004-102500	6,947.83	0.00	PAYROLL COSTS
004-004-400300	1,987.22	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,402.09	0.00	UTILITY WKR,JOURNEY/MAINTENANC
004-004-401000	4,664.27	0.00	UTILITY WORKER, JOURNEY
004-004-401500	4,710.91	0.00	UTILITY WORKER, JOURNEY
004-004-402500	1,826.06	0.00	OVERTIME
Section 2 Total:	**22,538.38**	**0.00**	
Section 1 Total:	**22,538.38**	**22,538.38**	
Section 1 005	ROAD & STREET FUND		
Section 2 000	WATER DEPARTMENT		
005-000-140000	0.00	18,126.94	CASH IN BANK
Section 2 Total:	**0.00**	**18,126.94**	
Section 2 005	STREET DEPARTMENT		
005-005-102500	4,328.17	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	7,105.31	0.00	SEASONAL HELP
Section 2 Total:	**18,126.94**	**0.00**	
Section 1 Total:	**18,126.94**	**18,126.94**	
Section 1 008	POLICE/COMMUNC LEVY FUND		
Section 2 000	STREET DEPARTMENT		
008-000-140000	0.00	26,251.88	CASH IN BANK
Section 2 Total:	**0.00**	**26,251.88**	
Section 2 008	POLICE/COMMUNC LEVY DEPT		
008-008-102500	8,569.43	0.00	PAYROLL COSTS
008-008-800500	5,508.40	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
008-008-802700	4,170.00	0.00	EXECUTIVE ASSISTANT
008-008-803000	998.32	0.00	OVERTIME

Account Number	Debit Amount	Credit Amount	Description
Section 2 Total:	26,251.88	0.00	
Section 1 Total:	26,251.88	26,251.88	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		
Section 2 000	POLICE/COMMUNC LEVY DEPT		
009-000-140000	0.00	8,365.15	CASH IN BANK
Section 2 Total:	0.00	8,365.15	
Section 2 009	FIRE/EMERG SERVICES DEPT		
009-009-102500	2,656.05	0.00	PAYROLL COSTS
009-009-900500	5,449.00	0.00	VOLUNTEER FIRE COORDINATOR
009-009-901500	260.10	0.00	SEASONAL HELP
'ection 2 Total:	8,365.15	0.00	
Section 1 Total:	8,365.15	8,365.15	
Report Total:	429,036.45	429,036.45	

Bank Reconciliation

Checks by Date

User: anderson
Printed: 09/04/2013 - 11:28AM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
73931	8/5/2013	Gutierrez, Jose		AP		375.00
73932	8/5/2013	Poyser, Justin		AP		170.00
73933	8/5/2013	NATHAN LEAVITT		AP		93.67
73934	8/5/2013	MIKE BROBST		AP		27.65
73935	8/6/2013	Air Filter Exchange		AP		481.00
					Total Check Count:	5
					Total Check Amount:	1,147.32

Bank Reconciliation

Checks by Date

User: anderson
Printed: 09/04/2013 - 11:31AM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
74081	8/14/2013	Rex McIntire		AP		152.00
74082	8/14/2013	Oregon State University		AP		335.00
74083	8/14/2013	Oregon, State of		AP		450.00
74084	8/19/2013	Green, Irene		AP		463.76
74085	8/19/2013	Oregon State University		AP		335.00
74086	8/19/2013	Sandra Dvorak		AP		150.00
74087	8/19/2013	Pierce Manufacturing		AP		487,273.00
74088	8/21/2013	CIS/EBS Trust		AP		51,244.59
74089	8/21/2013	Gladstone Municipal Court		AP		169.26
74090	8/21/2013	Pacific Office Automation		AP		858.60
74091	8/21/2013	US Postal Service		AP		1,190.37
74092	8/22/2013	Clackamas Fed. Cred.Union		AP		6,562.65
74093	8/22/2013	Jim Pritchard		AP		25.00
					Total Check Count:	13
					Total Check Amount:	549,209.23

Bank Reconciliation

Checks by Date

User: anderson
Printed: 09/04/2013 - 11:34AM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
74098	8/26/2013	Clackamas, County of		AP		2,645.00
					Total Check Count:	1
					Total Check Amount:	2,645.00

Bank Reconciliation

Checks by Date

User: anderson
Printed: 09/04/2013 - 11:38AM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
74154	8/30/2013	Tami Bannick		AP		60.00
74155	8/30/2013	Beloof & Haines		AP		3,000.00
74156	8/30/2013	Cash and Carry Smart Foodsrvc		AP		300.53
74157	8/30/2013	Clackamas, County of		AP		1,601.11
74158	8/30/2013	Comcast Cable		AP		134.35
74159	8/30/2013	Axa Equitable/Equi-Vest		AP		6,257.12
74160	8/30/2013	Axa Equitable RIA		AP		3,618.80
74161	8/30/2013	Axa Equitable/EVLICO		AP		237.71
74162	8/30/2013	Gladstone Vol Fire Dept		AP		975.00
74163	8/30/2013	Graves, Eric		AP		110.75
74164	8/30/2013	Integra Telecom		AP		1,191.13
74165	8/30/2013	Robert D Maple		AP		12.58
74166	8/30/2013	Metereaders		AP		2,032.80
74167	8/30/2013	Mission Rubber Co		AP		381.09
74168	8/30/2013	Morishita, Jolene		AP		74.15
74169	8/30/2013	Nextel/Sprint		AP		312.72
74170	8/30/2013	North Clackamas		AP		534.60
74171	8/30/2013	Northwest Natural		AP		102.28
74172	8/30/2013	Office Of The Trustee		AP		640.00
74173	8/30/2013	Oregon AFSCME Council #75		AP		917.30
74174	8/30/2013	Oregon Code Enforcement Assoc		AP		250.00
74175	8/30/2013	Ripley, Randy		AP		1,400.00
74176	8/30/2013	Shepherd, Jeff		AP		183.35
74177	8/30/2013	Truck Vault		AP		4,719.20
74178	8/30/2013	US Bank		AP		9,940.77
74179	8/30/2013	Verizon		AP		40.01
74180	8/30/2013	Workman Publishing		AP		12.73
					Total Check Count:	27
					Total Check Amount:	39,040.08

Accounts Payable

Outstanding Invoices

User: anderson
Printed: 9/4/2013 - 11:55 AM
Date Range: 09/11/2013 to 09/11/2013
Date Type: Current

