

**GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
March 11, 2014**

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

BUSINESS FROM THE AUDIENCE

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

CONSENT AGENDA

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

1. Approval of February 11, 2014 Minutes
2. Appointment to Traffic Safety Committee
3. Approval of Library Director Employment Contract
4. Approval of Police Chief Employment Contract
5. Approval of Special Event Winery Permit - Latus Motors - 870 E. Berkeley
6. Approval of Full On-Premises Sales License Temporary Use Application - High Rocks Restaurant and Lounge - 915 E. Arlington
7. Payment of February Claims

CORRESPONDENCE

REGULAR AGENDA

8. Lake Oswego/Tigard Water Partnership - Request for Night-Time Hours in Meldrum Bar Park – Joel Komarek
9. Public Hearing - Expense Report for Sewer Lateral Repair at 170 W. Arlington Street
10. Discussion Regarding Changes in State Law - Exotic Animals (Lynx)
11. Senior Center Updates – Rhonda Bremmeyer
12. Appointment to Park and Recreation Board
13. Planning Commission Suggested Gladstone Municipal Code Changes

BUSINESS FROM THE COUNCIL

Executive Session - 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. (no attachments)

Executive Session - 192.660(2)(f) – To consider information or records that are exempt by law from public inspection. (no attachments)

Executive Session - 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.

ADJOURN

Information Only:

- City Administrator Project Report
- Senior Center Events



CONSENT AGENDA

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of February 11, 2014

ROLL CALL

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

ABSENT: Kari Martinez

STAFF

Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; Mike Funk, Fire Marshall; Irene Green, Library Director; Jeff Jolly, Gladstone Police Department; Wayne Lawrence, Police Sergeant; Heather Martin, City Counsel; 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 – None

Ken Yielding, 7000 Oakridge Drive stated he was here to discuss the proposal for the change of the zoning for the Gladstone dog park. He asked the Council to postpone the February 18th Planning Commission vote for changing the zoning law from the current R-7.2 to the open space. He would like time to get a licensed residential appraiser to review the current value of his home with and without the dog park. The dog park is on a residential zoned lot which is not allowed within the guidelines of the City of Gladstone. He feels it would be important for the City to review the design of the dog park and its location next to his home. A 30-foot fence from the property line would still be less than 50 feet from him bedroom window. Twelve trees on that end of the lot would be like fire hydrants lining the fence. When the dog park was open there was an impact of traffic, the noise and the smell. The gate was never closed and people were in the dog park until 1:00 a.m.

Mr. Yielding was asked to attend the Planning Commission meeting on this issue. The Planning Commission will make a decision on this issue.

Rose Johnson, 5480 Abernathy Court agrees with Mr. Yielding. They went to the last Planning Commission meeting and were not allowed to speak. There was no site development or site study done to see if this was the most suitable place in town for a dog park.

CONSENT AGENDA

Item(s) Removed from the agenda:

2. Request to Purchase Two New Patrol Vehicles

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

1. Approval of January 7, 2014 and January 14, 2014 Minutes
3. Appoint Yvonne McNeil to Traffic Safety Commission
4. Payment of January Claims

Motion carried unanimously.

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2. Request to Purchase Two New Patrol Vehicles. Councilor Jaren noted the selected vehicles are Ford Explorers. Ford also has turbo-charged engines available and he wondered if the Police Department has looked at the utility of selecting an eco-boost engine versus a standard one. Also whether they considered the use of winter tires or are they not a higher speed rating for police work. Answer: Jim Pryde, Chief of Police stated they considered the eco-boost on the model they selected; however they found that it adds to the expense. He was concerned that what is added to the motor mechanical issues might surface down the road. Research has shown that the V-6 has plenty of power, pretty quick and does not need the eco-boost. Travis Hill stated the difference with the eco-boost as far as miles per gallon with all the police equipment that the vehicle is loaded with is very minimal.

Councilor Jaren moved and Councilor Nelson seconded a motion to approve of Item 2, Request to Purchase Two New Patrol Vehicles as presented.

Motion carried unanimously.

CORRESPONDENCE – None.

REGULAR AGENDA

5. Expense Report for Sewer Lateral Repair at 170 W. Arlington Street/Set Date for Hearing. City Administrator Boyce reported the City became aware of the leaking sewer lateral and contacted the owner Rochelle Davis. The City, to eliminate a health hazard, went in and fixed the lateral after Ms. Davis indicated she was unable to finance the repair. According to Code the City Administrator is required to submit an expense report to City Council. The total expense is \$5,957.19. City Council is to set a hearing date where anyone affected by the expense can submit in writing to the City Administrator an objection to the expense report. At the hearing, City Council will consider the report and any objections that are filed and make a final determination. After Council makes a final determination there will be 60 days to repay the City the expenses incurred. If expenses are not paid within that timeframe, a lien would be put on the property. Staff suggested Council consider the hearing be held at the March 11th Council meeting.

Councilor Reisner moved and Councilor Nelson seconded a motion to hold the Sewer Lateral Repair hearing at the March 11th Council meeting.

Rochelle Davis, 170 W. Arlington Street stated she purchased the house 14 months ago. She is here tonight because the City Administrator has been very nice. Ms. Davis reported she and her family (son and daughter with a disability) has been sick for about a year because of the sewer problem and they didn't have the money to have the problem repaired. Mr. Boyce gave her 10 days to leave the residents as it was going to be claimed unlivable but she has nowhere to go. The City repaired the leak. She was told the cost of the repair, but was not informed that there would be attorney fees and City fees added. When she received the bill of \$5,957.19 she was concerned. She talked with an attorney that the seller of the house did not disclose the sewer problems and he indicated that the City and Attorney fees were too much. She had her soil tested by an environmentalist to determine if this is the reason her family has been sick the last year. She is waiting for those results and if it comes back that the soil is the problem of their

sickness the attorney will take her case and dispute the City and Attorney fees. Her only income is social security and disability. She was referred to the County for help with the repair; however she says she was unable to get anyone to help her.

Motion carried unanimously.

6. Recommendations from Traffic Safety Commission to (a) Purchase and Install Personal Activated Crosswalk Flashing Signs for Oatfield Road at Ridgegate Drive and (b) Send Letter to Oregon Department of Transportation Requesting Reduced Speed Limit on McLoughlin Blvd. City Administrator Boyce reported this agenda item was to notify Council of what transpired at the Traffic Safety meeting. Staff has gotten a quote on such a sign but intend on soliciting two more. There are application forms to fill out for the request to send a letter to Oregon Department of Transportation to reduce the speed limit to 30 mph on McLoughlin. He would like to get the forms and fill them out for Council review at the March 11th Council meeting. Council can take a formal action at that time.

Councilor Jaren voiced concern about the intersection of Strawberry and 82nd Drive. There are three ways to get to the east side of the freeway: Roots Road, Strawberry and down by 82nd. He asked if staff could ask Traffic Safety to see if this intersection can be reviewed.

7. Ordinance 1445 Amending Chapter 5.04 of the Gladstone Municipal Code Regarding Business License Fee Calculations. Mayor Byers asked Assistant City Administrator Morishita to read Ordinance No. 1445 by title only. The Ordinance was read.

Councilor Nelson moved and Councilor Busch seconded a motion for first reading of Ordinance No. 1445.

Roll: Councilor Jaren: Yes; Councilor Mersereau: Yes; Councilor Nelson: Yes; Councilor Busch, Yes; Councilor Reisner: Yes; Mayor Byers: Yes.

The motion carried 6-0.

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

Councilor Nelson moved and councilor Bush seconded a motion to approve Ordinance 1445, an Ordinance Amending Chapter 5.04 Regarding Business License Fee Calculations to the Municipal Code.

Discussion among Councilors: It was noted that the date at the bottom of the document should be changed to February 2014.

Roll: Councilor Jaren: Yes; Councilor Mersereau: Yes; Councilor Nelson: Yes; Councilor Busch: Yes; Councilor Reisner: Yes; Mayor Byers: Yes.

The motion carried 6-1.

Motion carried unanimously.

8. Second Reading of Ordinance 1442 – Adding a New Chapter 12.22 Regarding Special Events to the Gladstone Municipal Code. Mayor Byers asked Assistant City Administrator Morishita to read Ordinance No. 1442 by title only. The Ordinance was read.

Councilor Nelson moved and Councilor Busch seconded a motion for the adoption of Ordinance No. 1442, An Ordinance Adding a New Chapter 12.22 Regarding Special Events to the Gladstone Municipal Code.

Discussion among Councilors: Councilor Reisner stated he voted no at last month's Council meeting because the people of Gladstone needed to have a chance to review this Ordinance so it was not adopted in one night. He appreciates the fact that the School District was added under the exemptions.

*Roll: Councilor Jaren: Yes; Councilor Mersereau: Yes; Councilor Nelson: Yes; Councilor Busch, Yes; Councilor Reisner: Yes; Mayor Byers: Yes.
The motion carried 6-0.*

9. Second Reading of Ordinance 1443, Adopting a New Chapter 5.60 of the Gladstone Municipal Code Regarding Permit Requirements for Security Alarm Systems. Mayor Byers asked Assistant City Administrator Morishita to read Ordinance No. 1443 by title only. The Ordinance was read.

Councilor Nelson moved and Councilor Jaren seconded a motion to approve Ordinance 1443, An Ordinance Adopting a New Chapter 5.60 of the Gladstone Municipal Code Regarding Permit Requirements for Security Alarm Systems.

Discussion among Councilors: Councilor Jaren asked if the Police Chief who will be the representative from the Police Department. Answer: Police Chief Pryde introduced Sergeant Jolly. Sergeant Jolly reported stated at this time they are looking to have their records person do the administrative aspects should there be an enforcement or ordinance specialist.

Councilor Reisner stated he understood that the Police Department only accepts cash in exact change. Will this policy change with adoption of this ordinance. Answer: Sergeant Jolly stated he will work with the City with their pay system and how they receive an intake of funds.

Councilor Reisner asked if there is a mechanism to deal with an appeal if the Alarm Coordinator is not satisfied with a decision. Answer: Sergeant Jolly stated he believes there is a provision in the Ordinance indicating that the Chief serves as the hearing officer. If there is a violation of an ordinance and was cited, the issue would go before the Judge.

Sergeant Jolly was asked if this ordinance applied to every home alarm system. Answer: Sergeant Jolly stated that there was an added the provision for persons 65 years of age or older are exempt from paying the annual permit fee. They do however have to pay for false alarm fees.

Councilor Reisner asked if the school district and councilors could also be exempt from paying fees/fines. Answer: The school district has an emergency list and if no one can be contacted on that list the police department is called.

Roll: Councilor Jared: Yes; Councilor Mersereau: Yes; Councilor Nelson: Yes; Councilor Busch: Yes; Councilor Reisner: Yes; Mayor Byers: Yes.

The motion carried 6-0.

- 10. Ordinance 1444, Adopting a New Chapter 15.32 of the Gladstone Municipal Code Regarding Maintenance of Private Fire Hydrants and Usage of Public Fire Hydrants.** Mayor Byers asked Assistant City Administrator Morishita to read Ordinance No. 1444 by title only. The Ordinance was read.

Councilor Nelson moved and Councilor Busch seconded a motion for the first reading of Ordinance 1444.

Discussion among Councilors: Councilor Jaren noted there is a 30-day requirement for the repair. He asked if because of their importance they should be repaired more quickly. When hydrants are tested, what are they tested for? Answer: Fire Marshall Mike Funk replied the hydrants are tested for flow, not broken, ability for flow, and that all valves are open. The 30-day language is mostly patterned legally after other jurisdictions. There are about 50 hydrants on private property and about 200 on public property.

It was asked how many hydrants are currently out of service. Answer: Fire Marshall Funk stated when they find one that is not operable, Scott Tabor, Director of Public Works gets them repaired quickly.

When the private property owner has a repair, do they send the City a copy of the receipt to verify the work has been done? Answer: Fire Marshall Funk stated currently they don't because the Fire Department has been testing all of the hydrants. When a hydrant on private property is tested the owner must agree to hold the City harmless as they can hire a company to do the testing.

What kind of notification has gone out to let residents know this 30-day requirement is being discussed. Answer: Fire Marshall Funk stated he doesn't believe anything has been sent out. His intention was that in April or May notifications would go out to private hydrant owners that they are responsible for maintenance and repair of hydrants.

If the private owner has repair work by a company and a receipt is submitted, will the Fire Department do another inspection? Answer: Fire Marshall Funk said no, the company would be required to be licensed and bonded.

Public Comments: Pat McMahon, 175 W. Berkeley thinks the ordinance is being pieced together. If the City adopted the International Fire Code, it is clear how fire hydrants are supposed to be inspected by the property owner. Why not adopt the International Fire Code. The Fire Department he works for does not inspect private fire hydrants; that is the responsibility of the private landowner. The City Attorney should look at using the International

Fire Code as the newest code. He asked Council to table this issue and revisit using the most current version of the International Fire Code.

City Attorney Martin reported this ordinance came about because the City's insurance company wanted the City to implement some regulations. They looked at information from other jurisdiction's codes on fire hydrants. If there are parts that are not working or the Council wants to change parts of the Ordinance, it can be done.

Councilor Nelson moved and Councilor Busch seconded a motion to approve Ordinance 1444, An Ordinance Adopting a New Chapter 15.32 of the Gladstone Municipal Code Regarding Maintenance of Private Fire Hydrants and Usage of Public Fire Hydrants.

*Roll: Councilor Jared: No; Councilor Mersereau: No; Councilor Nelson: No; Councilor Busch: No; Councilor Reisner: No; Mayor Byers: No.
The motion failed 6-0.*

11. Ordinance 1446, Adopting Gladstone Municipal Code Chapter 9.09 Requiring Compliance with the U.S. Controlled Substances Act and Amending Chapter 5.04 Business License Provisions and Declaring an Emergency. Mayor Byers asked Assistant City Administrator Morishita to read Ordinance No. 1446 by title only. The Ordinance was read.

Councilor Jaren moved and Councilor Busch seconded a motion for the first reading by title only to approve Ordinance 1446, An Ordinance Adopting Gladstone Municipal Code Chapter 9.09 Requiring Compliance with the U.S. Controlled Substances Act and Amending Chapter 5.04 Business License Provisions and Declaring an Emergency.

City Attorney Martin reported per Council's request at their last meeting for an Ordinance that creates a new stand alone provision in the code that requires all facilities that are located in the City to be in compliance with the U.S. Federal Controlled Substances Act. State Bill 31 is a bill that states that local governments are not pre-empted from prohibiting, restricting or regulating medical marijuana dispensaries. There was a public hearing today on that bill and a worksession scheduled for tomorrow.

This ordinance will be a ban on the dispensaries everywhere in Gladstone when it goes into effect. As discussed at the last meeting Council wanted to look into options to regulate dispensaries. The Planning Commission has it on their agenda to begin discussion at their February 18th meeting.

Discussion among Council: Councilor Mersereau asked for confirmation that this is a temporary ban. Answer: City Attorney Martin stated she did not include a time so the Council has time to look at the options and make a decision. Mayor Byers stated the Council can change an ordinance at any time.

Councilor Mersereau asked if there has been contact with the current open dispensary that is not dispensing marijuana. Answer: Police Chief Pryde reported the enforcement officer has made contact with the gentleman on site and had a conversation about their operation. He was

informed that there is no product on-site, they are not engaged in sales, and are going by the law that may go into effect.

Councilor Reisner noted he did not remember discussing this ordinance as an emergency. Mayor Byers stated declaring an emergency was part of the timing at the advice of the City Attorney.

Public Comments: Shiloh Wilson, 825 E. Berkeley, proposed business owner stated he is here to answer questions. He is more than willing and wants to be a helpful member of the community. All they are asking for is a fair shake. There is a lot of misinformation and fear now and he understands the change is difficult. He invited Council to come out to the shop as they begin to open up to take a look at what they have done in preparation of opening as they are able to get licensing. They chose Gladstone because they love the community and feel it is a great place to live and they wouldn't want to do anything to damage that.

It was asked if a person comes in with a card and they are dispensed with what they require, can that person go to another dispensary and acquire more. How does that work? Answer: Mr. Wilson stated the way it works under the new guidelines, they have to very closely track every gram of medicine that comes in, goes out, who it came from, and what patient it came from and who it goes out to. That is across the entire state; they have allowed the dispensary to come out into the light and be regulated. There is a timeframe as to when a person can get product and when he can get more. It is regulated. If it becomes an issue enforcement officers can come and find out how much product is being given. The only ground rules they do not have is whether or not municipalities can specifically ban dispensaries for cannabis. At their facility they hope to teach how to grow their own medicine. Each patient is allowed to grow six mature adult plants on their own and if they have excess that is what comes to the dispensaries.

Mayor Byers stated the City Attorney has advised Council until everything is known regarding this state legislation, they should adopt this ordinance. As the City knows the outcome of the legislation, then they will change this ordinance.

City Attorney Martin stated she advised the Council that if they want to regulate it in any way, because of the laws going into effect on March 1st, they would have to take action before March 1st. The Council has indicated they would like to regulate it and that means they have to go through the land use process. However they decide to limit it, to certain zones in the City or one or two zones in the City that is their decision.

Mr. Wilson stated he feels he is not welcome, no matter the help he is giving patients without public comment from anyone. Mayor Byers stated they want to have all the information before they make a decision. Legislature has not decided.

Paul Schmidt, 599 NE 22nd Avenue stated he is a retired law enforcement officer with 34 years of service. He retired from the Drug Enforcement Administration as the Assistant Special Agent in Charge. He was responsible for Oregon and southern counties of Washington State. He retired in 2010 and went back to the State of Colorado to care for his parents that were aging and having problems. While he was there, with his background the state came to him and asked if he would come out and help out with the implementation of their new medical marijuana

enforcement division. It worked out with his siblings and he was able to take the job. He was agent in charge of all the enforcement operations in the State of Colorado for five offices and the roll out of their medical marijuana enforcement program. After 18 months he returned home to Canby with his wife and they cared for her mother who is 91. His background with cannabis is extensive. As a young agent in the 80's he was undercover, he cultivated cannabis, he distributed cannabis, set up indoor grows, did diversion on power, etc. Now with the House Bill 3460 the Oregon Health Authority has asked him to participate on their rules committee. He volunteered and worked on that committee. The committee was set up on January 15; when you say you have had no time, that is right, you mean you have had no time to look at the implementation of the rules from the Oregon Health Authority. There was a change last week and the rules are still not out in temporary form. The final rules will not be out until summer. The March 3rd date is for all those who want to apply. The applying process is for registration or an application for a license to open up a marijuana facility here in the state. The work dispensary is used inter-medically with facility. On March 3rd the application process starts with the Oregon Health Authority. With that process any potential owner or person responsible for the facility will fill out a full application, along with \$4,000 of which \$500 is refundable if the process is not passed. This is all unknown. The City of Beaverton had a similar council meeting and their City Attorney advised them to sit back and allow this to come and do nothing. They chose to do a moratorium on receiving any business applications for six months while they review the process, see where House Bill 3460 really comes out, how it is applied along with the rules from the Oregon Health Authority.

Mr. Schmidt stated the Council are in the role of trying to manipulate and understand the state law and state statute, the Oregon Health Authority rules, and how they affect Gladstone and how best to save the public interest, patient interest, and safety. It was the intent of the authors of this bill was not to prohibit medical marijuana facilities from establishing themselves in a local jurisdiction, but allowing the local jurisdictions to implement if it was a city municipality by ordinance, if it was an open unincorporated area in the county, a county resolution or a county ordinance to address the concerns of the local community. In addition to the Health Authority rules, and the application of 3460, they were hoping to find the compromise between them. A lot of people have taken the role to ban them; it can be changed at any time. He feels the best approach, an approach that may be within the cannabis industry really look for is just the opportunity to present themselves to people. Society is changing and cannabis is being brought out into the light. A Cannabis business council has put out better regulations, better rules, education and training. There is no way a patient can go to one facility and get product and then go to another facility and get product; that is being tracked. Cannabis is a brand new emerging industry.

Merle Thomas, 40497 Grays Road, Clackamas stated he is looking at opening a dispensary; he has invested \$80,000. He finds that HB 3460 that was passed August 14th last year has had time to be revisited. He has put everything he owns into this. He is strongly against pharmaceuticals. He is an ex-service member as well and suffers from PTSD and he has met a lot of people his age and older that don't want to be treated like a drug dealer or druggie because they don't want to use pharmaceuticals. They destroy your body and are much more dangerous. His location is at the farthest edge of town in Gladstone. The state has set in security measures in these facilities that would amaze people to make sure they are community friendly. He offered his time and facility for the Council to come and be introduced to the entire program. His facility

looks like a doctor's office. The patient he wants coming to him to get their medicine also want to go to a discrete location where people say they were seen going to the pot shop. He is asking that Council be open-minded.

Mayor Byers asked Assistant City Administrator Morishita to read Ordinance 1446 by title only. It was read.

It was asked what the requirements for an application to the state are; having a business license from a local jurisdiction? Answer: Paul Schmidt, 599 NE 22nd Avenue stated the state is moving forward under their statute under the Oregon Health Authority rules. When an application is made, it says you are registered as a business with the state and it asks are you applying for a business license for operation within the jurisdiction. That will not preclude the state from issuing them the registration for their medical marijuana facility. If they meet the criteria and their background and the fingerprint check, they will get a registration from the state. The question now is what happens if I operate within the city limits. The state says they are registered and are operating, what is the recourse the City has against the operation of the business. The state is not going to preclude the registration for the application because they don't have a business license issued by the jurisdiction in which they are in.

It was asked if there is a process where the state will contact the local jurisdiction to inform them of a registration in their City. Answer: Paul Schmidt stated that HB 3460, the authors and the way it was drafted, the intent was to allow the local authority to be able to be more restrictive and add ordinances and/or county resolutions to further protect the interest of the community. It was never meant to prohibit.

It was asked how long a application to register with the state would take. Answer: Paul Schmidt stated it may take two weeks or it may take two months. The biggest unknown on timeframe is on the background check.

Roll: Councilor Jared: Yes; Councilor Mersereau: Yes; Councilor Nelson: Yes; Councilor Busch: Abstain; Councilor Reisner: Yes; Mayor Byers: Yes.