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00170	Accurate Electric of Oregon I				Accurate Electric/Services				
001-026-194000		533.38	1079	08/31/2013					09/11/2013
Vendor Total:		533.38							
Vendor 00232	Act-Fast Locksmith				Act Fast Locksmith/Services				
001-025-175500		99.00	INV16357	08/31/2013					09/11/2013
Vendor Total:		99.00							
Vendor 00345M	Alliance Entertainment				Alliance/Purchases				
001-029-231500		41.98	PLS64356073	08/31/2013					09/11/2013
001-029-231500		271.23	PLS64247206	08/31/2013					09/11/2013
001-029-231500		46.27	PLS64490458	08/31/2013					09/11/2013
Vendor Total:		359.48							
Vendor 00367A	Amazon				Amazon/Purchases				
001-029-230500		26.98	242732228717	08/31/2013					09/11/2013
001-029-231500		46.78	089374736791	08/31/2013					09/11/2013
001-029-231500		30.71	283476466521	08/31/2013					09/11/2013
001-029-231500		18.35	283474472589	08/31/2013					09/11/2013
001-029-231500		25.87	078494476199	08/31/2013					09/11/2013
001-029-231500		45.70	209447988610	08/31/2013					09/11/2013
001-029-231500		97.04	104666264252	08/31/2013					09/11/2013
001-029-231500		35.99	104666916253	08/31/2013					09/11/2013
001-029-231500		53.96	238939863372	08/31/2013					09/11/2013
001-029-231500		20.44	064333422985	08/31/2013					09/11/2013
001-029-230500		152.88	183398233258	08/31/2013					09/11/2013
001-029-230500		6.98	168705152962	08/31/2013					09/11/2013
001-029-230500		15.44	174744934974	08/31/2013					09/11/2013
001-029-230500		12.91	183394772733	08/31/2013					09/11/2013
001-029-231500		-1.00	213644382298	08/31/2013					09/11/2013
001-029-231500		-3.99	283474209591	08/31/2013					09/11/2013
001-029-231500		15.50	209449249283	08/31/2013					09/11/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-231500	248.08	104665760468	08/31/2013					09/11/2013
001-029-231500	14.96	186855702914	08/31/2013					09/11/2013
001-029-231500	312.74	209447263731	08/31/2013					09/11/2013
001-029-231500	66.73	101408580936	08/31/2013					09/11/2013
001-029-230500	113.12	291242340636	08/31/2013					09/11/2013
001-029-230500	12.91	173394772733	08/31/2013					09/11/2013
001-029-231500	7.82	116761185688	08/31/2013					09/11/2013
Vendor Total:	1,376.90							
Vendor 00438	Alexin Analytical Laboratories			Alexin Labs/Water Tests				
004-004-408000	360.00	14943	08/31/2013					09/11/2013
Vendor Total:	360.00							
Vendor 00616	Baker & Taylor In			Baker & Taylor/Books				
001-029-230500	1,890.06	4010614219	08/31/2013					09/11/2013
Vendor Total:	1,890.06							
Vendor 00629M	Barbur, Scott N			Barbur/Atty Indigent Clients				
001-022-123500	375.00	083013	08/31/2013					09/11/2013
Vendor Total:	375.00							
Vendor 00639	Batteries Plus			Batteries Plus/Supplies				
001-025-175500	232.95	213-104634-01	08/31/2013					09/11/2013
Vendor Total:	232.95							
Vendor 00736	Beck Electric Inc			Beck Electric/Supplies				
001-025-175500	234.50	17690	08/31/2013					09/11/2013
Vendor Total:	234.50							
Vendor 00967M	Brian's Plumbing Works			Brian's Plumbing/Services				
001-029-225000	128.00	394621	08/31/2013					09/11/2013
Vendor Total:	128.00							
Vendor 00993	Brown & Caldwell			Brown & Caldwell/Services				
003-003-307500	756.75	53197981	08/31/2013					09/11/2013
Vendor Total:	756.75							
Vendor 01170	Cascade Form Systems			Cascade Forms/Water Bills				
004-004-403000	766.85	9240	08/31/2013					09/11/2013
Vendor Total:	766.85							
Vendor 01222	Center Point Publishing			Center Point Publish/Books				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-230500	379.86	1106604	08/31/2013					09/11/2013
001-029-230500	379.86	1112794	08/31/2013					09/11/2013
001-029-230500	379.86	1100414	08/31/2013					09/11/2013
Vendor Total:	1,139.58							
Vendor 01375	Clackamas Auto Parts Inc			Clackamas Auto/Parts				
005-005-504500	228.80	199542	08/31/2013					09/11/2013
004-004-406500	38.72	199944	08/31/2013					09/11/2013
005-005-504500	63.46	200847	08/31/2013					09/11/2013
Vendor Total:	330.98							
Vendor 01634	Clackamas, County of			Clack Cty Fire Inv Team/Dues				
001-025-176500	50.00	081213	08/31/2013					09/11/2013
Vendor Total:	50.00							
Vendor 01810	Classic Pool & Spa			Classic Pool/Supplies				
001-026-193000	7.00	128723	08/31/2013					09/11/2013
Vendor Total:	7.00							
Vendor 01838	Clyde/West Inc.			Clyde West/Services				
005-005-504500	59.88	00232941	08/31/2013					09/11/2013
Vendor Total:	59.88							
Vendor 01893A	Comcast Cable			Comcast/Services				
001-021-115500	124.85	0724795 08221	08/31/2013					09/11/2013
Vendor Total:	124.85							
Vendor 02146	Curtis, L. N. Co.			Curtis, LN/Equip				
001-025-182000	69.75	2107160-00	08/31/2013					09/11/2013
Vendor Total:	69.75							
Vendor 02256	Demco			Demco/Supplies				
001-029-225500	94.88	5057963	08/31/2013					09/11/2013
Vendor Total:	94.88							
Vendor 02328	Displays2Go			Displays2Go/Services				
001-029-228500	141.12	IN-0838367	08/31/2013					09/11/2013
Vendor Total:	141.12							
Vendor 02798	Factory Reps Co Inc			Factory Reps/Services				
001-026-194000	173.34	120598	08/31/2013					09/11/2013

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	173.34							
Vendor 02818	Ferguson Enterprises Inc			Ferguson/Meters				
004-004-414500	12,152.00	0371081	08/31/2013					09/11/2013
001-026-193000	570.00	2739494	08/31/2013					09/11/2013
004-004-414500	-647.90	CM081513	08/31/2013					09/11/2013
Vendor Total:	12,074.10							
Vendor 02915	Union Security Insurance			Union Security/Life Premmiums				
001-024-160000	1.40	4005791212 08	08/31/2013					09/11/2013
001-025-177000	186.85	4005791212 08	08/31/2013					09/11/2013
Vendor Total:	188.25							
Vendor 02933	Four Seasons Screenprinting			Four Seasons/Services				
001-029-228500	121.50	32392	08/31/2013					09/11/2013
Vendor Total:	121.50							
Vendor 02941	Fowler, H.D. Co. Inc.			Fowler/Supplies				
003-003-308000	325.09	I3457562	08/31/2013					09/11/2013
004-004-406500	11.31	I3462340	08/31/2013					09/11/2013
004-004-406500	3,230.20	I3462316	08/31/2013					09/11/2013
Vendor Total:	3,566.60							
Vendor 03040	Cengage Learning Inc			Cengage/Books				
001-029-230500	143.15	99738968	08/31/2013					09/11/2013
001-029-230500	20.79	99739501	08/31/2013					09/11/2013
Vendor Total:	163.94							
Vendor 03106	Gaylord Bros.			Gaylord/Supplies				
001-029-225500	142.68	2195125	08/31/2013					09/11/2013
001-029-225500	244.45	2184772	08/31/2013					09/11/2013
Vendor Total:	387.13							
Vendor 03256	Gladstone School Dist.115			Gladstone School Dist/Comm School				
001-027-205800	21,853.00	2014013	08/31/2013					09/11/2013
Vendor Total:	21,853.00							
Vendor 03509	Harrington Industrial Plastics			Harrington Plastics/Services				
001-026-194200	46.98	009D9056	08/31/2013					09/11/2013
Vendor Total:	46.98							
Vendor 03765	Houston, Marc R			Houston/Supervising Physician				

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-025-180500		600.00	09/15-10/15	08/31/2013					09/11/2013
Vendor Total:		600.00							
Vendor 03818	Honey Buckets				Honey Buckets/Rest Rooms				
001-026-195500		336.22	1-720014	08/31/2013					09/11/2013
001-026-195500		480.44	1-729588	08/31/2013					09/11/2013
001-026-195500		85.00	1-735015	08/31/2013					09/11/2013
001-026-195500		93.00	1-722084	08/31/2013					09/11/2013
001-026-195500		93.00	1-726748	08/31/2013					09/11/2013
Vendor Total:		1,087.66							
Vendor 03865A	Indoor Billboard				Indoor Billboard/Supplies				
001-029-228000		74.65	257389	08/31/2013					09/11/2013
001-029-228000		161.26	271961	08/31/2013					09/11/2013
001-029-228000		58.21	268033	08/31/2013					09/11/2013
Vendor Total:		294.12							
Vendor 03931	Ingram Library Services				IngramPurchases				
001-029-230500		115.96	72771744	08/31/2013					09/11/2013
001-029-230500		-32.99	72807372	08/31/2013					09/11/2013
001-029-230500		123.63	72598238	08/31/2013					09/11/2013
001-029-230500		136.29	72828579	08/31/2013					09/11/2013
001-029-230500		284.85	73228422	08/31/2013					09/11/2013
Vendor Total:		627.74							
Vendor 04395	Landmark Ford				Landmark Ford/Parts				
005-005-504500		13.80	2855885	08/31/2013					09/11/2013
Vendor Total:		13.80							
Vendor 04490	Leskin, Steven				Leskin/Pro Tem Judge				
001-022-125500		292.00	083113	08/31/2013					09/11/2013
Vendor Total:		292.00							
Vendor 04497	LexisNexis Matthew Bender				Lexis Nexis/Subscription				
001-029-227000		171.33	49062131	08/31/2013					09/11/2013
Vendor Total:		171.33							
Vendor 04900	Midwest Tape				Midwest Tape/Purchases				
001-029-231500		82.90	91090056	08/31/2013					09/11/2013
001-029-231500		42.97	91090054	08/31/2013					09/11/2013
001-029-231500		43.98	91090055	08/31/2013					09/11/2013
001-029-231500		303.88	91090052	08/31/2013					09/11/2013

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-231500		41.98	91173544	08/31/2013					09/11/2013
001-029-231500		235.88	91189999	08/31/2013					09/11/2013
001-029-231500		16.99	91188833	08/31/2013					09/11/2013
001-029-231500		146.90	91188835	08/31/2013					09/11/2013
001-029-231500		14.69	91019787	08/31/2013					09/11/2013
Vendor Total:		930.17							
Vendor	05046	Municipal Emergency Svcs			Muin Emerg Services/SCBA Maintena				
001-025-181400		2,395.00	00421805_SN'	08/31/2013					09/11/2013
Vendor Total:		2,395.00							
Vendor	05432	North Clackamas County			N Clack Cty Water Comm/Water Purcl				
004-004-405500		30,853.40	NCCWC14-70	08/31/2013					09/11/2013
Vendor Total:		30,853.40							
Vendor	05490	Northwest Entrance			NW Entrance/Services				
001-026-194000		127.50	15583	08/31/2013					09/11/2013
Vendor Total:		127.50							
Vendor	05521	Northwest Natural			Northwest Natural/Gas Billing				
001-029-224500		47.20	2643701-2	08/31/2013					09/11/2013
Vendor Total:		47.20							
Vendor	05656	Oak Lodge Water District			Oak Lodge Water/Purchases				
004-004-405000		308.87	99-01148-001	08/31/2013					09/11/2013
004-004-405000		1,364.53	99-01157-001	08/31/2013					09/11/2013
Vendor Total:		1,673.40							
Vendor	05675	Office Depot			Office Depot/Supplies				
001-021-113000		146.28	665722221001	08/31/2013					09/11/2013
001-029-225500		36.12	665823984001	08/31/2013					09/11/2013
001-029-225500		5.14	665823985001	08/31/2013					09/11/2013
Vendor Total:		187.54							
Vendor	05684N	Oldcastle Precast			OldCastle/Syst Improve				
003-003-308000		1,302.90	020151136	08/31/2013					09/11/2013
Vendor Total:		1,302.90							
Vendor	06148	Oregon Patrol Service			Oregon Patrol Service/Courtroom Secı				
001-022-127000		592.00	1652	08/31/2013					09/11/2013
Vendor Total:		592.00							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 06586	Pacific Office Automation Inc			Pacific Office Automation/Copier				
001-029-226500	572.80	W26968	08/31/2013					09/11/2013
Vendor Total:	572.80							
Vendor 06587	Pacific Office Automation			Pacific Office Automation/Copier				
001-029-226500	224.15	19122692	08/31/2013					09/11/2013
001-029-226500	450.77	19165080	08/31/2013					09/11/2013
Vendor Total:	674.92							
Vendor 06901	Platt Electric Supply Inc			Platt/Supplies				
001-029-225000	190.50	5538703	08/31/2013					09/11/2013
Vendor Total:	190.50							
Vendor 07021	Portland General Electric			Portland General Electric/Billing				
005-005-508000	559.18	08.31.13	08/31/2013					09/11/2013
001-024-161000	199.15	08.31.13	08/31/2013					09/11/2013
001-021-109500	897.30	08.31.13	08/31/2013					09/11/2013
001-026-193500	944.94	08.31.13	08/31/2013					09/11/2013
003-003-302500	38.05	08.31.13	08/31/2013					09/11/2013
004-004-406000	1,457.98	08.31.13	08/31/2013					09/11/2013
005-005-506000	113.86	08.31.13	08/31/2013					09/11/2013
005-005-507000	325.48	08.31.13	08/31/2013					09/11/2013
Vendor Total:	4,535.94							
Vendor 07061	Portland Win Supply Co			Portland Win/Supplies				
003-003-303000	362.27	003473-01	08/31/2013					09/11/2013
003-003-303000	89.28	003473-02	08/31/2013					09/11/2013
004-004-406500	72.64	003476-00	08/31/2013					09/11/2013
003-003-303000	105.24	003568-00	08/31/2013					09/11/2013
004-004-406500	651.70	003512-00	08/31/2013					09/11/2013
Vendor Total:	1,281.13							
Vendor 07480	Research Technology Intl			Research Tech Intl/Supplies				
001-029-225500	219.95	177008	08/31/2013					09/11/2013
Vendor Total:	219.95							
Vendor 07518	Righteous Clothing			Righteous Clothing/Uniforms				
001-025-174500	952.98	52850	08/31/2013					09/11/2013
Vendor Total:	952.98							
Vendor 07960	Sisul Engineering			Sisul/Engineering				
004-004-415500	2,009.70	SGL13-002-06	08/31/2013					09/11/2013

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-026-197500		6,511.50	SGL13-025-04	08/31/2013					09/11/2013
003-003-306000		1,335.00	SGL12-005-11	08/31/2013					09/11/2013
Vendor Total:		9,856.20							
Vendor 08044	Sonsray Machinery LLC				Sonsray/Services				
005-005-504500		432.02	113991	08/31/2013					09/11/2013
Vendor Total:		432.02							
Vendor 08133	Staples Advantage				Staples/Supplies				
001-029-225500		2,167.83	8026515974	08/31/2013					09/11/2013
Vendor Total:		2,167.83							
Vendor 08205	Stein Oil Co. Inc.				Stein Oil/Services				
001-025-173000		168.97	0002591-CL98	08/31/2013					09/11/2013
Vendor Total:		168.97							
Vendor 08799	USA Blue Book				USA Blue Book/Services				
004-004-406500		318.18	133554	08/31/2013					09/11/2013
Vendor Total:		318.18							
Report Total:		110,272.93							

September

REGULAR AGENDA

City of GLADSTONE

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

Date: September 4, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator PB

Re: Dog Park

I met with Mr. Yielding concerning the attached letter related to the City's dog park. Mr. Yielding has some legitimate concerns that the City needs to rectify before reopening the park. I recommend the City do the following:

- The City should install additional fencing. There needs to be a buffer between Mr. Yielding's residence and the dog park in order to ensure that dogs cannot urinate onto the adjacent property or act aggressively to anyone in the yard. The City has promised to put up a fence 10 feet from the property line. The fencing material has been obtained but needs to be installed.
- Proper drainage of the lot was promised and needs to be implemented.
- The City also needs to take a more active role in enforcing park rules.

I believe implementing these three items will help mitigate the effects of the dog park for Mr. Yielding's family. The City is also considering irrigating the property.

Other concerns expressed by Mr. Yielding have been forwarded to the City Attorney for consideration. Please see attached memo.

BEH | Beery Elsner & Hammond LLP

MEMORANDUM

TO: Pete Boyce, City Administrator, City of Gladstone

CC: Heather R. Martin, BEH

FROM: David F. Doughman, City Attorney's Office DFD

SUBJECT: Dog Park Issue

DATE: September 5, 2013

You forwarded me a letter from a Gladstone resident whose property abuts the Valley View Dog Park. The property owner, Kenneth Yielding, urges the city to close the dog park in light of numerous adverse effects the park and the dogs are allegedly having on Mr. Yielding's property. Also included with the letter were various city code sections that I understand Mr. Yielding believes the dog park violates. You asked me to provide an opinion on the letter and, in particular, whether dog park indeed violates the code sections.

For the reasons discussed below, I do not believe the park *per se* violates any of the code sections cited by the resident. To the extent the dogs in the park are negatively affecting the resident's ability to use and enjoy his property relative to other Gladstone residents, I believe there are some steps the city may take to mitigate these effects.

1. Chapter 6.04 – Dogs. Mr. Yielding included a reference to this chapter of the code in his letter. This chapter imposes duties on dog owners and directs the police chief to enforce its provisions. Among other things, it requires owners to clean up after their dogs and prohibits owners from permitting dogs to make "frequent or prolonged noises." Depending on the facts, the Gladstone Police Department may well be able to cite visitors to the dog park for violations of this chapter in certain instances. However, the fact that the code requires persons to clean up after their dogs, prevent their dogs from going on to another's property without permission and limit their dogs barking does not mean this chapter prohibits dog parks. Ultimately, these are standards regulating private conduct and personal property. If users of the dog park are violating these standards, the city may institute an appropriate enforcement action against such users.

2. Chapter 8.06 – Chronic Nuisance Properties. Also included in Mr. Yielding's letter is a reference to this chapter of the code. It permits the police chief to declare property within the city to be a "chronic nuisance" after a number of conditions are met, including that the subject property has been the subject of at least two or more police reports involving at least three "nuisance activities" as that term is defined in the code within a 60-day period. I do not believe any of the issues Mr. Yielding raises in his letter – assuming they are accurate – meet the definition of "nuisance activities" as defined in the code. Moreover, even if they did meet the definition, I do not believe any police reports have been filed relative to the property in question, which is a condition precedent to a finding of a "chronic nuisance" in any event.

3. Chapter 8.12 – Noise Control. Also included in Mr. Yielding's letter is a reference to this chapter of Gladstone's code. It prohibits persons from using their property in a manner that emits sounds in violation of the sound limits the code establishes. The city administrator is authorized to enforce the chapter if a person files a formal complaint. While it is not clear that dog barking would violate the sound limits in the code, a person could file a complaint with the city to investigate such barking relative to the chapter's standards. However, it may be very difficult to investigate whether dog barking in any given instance violates this chapter because of the transitory nature of those who use the dog park (i.e. to the extent barking in a given instance does violate the standards, the barking dog may be long gone by the time a complaint is reviewed and investigated). Clearly, the chapter is most applicable to sounds that property or person routinely and continuously generates (e.g. heavy industrial equipment, etc.).

For the above reasons and based solely on the allegations contained in the letter, I do not believe the dog park violates the above cited code provisions. This is certainly not to suggest that I doubt Mr. Yielding's description of his experience living next to the dog park. Rather, I simply believe based on what has been described that the current conditions do not violate the code sections the letter references.

All of that being said, I do believe the city could take some reasonable steps to ensure that Mr. Yielding and other persons living in close proximity to the park are not unreasonably burdened by the park's existence. The council may wish to require appropriate fencing and may want to instruct staff to determine whether in fact drainage issues on the property are being appropriately addressed and ameliorated. Apart from any code requirement, every property owner, including the city, has a duty to ensure that activities on its property do not result in the diversion of water onto other properties beyond diversions that follow natural and historical drainage patterns.