The motion carried 5-0 with one abstention; Councilor Busch was absent for the January 28th Council discussion on this issue.

Mayor Byers asked Assistant City Administrator Morishita to read Ordinance 1446 by title only for the second time. The Ordinance was read.

Councilor Nelson moved and Councilor Jaren seconded a motion to approve Ordinance 1446, An Ordinance Adopting Gladstone Municipal Code Chapter 9.09 Requiring Compliance with the U.S. Controlled Substance Act and Amending Chapter 5.94 Business License Provisions and Declaring an Emergency.

Councilor Reisner noted the Municipal Code, Section 35(2) states there needs to be a unanimous vote of council members present. With Councilor Busch's abstention would that prevent Council going forward? City Attorney Martin stated her interpretation is that Councilor Busch technically did not vote yes or no. That is how she has interpreted it in the past.

Roll: Councilor Jaren: Yes; Councilor Mersereau: Yes; Councilor Nelson: Yes; Councilor Busch: Abstain; Councilor Reisner: Yes; Mayor Byers: Yes.

Motion passes 5-0 with one abstention; Councilor Busch abstained because he was absent at the January 28th Council meeting.

BUSINESS FROM THE COUNCIL

Councilor Mersereau reported he attended the Fire Department meeting. It was a good meeting. The department is looking for grants to receive funds for the Fire Department.

Councilor Mersereau reported he attended the Library Advisory Committee. It went from 7:00 p.m. to 9:00 p.m. There were approximately 33 out of 36 of the applicants were in attendance. Communication was good, a lot of questions were asked and staff is in the process of gathering information on three issues: (1) Is Gladstone and Oak Grove going to consolidate; (2) Location; and (3) Funding method. He feels the goal of five meetings is optimistic. The group worked in a positive manner.

Mayor Byers announced:

- Senior Center is having their Valentine Luncheon on February 12, 2014.
- Mrs. Zuffrea passed away yesterday.
- Kiwanis is having a breakfast Saturday, February 15th at the Senior Center. He encouraged people to come out and support their service club.
- The County Board changed their minds and approved the AMR contract.

Mayor Byers adjourned the Council Meeting into Executive Session 192.660(2)(i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. The Council will not be coming back into open session.

The next City Council meeting was adjourned to February 25, 2014, at 7:00 p.m.

Approved by the Mayor this _____ day of _____, 2014.

Attest:

Mayor

Assistant City Administrator



APPOINTMENTS TO TRAFFIC SAFETY COMMISSION

March 5, 2014

Please be advised there is one (1) vacant term on the Traffic Safety Commission that expires 12/31/2016.

The Traffic Safety Commission consists of seven (7) members appointed to three year terms by the Mayor with the approval of the City Council. Applicants must be residents of the City of Gladstone.

Duties of the Traffic Safety Commission include:

- ◆ Researching, developing, and implementing traffic safety programs that meet local needs.
- ◆ Advising City Council and staff in implementing traffic safety measures.
- ◆ Promoting public acceptance of official programs.
- ◆ Coordinating with the schools to promote traffic safety.
- ◆ Helping people find solutions to their traffic safety concerns.

Notice of committee appointments was advertised in the City's newsletter, on the city's website and in the Clackamas Review. As of this date applications to the Traffic Safety Commission have been received from:

- Michael Villanti, 295 E. Arlington, has lived in Gladstone for 6 months (17 years in Jennings Lodge) and is employed as a City of Portland Police Officer – Traffic Division. Michael is also applying for the Park & Recreation Board and is the Chair of the Portland Police Museum.

RECOMMENDATION: Appoint Michael Villanti to a term on the Traffic Safety Commission that expires 12/31/16.



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: MICHAEL VILLALTI

ADDRESS: 295 E. ANGLINGTON ST GLADSTONE, OR 97027

TELEPHONE: (HOME) 503 381-4949 (WORK) 503 793-8852

EMAIL: V24200 @ GMAIL.COM

HOW LONG HAVE YOU LIVED IN GLADSTONE: 6 MONTHS, PRIOR I WAS IN JENNINGS LODGE 17 YEARS

OCCUPATION/EMPLOYER (state your specific line of business): TRAFFIC OFFICER FOR THE CITY OF PORTLAND. 23 YEARS

DESCRIBE YOUR ACTIVITIES AND INTERESTS: I ENJOY WORKING IN THE YARD, HUNTING, FISHING, WALKING OUR THREE DOGS. HANGING OUT WITH THE FAMILY.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: CHAIN OF PORTLAND POLICE MUSEUM. ESTABADO GUN CLUB. VOLUNTEER ODFW FISHING INSTRUCTOR. GLADSTONE HISTORICAL SOCIETY.

Have you ever applied for a Committee Position Before? ✓
YES NO
If yes, when? 11/13 EMAILED APP What Committee? TRAFFIC
NOT SURE IT WAS NEEDED.

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
I AM PASSIONATE ABOUT TRAFFIC SAFETY. I HAVE EXPERIENCE WITH SAFETY STRATEGIES. I HAVE CONTACTS AT THE STATE LEVEL. I AM FAMILIAR WITH TRAFFIC CALMING PLANS. I THINK I COULD HELP MAKE GLADSTONE SAFER.

SIGNATURE: [Signature] DATE: 3/3/14

2-2

City of Gladstone

Staff Report

Meeting Date: March 11, 2014

To: City Council

From: Pete Boyce, City Administrator

AGENDA ITEM

Employment Contract - Library Director

RECOMMENDED ACTION

Authorize the attached employment agreement with Library Director Irene Green.

BACKGROUND

Administration is in the process of reviewing department head employment agreements and making sure all department heads have agreements. The Library Director has not yet entered into an agreement with the City. Irene Green was hired as Interim Library Director on February 28, 2013 and hired as Library Director on July 10, 2013. Director Green has made an immediate positive impact on the Gladstone Public Library with implementation of many new programs and building improvements. Director Green has successfully passed her probationary period and received a positive position review for her first year of service.

Cost Impacts

Director Green started at Range 42, Step 1 of the City's salary schedule and will receive a Step 2 salary moving into her second year of service. All other provisions of the agreement are in-line with the Gladstone Employees Handbook with the following exceptions:

- Section 3(e) - Civic Club Membership: Cost could be \$200 to \$300/year
- Section 5 - Vacation and Sick Leave: The rate of vacation accrual is 16.67 hours/month. A starting employ would usually earn 6.67 hours/month the first year. The additional impact would be \$338.50/month the first year of the contract.
- Section 9 - Severance Payment: Up to six months salary. No severance would be paid if employment is terminated for cause.

Employment Agreement

This Employment Agreement (the "Agreement") is made and entered into on the date set out below by and between the City of Gladstone, an Oregon municipal corporation, (the "City") and Irene Green, (the "Employee").

Recitals

City has offered and Employee has accepted employment as Gladstone Library Director. City and Employee desire to enter into a written agreement detailing the terms of that employment.

Agreement

Section 1: Duties and Authority

City will employ Employee as its Library Director to perform the functions and duties specified in City Charter and City Code and Employee's job description (attached hereto as Exhibit "A"), and to perform other duties and functions of that office as may be assigned to her. Employee accepts said employment.

Section 2: Term

The term of this Agreement shall commence on July 10, 2013 and shall remain in effect until terminated, amended or modified by the parties.

Section 3: Compensation and Cost Reimbursement

3(a) – Salary

City agrees to pay Employee a monthly base salary equal to Range 42, Step 1 of the City's salary schedule commencing July 10, 2013. The anniversary date will be February 28, 2013 consistent with the date Employee began serving as Interim-Library Director. Salary will be payable in installments at the same time as other City employees are paid. First month to be prorated to reflect actual days worked.

Annually, the City Administrator and Employee shall conduct a performance evaluation and define goals, performance objectives, and priorities which they determine necessary for the

proper operation of the Library and attainment of the City Council's policy objectives. Upon the recommendation of the City Administrator, the City Council may periodically adjust Employee's salary and benefits consistent with the City of Gladstone fiscal year and pay plan.

3(b) – Dues and Subscriptions

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

3(c) – Professional Development

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

3(d) – General Expenses

Employee may from time-to-time incur non-personal, job-related expenses. City will reimburse her for such incurred expenses no later than thirty (30) days after receiving duly-executed expense vouchers, receipts or billing statements in accordance with applicable law and City policy. Examples of such expenses include meals reasonably related to the furtherance of City business, purchases related to recognizing other employees or volunteer, and travel and lodging expenses incurred in conducting City business.

3(e) – Civic Club Membership

Recognizing the importance of visibility for the Library Director, the City agrees to pay the Library Director's annual dues for one local civic organization approved by the City. The Library Director is authorized to join such an organization at City expense, but is not required to do so.

Section 4 Benefits

The City agrees to provide health, vision, life and dental insurance benefits for the Employee (and her dependents) equal to that provided other full-time City management employees. The

Employee will pay the portion of any premium(s) due in an amount equal to what is required of other full-time City management employees.

The City agrees during the term of this Agreement (and any renewal period thereafter) to make premium payments for accidental death, dismemberment and long-term disability insurance coverage for Employee. The City shall pay the premium for a ten thousand dollar (\$10,000) life insurance policy during the term of this Agreement (and any renewal thereof).

Section 5: Vacation and Sick Leave

Vacation leave: The Employee shall accrue vacation monthly at the City rate of 16.67 hours per month. The Employee may use accrued vacation time upon accrual.

Sick leave: Sick leave accrual will be one day per month. The Employee shall accrue on-going sick, vacation and other leaves at the same rate accorded other full-time management employees of the City. The Employee shall be allowed to use accrued leave from the first day of employment.

Section 6: Cell Phone Stipend

The Employee is entitled to the same cell phone stipend as other full-time City management employees.

Section 7: Retirement

Employee will be enrolled in the Oregon Public Employees Retirement System ("PERS") and City will pay costs relating to PERS in the same manner as other full-time City management employees.

Section 8: Termination

Termination Without Cause. This agreement may be terminated by either City or Employee for any reason whatsoever, or no reason, upon giving not less than thirty (30) days written notice to the other.

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

1. Employee fails or refuses to comply with the written policies, standards and regulations of the City now in existence or are from time to time established.
2. City has reasonable cause to believe Employee has misappropriated City funds, goods or services to either her own or some other private third party's benefit or other acts of misconduct that are detrimental to the City and/or its interests; or
3. Employee fails to perform faithfully or diligently her duties as Employee.
4. Employee acts in a manner that City reasonably believes is detrimental to its interests.

Upon termination of employment with the City, Employee shall be paid for accrued leave in accordance with the City's personnel rules.

Section 9: Severance Payment

The employment relationship between the City and Employee is employment at will and the only rights Employee has are those set out in the Agreement.

No severance shall be paid to nor earned by Employee if she is terminated for cause. If Employee is involuntarily terminated without cause before expiration of this Agreement (or any extension thereof) albeit Employee is ready, willing and able to perform her duties, Employee is entitled to and City will pay a graduated severance payment equal to the value of on (1) month's salary for each two months (or portions thereof) of completed service to the City as Employee. This right begins as of on signing. The maximum severance Employee may accrue is payment equal to the monetary value of six (6) months' salary.

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

Section 10: Hours of Work

The parties recognize that Employee must devote time outside of normal office hours to City business. Employee shall be allowed to work a flexible workweek, subject to the City Administrator's review and direction.

Section 11: Outside Employment

Employee will not engage in any outside employment or consulting, including any self employment, without the prior written consent of the City Administrator. Employee will not perform any outside employment using City resources. Outside employment must not interfere or conflict with Employee's duties as Library Director.

Section 12: Indemnification

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

Section 13: Bonding

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

Section 14: Other Terms and Conditions of Employment

Employee is entitled to those benefits enjoyed by other department directors or general City employees, except as otherwise may be provided in the Agreement.

Section 15: General Provisions

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

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

C. Mediation. Should any dispute arise between the parties regarding the terms of this Agreement or work or services covered thereby, it is agreed that such dispute is required to be submitted to a mediator prior to arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both parties agree to

exercise good faith efforts to resolve disputes covered by this section through this mediation process. If a party requests mediation and the other party fails to respond within ten days, or if the parties fail to agree on a mediator within ten days, a mediator shall be appointed by the presiding judge of the Clackamas County Circuit Court upon request of either party.

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

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

2. Within sixty (60) days of the selection or appointment of the arbitrator, both City and Employee shall concurrently submit to the arbitrator (supplying a copy to each other) a written statement of their respective legal and factual positions on the dispute. The arbitrator shall determine, after a hearing on the merits and within forty-five (45) days after receipt of the statements, the determination of the dispute which determination shall be final and binding.

3. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.

E. Effective Date. This Agreement is effective as of July 10, 2013.

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

G. Third-Party Beneficiaries. This Agreement does not create or grant any rights or benefits to or for any party other than City and Employee.

H. Waiver. No waiver is binding on a party unless it is in writing and signed by the party making the waiver. A party's waiver of a breach of a provision of this Agreement will not be a waiver of any other provision or a waiver of a subsequent breach of the same provision.

I. Controlling Law. This Agreement is governed by Oregon law without respect to conflict of law principles.

SIGNED:

Irene Green, Library Director

Peter J. Boyce, City Administrator

City of Gladstone

Staff Report

Meeting Date: March 11, 2014

To: City Council

From: Pete Boyce, City Administrator

AGENDA ITEM

Employment Contract - Police Chief

RECOMMENDED ACTION

Authorize the attached employment agreement with Police Chief Jim Pryde.

BACKGROUND

Administration is in the process of reviewing department head employment agreements and making sure all department heads have agreements. The Police Chief's previous agreement had a finite term at the Chief's request. It is now due for renewal. Chief Pryde has been Police Chief for approximately 5 years. Chief Pryde has received a positive position review.

Cost Impacts

The cost impact of the new agreement is identical to the previous agreement. There are no new financial or time off provisions.

Changes include:

- Section 2 Term: The term of the agreement does not have an end date.
- Section 6 Automobile and Monthly Expense Allowance: The provision to pay a \$300 monthly vehicle allowance was removed. This provision only applied if the City did not provide a vehicle. The Chief has an assigned City vehicle.

EMPLOYMENT AGREEMENT

This Employment Agreement (the "Agreement") is made and entered into on the date set out below by and between the City of Gladstone, an Oregon municipal corporation, (the "City") and James Pryde, (the "Employee").

RECITALS

City has offered and Employee has accepted employment as Gladstone Police Chief. City and Employee desire to enter into a written agreement detailing the terms of that employment.

AGREEMENT

Section 1: Duties and Authority

City will employ Employee as its Police Chief to perform the functions and duties specified in City Charter and City Code and Employee's job description (attached hereto as Exhibit "A"), and to perform other duties and functions of that office as may be assigned to him. Employee accepts said employment.

Section 2: Term

The term of this Agreement shall remain in effect until terminated, amended or modified by the parties in accordance with this Agreement.

Section 3: Compensation and Cost Reimbursement

3(a) – Salary

City agrees to pay Employee a monthly base salary equal to Range 51, Step 5 of the City's salary schedule, payable in installments at the same time as other City employees are paid.

Annually, the City Administrator and Employee shall conduct a performance evaluation and define goals, performance objectives, and priorities which they determine necessary for the proper operation of the Police Department and attainment of the City Council's policy objectives. Upon the recommendation of the City Administrator, the City Council may periodically adjust Employee's salary and benefits consistent with the City of Gladstone Fiscal Year and Pay Plan.

3(b) – Dues and Subscriptions

City will pay the professional dues and subscriptions of Employee as appropriate for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and

4-2

advancement, and to improve his performance in his duties as Police Chief, subject to approval limitations by the City Administrator.

3(c) – Professional Development

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

3(d) – Uniform and Clothing

City will provide Employee the customary uniform(s) and equipment that is provided to the Gladstone Police sworn staff. City will provide Employee a two hundred fifty dollar (\$250.00) allowance for uniform cleaning payable on July 1, 2010, as provided to the other Gladstone Police sworn staff, until such time as City contracts with a uniform cleaning service.

3(e) – General Expenses

Employee may from time-to-time incur non-personal, job-related expenses. City will reimburse him for such incurred expenses no later than thirty (30) days after receiving duly-executed expense vouchers, receipts or billing statements in accordance with applicable law and City policy. Examples of such expenses include meals reasonably related to the furtherance of City business, purchases related to recognizing other employees or volunteers, and travel and lodging expenses incurred in conducting City business.

3(f) – Civic Club Membership

Recognizing the importance of visibility for the Police Chief, the City agrees to pay the Police Chief's annual dues for one local civic organization approved by the City. The Police Chief is authorized to join such an organization at City expense, but is not required to do so.

Section 4: Benefits

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

The City agrees during the term of this Agreement (and any renewal period thereafter) to make premium payments for accidental death, dismemberment and long-term disability insurance coverage for Employee. The City shall pay the premium for a ten thousand dollar (\$10,000) life insurance policy during the term of this Agreement (and any renewal thereof). The Employee shall have the right to choose the beneficiary on all such policies. The Employee may choose to increase the level of coverage, if available, but agrees to pay for the additional premium expense.

Section 5: Vacation and Sick Leave

Vacation leave: The Employee shall accrue vacation monthly at the City rate of 16.67 hours per month.

Sick leave: Sick leave accrual will be one day per month. The Employee shall accrue on-going sick, vacation and other leaves at the same rate accorded other full-time management employees of the City. The Employee shall be allowed to use accrued leave from the first day of employment.

Section 6: Automobile and Monthly Expense Allowance

City will make a City-owned automobile available to Employee for Employee's business-related and on-call status when off-duty use, if one is available. The City will pay for all operating, maintenance and insurance expense for the City-owned automobile.

Section 7: Cell Phone Stipend

The Employee is entitled to the same cell phone stipend as other full-time City management employees.

Section 8: Retirement

Employee will be enrolled in the Oregon Public Employees Retirement System ("PERS") and City will pay costs relating to PERS in the same manner as other full-time City management employees.

Section 9: Termination

Termination Without Cause. This Agreement may be terminated by either City or Employee for any reason whatsoever, or no reason, upon giving not less than thirty (30) days written notice to the other.

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

1. Employee fails or refuses to comply with the written policies, standards and regulations of the City now in existence or are from time to time established;
2. City has reasonable cause to believe Employee has misappropriated City funds, goods or services to either her/his own or some other private third party's benefit or other acts of misconduct that are detrimental to the City and/or its interests; or
3. Employee fails to perform faithfully or diligently her/his duties as Employee.
4. Employee acts in a manner that City reasonably believes is detrimental to its interests.

Upon termination of employment with the City, Employee shall be paid for accrued leave in accordance with the City's personnel rules.

Section 10: Severance Payment

The employment relationship between the City and Employee is employment at will and the only rights Employee has are those set out in this Agreement.

No severance shall be paid to nor earned by Employee if he is terminated for cause. If Employee is involuntarily terminated without cause before expiration of this Agreement (or any extension thereof) albeit Employee is ready, willing and able to perform his duties, Employee is entitled to and City will pay a graduated severance payment equal to the value of one (1) month's salary for each two months (or portions thereof) of completed service to the City as Employee. This right begins as of on signing. The maximum severance Employee may accrue is payment equal to the monetary value of six (6) months' salary.

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

Section 11: Hours of Work

The parties recognize that Employee must devote time outside of normal office hours to City business. Employee shall be allowed to work a flexible workweek, subject to the City Administrator's review and direction.

Section 12: Outside Employment

Employee will not engage in any outside employment or consulting, including any self-employment, without the prior written consent of the City Administrator. Employee will not perform any outside employment using City resources. Outside employment must not interfere or conflict with Employee's duties as Police Chief.

Section 13: Indemnification

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

Section 14: Bonding

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

Section 15: Other Terms and Conditions of Employment

Employee is entitled to those benefits enjoyed by other department directors or general City employees, except as otherwise may be provided in this Agreement.

Section 16: General Provisions

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

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

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

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

1. Within thirty (30) days of a notice by either party to the other requesting arbitration, City and Employee shall select an arbitrator from a list of three (3) obtained from Arbitration Services of Portland, Inc. (ASP). The arbitrator shall for purposes of the arbitration proceedings, apply the rules of mandatory arbitration as adopted by the ASP in effect at the time of the arbitration.
2. Within sixty (60) days of the selection or appointment of the arbitrator, both City and Employee shall concurrently submit to the arbitrator (supplying a copy to each other) a written statement of their respective legal and factual positions on the dispute. The arbitrator shall determine, after a hearing on the merits and within forty-five (45) days after receipt of the statements, the determination of the dispute which determination shall be final and binding.

3. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.

E. Effective Date. This Agreement is effective as of March 1, 2014.

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

G. Third-Party Beneficiaries. This Agreement does not create or grant any rights or benefits to or for any party other than City and Employee.

H. Waiver. No waiver is binding on a party unless it is in writing and signed by the party making the waiver. A party's waiver of a breach of a provision of this Agreement will not be a waiver of any other provision or a waiver of a subsequent breach of the same provision.

I. Controlling Law. This Agreement is governed by Oregon law without respect to conflict of law principles.

SIGNED:

Peter J. Boyce, City Administrator

James Pryde, Police Chief

City of Gladstone

Staff Report

Meeting Date: March 11, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Special Event Winery Application

RECOMMENDED ACTION

Recommend the Oregon Liquor Control Commission (OLCC) grant a special event winery permit to Archery Summit Winery on April 18, 2014 at 870 E. Berkeley.

BACKGROUND

Archery Summit Winery is requesting the OLCC issue a permit for a wine social in the showroom area of Latus Motors. The event will be held on April 18, 2014 from 6 to 9 p.m. Other events at Latus Motors involving alcohol have been well managed and have not created issues for law enforcement.

Cost Impacts

None.



OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT WINERY/SPECIAL EVENT GROWER APPLICATION

SPECIAL EVENT WINERY (SEW) APPLICATION

This license allows an Oregon Winery Licensee to sell wine, cider, and malt beverages for drinking on the special event licensed premises or in sealed containers for taking off of the special event licensed premises.

SPECIAL EVENT GROWER (SEG) APPLICATION

This license allows an Oregon Grower Sales Privilege Licensee to sell wine and cider for drinking on the special event licensed premises or in sealed containers for taking off of the special event licensed premises. All of the fruit or grapes used to make the wine or cider must have been grown in Oregon under the control of the licensee.