Kenneth Yielding

7000 Oakridge Drive, Gladstone, OR 97027
Phone: 541-953-5045

Mr. Wade Byers & City Council of Gladstone

525 Portland Ave, Gladstone 97027
Phone: 503-656-5225

Dear Sir/Madam,

I am contacting the city council of Gladstone to inform you about the issues with the City of Gladstone off leash dog park that is located on the adjacent lot to my residence. This dog park should be closed immediately.

Aggression and Barking- The acts of aggression towards my family and specifically my 4 year old son whenever we are in our back yard is unacceptable. We are charged and barked at by dogs in the park every day. We are harassed by dogs whenever my family is on our back deck or yard. Dogs fight in the park on a regular basis and my son should not have to witness dog fights. He is being traumatized by the fighting, charging and barking. Barking is a constant when ever dogs are in the park . The park is never locked and people use of the park all hours of the day and night.

Excrement and Sanitation - Dogs urinate through the fence onto my property killing trees and other plants along the property line. The flower bed and garden area is soaked in dog urine. Some dog owners do not pick up their dogs feces in the park. The smell of dog feces and urine that come from the park is at times over whelming but most times is constant nauseating stench. We are subjected to the foul display of dogs defecating on a daily basis. Excessive dust containing fecal particles coat the area because of the lack of irrigation. I had spoken with Scott Tabor at the planning meeting and he had promised me that there would be a green space in between the dog area and my property of at least 10 feet. I took him at his word and abstained from voting no. There has been no action or follow up by him or the city of Gladstone. I will not settle for a green space at this point because the stench will not be contained by a fence.

Drainage and Bio-hazardous Waste- There is no drainage in the winter on that lot. It turns into a pond and floods 1/4 of the area of the park, spilling over onto my property. I have contacted Scott Tabor of Parks and Recreation on numerous occasions to address the flooding and drainage for the last two years. He had told me that they would install a French drain to deal with the flooding. There has been no response by him or the city. My family should not be subjected to the overflow of a cesspool on to my property. Numerous parasites are transmitted via dog excrement and some are very dangerous and can cause anything from gastrointestinal problems to blindness.

Negative impact to the value of my property- No one would want to share a property line with a dog park. Why should my family be the only ones to be subjected to this torment and utterly disgusting city controlled off leash bark park and cesspool. The presence of the park on that lot has directly affected our family's enjoyment of our home, garden, privacy and safety. If this dog park is not closed ,I will be forced to take legal action against the city to close the park.

Thank you for your time and effort to remedy the situation.

Kenneth Yielding

Resident of the City of Gladstone
8/26/2013

Peter Boyce

From: Scott Tabor
Sent: Tuesday, September 03, 2013 3:59 PM
To: City Council
Cc: Peter Boyce
Subject: FW: Dog park

FYI

Scott Tabor
Public Works Supervisor
City of Gladstone
Office: 503-656-7957
Mobile: 503-209-5158
Fax: 503-722-9078
tabor@ci.gladstone.or.us

"Life is Change, Growth is optional, Choose wisely"

From: james russell [mailto:jmerchant13@msn.com]
Sent: Tuesday, September 03, 2013 3:01 PM
To: Scott Tabor
Subject: Dog park

Scott, I am writing to let you know we support the Dog park and will be contacting all the city council members. I understand that Ken has decided to threaten legal action but what isn't clear to me has he tried to handle his complaint in any other way beside litigation. Did he ever contact you, animal control, or the Gladstone police on any occasion? Is this a case of going to far without any effort on his part. I also think he has stirred up his neighbors and this community in a way I didn't think possible. It seems many people are supporting the dog park because it is Ken complaining because he has handle himself poorly in every confrontation with people using the park. I agree that there has been some aggressive dogs at the park but I find it hard to believe that any dog could climb an 8ft fence so why not call the police to deal with bad owners rather then get in a screaming match across the fence. Thank you for all your hard work to get the park built.

Jim & Erin Russell

8-5

Peter Boyce

From: Scott Tabor
Sent: Tuesday, September 03, 2013 7:53 AM
To: City Council
Cc: Peter Boyce
Subject: FW: We miss the dog park

FYI
Scott Tabor
Public Works Supervisor
City of Gladstone
Office 503-656-7957
Cell 503-209-5158
Fax 503-722-9078

From: Jeanine Weeks [Jeaninehofer@yahoo.com]
Sent: Monday, September 02, 2013 10:53 AM
To: Scott Tabor
Subject: We miss the dog park

Please know that Bob and I miss the dog park, as do Bert, Ernie and Maggie, our charges. It is so bad that one person can ruin the opportunity for dogs and neighbors to socialize.

Sent from my iPad

8-6

Peter Boyce

From: Scott Tabor
Sent: Friday, August 30, 2013 8:32 AM
To: City Council
Cc: Peter Boyce
Subject: FW: Dog park

FYI

-----Original Message-----
From: allenbrowning@comcast.net [mailto:allenbrowning@comcast.net]
Sent: Thursday, August 29, 2013 7:25 PM
To: Scott Tabor
Subject: Dog park

Keep the dog park!

Allen Browning

Sent from my iPad

8-7

Peter Boyce

From: Scott Tabor
Sent: Thursday, August 29, 2013 11:00 AM
To: City Council
Cc: Peter Boyce
Subject: FW: gossip and rumors about dog parks

FYI

From: Happyrock coffee-roastery [mailto:happyrockcoffeeco@gmail.com]
Sent: Thursday, August 29, 2013 9:19 AM
To: Scott Tabor
Subject: gossip and rumors about dog parks

is there any truth to what I just read about shutting down the dog park? i didn't even realize we had a dog park. i'm sure my dog owning customers would be interested to know what they could do to keep the park.

thanks scott.

-lisa

--
Lisa Halcom
Happyrock Coffee Roasting Co.
465 Portland Ave
Gladstone, OR 97027
503.650.4876
www.HappyrockCoffee.com
@HappyrockCoffee

8-8

Peter Boyce

From: Scott Tabor
Sent: Thursday, August 29, 2013 10:59 AM
To: City Council
Cc: Peter Boyce
Subject: FW: Sarah Wylder said "Dog Park"

FYI

From: Maria Aikin
Sent: Thursday, August 29, 2013 9:21 AM
To: Scott Tabor
Cc: Maria Aikin
Subject: FW: Sarah Wylder said "Dog Park"

Scott – nice message for you!

From: Nextdoor Gladstone [mailto:reply@nextdoor.com]
Sent: Thursday, August 29, 2013 9:17 AM
To: Maria Aikin
Subject: Sarah Wylder said "Dog Park"

Sarah Wylder from Gladstone said:

I've just heard that a resident is trying to get the dog park shut down by trying to sue the city. (I don't know the details, but apparently a dog charged at the fence aggressively and the owner did not remove the dog). We've only had the dog park for a few months, and I feel that it is an asset to the neighborhood. We've had friends come in from out of town with their dogs who have told us how impressed they are they we have such a large, well-shaded off-leash park so close by. Please e-mail Scott Tabor at the Public Works Dept. at Tabor@ci.gladstone.or.us to show support for the dog park. Thanks.

Shared with Gladstone only

View or reply · Thank · Private message
You can also reply by email or use Nextdoor for iPhone or Android.

Want to get a daily digest instead or unsubscribe? Adjust your email settings

This message was intended for aikin@ci.gladstone.or.us.
Nextdoor, 101 Spear Street, Suite 230, San Francisco, CA 94105

8-9

Peter Boyce

From: Scott Tabor
Sent: Thursday, August 29, 2013 10:59 AM
To: City Council
Cc: Peter Boyce
Subject: FW: Dog Park

FYI

From: Tracie Johnson [mailto:traciemkay@yahoo.com]
Sent: Thursday, August 29, 2013 9:54 AM
To: Scott Tabor
Subject: Dog Park

I love the local dog park! Please fight to keep it.

Tracie Johnson

8-10

Peter Boyce

From: dbkruse@comcast.net
Sent: Saturday, August 31, 2013 8:44 PM
To: Peter Boyce
Subject: Why you don't want dogs in Meldrum Bar Park

Pete,

Here is a note from Mary S Young Park:

Friday, Don walked the Heron Creek Loop trail and found 20 piles of dog poop. This is the #1 pollutant in the Willamette River.

Dave

8-11

Peter Boyce

From: dbkruse@comcast.net
Sent: Thursday, August 29, 2013 8:08 PM
To: Peter Boyce
Subject: Dog Park

Pete,

I think a fenced dog park like we have is a good idea. You don't want an open area dog park like at Mary S Young Park with many trails close by. About half of dog owners do not feel they have to follow codes about leashes and picking up poop.

Tryon Creek State Park makes it work because they enforce the codes. Mary S Young Park has a lot of problems because they don't enforce the codes. It would not be good to have a dog area at Meldrum Bar Park.

Dave Kruse

8-12

Beery Elsner & Hammond LLP

MEMORANDUM

TO: Honorable Mayor and Gladstone City Council

FROM: Heather R. Martin, Office of the City Attorney

SUBJECT: Regulation of Exotic Animals

DATE: August 7, 2013

At previous Council meetings the issue arose as to whether the City could allow a resident to keep a eurasian 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.