Process Time: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #9 below (some events may need extra processing time).

License Fee: \$10 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day

License Days: In #9 below, you can apply for a maximum of 5 license days per application form.

1. This application is for: [X] SPECIAL EVENT WINERY [] SPECIAL EVENT GROWER

2. Licensee Name (please print): Archery Summit Winery

3. Trade Name of Business: Archery Summit 4. Fax: (503) 864-4088

5. Address of Annual Business: 18599 NE Archery Summit Rd 6. City/ZIP: Dayton, OR

7. Contact Person: Ben Bering 8. Contact Phone: (503) 864-2980

9. Date(s) of event: April 18, 2014 10. Start/End hours of alcohol service: 6pm to 9pm

LICENSED AREA BOUNDARIES: ORS 471.159 prohibits the OLCC from licensing an area that does not have defined boundaries. OLCC may require the licensed area to be enclosed and may require you to submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

11. Address of Special Event Licensed Area: 870 E. Berkeley (Street) Gladstone, OR (City) 97027

12. Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):

Showroom area

13. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:

Wine social with retail promotion

14. Will minors and alcohol be allowed together in the same area? [] Yes [X] No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 50

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #15 is 501 or more, in addition to your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form (available on www.oregon.gov/OLCC), unless the OLCC exempts you from this requirement.

5-2

16. Describe your plan to prevent problems and violations. Monitor all tastings
17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors. Card all individuals
18. Describe your plan to manage alcohol consumption by adults. Monitor tastings (only 3)

MANAGER AND SERVICE PERMITS: You must name a manager or managers who will be at the special event.

19. List name(s) of on-site manager(s): Beth Bering 20. Contact Phone: 503-864-2980
21. Service permit number of manager(s): exp: 12/14/14

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168.

22. Insurance Company: Heffernan Insurance Brokers 23. Policy #: _____ 24. Expiration Date: 7/1/14

FOOD SERVICE: You must provide at all times and in all areas where alcohol service is available at least two different substantial food items (see the attached sheet for an explanation of this requirement).

25. Name at least two different substantial food items that you will provide:
 ① Sandwiches ② meats

26. Licensee Name (please print): Beth Bering

27. LICENSEE SIGNATURE: Beth Bering 28. Date: 2/11/14

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #29 below before submitting this application to the OLCC.

29. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits: Clatsop

CITY OR COUNTY USE ONLY

The city/county named in #29 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY

Fee Paid: _____ Date: _____ Receipt #: _____

License is: Approved Denied

Restrictions: _____

OLCC Signature: _____ Date: _____

5-3

FOOD REQUIREMENTS FOR A SPECIAL EVENT WINERY/SPECIAL EVENT GROWER LICENSE

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **TWO:** You must provide at all times and in all areas where alcohol service is available at least two different substantial food items.

WHAT IS A SUBSTANTIAL FOOD ITEM?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

WHAT DOES DIFFERENT MEAN?

Different means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO DIFFERENT SUBSTANTIAL FOOD ITEMS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

CAN I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

City of Gladstone

Staff Report

Meeting Date: March 11, 2014

To: City Council

From: Pete Boyce, City Administrator

AGENDA ITEM

Full On-Premises Sales License Temporary Use Application - High Rocks Restaurant and Lounge

RECOMMENDED ACTION

Recommend the Oregon Liquor Control Commission (OLCC) grant a full on-premises sales license temporary use permit to Happy Rock Inc. for an August 1 and 2, 2014 event to be held at 915 E. Arlington.

BACKGROUND

High Rocks Restaurant and Lounge is requesting the OLCC issue a permit for a special event at 915 E. Arlington. The event will be held August 1st and 2nd from 6 p.m. to 1 a.m. Other events at High Rocks involving alcohol have been well managed and have not created issues for law enforcement.

Cost Impacts

None.

6-1

18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.
There will be a greeter at the front door and an employee will be checking ID before serving alcohol.

19. Describe your plan to manage alcohol consumption by adults.
We will treat this the same as our bar service. All our employees are well-trained to help customers. We have a taxi service that will help, also many customers will be staying at the hotel next door.

MANAGER AND SERVICE PERMITS: You must name a manager or managers who will be at the special event.

20. List person(s) on duty and in the licensed area managing alcohol service: Jeff Hermens / Lynne Long

21. List the service permit number of each person managing alcohol service: _____

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

22. Insurance Company: Travelers 23. Policy #: _____ 24. Expiration Date: 10-20-14

25. Name of insurance agent: Crag Miller 26. Agent's phone number: 541-242-6464

FOOD SERVICE: See the attached sheet for an explanation of this requirement.

27. If you will **NOT** provide distilled spirits, name at least two different substantial food items that you will provide:

① _____ ② _____

28. If you are a Full On-Premises Sales Licensee and will provide distilled spirits, name at least five different substantial food items that you will provide:

① Hamburger ② Steak ③ Sandwiches ④ Pizza ⑤ Fish & Chips

GOVERNMENT RECOMMENDATION: You must obtain a recommendation from the local city or county named in #29 below before submitting this application to the OLCC.

29. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits: Gladstone

I affirm that I am authorized to sign this application on behalf of the applicant.

30. Licensee Name (please print): Elaine D Hermens

31. LICENSEE SIGNATURE: Elaine D. Hermens 32. Date: 8/1/2014

<p>CITY OR COUNTY USE ONLY</p> <p>The city/county named in #29 above recommends:</p> <p><input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)</p> <p>City/County Signature: _____ Date: _____</p>
--

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

<p>OLCC USE ONLY</p> <p>License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Restrictions:</p> <p>OLCC Signature: _____ Date: _____</p>
--

FOOD REQUIREMENTS FOR TEMPORARY USE OF AN ANNUAL LICENSE

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **Two different food items:** A Full On-Premises Sales Licensee **NOT** providing distilled spirits at the event and a Limited On-Premises Sales Licensee must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **Five different substantial food items:** A Full On-Premises Sales Licensee providing distilled spirits at the event must provide at all times and in all areas where alcohol service is available at least five different substantial food items.

WHAT IS A SUBSTANTIAL FOOD ITEM?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

WHAT DOES DIFFERENT MEAN?

Different means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO OR FIVE DIFFERENT SUBSTANTIAL FOOD ITEMS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item if you are **not** providing distilled spirits or one to four different substantial food items if you are a Full On-Premises Sales Licensee providing distilled spirits. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

CAN I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

City of Gladstone

Month: February 2014

Payroll	2/28/14	Check	# 75400 - 7575445	31,786.51	Payroll
	2/28/14	Direct Deposit		142,368.50	Payroll
				174,155.01	Total

Manual/ Machine/ Month End Checks

2/13/14	Check	# 75330 - 75390	41,829.12	Misc AP
2/14/14	Check	# 75391	675.00	Misc AP
2/19/14	Check	# 75392 - 75395	13,767.88	Misc AP
2/20/14	Check	# 75396 - 75399	61,046.24	Misc AP
2/28/14	Check	# 75446 - 75468	22,093.29	MonthEnd
2/28/14	Check	# 75469	990.88	Misc AP
			140,402.41	Total

Urban Renewal Checks

				Misc UR
				Total

Outstanding Invoices

03/12/14	Preliminary		146,252.65	

February Monthly 460,810.07 Total

Council Approval

JE 40

Payroll

G/L Distribution Report

User: anderson
Batch: 00001.02.2014 COMPUTER
City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
Section 2 000			
001-000-140000	54,253.24	0.00	CASH IN BANK
001-000-290000	0.00	142,368.50	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	29,409.18	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	39,583.84	SOCIAL SECURITY W/H
001-000-290003	0.00	16,990.27	STATE TAX W/H
001-000-290004	0.00	257.06	WBF WORKDAY ASSESS
001-000-290005	0.00	1,811.06	UNEMPLOYMENT
001-000-290007	0.00	1,846.55	TRI-MET TAX
001-000-290008	0.00	1,238.31	MISCELLANEOUS
001-000-290102	0.00	5,989.00	CREDIT UNION W/H
001-000-290103	0.00	51,330.23	HEALTH INS W/H
001-000-290104	0.00	1,870.02	UNION DUES W/H
001-000-290105	0.00	6,153.33	DEFERRED COMP W/H
001-000-290108	0.00	123.55	LIFE INSURANCE/PU
001-000-290111	0.00	37,181.17	RETIREMENT/PERS
001-000-290112	0.00	3,664.65	RETIREMENT
001-000-290114	0.00	875.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	910.61	DISABILITY INSURANCE
001-000-290124	0.00	1,666.73	VEBA HEALTH CONTRIBUTIONS
001-000-290125	0.00	528.33	SECTION 125 FLEX HEALTH
Section 2 Total:	54,253.24	343,797.39	
Section 2 021	GENERAL ADMINISTRATION		
001-021-100000	9,264.81	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	11,908.57	0.00	PAYROLL COSTS
Section 2 Total:	37,693.84	0.00	
Section 2 022	MUNICIPAL COURT		
001-022-102500	3,042.15	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	2,128.56	0.00	ASSISTANT COURT CLERK
<hr/>			
Section 2 Total:	9,839.29	0.00	
Section 2 024	POLICE DEPARTMENT		
001-024-102500	45,592.50	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	6,750.12	0.00	POLICE SERGEANT
001-024-142000	6,102.72	0.00	POLICE DETECTIVE
001-024-142500	5,729.58	0.00	POLICE OFFICER
001-024-143000	4,281.00	0.00	POLICE OFFICER
001-024-143500	4,281.00	0.00	POLICE OFFICER
001-024-144500	5,920.16	0.00	POLICE OFFICER
001-024-145000	5,424.64	0.00	POLICE OFFICER
001-024-146000	5,598.91	0.00	POLICE OFFICER
001-024-146200	4,505.00	0.00	POLICE OFFICER
001-024-146400	5,146.18	0.00	POLICE OFFICER
001-024-146500	2,041.71	0.00	MUNICIPAL ORDINANCE SPECIALIST
001-024-150000	3,671.00	0.00	POLICE RECORDS CLERK
001-024-150500	54.00	0.00	POLICE RESERVES
001-024-151500	1,209.44	0.00	HOLIDAY PAY
001-024-152500	9,685.81	0.00	OVERTIME
001-024-152600	2,310.66	0.00	TRAINING OVERTIME
<hr/>			
Section 2 Total:	141,424.63	0.00	
Section 2 025	FIRE DEPARTMENT		
001-025-102500	5,889.78	0.00	PAYROLL COSTS
001-025-170000	1,143.06	0.00	FIRE CHIEF
001-025-170300	6,624.00	0.00	FIRE MARSHAL
001-025-171000	19,006.32	0.00	ON-CALL FIREFIGHTERS
<hr/>			
Section 2 Total:	32,663.16	0.00	
Section 2 026	PARK DEPARTMENT		
001-026-102500	3,198.44	0.00	PAYROLL COSTS
001-026-190000	662.39	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	4,664.27	0.00	UTILITY WORKER, JOURNEY
001-026-192000	165.49	0.00	OVERTIME
<hr/>			
Section 2 Total:	8,690.59	0.00	
Section 2 028	SENIOR CENTER		
001-028-102500	5,386.00	0.00	PAYROLL COSTS

Account Number	Debit Amount	Credit Amount	Description
001-028-208500	5,863.00	0.00	SENIOR CENTER MANAGER
001-028-209500	2,024.66	0.00	TRAM DRIVER
001-028-210000	1,225.70	0.00	OFFICE ASSISTANT
001-028-210500	1,972.88	0.00	NUTRITION CATERER
Section 2 Total:	16,472.24	0.00	
Section 2 029	LIBRARY		
001-029-102500	9,710.28	0.00	PAYROLL COSTS
001-029-220000	5,880.44	0.00	LIBRARY DIRECTOR
001-029-221500	4,686.62	0.00	LIBRARY ASSISTANT II
001-029-222000	3,976.64	0.00	LIBRARY ASSISTANT II
001-029-222500	3,976.64	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
001-029-223100	1,197.44	0.00	LIBRARY ASSITANT I
001-029-223200	1,225.83	0.00	LIBRARY AIDE
001-029-223500	4,381.47	0.00	ON CALL LIB ASSISTANT
Section 2 Total:	42,760.40	0.00	
Section 1 Total:	343,797.39	343,797.39	
Section 1 003	SEWER FUND		
Section 2 000	LIBRARY		
003-000-140000	0.00	18,898.49	CASH IN BANK
Section 2 Total:	0.00	18,898.49	
Section 2 003	SEWER DEPARTMENT		
03-003-102500	5,870.17	0.00	PAYROLL COSTS
003-003-300300	2,318.40	0.00	PUBLIC WORKS SUPERVISOR
003-003-300700	2,633.14	0.00	UTILITY WKR, JOURNEY/MAINT TECH
003-003-301000	4,780.88	0.00	UTILITY WORKER
003-003-301200	3,295.90	0.00	ACCOUNT CLERK
Section 2 Total:	18,898.49	0.00	
Section 1 Total:	18,898.49	18,898.49	
Section 1 004	WATER FUND		
Section 2 000	SEWER DEPARTMENT		
004-000-140000	0.00	20,640.66	CASH IN BANK
Section 2 Total:	0.00	20,640.66	

Account Number	Debit Amount	Credit Amount	Description
Section 2 004	WATER DEPARTMENT		
004-004-102500	6,645.18	0.00	PAYROLL COSTS
004-004-400300	1,987.21	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,633.09	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
Section 2 Total:	<u>20,640.66</u>	<u>0.00</u>	
Section 1 Total:	20,640.66	20,640.66	
Section 1 005	ROAD & STREET FUND		
Section 2 000	WATER DEPARTMENT		
005-000-140000	0.00	11,263.83	CASH IN BANK
Section 2 Total:	<u>0.00</u>	<u>11,263.83</u>	
Section 2 005	STREET DEPARTMENT		
005-005-102500	3,576.21	0.00	PAYROLL COSTS
005-005-501500	1,656.00	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	5,408.00	0.00	UTILITY WORKER, JOURNEY
005-005-502500	623.62	0.00	OVERTIME
Section 2 Total:	<u>11,263.83</u>	<u>0.00</u>	
Section 1 Total:	11,263.83	11,263.83	
Section 1 008	POLICE/COMMUNC LEVY FUND		
Section 2 000	STREET DEPARTMENT		
008-000-140000	0.00	26,752.11	CASH IN BANK
Section 2 Total:	<u>0.00</u>	<u>26,752.11</u>	
Section 2 008	POLICE/COMMUNC LEVY DEPT		
008-008-102500	8,623.10	0.00	PAYROLL COSTS
008-008-800500	5,699.19	0.00	SCHOOL RESOURCE OFFICER
008-008-801500	5,014.10	0.00	POLICE OFFICER
008-008-802500	2,041.72	0.00	MUNICIPAL ORDINANCE SPECIALIST
008-008-802700	4,378.00	0.00	EXECUTIVE ASSISTANT
008-008-803000	996.00	0.00	OVERTIME
Section 2 Total:	<u>26,752.11</u>	<u>0.00</u>	
Section 1 Total:	26,752.11	26,752.11	

Account Number	Debit Amount	Credit Amount	Description
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		
Section 2 000	POLICE/COMMUNC LEVY DEPT		
009-000-140000	0.00	8,484.66	CASH IN BANK
Section 2 Total:	0.00	8,484.66	
Section 2 009	FIRE/EMERG SERVICES DEPT		
009-009-102500	2,753.88	0.00	PAYROLL COSTS
009-009-900500	5,449.00	0.00	VOLUNTEER FIRE COORDINATOR
009-009-901500	281.78	0.00	SEASONAL HELP
Section 2 Total:	8,484.66	0.00	
Section 1 Total:	8,484.66	8,484.66	
Report Total:	429,837.14	429,837.14	

Clearing House Distribution Report

User: anderson
Printed: 02/25/2014 - 3:16PM
Batch: 00001.02.2014



Account Number	Debit	Credit	Account Description
001-000-140000	0.00	142,368.50	CASH IN BANK
001-000-290000	142,368.50	0.00	DIRECT DEPOSIT LIABILITIES
	<u>142,368.50</u>	<u>142,368.50</u>	
Report Totals:	<u>142,368.50</u>	<u>142,368.50</u>	