9-1

{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

9-8

BEH

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.

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.

9-5

Jolene Morishita

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 18th, I'll send this to you.

Thank you.

-Steve

From: Steve Johnson
Sent: Monday, August 05, 2013 2:07 PM
To: 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

9-6

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

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

9.8

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-

5945 or at daparker@news.oregonian.com. His columns and other local columnists of The Oregonian can be found online at www.oregonlive.com/columnists

Posted by BigCatRescue at **5:46 PM**

Lucy Stoiber

7670 Ridgewood Dr.

Gladstone, OR 97027

503 650-6978

July 8, 2013

To: City Administrator Bryce, Mayor Byers, and City Councilors

RE: Item on July 9, 2013 agenda pertaining to Lynx

As you can see above, I am a near neighbor to the family at 7660 Ridgewood Dr., which recently moved into our street. Shortly after their arrival, it was mentioned around the street, that there was a wild cat in a pen behind the house, and that the owner had permits for this cat, as well as he was informed by previous owner that there was no problem keeping this cat here. Several neighbors, myself included, oppose the keeping of such an animal in a 'close quarters' area such as our cul-de-sac. Please note, the property is not fenced, and there are numerous small children ages 3-10 living directly next to and near this house.

My concern for the safety of the animal, the children, the numerous pets up and down our street, prompted me to inquire as to the rules for exotic animals, and I also did research pertaining to incidents with these cats in particular. The keeping of such wild cats is problematic, and in recent years an incident in Happy Valley where a cat 'escaped' and attacked a 6-year old child has been reported. It was I who then spoke with code enforcement officer regarding this animal, causing considerable friction between me and the new neighbors. However, it seems to me, the 'pet' owner, especially a controversial 'pet', should have done due diligence and made sure their new home was an appropriate and approved location for this animal.

I hope that the council will take time to consider the decision on this request. My research indicates the State of Oregon is phasing out the permits entirely for exotic pets. Non-indigenous felines are required to have a permit from the State of Oregon, according to what I've seen, and I would like to know if this animal has a state permit. My research also indicates, these penned wild cats live a horrible existense, they are neither domesticated nor wild. They can/will at any time snap and/or attack even their caregiver. Curious children could wind up in that pen too.

I truly love animals, so much so that I recently visited Botswana, specifically to observe leopards and lions in close proximity. There is nothing more beautiful and graceful and powerful. But they belong in the wild.

Sincerely,

Lucy Stoiber

9-13

Peter Boyce

From: lucy@applausetravel.webmail.com
Sent: Monday, July 08, 2013 5:28 PM
To: Peter Boyce
Subject: Article I found.....

Article found pertaining to exotic pets in Oregon:

Oregon to end exotic pet permits in 2011

By The Associated Press
on November 26, 2010 at 5:32 PM, updated November 26, 2010 at 9:02 PM
Print
Email
View/Post Comments

SALEM -- Exotic pet permits are about to go extinct in Oregon.

The Oregon Department of Agriculture says that, beginning in January, the state will not issue any new permits while it phases out the old ones.

The agency is acting at the direction of the 2009 Legislature, which ordered the change to protect the public against health and safety risks posed to the community by exotic animals.

The list of exotic pets includes some bears, crocodiles and nonhuman primates, such as capuchin monkeys and chimpanzees.

Current owners will be able to keep their pets until the animal dies or is sold.

"Once the animal dies or the owners are obliged to sell it, that's the end of the permit," said Dr. Don Hansen, the state veterinarian.

The state currently has 49 permits issued for 88 exotic animals. Nearly half of those permits, 24, are for exotic felines, which include servals, caracals, an ocelot, lynx, margay, and a Geoffray cat.

The next largest category of exotic animal permits is for nonhuman primates, 15 permits, which include capuchins, lemurs, Rhesus macaques, tamarins, a squirrel monkey, chimpanzee, vervet, cotton top and African green.

There are three permits for exotic canines, which include Fennec fox and silver red fox. Under the newly amended law, there are three permits for alligators. There are no permits issued for bears.

Oregon's exotic animal law requires a permit for the following:

-- Felines not indigenous to Oregon, except for domestic cats.

9-14

-- Nonwolf canines not indigenous to Oregon, except for domestic dogs.

-- Nonhuman primates.

-- Bears, with the exception of the black bear.

-- Members of the crocodile family.

The U.S. Department of Agriculture does have a permitting process for exotic animal exhibitors, breeders, and dealers which will remain unchanged.

But for Oregonians who simply want to own such an exotic pet, it is too late for anyone who does not currently have the animal or who has not owned the animal for at least a year, officials said.

"After Jan. 1, if we discover animals that have not been permitted, the owners will not be able to keep them," Hansen said. "They will have to give them up or sell them legally to someone out of state."

-- The Associated Press

Applause Travel
503 684-9888 or 1-800-322-1005
M-F 9am-5pm or by appointment
Thank you for your business!

9-15

Peter Boyce

From: lucy@applausetravel.webmail.com
Sent: Wednesday, July 10, 2013 10:11 AM
To: Peter Boyce
Subject: Oregon Dept of Agriculture info.....

Persuant to the issue of Siberian Lynx, here is the information I saw from the ODA.....

News

ODA prepares to phase out new permits for exotic animals

11/24/2010

No new permits will be issued as of January 2011
Ocelots, lemurs, and Fennec foxes are not going extinct in Oregon. But new state exotic animal permits that allow these species to be owned and held by individuals are about to go by way of the dinosaur. As directed by the 2009 State Legislature, no new permits will be issued by the Oregon Department of Agriculture as of January 2011.

"Oregon's exotic animal permit law requires people wanting to own certain species to obtain a permit from ODA," says State Veterinarian Dr. Don Hansen. "However, after the first of the year, the law will prohibit ODA from issuing any new permits. We will continue to renew existing permits to qualified owners, but people only have until January 1, 2011 to apply. Anyone who owns these types of animals needs to be permitted right now. That permit comes with the caveat that they owned these animals through this entire past year but just didn't have them permitted."

The message is clear for anyone involved with exotic animals or contemplating owning one.

"After January 1, 2011, the law does not give us any choice, " says Hansen. "It is illegal for anyone to hold an exotic animal on our list without a permit. We will not be able to issue any new permits after that time."

Oregon's exotic animal law requires a permit for the following:

- Felines not indigenous to Oregon, except for domestic cats
- Non-wolf canines not indigenous to Oregon, except for domestic dogs
- Non-human primates
- Bears, with the exception of the black bear
- Members of the crocodile family

The 2009 Legislature amended the law's definition to include alligators and crocodiles. The other species have been part of the law for many years.

The law is designed to protect the public against health and safety risks posed to the community by exotic animals. Exotics as permitted by ODA are required to be kept in a special holding facility and not allowed out of the cage except to be transported to a veterinarian. ODA inspects the holding facility of these animals to

9-16

ensure they are secure. Permits are required to be renewed every two-years.

ODA currently has issued 49 permits for 88 exotic animals. Nearly half of those permits (24) are for exotic felines, which include servals, caracals, an ocelot, lynx, margay, and a Geoffray cat. The next largest category of exotic animal permits is for non-human primates (15 permits), which include capuchins, lemurs, Rhesus macaques, tamarins, a squirrel monkey, chimpanzee, vervet, cotton top, and African green. There are three permits for exotic canines, which include Fennec fox and silver red fox. Under the newly amended law, there are three permits for alligators. There are no permits issued for bears.

The sunset of Oregon's exotic animal permitting will eventually remove all responsibility for permitting animals from ODA. However, the law will still require anyone keeping listed exotic animals to have a permit.

"As long as the currently permitted animal is alive, the owners will be able to have it legally," says Hansen. "Once the animal dies or the owners are obliged to sell it, that's the end of the permit. When all the existing permitted animals die or leave the state, no more permits will be issued for animals listed, which was the intention of the legislature when they amended the law."

The US Department of Agriculture does have a permitting process for exotic animal exhibitors, breeders, and dealers. That permit will remain unchanged. But for Oregonians who simply want to own such an animal- the species listed in the state law- time is running out. In fact, it is too late for anyone who does not currently have the animal or who has not owned the animal for at least a year.

"After January 1, if we discover animals that have not been permitted, the owners will not be able to keep them," says Hansen. "They will have to give them up or sell them legally to someone out of state."

Hansen is not overly concerned about driving the issue of exotic animals underground, but he is not naive about what may be going on now and in the future.

"People are going to do what they are going to do," he says. "We have strong evidence that many exotic animals- particularly felines- are already out there, not permitted, and have never been permitted."

ODA often finds out about exotic animals listed for sale. When that happens, ODA contacts the involved parties. In the past, that contact resulted in those animals getting permitted in Oregon or legally sold out-of-state. Starting January, that contact will result in the animals being required to be legally sold, or given to someone in another state.

"It might get more confrontational, but I hope not," says Hansen. "Before, we could talk to people and get them to obtain a permit. Now we don't have that ability. We'll have to tell them they simply can't have that animal. The law won't let us go any other direction."

Most states do not permit exotic animals. These species are either unregulated or the states have laws that specifically prohibit the exotics. Oregon is now in the transition of joining the latter.

For those exotic pets already permitted, there will no change. But time is up for any new ones.

For more information, contact Dr. Don Hansen at (503) 986-4680.

Story of the Week pdf version
http://oregon.gov/ODA/docs/pdf/news/101124exotic_permit.pdf

Audio Story of the Week
http://oregon.gov/ODA/news/101124exotic_permit_audio.shtml

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M-F 9am-5pm or by appointment
Thank you for your business!

9-18

Peter Boyce

From: lucy@applausetravel.webmail.com
Sent: Wednesday, July 10, 2013 12:21 PM
To: Peter Boyce
Subject: Wildcat Sanctuary in Sherwood.....
Attachments: Press-Release-Wildcat-Haven[3].pdf

City Administrator Boyce;

Additional information persuant to Siberian Lynx .....I have spoken with Wild Cat Haven in Sherwood, and they currently have space for an additional cat.
This facility is USDA licensed, willing and able to care for such an animal. Mr. Clark mentioned that the current condition of his Lynx is not the best, and I think
he may have used the word 'emaciated looking'. According to the sanctuary, that is an indication of ill health.
Attached is the information on this sanctuary.

Thank you.
Lucy Stoiber

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VERIFIED

Contact: Patty Finch
Executive Director – GFAS
patty@sanctuaryfederation.org
1.928.472.1173

WildCat Haven, Inc.
PO Box 1071 Sherwood, OR. 97140
503-625-0812
catt@wildcathaven.org

September 12, 2012

WildCat Haven Earns Verification from Global Federation of Animal Sanctuaries

"The WildCat Haven is a true sanctuary, where the welfare of the animals always comes first" says GFAS director

Sherwood, OR - The Global Federation of Animal Sanctuaries (GFAS) is exceptionally pleased to announce that The WildCat Haven in Sherwood, OR has achieved GFAS Verification.

"The process of verification is very rigorous and includes meeting the highest standards of animal care, as verified by an independent on-the-ground assessment," states Patty Finch, Executive Director of GFAS. "It was clear from the thorough and expert site visit report we received, as well as the interviews we conducted and the paperwork required, that WildCat Haven is a true sanctuary, where the welfare of the animals always comes first."

GFAS is the only globally recognized organization providing standards for identifying legitimate animal sanctuaries and rescue centers. The verification status provides a clear and trusted means for the public, donors worldwide and government agencies to recognize WildCat Haven as an organization that is worthy of support for continued growth and development..

WildCat Haven was established as a 501(c)3 organization in 2001. The sanctuary is located outside Sherwood, Oregon in Clackamas County on a hillside property that is quite remote. The quiet setting feels secluded and peaceful, which is important for the well-being of the sanctuary's feline residents. WildCat Haven provides permanent sanctuary for approximately 60 felines, including four tigers, several cougars, Canadian lynx, Siberian lynx, Caracal, bobcats, servals, and a number of small exotic hybrids, such as Savannah cats and Bengal cats. The animals living at WildCat Haven are primarily surrenders from private owners who obtained the animals as babies, but were unprepared to properly care for them once they reached maturity.

Co-Founder Michael Tuller says "WildCat Haven is honored and excited to be recognized for the work that we do. As a TRUE sanctuary we have been quietly and diligently performing rescue for almost 12 years and have worked with other sanctuaries all across the United States and Canada. Our main goal is to provide a lifetime 'Safe Haven' for all

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abused, neglected and mistreated wildcats which have been either confiscated by Law Enforcement, or relinquished by owners no longer able to care for them. We are always working to help change antiquated laws allowing for the mistreatment of these magnificent creatures, while we continue our mission to raise the standards governing all Facilities which perform rescue".

Finch states, "This is a sanctuary worthy of your support. Sanctuaries need ongoing funding, not just donations when they are carrying out a rescue. Lifetime care costs are challenging to fund if people only give when a rescue is taking place. Please give if you can."

For more information on GFAS, please visit www.sanctuaryfederation.org. For additional information on WildCat Haven, Inc. visit www.wildcathaven.org

About Global Federation of Animal Sanctuaries

Global Federation of Animal Sanctuaries (GFAS) is a 501(c)3 nonprofit organization dedicated to the sole purpose of strengthening and supporting the work of animal sanctuaries worldwide. The goal of GFAS in working with and assisting sanctuaries is to ensure they are supported, honored, recognized and rewarded for meeting important criteria in providing care to the animals in residence. GFAS was founded in 2007 by animal protection leaders from a number of different organizations in response to virtually unchecked and often hidden exploitation of animals for human entertainment and financial profit. The GFAS Board of Directors guides the organization's work in a collaborative manner. They represent top leadership from Born Free USA, The Humane Society of the United States, International Fund for Animal Welfare, American Anti-Vivisection Society, and National Anti-Vivisection Society. www.sanctuaryfederation.org.

About Wildcat Haven

WildCat Haven, Inc. is a 501(c)3 non-profit, no-kill sanctuary located in Sherwood Oregon committed to providing a safe, natural, permanent lifetime home for abused and neglected captive born wildcats. WCH is the only accredited big cat sanctuary in the Pacific Northwest. As a true sanctuary, we are NOT open to the public, we are not a zoo for people we are a safe haven for animals, and we do not buy, sell, breed or exhibit the wildcats that call WCH home.

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FAX: (503) 722-9078

Date: August 2, 2013

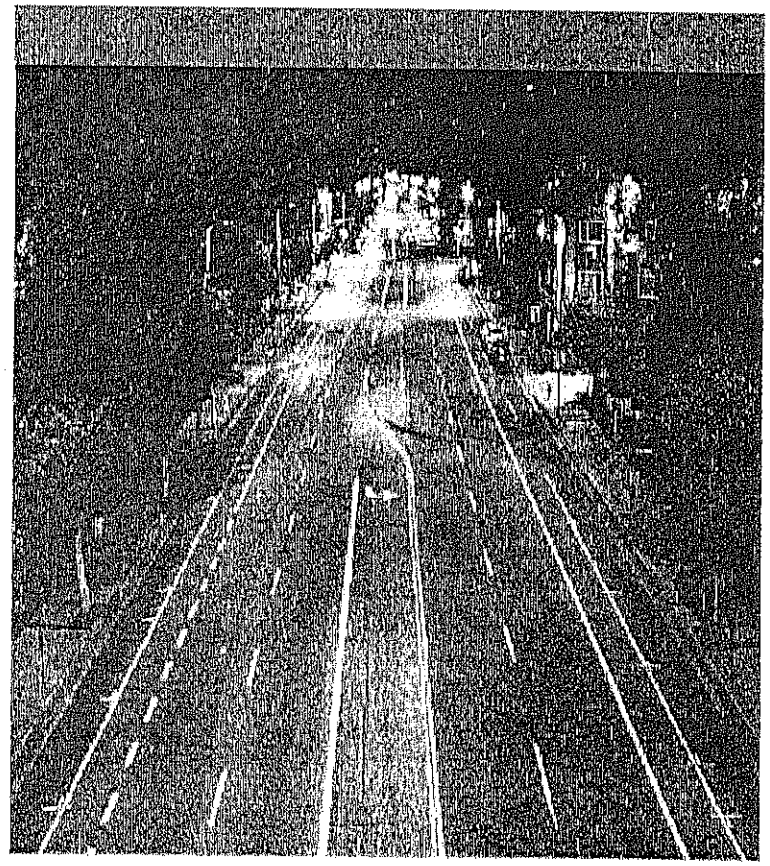
To: Mayor and City Council

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 of Gladstone
LED Streetlight offer



May 29, 2013

Portland General Electric

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Benefits of LED Streetlights

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.