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
 Printed: 2/28/2014 4:17 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
75330	00283M 020314 020414	Aikin, Maria Aikin/Reimbursement Aikin/Reimbursement	02/13/2014	368.53 21.00
Total for Check Number 75330:				389.53
75331	00286 9024194087	Airgas-Norpac Inc Airgas/Supplies	02/13/2014	31.58
Total for Check Number 75331:				31.58
75332	00415 W41035180B	American Messaging American Messaging	02/13/2014	238.02
Total for Check Number 75332:				238.02
75333	00616 4010766104 4010766104 4010773419 4010773419 4010773453 4010775180 4010776313 T01930550 T02020730	Baker & Taylor Inc Baker & Taylor/Purchases Baker & Taylor/Purchases	02/13/2014	47.46 48.24 27.48 202.81 225.10 11.06 180.89 747.94 145.87
Total for Check Number 75333:				1,636.85
75334	00633M 11422	Bartel Contracting Bartel Contracting/Improvements	02/13/2014	1,891.00
Total for Check Number 75334:				1,891.00
75335	00636A 020714	Basham, Ronald W Basham/Paramedic Recert Reimbursement	02/13/2014	190.00
Total for Check Number 75335:				190.00
75336	00736 18023 18132	Beck Electric Inc Beck Electric/Services Beck Electric/Services	02/13/2014	744.00 118.50
Total for Check Number 75336:				862.50
75337	00875A 46305	Blumenthal Uniforms Blumenthals/Uniforms	02/13/2014	41.40
Total for Check Number 75337:				41.40
75338	00959	Bremmeyer, Rhonda	02/13/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	021314	Bremmeyer/Mileage		133.84
			Total for Check Number 75338:	133.84
75339	01055 53	Bump Parlor Inc Bump Parlor/Services	02/13/2014	85.50
			Total for Check Number 75339:	85.50
75340	01069P 1/14	Byers James Byers/Mileage	02/13/2014	12.32
			Total for Check Number 75340:	12.32
75341	01350 11659 11685	City Wide Tree Servc Inc. City Wide Tree/Removals City Wide Tree/Removals	02/13/2014	658.00 5,338.00
			Total for Check Number 75341:	5,996.00
75342	01375 210693 211021 211077 211248	Clackamas Auto Parts Inc Clackamas Auto/Parts Clackamas Auto/Parts Clackamas Auto/Parts Clackamas Auto/Parts	02/13/2014	10.20 30.24 14.65 32.64
			Total for Check Number 75342:	87.73
75343	01621 39230	Clackamas, County of Clackamas County Finance/Work Crew	02/13/2014	1,700.00
			Total for Check Number 75343:	1,700.00
75344	01893 0226429 010614 0226429 020614	Comcast Cable Comcast/Services Comcast/Services	02/13/2014	37.34 37.34
			Total for Check Number 75344:	74.68
75345	02000 94278/66590	Cemex Cemex/Supplies, referance Timberline Developn	02/13/2014	545.12
			Total for Check Number 75345:	545.12
75346	02047 012914	Crain, Marc Crain/Training	02/13/2014	983.97
			Total for Check Number 75346:	983.97
75347	02168 23181	Cycle Express Cycle Express/Supplies	02/13/2014	21.12
			Total for Check Number 75347:	21.12
75348	02393 667	D'Painting LLC D'Painting/Services	02/13/2014	566.00
			Total for Check Number 75348:	566.00
75349	02620 4299	Elmer's Flag & Banner LLC Elmer's Flag/Supplies	02/13/2014	139.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 75349:	139.60
75350	02731 59071	Executive Copy & Printing Executive Printing/Business Cards	02/13/2014	88.92
			Total for Check Number 75350:	88.92
75351	02731G 20275 20310	Extreme Products Extreme Products/Antenna Extreme Products/Uniforms	02/13/2014	34.56 185.23
			Total for Check Number 75351:	219.79
75352	02813H ORPO917776	Fastenal Fastenal/Supplies	02/13/2014	30.36
			Total for Check Number 75352:	30.36
75353	02834T 020714	Figini, Andy Figini/Paramedics License Reimbursement	02/13/2014	290.00
			Total for Check Number 75353:	290.00
75354	03151 502383	General Tree Service General Tree/Services	02/13/2014	103.75
			Total for Check Number 75354:	103.75
75355	03300 52377 52403	Gold Wrench Gold Wrench/Services Gold Wrench/Services	02/13/2014	29.40 730.50
			Total for Check Number 75355:	759.90
75356	03676A 01/06 1/16	Home Depot Home Depot/Purchases Home Depot/Purchases	02/13/2014	29.94 36.97
			Total for Check Number 75356:	66.91
75357	03821S 92617	Hunter-Davisson Inc Hunter-Davisson/Services	02/13/2014	556.31
			Total for Check Number 75357:	556.31
75358	03958 11642194 11642194 11642194 11642194 11642194	Integra Telecom Integra/Phone Services Integra/Phone Services Integra/Phone Services Integra/Phone Services Integra/Phone Services	02/13/2014	139.91 94.13 32.38 94.13 658.37
			Total for Check Number 75358:	1,018.92
75359	04561P 662766 663162 665194	Life-Assist Inc Life Assist/Supplies Life Assist/Supplies Life Assist/Supplies	02/13/2014	379.28 401.36 444.57
			Total for Check Number 75359:	1,225.21
75360	04624	Lonestar Axe	02/13/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1320	Lonestar/Supplies		16.68
			Total for Check Number 75360:	16.68
75361	04770 207989	McCoy Electric McCoy Electric/Services	02/13/2014	933.02
			Total for Check Number 75361:	933.02
75362	04900 91567883 91567885 91567886 91583197 91583199	Midwest Tape Midwest Tape/Purchases Midwest Tape/Purchases Midwest Tape/Purchases Midwest Tape/Purchases Midwest Tape/Purchases	02/13/2014	52.97 119.94 483.81 139.94 261.90
			Total for Check Number 75362:	1,058.56
75363	04920Q 020314	Ryan Miller Miller/EMS Training	02/13/2014	822.00
			Total for Check Number 75363:	822.00
75364	05046 00489304_SNV	Municipal Emergency Svcs Muni Emergency Services/SCBA Maint	02/13/2014	470.00
			Total for Check Number 75364:	470.00
75365	05281 5997410X	National Fire Prot. Assoc National Fire Protect Assoc/Funk	02/13/2014	1,165.50
			Total for Check Number 75365:	1,165.50
75366	05521 2643701-2 2/14	Northwest Natural Northwest Natural/Gas Billing	02/13/2014	130.73
			Total for Check Number 75366:	130.73
75367	05675 1652036398	Office Depot Office Depot/Supplies	02/13/2014	21.77
			Total for Check Number 75367:	21.77
75368	05683M 01/14	Ogden, Martha B Ogden/Building Monitor	02/13/2014	383.60
			Total for Check Number 75368:	383.60
75369	05685 120,552 120,885	Olson Bros Service Olson Bros/Services Olson Bros/Services	02/13/2014	764.36 322.90
			Total for Check Number 75369:	1,087.26
75370	05706 4010368	One Call Concepts Inc One Call Concepts/Locates	02/13/2014	85.52
			Total for Check Number 75370:	85.52
75371	06046	Oregon Library Assoc Oregon Library Assoc/Conference Fees	02/13/2014	130.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 75371:	130.00
75372	06251A 62723-013114	Oregon, State of Oregon DMV/Suspension Packages	02/13/2014	11.50
			Total for Check Number 75372:	11.50
75373	06587 40115033	Pacific Office Automation Pacific Office Automation/Copier	02/13/2014	44.94
			Total for Check Number 75373:	44.94
75374	06640 57683	Paramount Pest Control Inc Paramount Pest/Maintenance Services	02/13/2014	48.00
			Total for Check Number 75374:	48.00
75375	07021 483900-3 021214	Portland General Electric Portland General Electric/Billing	02/13/2014	5,358.19
			Total for Check Number 75375:	5,358.19
75376	07027 82639 82771 82772 82773	Portland Habilitation Center Portland Habilitation/Services Portland Habilitation/Services Portland Habilitation/Services Portland Habilitation/Services	02/13/2014	178.41 390.48 286.31 696.53
			Total for Check Number 75376:	1,551.73
75377	07280 2244540	Rackspace Email & Apps rackspace/Mail Boxes	02/13/2014	604.00
			Total for Check Number 75377:	604.00
75378	07370 3455	Rawlings, Jack E Jr Rawlings R-Supply/Supplies	02/13/2014	195.90
			Total for Check Number 75378:	195.90
75379	07510M 91739031	Ricoh USA Inc Ricoh/Copier	02/13/2014	406.63
			Total for Check Number 75379:	406.63
75380	07518 56594	Righteous Clothing Righteous Clothing/Supplies	02/13/2014	56.25
			Total for Check Number 75380:	56.25
75381	07873 151927 152074	ServiceMaster of Oregon ServiceMaster/Custodial ServiceMaster/Custodial Supplies	02/13/2014	1,013.00 103.70
			Total for Check Number 75381:	1,116.70
75382	07951 69741660 69741728 69753120 69753121 69753122	Simplex Grinnell LP Simplex Grinnell/Services Simplex Grinnell/Services Simplex Grinnell/Services Simplex Grinnell/Services Simplex Grinnell/Services	02/13/2014	394.88 75.00 137.96 35.00 75.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 75382:	717.84
75383	08022 020814	Jeff Smith Smith/Training Reimbursement	02/13/2014	100.00
			Total for Check Number 75383:	100.00
75384	08205 0002591 013114 0002591 CL00896 0002663 013114 0002663 CL00909 0005750 CL00951	Stein Oil Co. Inc. Stein Oil/Fuel Supplies Stein Oil/Fuel Supplies Stein Oil/Fuel Supplies Stein Oil/Fuel Supplies Stein Oil/Fuel Supplies	02/13/2014	13.07 577.18 9.53 1,066.76 1,523.62
			Total for Check Number 75384:	3,190.16
75385	08402 841251-0	Thayer, J Co. Thayer/Supplies	02/13/2014	17.15
			Total for Check Number 75385:	17.15
75386	08530 73847 73897	Top Industrial Supply Top Industrial/Supplies Top Industrial/Supplies	02/13/2014	29.80 409.52
			Total for Check Number 75386:	439.32
75387	08652 571332	Tualatin Valley Fire & Rescue Tualatin Valley Fire/Services	02/13/2014	1,409.36
			Total for Check Number 75387:	1,409.36
75388	UB*00010	AL ZIMMERMAN Refund Check Refund Check	02/13/2014	11.53 10.98
			Total for Check Number 75388:	22.51
75389	UB*00011	VIRGINIA SCHMIDT Refund Check	02/13/2014	165.71
			Total for Check Number 75389:	165.71
75390	UB*00012	LMP ACQUISITION II LLC Refund Check Refund Check	02/13/2014	29.22 52.54
			Total for Check Number 75390:	81.76
			Total for 2/13/2014:	41,829.12
75391	06923 2984	Point Emblems Point Emblems/Services	02/14/2014	675.00
			Total for Check Number 75391:	675.00
			Total for 2/14/2014:	675.00
75392	00739	Beery,Elsner & Hammond LLP	02/19/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	11224	Beery Elsner/Legal-General		6,465.18
	11224	Beery Elsner/Legal-Risk Management		1,909.27
	11224	Beery Elsner/Legal-Public Records		97.50
	11224	Beery Elsner/Legal-Finance		315.00
	11224	Beery Elsner/Legal-Governance		1,072.40
	11224	Beery Elsner/Legal-Intergovernmental		100.00
	11224	Beery Elsner/Legal-Park & Rec		150.00
	11224	Beery Elsner/Legal-Personnel		17.50
	11224	Beery Elsner/Legal-Public Safety		682.50
	11224	Beery Elsner/Legal-Land Use		1,077.40
	11224	Beery Elsner/Legal-Property		122.50
	11224	Beery Elsner/Legal-Public Works		235.00
Total for Check Number 75392:				12,244.25
75393	05765 Hale	Oregon Association of Or Assoc Reserve Police Offc/Registration	02/19/2014	50.00
Total for Check Number 75393:				50.00
75394	08261T 2460	Sturm Elevator Inc Sturm Elevator/Services	02/19/2014	223.50
Total for Check Number 75394:				223.50
75395	08830	US Postal Service US Postal/Newsletter Postage	02/19/2014	1,250.13
Total for Check Number 75395:				1,250.13
Total for 2/19/2014:				13,767.88
75396	01339 020114 020114 020114 020114 020114 020114 020114	CIS/EBS Trust CIS-EBS Trust/Statutory Life CIS-EBS Trust/Health-City Paid CIS-EBS Trust/Health-Employee Paid CIS-EBS Trust/Life Premiums CIS-EBS Trust/Disability Premiums CIS-EBS Trust/Elective Life CIS-EBS Trust/Statutory Life	02/20/2014	31.57 45,127.65 6,202.58 110.46 914.03 272.31 12.32
Total for Check Number 75396:				52,670.92
75397	01726 022814 022814 022814	Clackamas Fed. Cred.Union Clackamas Comm FCU/Credit Union W-H Clackamas Comm FCU/Deferred Comp W-H Clackamas Comm FCU/Police Union W-H	02/20/2014	5,989.00 100.00 971.34
Total for Check Number 75397:				7,060.34
75398	02393 670	D'Painting LLC D'Painting LLC/Services	02/20/2014	1,100.00
Total for Check Number 75398:				1,100.00
75399	03226 013114 013114	Gladstone Municipal Court Gladstone Municipal Court.Bankcard Transact Gladstone Municipal Court.Bankcard Rental	02/20/2014	196.98 18.00
Total for Check Number 75399:				214.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
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			Total for 2/20/2014:	61,046.24
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			Report Total (70 checks):	117,318.24
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Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
 Printed: 2/28/2014 4:18 PM



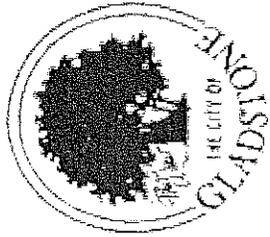
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
75446	00347 028	All State Floors LLC All State Floors/Carpet	02/28/2014	196.00
Total for Check Number 75446:				196.00
75447	00734 02.28.14	Belooof & Haines Belooof/Municipal Court Judge	02/28/2014	3,000.00
Total for Check Number 75447:				3,000.00
75448	01530 02.12.14	Clack Cty Crim Justice Training Clackamas County Criminal Justice Training/Du	02/28/2014	50.00
Total for Check Number 75448:				50.00
75449	01893D 0732582 2/21/14	Comcast Cable Comcast/Services	02/28/2014	135.16
Total for Check Number 75449:				135.16
75450	02252P 46233	Delta AV Delta AV/Listening Device Service	02/28/2014	157.50
Total for Check Number 75450:				157.50
75451	02657 02.28.14	Axa Equi-Vest Axa Equi-Vest/Deferred Comp W-H	02/28/2014	6,053.33
Total for Check Number 75451:				6,053.33
75452	02659 X5736 022814.	Axa RIA Axa RIA/Contributions	02/28/2014	3,426.94
Total for Check Number 75452:				3,426.94
75453	02661 352255100 2/14	Axa EVLICO Axa/UL Premiums	02/28/2014	237.71
Total for Check Number 75453:				237.71
75454	02731G 19098	Extreme Products Extreme Products/Uniforms	02/28/2014	94.98
Total for Check Number 75454:				94.98
75455	02830 021814	Fich, Anthony Fich/Training Expenses	02/28/2014	10.84
Total for Check Number 75455:				10.84
75456	03271 02.28.14	Gladstone Fire Department Gladstone Volunteer Fire/House Dues	02/28/2014	875.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 75456:	875.00
75457	03671M 02.02.14	Hogan, Tom Hogan/Reimbursement	02/28/2014	61.54
			Total for Check Number 75457:	61.54
75458	03958 11734605 11734605 11734605 11734605 11734605	Integra Telecom Integra Telecom/Telephones Integra Telecom/Telephones Integra Telecom/Telephones Integra Telecom/Telephones Integra Telecom/Telephones	02/28/2014	147.35 99.10 32.38 99.10 662.84
			Total for Check Number 75458:	1,040.77
75459	04142 304	Johnson, Robert C Johnson/Services	02/28/2014	1,269.95
			Total for Check Number 75459:	1,269.95
75460	05396 345122314-147	Sprint Sprint/Cellular Phones	02/28/2014	319.18
			Total for Check Number 75460:	319.18
75461	05521 149733-8 2/14 149733-8 2/14 149733-8 2/14 149733-8 2/14	Northwest Natural Northwest Natural/Gas Billing Northwest Natural/Gas Billing Northwest Natural/Gas Billing Northwest Natural/Gas Billing	02/28/2014	545.40 92.32 429.77 247.74
			Total for Check Number 75461:	1,315.23
75462	05681M 11-39851-tmb13	Office Of The Trustee Office Of The Trustee/Funds	02/28/2014	640.00
			Total for Check Number 75462:	640.00
75463	05746 02.28.14	Oregon AFSCME Council #75 Oregon AFSCME/Union Dues W-H	02/28/2014	898.68
			Total for Check Number 75463:	898.68
75464	05767 Tabor	Oregon Association of Oregon Assoc Water Utilities/Conference	02/28/2014	305.00
			Total for Check Number 75464:	305.00
75465	07898P IN691994	The Shopper Inc The Shopper/Supplies	02/28/2014	185.01
			Total for Check Number 75465:	185.01
75466	08666P 58	Two Girls Catering Two Girls Catering/Services	02/28/2014	108.00
			Total for Check Number 75466:	108.00
75467	08667 139673	2 Tone Communications Inc 2 Tone Communication/Services	02/28/2014	95.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 75467:	95.00
75468	08802	US Bank	02/28/2014	
	022814	US Bank/Bankcard Charges		66.06
	022814	US Bank/Bankcard Charges		240.67
	022814	US Bank/Bankcard Charges		160.00
	022814	US Bank/Bankcard Charges		99.99
	022814	US Bank/Bankcard Charges		1,050.75
			Total for Check Number 75468:	1,617.47
75469	08830	US Postal Service	02/28/2014	
	02.28.14	US Postal/Water Bill Postage		990.88
			Total for Check Number 75469:	990.88
			Total for 2/28/2014:	23,084.17
			Report Total (24 checks):	23,084.17

Accounts Payable Outstanding Invoices

User: anderson
 Printed: 3/6/2014 - 9:21 AM
 Date Range: 03/12/2014 to 03/12/2014
 Date Type: Current



Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00287								
001-029-225000	207.00	6452	02/28/2014	Alen Corp/Filter				03/12/2014
Vendor Total:	207.00							
Vendor 00367A								
001-029-231500	101.25	223091697654	02/28/2014	Amazon/Purchases				03/12/2014
001-029-231500	47.89	076457274134	02/28/2014					03/12/2014
001-029-231500	71.23	134367306838	02/28/2014					03/12/2014
001-029-231500	35.83	007499333394	02/28/2014					03/12/2014
Vendor Total:	256.20							
Vendor 00438								
004-004-408000	288.00	16952	02/28/2014	Alexin Labs/Water Tests				03/12/2014
Vendor Total:	288.00							
Vendor 00554								
004-004-407000	75.00	C37927	02/28/2014	Auto Battery & Electric/Repairs				03/12/2014
Vendor Total:	75.00							
Vendor 00603								
004-004-414500	770.00	6963	02/28/2014	Backflow Mgmt/Services				03/12/2014
004-004-414500	2,850.00	6952	02/28/2014					03/12/2014
Vendor Total:	3,620.00							
Vendor 00616								
001-029-231500	143.54	T02216740	02/28/2014	Baker & Taylor/Purchases				03/12/2014
001-029-231500	51.08	T02420230	02/28/2014					03/12/2014
001-029-231500	21.89	T0222130	02/28/2014					03/12/2014
001-029-230500	143.86	4010789882	02/28/2014					03/12/2014
001-029-231500	52.54	4010781956	02/28/2014					03/12/2014
001-029-230500	10.95	4010785593	02/28/2014					03/12/2014
001-029-230500	147.50	4010794335	02/28/2014					03/12/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-230500	26.20	4010789838	02/28/2014					03/12/2014
001-029-230500	320.74	4010795655	02/28/2014					03/12/2014
001-029-230500	218.51	4010787026	02/28/2014					03/12/2014
001-029-231500	24.75	4010787026	02/28/2014					03/12/2014
001-029-231500	52.52	4010786458	02/28/2014					03/12/2014
001-029-230500	128.78	4010785408	02/28/2014					03/12/2014
001-029-230500	251.74	4010779850	02/28/2014					03/12/2014
001-029-230500	561.32	4010783010	02/28/2014					03/12/2014
001-029-230500	198.83	4010781937	02/28/2014					03/12/2014
Vendor Total:	2,354.75							
Vendor 00736				Beck Electric/Services				
005-005-507000	118.00	18143	02/28/2014					03/12/2014
Vendor Total:	118.00							
Vendor 00993				Brown Caldwell/Water Master Plan				
003-003-307700	1,199.00	53210462	02/28/2014					03/12/2014
Vendor Total:	1,199.00							
Vendor 01339				CIS/Return Indemnity Salary Incorec				
001-021-116000	38.13	Bushman	02/28/2014					03/12/2014
Vendor Total:	38.13							
Vendor 01576				Clackamas, County of				
001-021-107000	2,297.03	25768	02/28/2014		Clackamas County DOT/Planning Ser			03/12/2014
005-005-508000	184.62	25767	02/28/2014					03/12/2014
Vendor Total:	2,481.65							
Vendor 01585				Clackamas, County of				
003-003-307000	391.62	2014-119	02/28/2014		Clackamas County Water Environ/Pun			03/12/2014
003-003-303000	73.57	2014-117	02/28/2014					03/12/2014
Vendor Total:	465.19							
Vendor 01621				Clackamas, County of				
001-026-193000	150.00	39687	02/28/2014		Clackamas County Finance/Work Crev			03/12/2014
Vendor Total:	150.00							
Vendor 01665				Clackamas County Veterinary Cl				
008-008-805900	1.14	194413B	02/28/2014		Clackamas County Veterinary/Balalnc			03/12/2014
008-008-805900	1.14	163634B	02/28/2014					03/12/2014
Vendor Total:	2.28							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 01712								
001-021-115500	700.00	6004	02/28/2014	Clackamas ESD/Router-Internet Conn				03/12/2014
Vendor Total:	700.00							
Vendor 01839M								
001-026-193000	29.74	015319	02/28/2014	Coastal Farm/Supplies				03/12/2014
001-026-193000	105.07	015322	02/28/2014					03/12/2014
Vendor Total:	134.81							
Vendor 01916								
001-021-116500	102.30	15707535	02/28/2014	Community Newspaper/Employment I				03/12/2014
Vendor Total:	102.30							
Vendor 02256								
001-029-225500	66.00	5211650	02/28/2014	Demco/Supplies				03/12/2014
Vendor Total:	66.00							
Vendor 02510G								
004-004-406500	4,000.00	02211401	02/28/2014	Eastside Paving/Patch Work				03/12/2014
Vendor Total:	4,000.00							
Vendor 02813H								
005-005-507000	36.30	ORPO918098	02/28/2014	Fastenal/Supplies				03/12/2014
Vendor Total:	36.30							
Vendor 02915								
001-024-160000	1.40	4005790212 2/	02/28/2014	Union Security/Life Premiums				03/12/2014
001-025-177000	353.07	4005790212 2/	02/28/2014					03/12/2014
Vendor Total:	354.47							
Vendor 03106								
001-029-225500	66.70	2248776	02/28/2014	Gaylord/Supplies				03/12/2014
Vendor Total:	66.70							
Vendor 03676								
005-005-507000	15.36	9011822	02/28/2014	Home Depot/Supplies				03/12/2014
005-005-507000	39.88	5012877	02/28/2014					03/12/2014
001-026-194000	53.28	3024510	02/28/2014					03/12/2014
001-028-212000	13.87	8021895	02/28/2014					03/12/2014
Vendor Total:	122.39							
Vendor 03765								
				Houston/Supervising Physician				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-025-180500	600.00	3/15 - 4/15	02/28/2014					03/12/2014
Vendor Total:	600.00							
Vendor 03818				Honey Buckets/Rest Rooms				
001-026-195500	336.22	1-853825	02/28/2014					03/12/2014
001-026-195500	480.44	1-859369	02/28/2014					03/12/2014
001-026-195500	85.00	1-863699	02/28/2014					03/12/2014
001-026-195500	93.00	1-855854	02/28/2014					03/12/2014
001-026-195500	93.00	1-859430	02/28/2014					03/12/2014
Vendor Total:	1,087.66							
Vendor 04261M				Krnetic/Atty Indigent Clients				
001-022-123500	855.00	02.28.14	02/28/2014					03/12/2014
Vendor Total:	855.00							
Vendor 04606				Local Govt Personnel/Services				
001-021-116000	1,744.40	10483	02/28/2014					03/12/2014
Vendor Total:	1,744.40							
Vendor 04633M				Lord & Assoc/Services				
003-003-303000	326.55	25442	02/28/2014					03/12/2014
003-003-303000	1,480.26	25434	02/28/2014					03/12/2014
Vendor Total:	1,806.81							
Vendor 04763				McClain/Financial Services				
001-021-116000	1,500.00	102	02/28/2014					03/12/2014
Vendor Total:	1,500.00							
Vendor 04770				McCoy Electric/Services				
001-029-234000	1,098.94	208119	02/28/2014					03/12/2014
Vendor Total:	1,098.94							
Vendor 04831				Meterreaders/Meter Reading Contract				
004-004-409000	2,038.20	6533	02/28/2014					03/12/2014
Vendor Total:	2,038.20							
Vendor 04900				Midwest Tape/Purchases				
001-029-231500	52.98	91601668	02/28/2014					03/12/2014
001-029-231500	12.99	91601666	02/28/2014					03/12/2014
001-029-231500	147.95	91601720	02/28/2014					03/12/2014
001-029-231500	52.97	91601669	02/28/2014					03/12/2014
001-029-231500	142.90	91601721	02/28/2014					03/12/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-231500	24.99	91616040	02/28/2014					03/12/2014
001-029-231500	14.99	91616041	02/28/2014					03/12/2014
001-029-231500	9.99	91611938	02/28/2014					03/12/2014
001-029-231500	94.97	91611939	02/28/2014					03/12/2014
001-029-231500	91.94	91616042	02/28/2014					03/12/2014
001-029-231500	122.94	91611936	02/28/2014					03/12/2014
Vendor Total:	769.61							
Vendor 05399				Nicoli/Supplies				
003-003-303000	738.10	IR88298	02/28/2014					03/12/2014
Vendor Total:	738.10							
Vendor 05540				Northwest Playground/Equipment				
005-005-515000	1,109.00	36460	02/28/2014					03/12/2014
Vendor Total:	1,109.00							
Vendor 05641				Oak Lodge Sanitary/Sewer Charges				
003-003-304000	70,594.43	23-155001 2/1-	02/28/2014					03/12/2014
Vendor Total:	70,594.43							
Vendor 05656				Oak Lodge Water/Purchases				
004-004-405000	298.52	99-01148-001	02/28/2014					03/12/2014
004-004-405000	1,102.33	99-01157-001	02/28/2014					03/12/2014
Vendor Total:	1,400.85							
Vendor 05675				Office Depot/Supplies				
001-029-225500	136.86	699910371001	02/28/2014					03/12/2014
001-021-113000	64.58	693077592001	02/28/2014					03/12/2014
001-021-113000	103.69	697834901001	02/28/2014					03/12/2014
001-021-113000	95.09	700343353001	02/28/2014					03/12/2014
Vendor Total:	400.22							
Vendor 05679				Office Max/Supplies				
001-021-113000	8.90	553113	02/28/2014					03/12/2014
001-022-124500	195.13	553113	02/28/2014					03/12/2014
Vendor Total:	204.03							
Vendor 05681				Office Wiz/Services				
001-021-116000	135.00	1734/X1303	02/28/2014					03/12/2014
001-021-116000	60.00	1735/X1304	02/28/2014					03/12/2014
001-021-116000	60.00	1736/X1305	02/28/2014					03/12/2014
001-021-116000	150.00	1737/X1306	02/28/2014					03/12/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-021-116000	165.00	1738/X1307	02/28/2014					03/12/2014
001-021-116000	120.00	1739/X1308	02/28/2014					03/12/2014
001-021-116000	165.00	1740/X1309	02/28/2014					03/12/2014
001-021-116000	105.00	1741/X1310	02/28/2014					03/12/2014
Vendor Total:	960.00							
Vendor 06148				Oregon Patrol Service/Courtroom Sec				03/12/2014
001-022-127000	506.00	1874	02/28/2014					
Vendor Total:	506.00							
Vendor 06178				Oregon Recreation & Park Assoc/Cou				
001-026-194500	1,190.00	200000021	02/28/2014					03/12/2014
Vendor Total:	1,190.00							
Vendor 06637				Paper Rolls Plus/Supplies				
001-029-225500	62.90	115793	02/28/2014					03/12/2014
001-029-225500	62.90	114602	02/28/2014					03/12/2014
Vendor Total:	125.80							
Vendor 06640				Paramount Pest/Services				
001-021-110500	48.00	57709	02/28/2014					03/12/2014
001-021-110500	48.00	58702	02/28/2014					03/12/2014
Vendor Total:	96.00							
Vendor 06842				Petty Cash/Library				
001-029-225500	117.63	02.28.14	02/28/2014					03/12/2014
Vendor Total:	117.63							
Vendor 06866				Pihl/Atty Indigent Clients				
001-022-123500	435.00	02.26.14	02/28/2014					03/12/2014
Vendor Total:	435.00							
Vendor 07021				Portland General Electric/Billing				
001-021-109500	825.16		02/28/2014					03/12/2014
001-026-193500	294.23		02/28/2014					03/12/2014
001-028-213500	591.55		02/28/2014					03/12/2014
003-003-302500	52.96		02/28/2014					03/12/2014
004-004-406000	1,285.66		02/28/2014					03/12/2014
005-005-507000	515.57		02/28/2014					03/12/2014
005-005-508000	470.59		02/28/2014					03/12/2014
Vendor Total:	4,035.72							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 07236 001-021-116000	480.00	2014-46	02/28/2014	Quality Code Publishing/Services				03/12/2014
Vendor Total:	480.00							
Vendor 074888 001-021-115500	6,651.91	56	02/28/2014	RH Media/IT Services				03/12/2014
Vendor Total:	6,651.91							
Vendor 07596A 001-021-110500	380.00	W67887	02/28/2014	Roth Heating/Services				03/12/2014
Vendor Total:	380.00							
Vendor 07951 001-021-110500	75.00	69741662	02/28/2014	Simplex Grinnell/Services				03/12/2014
Vendor Total:	75.00							
Vendor 07966 001-025-182000	9.95	10-367458	02/28/2014	Six Robblees/Supplies				03/12/2014
Vendor Total:	9.95							
Vendor 08140 005-005-507000	110.24	0012242	02/28/2014	Star Oilco/Supplies				03/12/2014
Vendor Total:	110.24							
Vendor 08205 005-005-507000	948.66	0002663-CL01	02/28/2014	Stein Oil/Fuel				03/12/2014
001-025-173000	285.12	0002591-CL01	02/28/2014					03/12/2014
Vendor Total:	1,233.78							
Vendor 08444 005-005-508000	24,780.00	34367.01	02/28/2014	Tice Electric/Services-Oatfel & Webs				03/12/2014
Vendor Total:	24,780.00							
Vendor 08530 004-004-406500	409.52	73897	02/28/2014	Top Industrial/Supplies				03/12/2014
004-004-406500	29.80	73847	02/28/2014					03/12/2014
Vendor Total:	439.32							
Vendor 08558A 001-026-194000	53.38	102054CVR	02/28/2014	McLoughlin Chevrolet/Parts				03/12/2014
Vendor Total:	53.38							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 08566 005-005-508500	Traffic Safety Supply Co. Inc. 425.30	980320	02/28/2014	Traffic Safety/Supplies				03/12/2014
Vendor Total:	425.30							
Vendor 08837 001-022-125500	US Treasury 487.20		02/28/2014	US Treasury/Levy Proceeds				03/12/2014
Vendor Total:	487.20							
Vendor 08943C 005-005-507000	Verizon 40.01	9720323663	02/28/2014	Verizon/Cellular Phones				03/12/2014
Vendor Total:	40.01							
Vendor 08995 001-024-156000	Kevin Voss 39.99	022614	02/28/2014	Voss/Reimbursent				03/12/2014
Vendor Total:	39.99							
Vendor 09073M 005-005-515000	Westco Tools 660.00	6271	02/28/2014	Westco/Sandbags				03/12/2014
Vendor Total:	660.00							
Vendor 09257 005-005-507000	Willamette Valley Printing Inc 135.00	37916	02/28/2014	Willamette Valley Print/Business Car				03/12/2014
Vendor Total:	135.00							
Report Total:	146,252.65							



REGULAR AGENDA



LAKE OSWEGO – TIGARD WATER PARTNERSHIP

March 5, 2014

Honorable Mayor Wade Byers and Council
City of Gladstone
525 Portland Avenue
Gladstone, Oregon 97027

Subject: Request for limited duration extension of night-time work hours in Meldrum Bar Park for open-cut pipeline construction.

Dear Mayor Byers:

Over the last couple of years the City of Gladstone has granted the approval for construction of a new river intake structure near the south end of Portland Avenue, granted temporary construction and permanent subsurface easements that allow construction of new pipelines that will convey water from our river intake to our treatment plant in West Linn and entered into a cooperative agreement with Lake Oswego and Tigard for the joint funding and coordination of roadway and water system improvements. We very much appreciate the willingness of you and your council to work with the Partnership on this project of significant local and regional importance to our drinking water futures.

Background

During the pre-design of our open-cut pipelines through Meldrum Bar Park (MBP) we listened very carefully to the many users of the park relating to how construction of our new pipeline could impact their use and we took that information to heart during the final design phase. We are acutely aware of the intense use at the boat launch and adjacent gravel bar by sportsmen on a year-round basis. In response our contract for construction of pipelines within MBP, include the following constraints:

- Open-cut construction may only occur between November 1 and February 28.
- Open-cut construction within MBP road (West of Dahl Road) can only occur at night between the hours of 10 pm and 3 am.

It is our understanding from your City Administrator Pete Boyce, that MBP is closed between the hours of 10 pm to 3 am and that these hours were set by action of the Council. It is clear that if pipeline construction within MBP road is allowed only when the park is closed, all conflicts between park users and our contractor are avoided. From a public safety perspective, this makes perfect sense.

Issue

We are currently in the bidding phase for construction of our pipelines in Gladstone, West Linn, and Lake Oswego and bids are due from our five pre-qualified bidders on March 20, 2014. These contractors have expressed concerns for the 10 pm to 3 am work hour constraints when construction occurs within MBP road.

8-1

They tell us that one-hour each on the front end and back end of this time slot is taken up by start-up and shut-down activities leaving only three hours each night for productive work (i.e., trench excavation, pipe installation, backfilling and surface restoration). Our contractors estimate they may only be able to install one piece of pipe each night with such limited hours of work. With approximately 700 feet of pipe to be constructed within MBP road west of Dahl Road, night-time construction would last approximately five to six weeks.

Request

The cities of Lake Oswego and Tigard, request approval of an extension to the night-time hours that construction can occur within MBP road from the current 10 pm to 3 am time slot to 8 pm to 5 am. Our contractors and construction managers tell us this could double the production rate, thus reducing the total night-time construction period by half.

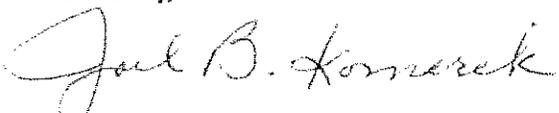
As stated before, open-cut construction within MBP may only occur between the months of November and February, and it is our understanding that park use during this time is at a minimum. To mitigate for potential impacts to sportsmen who might not be able to launch boats between 3 am and 5 am or recover boats between 8 pm and 10 pm during what may be a two week period of time, we propose the following:

- Develop information cards that notify boat ramp users of the pending construction dates and times and provide contact information for the Partnership.
- Identify on these cards the locations and operating hours of other boat ramps within the area.
- Place these cards in a kiosk to be temporarily located at the MBP boat launch and supplement the kiosk with signage notifying boaters of the future work. Begin the notification process at least a month before construction start dates.
- Attend meetings of the local chapters of fishing organizations to assure our information reaches as many stakeholders as possible.

In closing and to be clear, this is not a request to change the hours that MBP is closed, but rather a request to add two hours to each end of the normal park closure hours during which, pipeline construction could occur within MBP road.

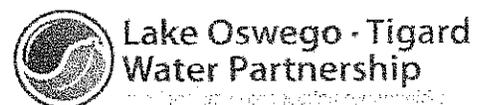
I look forward to discussing our request with you in more detail at your upcoming March 11 regular council meeting.

Sincerely,



Joel B. Komarek, P.E.
Project Director – Lake Oswego-Tigard Water Partnership

Cc: Dennis Koellermeier, Tigard



8-2

City of Gladstone

Staff Report

Meeting Date: March 11, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Hearing Regarding Sewer Lateral Repair at 170 W. Arlington Street

RECOMMENDED ACTION

Review cost report and written protest in order to adjust and finalize the report.

BACKGROUND

In December 2013 the City became aware of a sewer lateral leaking raw sewage into the yard and adjacent right of way at 170 W. Arlington Street. City staff met with the property owner numerous times and issued the property owner a notice and order of a dangerous building (See letter dated December 31, 2013). The property owner waived the 10 day period to repair the sewer lateral after discussing the situation with city staff (See letter dated January 3, 2014). Following receipt of the January 3, 2014 letter the City hired Timberline Development to make the repair. A notice regarding the cost of repair was provided to the property owner who voiced concern regarding some of the charges (see letter dated January 22, 2014). At its February 11, 2014 regular meeting staff presented City Council with a cost report and City Council set March 11, 2014 as the hearing date. The property owner has submitted a written objection to the cost report.

Cost Impacts

The City incurred expenses of \$5,957.19 in repairing the sewer lateral at 170 W. Arlington Street. Following finalization of the cost report the property owner will have 60 days to reimburse the City. If payment is not made within 60 days the City will place a lien on the property.

9-1

February 22, 2014

Dear Gladstone City Council,

Hi! My name is Rochelle Davis. I am objecting in writing for the full charge of the repair at 170 West Arlington St. Gladstone, Oregon 97027 for the sewer repair in the street and sidewalk. I spoke to Peter Boyce, Public Works Director on numerous occasions and the final time I talked to him his exact words were that I am going to be happy that the repair was less than what Timberline Development quoted me for the repair. He told me that the repair was \$4950.00. He never once told me that I was going to have to pay attorney fees, clerk fees or his fees. I am a single mother on fixed social security disability \$2200.00 a month supporting 5 people. Money is extremely tight and it will be a great hardship just to pay the \$4950.00. Please relieve me of the attorney fees because I was not aware of that. I do agree to pay the \$4950.00 which is what I was told and I agreed to. I appreciate you listening to me. Thank you for your time and consideration.

Thank you so much, Rochelle Davis,

Rochelle Davis



9-2

City of GLADSTONE



Date: February 5, 2014
To: Mayor and City Council
From: Pete Boyce, City Administrator 
Re: Repairs at 170 W. Arlington

In December the City became aware of a sewer lateral leaking raw sewage into the yard and adjacent right of way at 170 W. Arlington Street more particularly described as Lot 10, Block 9, Gladstone, Blocks 1 to 21 and Fractional Blocks "A" and "B", in the City of Gladstone, County of Clackamas and State of Oregon. The City requested the property owner Ms. Rochelle Davis to repair the lateral in order to eliminate the public health hazard. Ms. Davis was unable to cause the repairs to be made. The City then declared the home a dangerous building as defined in the Gladstone Municipal Code (GMC) 15.12 and informed Ms. Davis that she had 10 days to repair the lateral or the City would eliminate the health hazard. Ms. Davis contacted the City and waived the 10 day period. The City then had Timberline Development fix the sewer lateral and billed the City.

The City Administrator is required to present City Council an expense report outlining expenses incurred with the repair. The City's expenses are the following: Timberline Development \$4,625.00, City Attorney Legal Review \$982.50, City Administrator Time \$159.54, Public Works Staff Time \$190.15. The total for this repair is \$5,957.19. Staff is requesting City Council follow GMC 15.12.280 by fixing a time, date and place for hearing the report and any protests or objections.

Any affected person by the charge may file written protests with the City Administrator prior to the hearing date. Following the hearing City Council may make changes to the expense report and confirm the report. Costs are payable to the City from the time City Council makes a final determination of costs. Costs are required to be paid within 60 days of the order. If costs are not paid within 60 days the City will file and record the order for payment in the County Clerk Lien Record pursuant to Oregon Revised Statute (ORS) 30.460.

Staff recommend City Council set a date, time and place for a hearing regarding the expense report for sewer lateral repairs at 170 W. Arlington.

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
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Gladstone, OR 97027
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E-Mail: (last name)@
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Fire Department
555 Portland Avenue
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(503) 557-2776
E-Mail: (last name)@
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Public Library
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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

9-3

City of GLADSTONE



January 22, 2014

Rochelle Davis
170 West Arlington Street
Gladstone, OR 97027

Re: NOTICE REGARDING COST OF REPAIR

December 31, 2015 the City determined that your residence at 170 West Arlington Street more particularly described as:

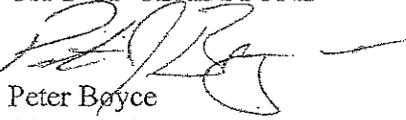
Lot 10, Block 9, GLADSTONE, BLOCKS 1 TO 21 AND FRACTIONAL BLOCKS "A" AND "B", in the City of Gladstone, County of Clackamas and State of Oregon (Property)

was a dangerous building as defined pursuant to Gladstone Municipal Code (GMC) Chapter 15.12 due to a faulty sewer lateral.

The City has caused the repair to made and now is seeking to be reimbursed by the property owner pursuant to GMC Chapter 15.12.

At its February 11, 2014 regular meeting City Council will be presented with a report describing the expenses the City incurred while repairing the sewer lateral pursuant to GMC 15.12.270. Once City Council has received and accepted the expense report it will set a hearing date to consider any objections filed by any person affected by the proposed charge (GMC 15.12.280). Protests and objections will be received pursuant to GMC 15.12.290. If costs are not paid within 60 days of the City Council order the City shall file and record the order for payment with Clackamas County pursuant to Oregon Revised Statute (ORS) 30.460.

CITY OF GLADSTONE


Peter Boyce
City Administrator

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

Municipal Court
525 Portland Avenue
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E-Mail: municourt@ci.gladstone.or.us

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9-4

170 West Arlington – City Expenses

• Timberline Development Company -	\$4,625.00
• City Attorney Legal Review	\$982.50
• City Administrator Time 3 hours	\$159.54
• Public Works Staff Time 5 hours	<u>\$190.15</u>
Total Expense	\$5,957.19

Timberline Development Company, Inc.

Invoice

P.O. Box 279
Gladstone, OR 97027

Date	Invoice #
1/9/2014	2019

Bill To
City of Gladstone 525 Portland Ave. Gladstone, OR 97027

P.O. No.	Terms	Project
Scott Tabor	Due on receipt	

Quantity	Description	Rate	Amount
	Job address: 170 W. Arlington St. Replaced sanitary sewer from sidewalk to new mainline tap in W. Arlington St.		
	Job mobilization in/out:	350.00	350.00
	Backhoe & operator:	1,000.00	1,000.00
	Dump truck & driver:	640.00	640.00
	Total labor:	1,040.00	1,040.00
	Materials:	175.00	175.00
	Saw cutting:	275.00	275.00
	Tv'ing, DVD, & report:	200.00	200.00
	Asphalt replacement:	945.00	945.00
	Permit waved, used city's rock and dump site. Closed street so minimal traffic control.		
All work is complete. Thank you for your business.		Total	\$4,625.00

9-6

January 2, 2014
 CITY OF GLADSTONE
 Public Works
 Our File: GLADSTON.PWORKS
 Invoice # 11148

RE: Public Works

Statement for Services

<u>Emp</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
Thursday, December 19, 2013			
HRM	R. Davis Property: review sewage issues, review code, t/c w/ P. Boyce, respond re next steps	0.30	52.50
Friday, December 20, 2013			
HRM	R. Davis Property: t/c w/ P. Boyce, discuss with PCE, respond to P. Boyce	1.20	210.00
Monday, December 30, 2013			
DFD	IOC w/ HRM and PCE re Davis sewer issues	0.20	40.00
YKH	R. Davis Property Issue: obtain title report for HRM and review same	0.40	50.00
HRM	R. Davis Property Issue: respond to J. Morishita, t/c w/ P. Boyce (2x), discuss with PCE and DFD, review code provisions, respond to City	2.30	402.50
Tuesday, December 31, 2013			
HRM	Davis Property: t/c w/ P. Boyce, email to City, review and revise letter and respond	1.30	227.50
<u>Summary of Services</u>			
HRM	Heather Martin	5.10 hr @ 175.00	\$ 892.50
YKH	Yen Huynh	0.40 hr @ 125.00	\$ 50.00
DFD	David Doughman	0.20 hr @ 200.00	\$ 40.00
Total Professional Services			\$ 982.50

9-7

1/3/14

Dear City of Gladstone,

I, Rochelle Davis, reside at
170 W. Arlington St Gladstone, OR 97027
give up my 10 day grace period. I am
giving Peter Boyce + City of Gladstone ^{permission} to hire
a sewer + plumbing contractor to repair
sewerage problem at my residence. Any
questions, please call 503.890.0054.

Thank you,

Rochelle Davis

City of GLADSTONE



December 31, 2013

Rochelle Davis
170 West Arlington Street
Gladstone, OR 97027

Re: NOTICE AND ORDER OF DANGEROUS BUILDING

As the City Administrator for the City of Gladstone, I have determined that the dwelling located at 170 West Arlington Street, Gladstone, OR 97027, more particularly described as:

Lot 10, Block 9, GLADSTONE, BLOCKS 1 TO 21 AND FRACTIONAL BLOCKS "A" AND "B", in the City of Gladstone, County of Clackamas and State of Oregon (Property)

is a dangerous building pursuant to Chapter 15.12 of the Gladstone Municipal Code (GMC).

The Property has been inspected by the City Public Works Department and it has been confirmed by Public Works Director and yourself that raw sewage is intermittently in the yard and public right of way causing a serious public health hazard to the Property, adjacent property, and to residents of the City of Gladstone.

A "dangerous building" is defined under GMC Section 15.12.030(6)(c) as a building used for dwelling purposes, [that] because of inadequate sanitation facilities, is unfit for human habitation or in a condition that could cause sickness or disease. The presence of raw sewage on the Property and the fact that two individuals (you and your son) have become sick because of the sewage necessitates declaring the Property a dangerous building and public nuisance.

Because of the seriousness of the violation, the dangerous building must be repaired and the nuisance abated IMMEDIATELY. This will require fixing the pipe/sewer apparatus that is causing an inflow of raw sewage onto the lawn and sidewalk/right of way located in the front of the Property. The Property owner is responsible for

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[Up](#)

[Previous](#)

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[Title 15 BUILDINGS AND CONSTRUCTION](#)

[Chapter 15.12 ABATEMENT OF DANGEROUS BUILDINGS](#)

15.12.260 Performance of work or repair or demolition.

(1) Procedure. When any work of repair or demolition is to be done under GMC Section 15.12.230(3), of this chapter, the work shall be accomplished by county staff or by private contract. If any part of the work is to be accomplished by private contract, standard public contract procedures shall be followed.

(2) Costs. The cost of such work may be made a lien against the property involved, or may be made a personal obligation of the property owner.

Statutory Reference: ORS 221.916

History: Ord. 1304 §1 (part II), 2001.

9-10

Gladstone Municipal Code

[Up](#) [Previous](#) [Next](#) [Main](#) [Search](#) [Print](#) [No Frames](#)

[Title 15 BUILDINGS AND CONSTRUCTION](#)
[Chapter 15.12 ABATEMENT OF DANGEROUS BUILDINGS](#)

15.12.270 Recovery of cost of repair or demolition.

(1) The City Administrator shall keep an itemized account of the expenses incurred in the repair or demolition of any building pursuant to GMC Subsection 15.12.230(3).

(2) Upon completion of repair or demolition, the City Administrator shall prepare and file a report with the Gladstone City Council specifying the work done, the itemized and total cost of the work, a description of the real property upon which the building or structure is or was located, and the names and addresses of the persons entitled to notice under GMC Section 15.12.110.

Statutory Reference: ORS 221.916

History: Ord. 1304 §1 (part II), 2001.

9-11

Gladstone Municipal Code

[Up](#) [Previous](#) [Next](#) [Main](#) [Search](#) [Print](#) [No Frames](#)

[Title 15 BUILDINGS AND CONSTRUCTION](#)
[Chapter 15.12 ABATEMENT OF DANGEROUS BUILDINGS](#)

15.12.290 Protests and objections.

(1) Any person affected by the proposed charge may file written protests or objections with the City Administrator, prior to or at the time set for the hearing on the City Administrator's cost report.

(2) Each protest or objection must contain a description of any property it refers to, and describe the grounds for the protest or objection.

(3) The City Administrator shall stamp each protest or objection with the date it was received.

(4) Protests or objections shall be considered by the City Council only if received prior to the time set for the hearing.

(5) No other protests or objections shall be considered.

Statutory Reference: ORS 221.916

History: Ord. 1304 §1 (part II), 2001.

9-12

Gladstone Municipal Code

[Up](#) [Previous](#) [Next](#) [Main](#) [Search](#) [Print](#) [No Frames](#)

[Title 15 BUILDINGS AND CONSTRUCTION](#)
[Chapter 15.12 ABATEMENT OF DANGEROUS BUILDINGS](#)

15.12.300 Hearing of protests.

(1) Upon the day and hour fixed for the hearing, the City Council shall hear the cost report of the director and consider any objections or protests.

(2) The City Council may make revisions, corrections or modifications to the report or the charge as it deems just; and only when the City Council is satisfied with the correctness of the charge will it confirm the report.