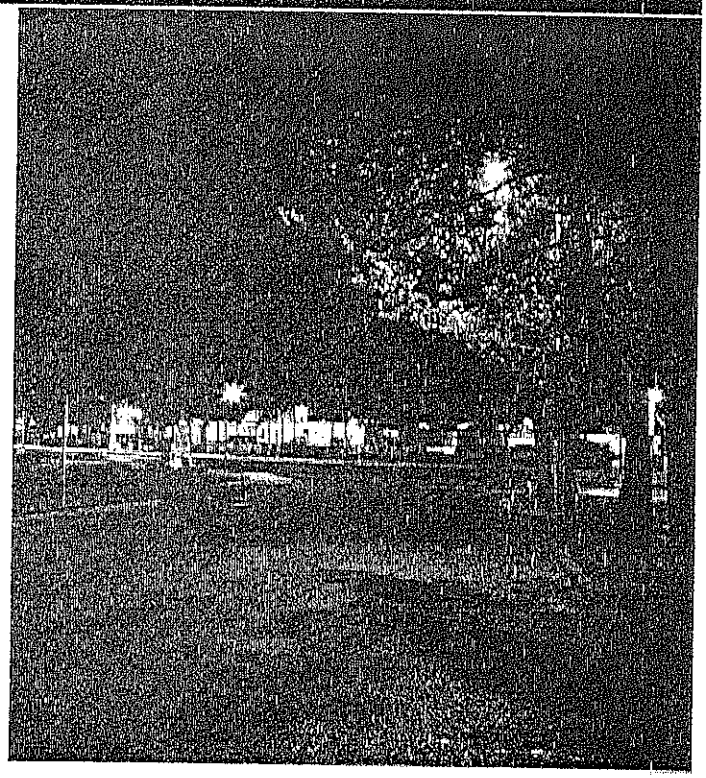
Before LED

After LED

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



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

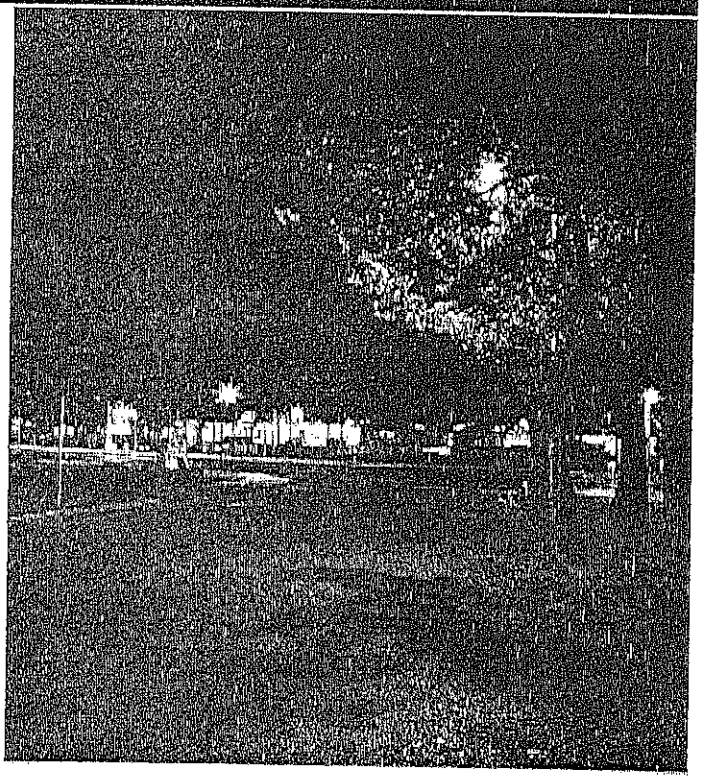
Note: Figures are estimated based on current tariff pricing and wattage conversion from HPS to LED lights. Actuals may vary based on field conditions, customer light level selection, and other factors. Savings reflect savings related to subset of poles included in offer.
Pole Purchase Price is an estimate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

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



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.

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 CO_2 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

Considerations in evaluating options

Forecasting, budgeting for end-of-life

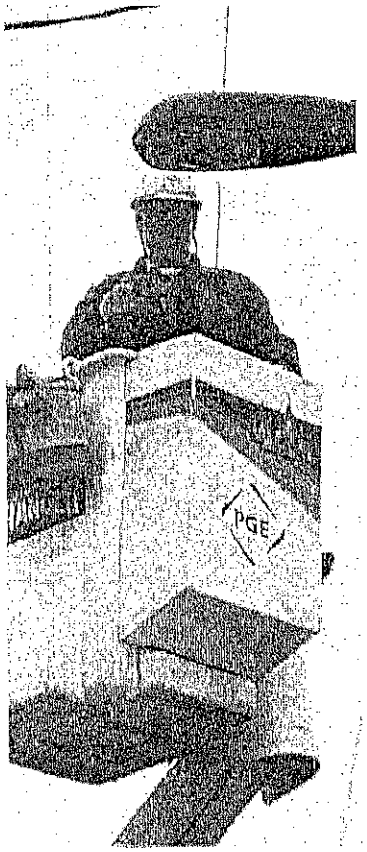
Risks

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



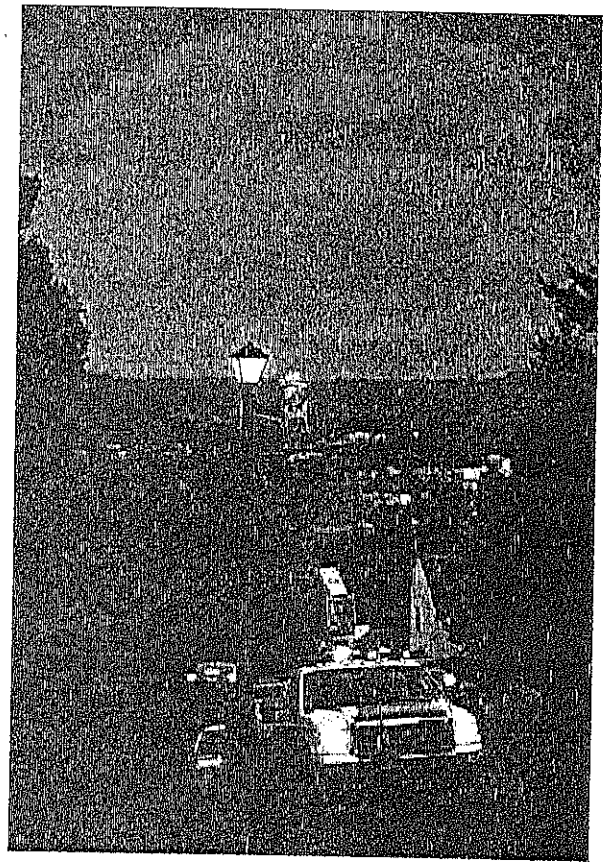
Considerations in evaluating options

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



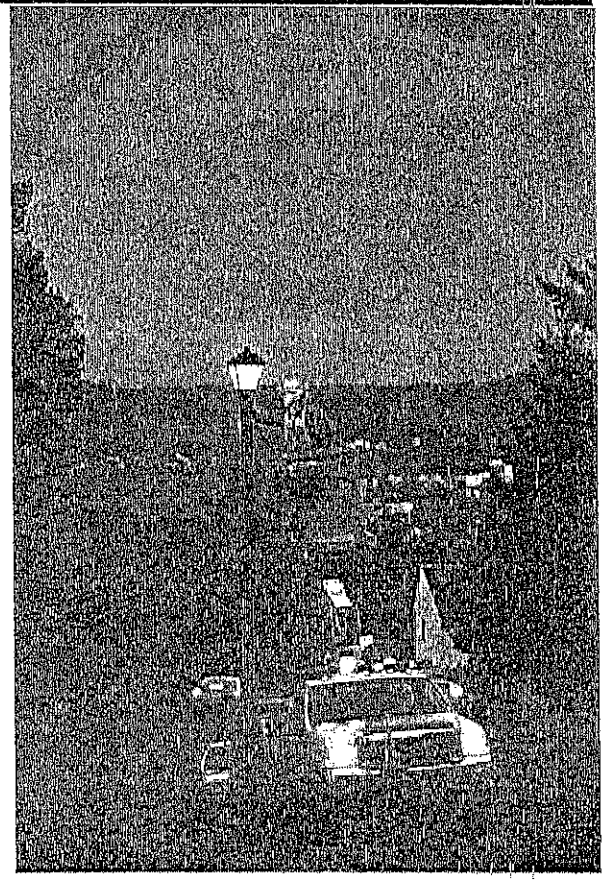
Economies of scale

Portland General Electric

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

CITY OF GLADSTONE 61120

Option A (Cobras under 300w)		Owner	Maint		Schedule 91 - A		Schedule 95 - A		
34	100W HPS COBRA 9,500 LUMEN	PGE	PGE	38	$9.15	$4,172.40	$6.48	$2,954.88	
35	150W HPS COBRA 16,000 LUMEN	PGE	PGE	3	$10.89	$392.04	$7.00	$252.00	
39	200W HPS COBRA 22,000 LUMEN	PGE	PGE	23	$12.83	$3,541.08	$7.94	$2,191.44	
36	250W HPS COBRA 27,500 LUMEN	PGE	PGE	1	$14.94	$179.28	$10.00	$120.00	
	Grand Total			65		$8,284.80		$5,518.32	$ (2,766.48)

Option B (Cobras under 300w)		Owner	Maint		Schedule 91 - B		Schedule 95 - A		
33	70W HPS COBRA 6,300 LUMEN	CUST	PGE	1	$5.54	$66.48	$6.11	$73.32	
21	175W MV COBRA 7,000 LUMEN	CUST	PGE	115	$6.67	$9,204.60	$7.00	$9,660.00	
34	100W HPS COBRA 9,500 LUMEN	CUST	PGE	155	$6.67	$12,406.20	$6.48	$12,052.80	
35	150W HPS COBRA 16,000 LUMEN	CUST	PGE	15	$8.40	$1,512.00	$7.00	$1,260.00	
39	200W HPS COBRA 22,000 LUMEN	CUST	PGE	31	$9.97	$3,708.84	$7.94	$2,953.68	
36	250W HPS COBRA 27,500 LUMEN	CUST	PGE	3	$12.04	$433.44	$10.00	$360.00	
	Grand Total			320		$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	Schedule 91 - B		Schedule 95 - A		
08	CUST ALUMINUM POLE 25 FT REGULAR TYPE	CUST	PGE	22	$0.32	$84.48	$9.48	$2,502.72	
62	CUST FIBERGLASS POLE 30 FT GRAY DB	CUST	PGE	41	$0.18	$88.56	$5.49	$2,701.08	
07	CUST PAINTED STEEL POLE 25 FT REGULAR TYPE	CUST	PGE	5	$0.32	$19.20	$9.48	$568.80	
19	CUST POLE/POST MAINTAINED BY CUST NOT STANDARD WOOD	CUST	PGE	1	$0.00	$0.00	$0.00	$0.00	
46	CUST SLO WOOD POLE 35 FT OR LESS	CUST	PGE	3	$0.15	$5.40	$4.71	$169.56	
	Grand Total			72		$197.64		$5,942.16	$ 5,744.52

Potential Pole Purchase (Option B Poles) $ 20,666.24

Pole Charge Offset (Years) 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.