Statutory Reference: ORS 221.916

History: Ord. 1304 §1 (part II), 2001.

9-13

Gladstone Municipal Code

[Up](#) [Previous](#) [Next](#) [Main](#) [Search](#) [Print](#) [No Frames](#)

[Title 15 BUILDINGS AND CONSTRUCTION](#)
[Chapter 15.12 ABATEMENT OF DANGEROUS BUILDINGS](#)

15.12.310 Judicial review.

Any aggrieved party may seek judicial review of a final determination after hearing on a cost report. Judicial review shall be by Writ of Review as provided in ORS 34.010 - 34.100.

Statutory Reference: ORS 221.916

History: Ord. 1304 §1 (part II), 2001.

[Ed. Note: The publication(s) referred to or incorporated by reference in this ordinance are available from the office of the City Recorder.]

9-14

Gladstone Municipal Code

[Up](#)

[Previous](#)

[Next](#)

[Main](#)

[Search](#)

[Print](#)

[No Frames](#)

[Title 15 BUILDINGS AND CONSTRUCTION](#)

[Chapter 15.12 ABATEMENT OF DANGEROUS BUILDINGS](#)

15.12.320 Personal obligation or lien on real property.

(1) Costs are payable from the time the City Council makes the final determination of costs. Costs constitute a debt to the City of Gladstone, and a personal obligation of the debtor, and may be collected in any manner allowed by law.

(2) If the costs ordered to be paid are not paid within 60 days of the order, the City of Gladstone shall file and record the order for payment in the County Clerk Lien Record, pursuant to ORS 30.460.

Statutory Reference: ORS 221.916

History: Ord. 1304 §1 (part II), 2001.

9-15

MEMORANDUM

TO: Honorable Mayor and Gladstone City Council

FROM: Shane Abma, Office of the City Attorney

SUBJECT: Lynx and New State Law Exception

DATE: March 5, 2014

As the Council is aware from previous meetings, Pat Clark, a Gladstone resident, has a lynx living in an enclosure in his backyard and had asked the Council to make an exception to Gladstone Municipal Code (GMC) provision, Section 6.08.050 that prohibits such animals. At the time of his request, exotic animals were also prohibited under state law. ORS 609.345. Accordingly, even if Gladstone had wished to accommodate his request for an exception, he would have still been prohibited from keeping his lynx pursuant to state law.

Since that time, however, the legislature has amended state law to allow an individual to obtain a permit for an exotic animal under certain circumstances. Mr. Clark appears to meet the state requirements and will likely be eligible for a state permit. However, the state veterinarian has indicated to the City that the state will not issue Mr. Clark a permit unless the City likewise allows an individual to have exotic animals, even if only under the same limited circumstances. Currently, the City Council has suspended enforcement of its exotic animal prohibition against Mr. Clark while it awaited the outcome of the pending state legislative action.

State Law Changes

Senate Bill 1584 amended state law regarding the permitting exotic animals.¹ SB 1584 again allows the State Department of Agriculture to issue an exotic animal permit provided, in relevant part, that:

1. The applicant submits proof of ownership of the animal in the state prior to January 1, 2010;
2. The applicant has a disability as described in ORS 659A.104;
3. A physician has recommended keeping the exotic animal to alleviate the effects of the disability; and
4. The applicant obtains a permit no later than December 31, 2014.

¹ SB 1584 became law on February 26, 2014.

March 5, 2014
Page 2

With respect to Mr. Clark: his PTSD is a disability as described in ORS 659A.104, he has owned the animal since before January 1, 2010, and it is my understanding that his physician has indicated that the animal helps alleviate Mr. Clark's PTSD. Accordingly, Mr. Clark will likely qualify for a state exotic animal permit.

Possible City Code Changes – GMC Section 6.08.050

If the Council wishes to allow Mr. Clark to keep his lynx, it could amend GMC Section 6.08.050 to state that notwithstanding the City's prohibition on exotic animals, an exotic animal is allowed if the animal's owner otherwise complies with the state's newly-enacted requirements as outlined in SB 1584, and if the applicant obtains a state permit no later than December 31, 2014. These requirements should significantly limit who may own an exotic animal, and would most likely only affect Mr. Clark.

I will be at the meeting on Tuesday to answer any questions you may have.

10-2

Gladstone Senior Center Highlights for March 2014

For the month of March we are very excited about a special event that promotes the awareness of our Meals on Wheels program. The March for Meals event will be promoted throughout the Gladstone Community by;

- Having donation containers at The Center and at businesses throughout the community
- Burgerville Benefit Night – Thursday, March 20th from 5-8pm, a percentage of proceeds will be donated to the Meals on Wheels program
- Community Leaders have been invited to deliver meals during the month of March – a few have accepted the invitation

We would like to note that Staff was here at The Center during the snow days and Meals were able to be delivered. Our Meals participants were very thankful for that!

This month we are also gearing up for our annual Spring Fling Craft & Collectible Bazaar. The bazaar will be Saturday, April 12th from 9-4. We are currently promoting the event, inviting and selecting vendors, marketing online and with signs & flyers & putting together and planning and coordinating the logistics of the actual event. This event takes extra staff time in the process of organizing and coordination a large Community event.

We are also always planning ongoing special lunches such as St. Patrick's Day, Easter, & Mother' Day tea. With the planning comes scheduling date and time, booking entertainment, planning and purchasing food, scheduling volunteers, marketing the event in newsletters and flyer, etc.

Other ongoing scheduled classes here at the Center are Tai Chi, Yoga, Watercolor, Oil Painting, Acrylics, Ukulele, Guitar, Genealogy, Computers and Line Dancing. We currently have 43 classes through community schools. Other programs we have are VIEWS Conversations, AARP Safe Driving & AARP Tax Preparation. All of these classes and programs take additional staff time in coordinating times, room availability, monitors and set up and down time.

Finally, one service to highlight that we offer here at The Center is Transportation. Shirley, our Tram Driver offers transportation and close contact to seniors in the community that need extra help. With the Tram, Shirley assists seniors with shopping, brings them to Center activities such as exercise, lunch, wii, games and to and from medical appointments. She also plans and coordinates the popular Friday tram trips to places like Kells Restaurant, Camp 18, Tollgate Inn & Seaside.

Gladstone Senior Center
Monthly Reports February 2014

Days Center Open 17 Center Attendance 1,152

On going events		Hours 8:00 to 5:00 All are once a week			
Foot clinic (1 mon)	25	Hikers	Cancel	Bingo	65
Exercise (2x wk)	90	Yoga	218	Pinochle	150
Tai Chi (3x wk)	52	Wii	12	Bunco	38
Blood pressure(1 mon)	14	Cribbage	22	Bridge	70
Sing-a -long (1X wk)	64	Potluck	26	Book club	10
Music classes(1 wk)	28	Walkers	0	Computer	22

Nurtition Program			
Congregate Meals	347	Home-bound Meals served	590
# of days served	12	# of days served & weekend	28
Donations	\$575.50	Donations	\$841.00
Donations per meal	\$1.65	Donations per meal	\$1.42

Volunteers Hrs.		After 5:00 Hours Activities	
Nutrition	142	Tai Chi 2	24
HBM Driver	96	Yoga	72
Other Volunteers	168	Dancing classes	64
Center Total	406	Paint Classes	8
TRAM		Wills & Trusts	7
Total days	14	Special Events	
One way rides	200	AARP Driving classs	25
Donations	\$230.00	Valentine's DayParty	90
Donations per ride	\$1.15	AARP Taxes 4 days	87

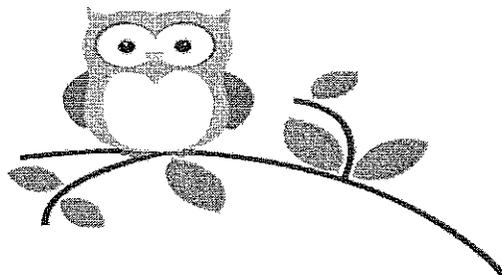
Center activities were cancelled for two snow days. The staff opened the Center both days and delivered meals on Wheels both snow day with volunteers

Social Service		
Case Management	Per hour	12
Reassurance	each unit	22
Infromation & Assist.	each unit	124
Counseling Views		5
Monthly newsletter		345

11-2

SPRING FLING CRAFT & COLLECTIBLE SALE

Over 40 local vendors featuring: Arts, crafts, food, jewelry, hats, paper items, antiques, collectibles & other treasures. Proceeds benefit the Center's programs.



WHERE: GLADSTONE SENIOR CENTER
1050 PORTLAND AVE
GLADSTONE, OR 97027

WHEN: SATURDAY, APRIL 12TH

TIME: 9AM-4PM

*FREE Admission

Food and snacks will be available for purchase.

MARCH **FOR** **MEALS!**

NO SENIOR SHOULD GO HUNGRY!

National campaign to increase awareness of Meals on Wheels

Nearly 1 in 6 seniors is threatened by hunger.

Gladstone Senior Center ~

Nutrition & Meals on Wheels Program

Please...We need your help!

- Donate at The Center or look for donation containers around Gladstone through the month of March.
- Make a donation with any teller at the Gladstone US Bank
- Thursday, March 20th from 5 - 8pm, Burgerville Benefit Night
Percentage of proceeds will be donated to the Gladstone Meals on Wheels Program - Gladstone Burgerville

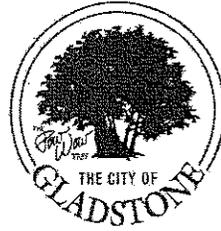
Meals on Wheels programs collectively serve a nutritious meal, a warm smile and the safety check that keep over two and a half million seniors a year healthy and living in their own homes. The annual March for Meals campaign s presents an opportunity for all of us to support our senior neighbors through a variety of efforts that make our communities stronger and our neighbors healthier. So choose what's right for you. And, in doing so, know that your contribution will make a difference to, and touch the hearts of, many courageous aging Americans.

Gladstone Senior Center

1050 Portland Ave, Gladstone, OR 97027

(503) 655-7701





APPOINTMENT TO PARK AND RECREATION BOARD

March 5, 2014

Please be advised there are three (3) vacant terms on the Park and Recreation Board. Two terms expire 12-31-14 and one term expires 12-31-15.

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

Duties of the Park and Recreation Board include:

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

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

- Stephen Dormer, 19605 River Road, Space 5. Stephen has lived in Gladstone for 25 years, is self-employed in landscape maintenance and is a member of the Gladstone Historical Society.
- Gerald (Jerry) Herrmann, 19605 River Road #7. Jerry has lived in Gladstone for 4 years and is an Environmental Planner and provides employment training to at-risk youth. Jerry was recently appointed to the Budget Committee.
- Michael Villanti, 295 E. Arlington. Michael has lived in Gladstone for 6 months (17 years in Jennings Lodge), and is a City of Portland Police Officer – Traffic Division. Michael has also applied to serve on the Traffic Safety Commission and is currently the Chair of the Portland Police Museum.

RECOMMENDATION: Appoint two applicants to terms on the Park and Recreation Board that expire 12/31/14 and one applicant to a term that expires 12/31/15.



CITY OF GLADSTONE



Received
City of Gladstone

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Stephen J Dome

ADDRESS: 19605 River Road Gladstone

TELEPHONE: (HOME) 503-656-3025 (WORK) Same

EMAIL: None

HOW LONG HAVE YOU LIVED IN GLADSTONE: April 1989

OCCUPATION/EMPLOYER (state your specific line of business): Self Employed
Landscape maintenance 16 customers
I own them since 1989

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Pres only Lake at Rock Creek
PCC - archaeology for the curms

In City Paper - Lakeville 1400 January 20 and February
City Paper - simple business class 2007
all 2014

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Gladstone
Historical Society 2005 to Present

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

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).
my father told me no one attends
School Board meetings or City Council
meetings

SIGNATURE: Stephen J Dome DATE: 2/14/2014

12-2



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: GERALD (JERRY) HERRMANN

ADDRESS: 19605 RIVER RD #7 GLADSTONE OR 97027

TELEPHONE: (HOME) 503-260-3432 (WORK) _____

EMAIL: JERRY.HERRMANN@BIRD LINK.NET

HOW LONG HAVE YOU LIVED IN GLADSTONE: 4 YEARS

OCCUPATION/EMPLOYER (state your specific line of business): ENVIRONMENTAL PLANNER AND I PROVIDE EMPLOYMENT TRAINING TO AT RISK YOUTH

DESCRIBE YOUR ACTIVITIES AND INTERESTS: I LEAD MUNICIPAL CLEANUP + ENHANCEMENT PROJECTS IN GLADSTONE OREGON CITY AND WESTLINN. I HAVE INTEREST EDUCATION AND 40 YEARS EXPERIENCE IN CONSERVATION AND NATURAL RESOURCES MANAGEMENT.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: RECENTLY (JAN 2014) APPOINTED TO GLADSTONE BUDGET COMMITTEE

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

If yes, when? _____ What Committee? BUDGET COMMITTEE

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
GLADSTONE PARKS ARE UNIQUE IN THE REGION IN STEWARDING NATURAL RESOURCES WHILE EMBRACING RECREATION I CAN HELP THE CITY BY ASSISTING IN GRASSMANSHIP AND MANPOWER MOBILIZATION - PARKS

SIGNATURE: [Handwritten Signature] DATE: 27 FEB 2014

PERSONAL GROWTH -SPECIAL EDUCATION

- Promise Keepers Intl-Ambassador Team Leader (George Fox College)
 - Basic Life Principles Symposium (Portland Bible Center)
 - Intelligent Design Seminars (Rolling Hills Church)
 - What's New in Astronomy Series (Video Series-The Teaching Company)
 - Addictions Recovery (Kaiser N.W. and Adventists Hospitals)
 - Stress and Anger Management (Gil Brown & Associates)
-

EMPLOYMENT

- Vector Control Specialist (Clackamas County) 1964-65
 - United States Navy (Reserve and Active) 1965-70
 - Meter Reader (Portland General Electric) 1965-66
 - Project Designer/Coordinator (Ecology Pond Project – Clackamas Community College) 1974-77
 - Executive Director/Founder John Inskeep Environmental Learning (CTR. Clackamas Community College) 1977-94
 - President Earth Crusaders Inc. and River Resource Museum 1994 to Present
-

AWARDS AND RECOGNITIONS

- Oregon City First Citizen Award 1977
- Clackamas Community College "Distinguished Service Award" 1978
- Stop Oregon Litter and Vandalism (SOLV) "J. Herbert Stone Award for Oregon 1981
- Environmental Education Association Award for Oregon 1982
- "New Pioneer Award" Clackamas Community College Foundation 1985
- City of Oregon City "Volunteer of the Year" 2002
- City of West Linn Visioning Award 2002
- Casey Eye Institute (OSHU) Volunteer. Experiential Rooftop Garden Recognition 2007

RECOMMENDATIONS

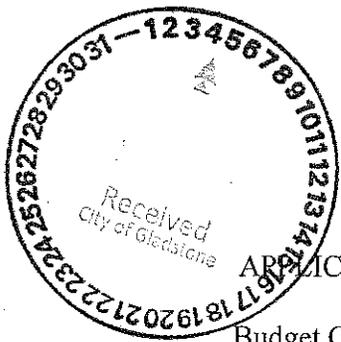
Kent Ziegler Investments (Street of Dreams Developer) 503-701-9716

State Representative Bill Kennemere (House Dist 39) 503-263-8628

City of Oregon City Commissioners: Doug Necy 503-650-5035 James Nicita 541-578-0467

Thelma Haggemiller (Slow Poke Tours) 503-659-5590

Ralph Kiefer - Professor Environmental Science (Retired) Humbolt State University 503-701-8438



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: MICHAEL VILLANTI

ADDRESS: 295 E. ALLINGTON STREET GLADSTONE, OR

TELEPHONE: (HOME) 503 381-4949 (WORK) 503 793-8852

EMAIL: V24200@GMAIL.COM

HOW LONG HAVE YOU LIVED IN GLADSTONE: 6 MONTHS / 17 YEARS IN JENNINGS LODGE

OCCUPATION/EMPLOYER (state your specific line of business): CITY OF PORTLAND - POLICE OFFICER - TRAFFIC DIVISION

DESCRIBE YOUR ACTIVITIES AND INTERESTS: I ENJOY WORKING IN THE YARD & WALKING OUR THREE DOGS. I ENJOY HUNTING & FISHING. I HAVE A STRONG INTEREST IN THE HISTORY OF GLADSTONE.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: CHAIR OF PORTLAND POLICE MUSEUM. MEMBER ESTACADA BOAT CLUB.

OREGON FISHING CLUB. VOLUNTEER ODFW FISHING INSTRUCTOR TRAINING OFFICER / FATAL CRASH TEAM MEMBER.

Have you ever applied for a Committee Position Before? YES NO
If yes, when? 11/27/13 (EMAILED APP) What Committee? TRAFFIC SAFETY COM.
NOT SURE IT WAS RECEIVED

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
WE CURRENTLY LIVE IN ONE OF THE CITY PARKS & FREQUENTLY WALK THE CROSS PARK.

I AM IN A UNIQUE POSITION TO REPORT & OBSERVE PARK ACTIVITY. I WOULD LIKE TO ASSIST WITH CLEANUP EFFORTS

SIGNATURE: [Signature] DATE: 3/3/14

City of Gladstone

Staff Report

Meeting Date: March 11, 2014

To: City Council

From: Pete Boyce, City Administrator

AGENDA ITEM

Planning Commission Suggested Municipal Code Changes

RECOMMENDED ACTION

Review the suggested changes and provide feedback to the Planning Commission.

BACKGROUND

City Council has asked the Planning Commission to review the Gladstone Municipal Code and suggest changes. The Planning Commission has started this work and is updating City Council on its progress (see attached report).

Cost Impacts

Cost Impacts include staff and City Attorney review time.

GLADSTONE CODE REVIEW
Suggested Changes Per February 18, 2014 Planning Commission Meeting

I Code Analysis Ordinance Review January 2012

- After review, this is mostly housekeeping and we should recommend our codes be updated per the suggestions listed in this document.

RECOMMENDATION: It is recommended by the Gladstone Planning Commission for the city to update the cities current Codes and Ordinances to reflect the changes listed on the Code Analysis Ordinance Review completed January of 2012 by Mr. Dan R. Olsen except for the area's we have pulled our for further discussion (noted by the hatched frame). See Attachment A.

II Review Completed Approximately a Year Ago

-The city hired a firm approximately a year ago to review our codes to see if there were any issues stopping development. We should look at their suggestions to see what barriers there are for encouraging development in our commercial zones.

RECOMMENDATION: Upon review by the Gladstone Planning Commission, we felt the report submitted by Winterbrook Planning does not give us direction on what can be done to inspire commercial growth, but instead states there is nothing prohibiting this growth. It is our intent to reach out to the local MABA (McLoughlin Area Business Alliance), MAP (McLoughlin Area Plan), Clackamas County and ODOT to learn of their plans for the McLoughlin Corridor and see how we can participate in their process. Clay Glasgow will make the contacts for us and will ask if someone can come and make a presentation at a special meeting convened for this purpose.

III Title 2 Administration & Personnel

Specifically Chapter 2.28 Planning Commission

RECOMMENDATION: Upon review we felt that most of this section was appropriate and would not need to be changed. However, there were two items we discussed in depth:

1. 2.28.040 Vacancies and Removal—Section (2)

RECOMMENDATION: We would like the wording changed from:

“(2) A member who is absent from two consecutive meetings without an excuse approved by the Planning Commission is rebuttably presumed to be in nonperformance of duty and the City Council shall declare the position vacant unless extenuating circumstances are determined at the hearing.”

To:

“(2) A member who is absent from two consecutive meetings will be considered to be in nonperformance and will be referred to the City Council for further action.”

2. 2.28.090 Meetings—Section (1)

RECOMMENDATION: We discussed in depth the second sentence “The commission *shall meet* at least once a month.” We felt the wording made it easy for meetings to be canceled. We have every intention of meeting monthly, and not just on dates where applications are to be considered. We feel there are always planning items to discuss, as it being done with this code review, and would like to take a proactive approach to our duties instead of simply reactive.

GLADSTONE CODE REVIEW
Suggested Changes Per February 18, 2014 Planning Commission Meeting

Continued

I
III Title 2 Administration & Personnel
Specifically Chapter 2.28 Planning Commission

RECOMMENDATION: Upon review we felt that most of this section was appropriate and would not need to be changed. However, there were two items we discussed in depth:

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3. 2.48 Historic Preservation Policy - 2.48.020 Historic Review Board—Creation
RECOMMENDATION: The Gladstone Planning Commission recommends formally creating a Historic Review Board due to potential future historically significant improvements (i.e. Trolley Bridge, Portland Ave. Redevelopment). During this discussion we discovered the city is required to complete a historic property survey which has yet to be done. We recommend this process be started as soon as possible.

NEXT STEPS:

The next scheduled Code and Ordinance Review work session will cover the following items:

- IV Title 17 Zoning & Development**
Division 4 Section 17.54 Clear Vision Codes
-Since this was a specific area directed from the City Council for improvement, we should start with Division 4 Section 17.54.
- V Title 8 Health & Safety**
Section 8.04 Nuisances
-This topic took up most of the work session, so I feel we should start by looking at this section for clarification and application.
- Section 8.12 Noise Control**

13-3

ATTACHMENT A

- 1 High Priority
- 2 mid-level priority
- 3 Low Priority

**CODE ANALYSIS
ORDINANCE REVIEW
FOR THE
CITY
OF
GLADSTONE, OREGON**

January 2012

Introduction

This Code Analysis and Ordinance Review has been prepared by Dan R. Olsen, Attorney at Law, and published by Quality Code Publishing Company. The Gladstone Municipal Code is abbreviated as "GMC" throughout this report.

All titles, chapters, and sections in this report refer to provisions of the Gladstone Municipal Code. If a title is not listed, although thoroughly reviewed, the preparer found no issues of note warranting comment.

Chapter 1.08 General Penalty

Note that the ORS now uses the term "violation" rather than "infraction". This probably is not a problem as 1.08.020 (1) defines "city infraction" as a violation.

3 Note that ORS 153.110 through 120 and 153.150 through 310, cited as part of the authority for this Code chapter, were repealed by 1999 Oregon laws 1051. The provisions relating to violations were substantially rewritten. Although no clear inconsistencies are noted, it is recommended that the city review the new provisions to determine whether any amendments are necessary or desired.

2 2011 Oregon laws Chapter 597 (HB 2712) substantially revised the fines and distribution of fines for violations. It adds a "presumptive fine". Section 111 states that the new amounts and presumptive fines are not mandated for cities; but the city may wish to review these provisions and make such changes as it deems appropriate. The statute continues to provide that the city may not exceed the statutory maximum fines. The bill also labels some city code violations as misdemeanors and converts some statutory fine provisions to violation categories. See, for example, Sections 198 and 248. It adopts administrative provisions and deadlines for fund transfers to the state from municipal court. See, generally, Section 50. A comprehensive review of whether any city code violation fine amounts impermissibly exceed these revisions is beyond the scope of this review. At a minimum, it is likely that the municipal court will have to modify its practices to conform to various provisions of this bill. (MUNI CT)

3 §1.08.080
Note that 1999 Oregon Laws Chapter 788, as further revised by 2001 Oregon Laws Chapter 249 and 2003 Oregon Laws Chapter 576 substantially revised the provisions relating to enforcement of judgments, including those in municipal court. Although the GMC does not contain detailed provisions relating to such enforcement, it is suggested that these new provisions be reviewed for any code changes or additions, or revisions to current practices.

Chapter 2.16 Trial by Jury

/ §2.16.010
The statutory authority reference now should be ORS 221.354.

/ §2.16.040
ORS 10.040 was repealed and replaced with ORS 10.050.

13-5

/ §2.16.080
The statutory authority reference now should be ORS 221.354.

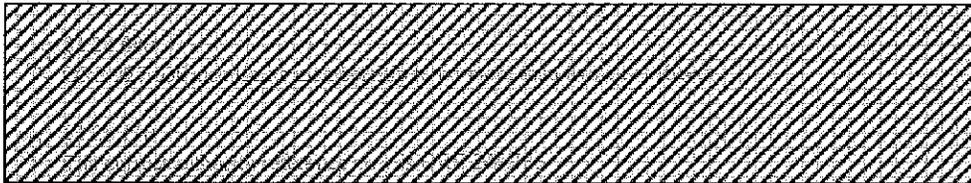
/ §2.16.090
The statutory authority reference now should be ORS 10.061. The only significant change is that jurors are to get \$25.00 for each day over two.

/ §2.16.095
ORS 136.603 now requires witness fees only for those who are indigent or from out of state.

/ §2.16.100
ORS 10.660, cited as authority for this provision has been repealed. ORS 221.349 was renumbered ORS 221.354.

The City should consider a reference to the mandatory state assessments, ORS 137.290 through 309, similar to that found in GMC §1.08.090.

Chapter 2.28 Planning Commission



Chapter 2.35 Personnel System

(w/ HB Changes)

/ §2.36.030
ORS 659A.030 added sexual orientation and those who have had a juvenile record expunged to those protected against discrimination.

/ §2.36.050(2)(b) references "confidential personnel files" in relation to criminal background checks. Oregon law does not provide a general exemption from disclosure for personnel files. Rather, it is an issue of whether release would constitute an unreasonable invasion of privacy. The reference to confidential personnel files may give rise to an unfounded expectation of confidentiality and should be considered for revision. See, generally, ORS 192.502.

Chapter 2.40 Unclaimed Property

w §2.40.010
There is a typo in the authority listed; it should be ORS 98.302 through 98.436.

13-b

Chapter 2.48 Historic Preservation Policy

- ☐ The policy should be revised to reflect ORS 197.772 which now prohibits designating a property for historic preservation without the property owner's consent and permits an owner to withdraw prior consent.

Chapter 2.52 Liquor License Review

- ☐ The correct statutory authority reference now is ORS 471.155-166.
- ☐ §2.52.050.
- ☐ The cross-reference in subsection (2)(b) should be to Section 2.52.090.

Chapter 2.58 Measure 37 Claims Procedure

- ✓ Measure 37 and the implementing statutes were repealed and replaced by Measure 49. See ORS 195.300 to 195.336 (2010 ORS Law Chapter 8.) Also see 2011 Oregon Laws Ch. 612.

Chapter 3.12 Special Assessments

- ✓ §3.12.050
- ✓ Subsection (1) provides for abandonment or delay if remonstrances are received from owners representing two-thirds of the area to be assessed. This appears to be inconsistent with Charter Chapter IX, Section 38, which provides for suspension if remonstrances are received from three-fifths of the owners.
- ✓ §3.12.070
- ✓ Subsection (1) provides for assessment prior to completion of the improvements. This may subject the assessment to classification as a property tax pursuant to Oregon Constitution Article XI, Section 11(b) (Ballot Measure 5). ORS 310.040(12) purports to define a single assessment as both a pre and post construction assessment to avoid Ballot Measure 5, but some question whether that is permissible.
- ✓ §3.12.190
- ✓ The correct reference to the Bancroft Bonding Act is ORS 223.205 and 223.210 to 223.295.

Chapter 5.04 Business Licenses Generally

- ✓ §5.04.025
- ✓ ORS 701.055 was renumbered to ORS 701.026. The relevant definitions now are at ORS 701.005 and refer to a "residential contractor" rather than a "residential builder."
- ✓ ORS 701.013-.020 has added to the list of contractors exempt from city licensure if licensed by Metro unless the contractor has a principal place of business in the city or derives \$250,000 or more in gross receipts from within the city. Other exemptions apply.

13-7

✓ See also ORS 671.750-.755, containing similar exemptions for landscape contractors and ORS 696.365 prohibiting a business license on certain real estate agents.

Chapter 5.06 Adult Businesses

✓ The Oregon Supreme Court has ruled essentially that adult businesses may not be regulated differently from other businesses. See, *City of Nyssa v. Duffloth*, 121 P.3d 639, 339 Oregon. 330 (2005) and *State v. Ciancanelli*, 121 P.3d 613, 339 Oregon. 282 (2005). This chapter should be considered for repeal or substantial revision.

Chapter 5.12 Bingo

✓ §5.12.010(4)
ORS 167.117, relating to bingo, now references the Internal Revenue Code of 1986, as amended.

✓ ORS 464.420 permits a city to ban bingo, but if it does not, such games shall be regulated only as provided under state law. The city should review whether this preempts the regulations in this chapter.

✓ Note that the Department of Justice now regulates bingo, and a license from the DOJ is required. ORS 464.250.

Chapter 5.16 Cable Television Franchise Application

✓ The Cable Communications Policy Act of 1984, as amended, substantially impacted the scope of regulatory authority of local governments. This is a very complex, specialized area and an analysis for conformance is beyond the scope of this review. The city should consider whether an update is needed.

Chapter 5.32 Transient Merchants

As noted previously, the Oregon Supreme Court has held that Article I, Section 8 of the Oregon Constitution essentially prohibits any content based regulation of speech. It has declined to permit more regulation of commercial speech than other speech, as would be permitted under the U.S. Constitution. No cases directly on point could be found, but the city attorney should consider whether these regulations are improperly content based. See generally, *City of Eugene v. Miller*, 871 P.2d 454, 318 Oregon. 480 (1994); *Hillsboro v Purcell*, 306 Oregon 547, 761 P2d 510 (1988).

Handwritten note in a circle: 5-16, 5-12, 5-40, 5-32, 5-44, 5-64, 5-60, 5-61, 5-62, 5-63, 5-64, 5-65, 5-66, 5-67, 5-68, 5-69, 5-70, 5-71, 5-72, 5-73, 5-74, 5-75, 5-76, 5-77, 5-78, 5-79, 5-80, 5-81, 5-82, 5-83, 5-84, 5-85, 5-86, 5-87, 5-88, 5-89, 5-90, 5-91, 5-92, 5-93, 5-94, 5-95, 5-96, 5-97, 5-98, 5-99, 5-100.

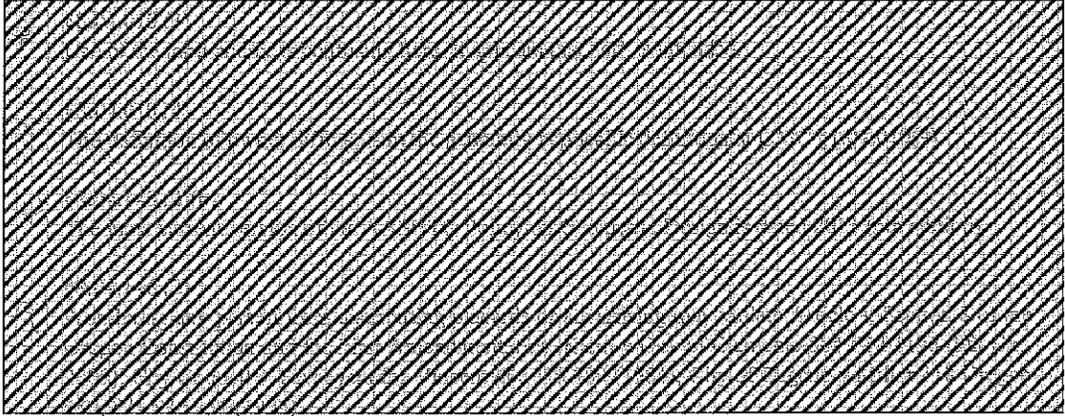
Chapter 5.44 Erotic Dance Studios

The discussion under Chapter 5.06, Adult Businesses, applies here as well.

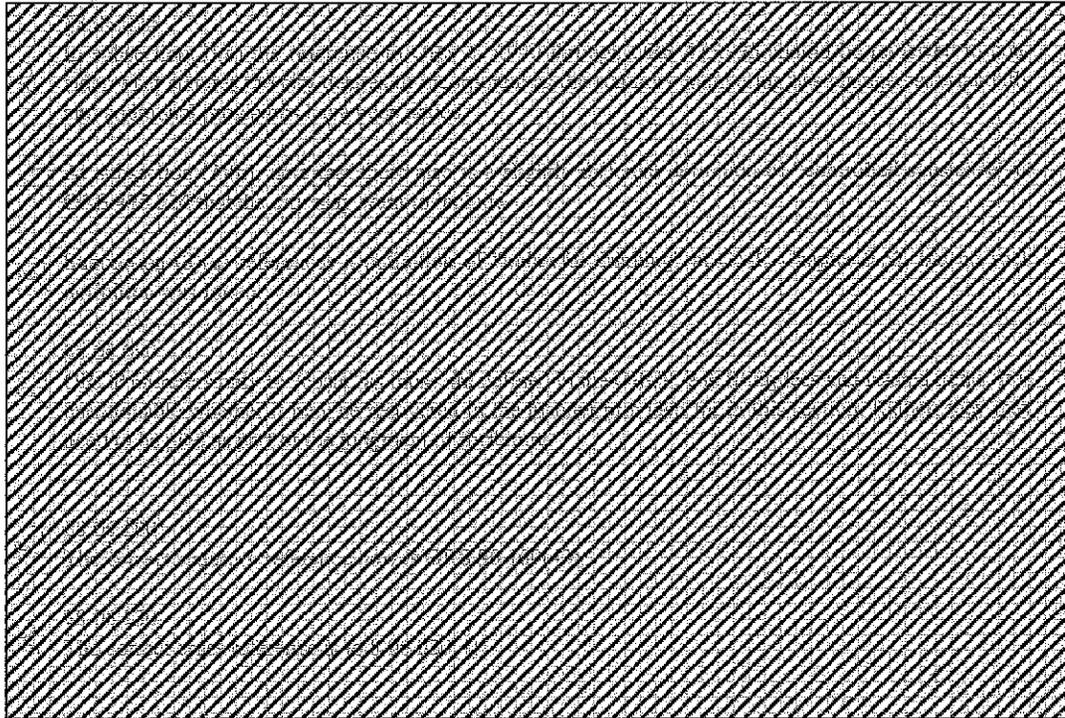
Chapter 6.04 Dogs

✓ ORS 609.010, cited as part of the authority for this chapter, was repealed. No substantive impact is apparent.

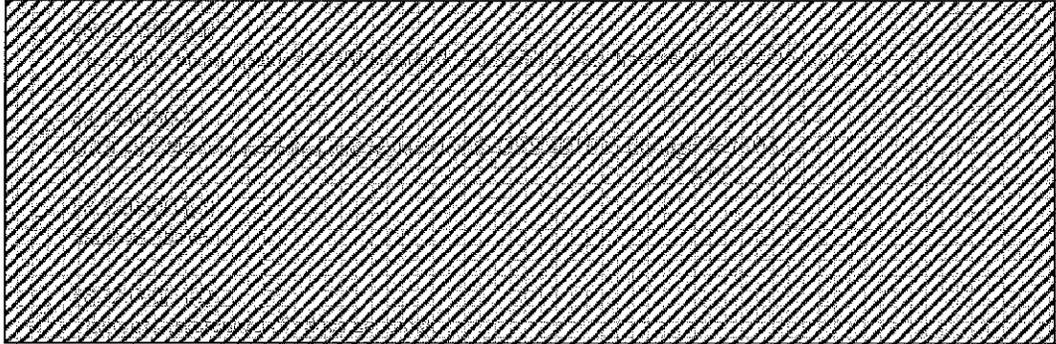
Chapter 8.04 Nuisances



Chapter 8.06 Chronic Nuisance Property



13-9

Chapter 8.12 Noise ControlTitle 9

3 Note regarding Title 9, relating to criminal procedure and offenses: In *City of Portland v. Dollarhide*, 714 P.2d 220, 300 Oregon. 490 (1986), the Court held that, "in determining whether the defining and prohibiting provisions of a city criminal ordinance conflict with a state criminal statute, the test is whether the ordinance prohibits an act which the statute permits, or permits an act which the statute prohibits." Similarly, the penalty provided by a city ordinance may be "lighter" than provided by state law but not greater.

In some cases, the conflict is evident. In others it depends on the facts or on the legislative history of the statute at issue. Cf. *City of Portland v. Jackson*, 850 P.2d 1093, 316 Oregon. 143 (1993) (Indecent exposure ordinance upheld.); *City of Portland v. Lodi*, 308 Oregon, 468, 474, 782 P.2d 415 (1989) (Ordinance regarding carrying a knife held preempted.) Accordingly, a comprehensive analysis of whether a portion of the GMC impermissibly conflicts with state law is beyond the scope of this review. It is recommended that the city review changes in state law for potential conflicts and amend code provisions if necessary.

Also see the discussion of 2011 Oregon Laws Ch. 597 (HB 2712) under Chapter 108 above, as it substantially revised statutory fines and revised some statutory violation classifications.

Chapter 9.08 Alcoholic Beverages

2  General Note: The statutes governing liquor have been revised significantly since the adoption of this Chapter. See e.g. 1995 Oregon laws Ch. 301, 2010 Oregon Laws Ch. 33. It is recommended that the city conduct a thorough review and comparison. Following are some of the more significant changes.

§9.08.010(1)

The statutory definition now includes solids. ORS 471.001(1).

2  §9.08.010(3)

"Hard liquor" is not defined or referenced in state law.

R §9.08.010(8)

Chapter 472 was repealed. Although it is still referenced at places in the ORS, there no longer is an "Oregon Distilled Liquor Control Act", demarcated as such.

R §9.08.020

ORS 471.410 contains several new exceptions to the prohibitions and restrictions on providing alcohol to minors. This likely raises a Dollarhide issue.

R §9.08.707

State law has expanded the opportunities for minors to be permitted on premises serving alcohol. See, for example, OAR 845-006-0335-0340.

R §9.08.110

The correct authority citation appears to be ORS 471.360 through .390 and 471.403 through .406.

R §9.08.150

There is a typo in the authority; it should be ORS 471.385.

Chapter 9.12 Cruelty to Animals

R §9.12.090

Several new provisions regarding securing and forfeiting animals have been added to state law. ORS 167.347-.350.

Chapter 9.20 Disorderly Conduct

R §9.20.010

ORS 166.023-.025 now establish disorderly conduct in the first and second degree. Further, they require "intent to cause public inconvenience, annoyance or alarm, or knowingly creating a risk thereof". They do not include the acts set forth in subsection (8) or (9).

R §9.20.020

State law does not expressly address "rude, indecent, vulgar or profane words." It is likely that criminalizing such speech in this manner is unconstitutional under the Article I, Section 8 analysis discussed above.

Chapter 9.25 Graffiti

S Note that ORS 164.388 expressly provides that state statutes regarding graffiti do not preempt local ordinances, so there should be no Dollarhide issue

S §9.25.040

2009 Oregon Laws Chapter 15 repealed the requirement that certain community service be under the supervision of community corrections.

13-11

Chapter 9.28 Criminal Mischief

3 §9.28.020

ORS 164.354 defines criminal mischief in the second degree as involving an amount exceeding \$500. This may be a Dollarhide issue.

Chapter 9.32 Offenses Against Government

§9.32.070

2 ORS 162.255 has been amended to exempt the media. It classifies this as a Class B violation rather than a Class A. This may be a Dollarhide issue.

2 §9.32.080

ORS 133.045, .050, .075, .077, and .080 have been repealed. It appears that the correct statutory references now should be ORS 133.055 through .076 and ORS 153.042 through .064.

2 §9.32.090

The definition and elements of failure to appear have been changed. ORS 162.195.

2 §9.32.100

The statute relating to false information has been revised although the GMC provision does not appear to conflict. ORS 162.385.

2 §9.32.110

ORS 163.208 is limited to public safety employees, the GMC provision applying it to other city employees raises a Dollarhide issue.

Chapter 9.36 Offenses Against Decency

6 §9.32.040

Although there are no cases directly on point, prohibiting nude massage may be inconsistent with City of Nyssa v. Dufloth, 121 P.3d 639, 339 Oregon. 330 (2005) and State v. Ciancaneli, 121 P.3d 613, 339 Oregon. 282 (2005). Note, however, that the state requires a license for masseurs. ORS 698.021.

Chapter 9.40 Possession and Delivery of Drugs

3 §9.32.010

The reference to the Board of Pharmacy schedule should be updated to the current. OAR 855 through 80 et. seq.

3 §9.40.020(1)

The statutes have been revised and renumbered to ORS 475.840 through .980.

13-12

§9.40.020(2)

The prohibition on Cannabis may not be consistent with the Oregon Medical Marijuana Act, ORS 475.300 through .346. This may be a Dollarhide issue.

Chapter 9.44 Theft

§9.40.020

Theft in the third degree must be property less than \$100. ORS 164.043.

§9.40.030

Theft in the first degree must be property of \$100 or more and less than \$1,000. ORS 164.055.

§9.40.040

ORS 164.170 has been rewritten substantially and requires an amount in excess of \$100 but less than \$1,000 to constitute a Class A misdemeanor.

Chapter 9.45 Civil Forfeiture

Article XV, Section 10 of the Oregon Constitution adopted the Oregon Property Protection Act of 2000. This prompted adoption of ORS chapter 131A. The primary purpose of these provisions is to govern civil forfeiture for drug offenses, but it is not limited to such offenses. See generally, ORS 131A.010 (2) (The Legislative Assembly adopts the provisions of this chapter as the sole and exclusive law of the state governing civil forfeiture of real and personal property based on prohibited conduct. This chapter supersedes all charter provisions, ordinances, regulations and other enactments adopted by cities and counties relating to civil forfeitures. All forfeitures under the provisions of this chapter are subject to the limitations of section 10, Article XV of the Oregon Constitution)

Note that ORS 809.698 through .735 provides specific provisions for impoundment and, in limited cases, forfeiture of vehicles for the driving offenses listed therein. These statutes were adopted or amended after adoption of Chapter 9.45. ORS 809.735 (1) provides that, "The seizure and forfeiture provisions of ORS 809.730 do not preempt a city or county ordinance enacted and in effect on June 22, 1999, relating to forfeiture of a motor vehicle operated by a person described in ORS 809.730". Nevertheless, ORS 809.735 (2) requires that all vehicle forfeiture provisions conform to the procedures set forth in ORS Chapter 131A.

It is recommended that the city review these provisions and consider conforming amendments. 2011 Oregon Laws Ch. (SB 430) added certain crimes to those eligible for civil forfeiture.

§9.45.030

Numerous statutory references have changed:

Subsection (1): The reference to the 1983 version of ORS 475.005(6) is outdated.

Subsection (4): Gambling now is defined at ORS 167.114(7)

13-13

Subsection (6): Manufacture now is defined at ORS 475.005 (15)

Subsection (7): Marijuana now is defined at ORS 475.005 (16)

Subsection (8): 21 USC 841(a) does not actually define possession with intent to distribute, nor could an ORS reference be found.

Subsection (9): Production now is defined at ORS 475.005(20)

§9.45.040

Subsection (1): "Gambling" is defined at ORS 167.117(7), the reference in the GMC is to the crime of unlawful gambling in the first degree.

Subsection (2): The reference to the 1983 ORS should be updated or removed.

§9.45.050(3)

The reference to the 1983 ORS should be updated or removed.

Chapter 9.48 Trespass

§9.48.030

The definition of trespass in the first degree appears to be broader than that in ORS 164.255. This may be a Dollarhide issue.

Chapter 9.49 City Parks and City Property Exclusion

Two recent cases addressed the due process requirements for exclusion. *Koenig v Washington County*, 238 Oregon App 297, 242 P3d 649 (2010), *State v Barnes*, 232 Oregon App 70, 220 P3d 1195 (2009). The GMC provisions appear to substantially conform to these cases but counsel for the city may wish to review them.

Chapter 9.50 Vehicular Trespass

§9.50.040

ORS 164.245 makes vehicular trespass a Class C misdemeanor. This may be Dollarhide issue.

Chapter 9.58 Fish and Game

§9.58.010

The statutory reference probably should extend to ORS 486.018.

§9.58.020

The references to the 1983 ORS should be updated or removed.

§9.58.030

The reference to the 1989 ORS should be updated or removed.

Chapter 9.60 Camping Prohibited in Certain Places

No statutory conflicts found, but note that ORS 203.077 requires all cities to have a camping by homeless policy.

Chapter 9.70 Unlawful Carrying of Loaded Firearm

§9.70.020

ORS 166.370 has a slightly expanded list of persons entitled to carry a firearm in a public building.

Chapter 10.04 Vehicles and Traffic

§10.04.030

Several terms defined in the GMC now have statutory definitions that may not be entirely consistent.