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Date: September 4, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator PB

Re: Library

As was discussed at the last City Council meeting Clackamas County may be preparing a letter informing the City that additional time to develop a new library construction project. As of this date a letter has not been received. The project, in order to receive County funding, would to be able to provide enough building space to consolidate the Gladstone and Oak Lodge service areas. This would allow the City to acquire $1.5 million from Clackamas County for construction of a library and allow the City to permanently add approximately another $800,000 to $900,000 annually in Library District funds from the additional service area being served. I would like to discuss this possibility with City Council to determine a course of action.

Staff had previously approached City Council with a repair list for the current library building with a ballpark estimate of $17,000 for necessary repairs. Staff has been working with contactors in order to secure quotes for the work. The contractors have pointed out several issues that would dramatically increase the cost of the project including asbestos floor tiles. Staff is currently reassessing the repairs and will report back to City Council after consultation with a professional engineer or architect.

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 as the need arises. Work sessions may be held in conjunction with Council business meetings. Work session agendas will be developed by the City Administrator in consultation with the City Council. Typically, no public comment will allowed during work sessions.
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 at least once on any pending motion or agenda item, and will speak for themselves and not for other Council members.

   c. Council members will not speak on behalf of the Council, unless they have been authorized by the Council to do so.

   d. Amendments to proposed ordinances may be appropriate, but input from the City Administrator or the City Attorney will be sought to accomplish the Council members' objectives.

   e. Council members will be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on only one issue or topic at a time.

   f. Council members will focus on City issues and avoid becoming involved in "extra-territorial" issues.

   g. The Mayor will recognize Councilors wishing to speak in the order of their requests. The Mayor will provide a Council member with an opportunity to speak before recognizing another Council member. Council members will not interrupt another Council member who has the floor.

   h. Council members will not disguise statements as questions or use repetition as a way to convince others.

   i. Council members will keep discussions moving and call for a "process check" if the Council becomes bogged down in discussions.

   j. Council members may set and adhere to time limits on discussions.

   k. Council members will refrain from criticizing or attacking each other, City staff or other persons.

   l. If a Council member wishes to discuss a major policy issue, it will be scheduled on a future agenda and not raised during a current agenda.

4. Public Comment.

   a. 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. When a vacancy occurs on City commissions, boards and committees, the City will post notice of the vacancy and accept applications. After a review of the applications received, the Mayor and City Council will, by majority vote, appoint individuals to vacant positions.
   .

   b. When a vacancy occurs on an ad hoc committee, City staff will make a recommendation to the Mayor who will then appoint the chosen individual with the consent of the Council by a majority vote at a Council meeting.

   c. Council members will encourage broad participation on City commissions, boards and committees.

   d. 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

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both simultaneously. This limitation does not apply to service on the City Budget Committee.

e. 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.

City of GLADSTONE

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

Date: September 4, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator PB

Re: Water Department Inter-fund Loan

The Water Fund borrowed from the Storm/Sewer Fund and the State Revenue Sharing Fund in 2001 due to an insufficient Water Fund cash balance and the need to construct a new water reservoir. As of today the Water Fund has not repaid any part of this loan. The Water Fund cash balance has been increasing over the years from $ in FY 2001 to approximately $875,000 ending FY 2013 due to annual rate increases. The Water fund currently owes the Storm/Sewer Fund $150,000 and the State Revenue Sharing Fund $496,984 for a total of $646,984. The loans originally had a 5% interest rate which was later adjusted to 0%. If City Council was to renew the loan for a new 5 year period the annual payment with a 0% interest rate would total $129,396 per year.

Administration has targeted a $1,000,000 cash balance as being necessary in order to fully meet the obligations of the water department and provide adequate reserve in case of emergency repairs. Again, the June 30, 2013 cash total was approximately $875,000.

Today the Water Fund is financially in a much better position than it was in 2001. The water master plan currently underway will include a rate study and a capital improvement list to guide the City in the future.

City Council has the option of renewing the loan for a five year period or writing it off. If City Council decided to renew the loan it would more accurately reflect the actual cost of operating the water department, the Storm/Sewer Fund would be reimbursed which would aid in maintaining the storm and sewer systems and there would be additional monies available in the State Revenue Fund for general government needs. Currently the State Revenue funds are earmarked for building maintenance, repair or construction. The loan renewal would also mean some water system improvements would be delayed. A resolution will be required when a decision is reached.

Staff is recommending that City Council write off the loan so the City can concentrate on future system improvements. The Water and Storm/Sewer Funds are in stronger financial shape than they were more than a decade ago thanks to City Council policy changes and are posed to start new system maintenance upon completion of the master plans.

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Date: September 4, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator

Re: UGMA

Staff has contacted Winterbrook Planning who has indicated a cursory review of the area City Council would like to consider for inclusion to its Urban Growth Management Area (UGMA) could be done for $2,500. The proposal will be forwarded upon receipt. The full review of the area including service delivery and financial impacts would require much more time and effort and include a larger expense.

LEAGUE of Oregon CITIES

P.O. Box 928 • Salem, Oregon 97308
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

August 23, 2013

TO: City Managers, Administrators and Recorders

FROM: JoAnn Ghelfi, Conference Manager

Enclosed are the **voting delegate** and **equipment exchange** forms for the League's annual conference, to be held September 26-28 at the Red Lion on the River (Jantzen Beach) in Portland. If you have officials attending this year's annual conference, we ask that these forms be completed and returned to the League office by Friday, September 13.

The *equipment exchange* provides you the opportunity to advertise the sale of surplus equipment, autos, etc., as well as to make known your interest in purchasing a specific item. Responses received will be displayed on a bulletin board near the League's registration desk during the conference.

The *voting delegate* form tells us who will be voting on behalf of your city during the Annual Membership Meeting on Saturday morning, September 28. Please note that delegates ***may not vote without a voting card,*** and voting cards will be ***issued only to the voting delegate or alternate listed on the enclosed voting delegate form.*** Voting by proxy will not be permitted. The voting cards will be available the morning of the 28th just prior to the business meeting. Members will be asked to vote on the Board of Directors for 2014, as well as an amendment to the LOC Constitution.

Thank you, and please let us know if you have any questions. We look forward to seeing many of you in Portland.

JG:kab
Enclosures

LEAGUE of Oregon CITIES

88th ANNUAL LOC CONFERENCE

September 26-28, 2013 ▪ Red Lion on the River, Portland

Designation of Voting Delegate at Annual Membership Meeting

The annual membership meeting will be held Saturday, September 28, at 7:30 a.m. Each city is entitled to cast one vote at the business meeting; however, all city officials are encouraged to attend the meeting.

Use this form to indicate those persons who will represent your city as a voting delegate and alternate delegate. The voting delegate or alternate should pick up a voting card at the Conference Registration Desk on Saturday morning prior to entering the business meeting.

***NOTE**: Delegates may not vote without a voting card, and voting cards will be issued only to a person indicated on this form. Voting by proxy will not be permitted.*

FOR THE CITY OF _____

VOTING DELEGATE:

Name _____ Title _____

ALTERNATE:

Name _____ Title _____

Return this form by **Sept. 13** to:

League of Oregon Cities
Attn. Amy Smith
Fax: (503) 399-4863
asmith@orcities.org
P.O. Box 928
Salem, OR 97308

Submitted by _____
(Signature)

Name _____

Title _____

Phone _____

Email _____

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LEAGUE of Oregon CITIES

88th ANNUAL LOC CONFERENCE

September 26-28, 2013 ▪ Red Lion on the River, Portland

Equipment Exchange

1. Our city would like to advertise the sale of the following surplus items on the equipment exchange display board during the League Conference (include brief description and asking price):

2. We are interested in purchasing the following equipment, vehicle(s), etc.:

Return this form by **Sept. 13** to:

League of Oregon Cities
Attn. Amy Smith
Fax: (503) 399-4863
asmith@orcities.org
P.O. Box 928
Salem, OR 97308

Submitted by _____

Title _____

City/Dept. _____

Address _____

City, Zip _____

Phone (____) _____ Fax _____

Email _____

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