Subsection (1): Bicycle ORS 801.150.

Subsection (6): Motor Vehicle ORS 801.360.

Subsection (7): Park or parking ORS 801.380.

Subsection (9): Stand or standing ORS 801.505.

Subsection (11): Stop ORS 801.510;

Subsection (14): Traffic control device ORS 801.540.

Subsection (16): Vehicle ORS 801.590. The definition of "mobile home" at paragraph (c) was repealed and the vehicle code no longer has a definition. Cf. ORS 446.003. The term mobile home used in paragraph (d) now is a reference to "motor home."

§10.04.040

The general statutory authority of cities to adopt special provisions in ORS 801.040 has been revised substantially. Since many provisions in this chapter rely on that authority, it is recommended that the city attorney review ORS 801.040.

§10.04.230(1)(f)

ORS 767.815 is now ORS 825.470.

§10.04.270

The authority cited, ORS 811.430 does not relate to leaving keys in the ignition. No statutory authority or prohibition on this topic could be found.

13-15

§10.04.340

R ORS 814.430 regarding bicycles in travel lanes has been substantially revised and contains exceptions to the requirement to stay to the right.

§10.04.400

R The statutes relating to funeral processions have been revised although there appears to be no significant conflict.

§10.04.430

R The statutes regarding "implied consent" have been revised substantially. ORS 813.100 now provides that refusal to submit to a test to result in a suspension of driving privileges. ORS 813.310 permits refusal to take a test to be used in evidence. It is recommended that the city attorney or law enforcement personnel review this section for amendment.

Chapter 10.08 Traffic Control Devices

§10.08.010

W It appears that the most current edition of the UTCDC is the 2009 edition.

Chapter 10.16 Abandoned and Hazardous Vehicles

W The sanction for violation of these provisions is not clear. Abandoning a car is not expressly labeled an offense. Cf. ORS 819.100 The driver or owner commits an "offense" by placing a hazardous vehicle, but the offense is not categorized, apparently becoming a misdemeanor by default pursuant to GMC §1.08.110.

Chapter 10.18 Impounding Vehicles

§10.18.010(1)(f)

R Language appears permissible, but see, State v. Gonzales A138187 (Oregon, App., 2010); Miranda v. City of Cornelius, 429 F3d 858 (9th Cir 2005) re limits on authority to tow in certain situations.

§10.18.020(3)(d)

R Although ORS 801.040 permits the city to modify state provisions on impoundment, note that ORS 819.190 excludes Sundays and holidays in calculating the five day period to request a hearing.

§10.18.030(1)(2)

R Same comment as above, also note that state law requires the hearing to be held within 72 hours.

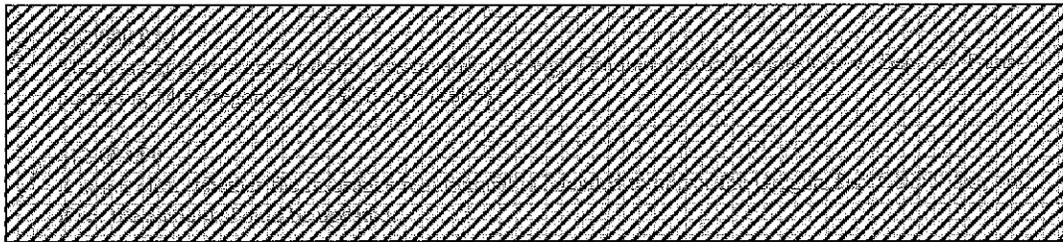
§10.18.050

R ORS 819.220 has been repealed. ORS 819.215 sets the value at \$500. Again, it appears to be permissible to modify this per ORS 801.040.

Chapter 10.20.010 Off-Road Vehicles

W §10.20.070
ORS 105.655-.670,.675,.677 and.680 have been repealed. The recreational immunity statutes were substantially revised by 2010 ORS Law 52.

Chapter 12.08 Sidewalk Benches



Chapter 12.12 Park Regulation

§12.12.030
Concealed handgun permittees may carry firearms in parks. ORS 166.173

Chapter 13.14 Industrial Waste Regulations

R Note: Due to the specialized nature of this Chapter and any NPDES or other permits issued to the city, this review is limited to checking cross-references and citations.

R §13.14.030(2)(p)
It appears this OAR now is at 333-100-0001 et. seq.

R §13.14.090
It appears the reference to LOG 13.13 should be to GMC.

Chapter 13.15 Surface Water Management

R Note: Due to the specialized nature of this Chapter and any NPDES or other permits issued to the city, this review is limited to checking cross-references and citations.

Chapter 13.16. System Development Charges

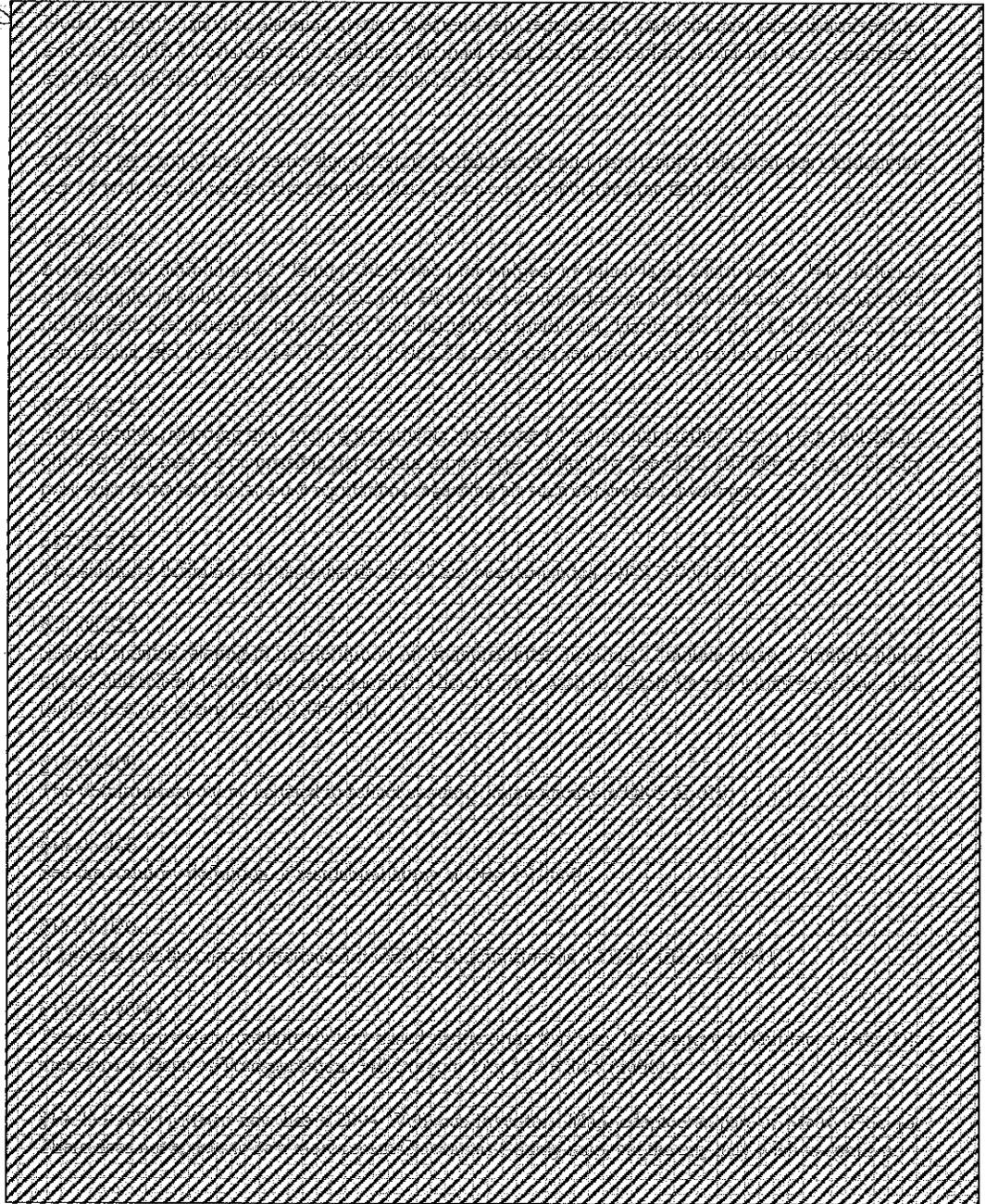
R §13.16.030(7)
The ORS 223.304(4) definition of qualified public improvement has been modified to require that the improvement be built larger than that necessary to serve the development.

R §13.16.050
ORS 223.304(1) now contains additional methodology factors.

13-17

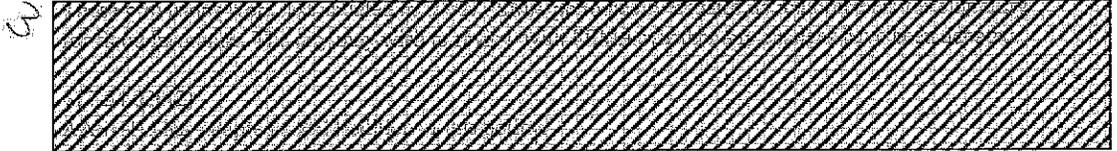
Title 17 Zoning and Development

64

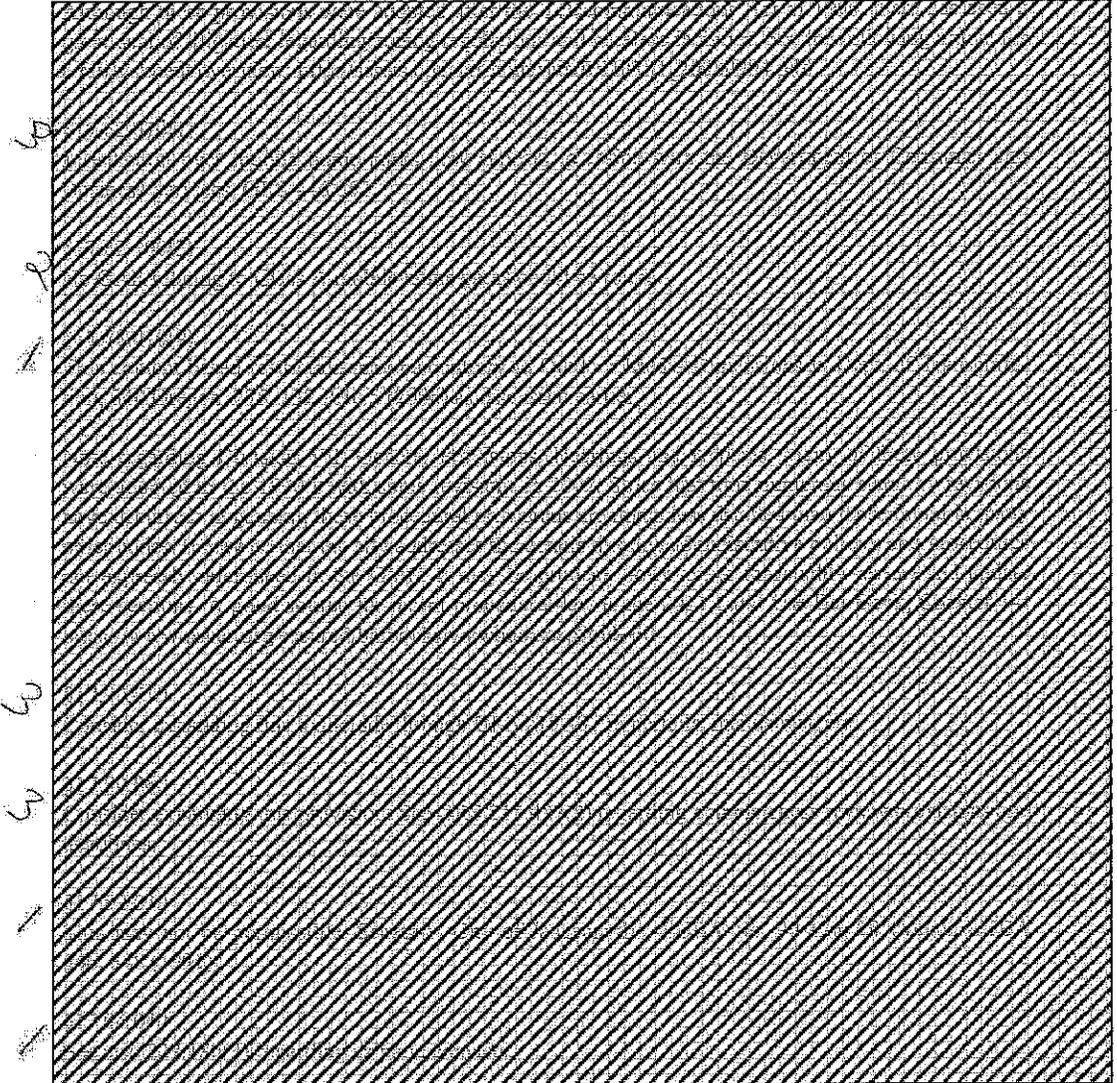


13-18

Chapter 17.29 Flood Management Area District



Chapter 17.61 Wireless Telecommunications Facility



13-19

**INFORMATION
ONLY**

City of Gladstone

Staff Report

Meeting Date: March 11, 2014

To: City Council

From: Pete Boyce, City Administrator

BACKGROUND

I had previously provided City Council with a list of ongoing projects with the intent of updating the status on a monthly basis. This report will be part of the City Council meeting packet. City Councilor Mersereau has taken that list made some additions and inputted the information into a spreadsheet (see attached). I will be using this spreadsheet format to provide information to City Council. I am still in the process of reviewing the spreadsheet for accuracy but wanted to offer the draft at this time. This status list will be amended as circumstances surrounding each project change. The items on the list are not prioritized and do not reflect all work that is being conducted by City staff. Rather it is meant to highlight certain projects that may be of particular interest to City Council, the public or both. If you have any ideas to improve the report format please contact me.

Responsibility (R1-R3)& Authority (A1-A3)						PROJECT	START DATE	GOAL COMP. DATE	STATUS		
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
								Current & Ongoing Projects			
PB			CC		PB	City Hall	Misc. Projects	Developing Update for the Transportation System Plan	???	TBD	???
PB			CC		PB	City Hall	Capital Projects	Managing Rinearson Pond Project	???	On Going	City Council authorized the City Administrator to sign the agreement with the Rinearson Natural Area Restoration Project 10/15/13
PB			CC		PB	City Hall	Misc. Capital Projects	Monitoring Lawsuit	???	On Going	As required
								Reviewing Options for City Hall/Police Facilities – On Going	08/14/12	On Going	The Council Last asked for more information related to Master Plan capital projects
								Patching Leaks in City Hall / Police Station Roof –	08/14/12	On Going	Three Leaks Repaired This Winter Along With Replacing Some Drywall in Police Station. City Council authorized staff to bid patching the roof.
PB	CS		CC		JM	City Hall	Support	Planning Commission	On Going	On Going	Advises City Council & City Administration as needed
PB	CS		CC		JM	City Hall	Support	Supporting Planning Commission in Review of City Municipal Code –	On Going	On Going	Supporting as required
PB	CS		CC		PB	City Hall	Misc. Projects	Monitoring of City Finances	On Going	On Going	As required
PB	CS		CC		PB	City Hall	Misc. Projects	Implementing New Fee Schedule with Supporting Ordinances	On Going	On Going	Completing as needed
PB			CC		PB	City Hall	Misc. Projects	Coordinating with Gladstone-Oak Grove Rotary Club Regarding Gladstone Cultural Festival .		On Going	Special Events Ordinance 1442 approved 02/11/14
PB	CS		CC		PB	City Hall	Budget	Starting FY 2015 Budget Process	July-13	June-14	Scheduled
PB	CS		CC		PB	City Hall	Budget	Preparing for Midyear Budget Review	07/01/14	Pending	In Process

Current City Project Status - February 23, 2014 - DRAFT

Responsibility (R1-R3) & Authority A1-A3		PROJECT					START DATE	GOAL COMP. DATE	STATUS		
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB	CS		CC		PB	City Hall	Tool	Provide Project List & Develop into a usable Management Guide.	02/11/14	04/08/14	Pete provided rough list 02/10/14.
PB	CS		CC		PB	City Hall	Plan.	Preparing for City Council Retreat	08/13/13	03/15/14	Scheduled
PB			CC		PB	City Hall	Misc. Projects	Processing Related Expenses Due to Repair of Sewer Lateral at 170 W. Arlington	02/11/14	03/11/14	Council to Set Date for Hearing
PB	CS				PB	City Hall	Misc. Projects	Monitoring Status of Lynx Legislation - State Could Act in Next Several Weeks According to Senator Allan Olson			Legislation approved a special Exotic Animal permit exception. Pat Clark needs to apply for State permit.
	CS		CC		PB	City Hall		City Council Guidebook - Second Addition - Signed as approved along with amendment for addition of Long Range Planning Tool	06/11/13	03/11/14	The existing copies are not signed by the Mayor and dated accordingly. The Guidebook portion for the LRPT can now be included.
PB	CS		CC		PB	City Hall	Tool	Medical Marijuana Dispensaries'	01/14/14	03/01/14	Ordinance 1446 approved for ban 02/11/14 to be reconsidered again 02/25/14. Waiting on Legislative rules approved per SB 1531
PB			CC	AC	PB	City Hall		Updating Long Range Planning Tool (LRPT)	12/10/13	02/13/14	Adopted for approval 12/10/13. In Process -- Developing on web site ???
PB	CS		CC-TM		PB	City Hall	Capital Projects	Reviewing Potential Public Works Projects for This Year - To Coincide with Budget Process	07/01/13	???	???
PB	CS		CC		PB	City Hall	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Oak Lodge Sanitary District	???	???	Waiting on Response from Oak Lodge Sanitary District
PB			CC		PB	City Hall	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Clackamas County	???	???	Planning, Building Inspection, Erosion Control

Current City Project Status - February 23, 2014 - DRAFT

Responsibility (R1-R3) & Authority (A1-A3)							PROJECT	START DATE	GOAL COMP. DATE	STATUS	
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3 - Advisory Committee	R3 - Project Leader	Department	Project Type				
PB			CC		PB	City Hall	Misc. Projects	LED Street Lights	08/13/13	???	PGE is moving forward with its transition of conventional street lights to LED. The City Council approved PGE's proposal to sell the City-owned poles to PGE in exchange for one lump sum payment
PB	CS		CC		PB	City Hall	Misc. Projects	Lake Oswego-Tigard Water Line Project	???	???	Project Agreement, Temporary Construction Easement & Permanent Waterline easement approved 10/08/13
PB			CC		JM	Court	Misc. Projects	Processing Applications for Prosecuting Attorney	???	Early March 2014	Jolene is waiting for applications
PB			CC		SM	Fire Dept.	Equip.	Purchase of New Fire Truck	07/09/13	April-14	Approved at 07/09/13 Council Mtg. Construction in process, due 04/15/14
PB			CC		MF	Fire Dept.	Council Requirement	Fire Department Operations and Public Policy Plan.	11/12/13	06/30/14	An approved policy as noted in the City Council Guidebook
PB	CS		CC		MF	Fire Dept.	Misc. Projects	Adopting a Ordinance 1444 for a new Chapter 15.32 Regarding Maintenance of Private Fire Hydrants	02/11/14	03/11/14	Ordinance to be modified and reviewed again for approval at next Council meeting
PB			CC	AC	IG	Library	Support	Library Board	Ongoing	Ongoing	Support as required
PB			CC		IG	Library	Personnel	Working with American Federation of State and Municipal Employees (AFSME) regarding Personnel Issue in Library Planning and Implementing Library Improvement Projects as included on an "Immediate Critical Repairs" list sent to outside Engineering & Contractors to determine facility repair needs..	???	On Going	???
PB			CC		IG	Library	Facility Upgrade		07/09/13	On Going	Several Projects have been completed with community & City Administration support.

Current City Project Status - February 23, 2014 - DRAFT

Responsibility (R1-R3) & Authority A1-A3								PROJECT	START DATE	GOAL COMP. DATE	STATUS
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type				
PB			CC		PB	Library	Facility Upgrade	Coordinating with Clackamas County Staff Regarding Library Facility	???	May-14	First meeting held 02/10/14
PB	CS		CC-TM		PB	Library	Facility Upgrade	Supporting New Library Advisory Committee	02/10/14	May-14	First meeting held 02/10/14
PB	CS		CC		IG	Library	Personnel	Advertising for Vacant Library Position	02/11/14	May-14	In Process
							Council Requirement	Library Operations and Public Policy Plan.	11/12/13	06/30/14	An approved policy as noted in the City Council Guidebook
PB			CC		IG	Library	Equip.	Purchase of Two New Patrol Vehicles	02/11/14	April-14	Approved 02/11/14. Tentative date of sometime in April.
PB			CC		JP	Police Dept.		Negotiating Impact of Acting Sergeant Position with the Gladstone Police Association	Nov-13	???	Preparing Memorandum of Understanding (MOU) Following Review by Attorneys
PB			CC		JP	Police Dept.	Personnel				
PB			CC		ST	Public Works-Misc.	Council Requirement	Public Works Operations and Public Policy Plan that Includes All Public Works Operations	11/12/13	06/30/14	An approved policy as noted in the City Council Guidebook
							Misc. Projects	Removal of Underground Storage Tanks at Public Works	09/10/13	???	Removal of storage tanks approved at 09/10/13 Council mfg. Potential cost noted as concern. Status/Goal for removal date?
PB			CC		ST	Public Works-Misc.			Ongoing	Ongoing	Removal of storage tanks approved at 09/10/13 Council mfg. Potential cost noted as concern. Status/Goal for removal date?
							Support	Park & Recreation Board			Advises City Council & City Administration as needed
PB	CS		CC		ST	Public Works-Park & Recre.		Reviewing BMX Bike Track Proposal for Meldrum Bar Park - Reviewing with Park And Recreation Committee	???	???	???
PB			CC		ST	Public Works-Park & Recre.	Support				

Responsibility (R1-R3)& Authority A1-A3)						PROJECT	START DATE	GOAL COMP. DATE	STATUS	
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type			
PB	CS		CC		ST	Public Works-Park & Recre.	Support	04/12/11	???	Zoning question being reviewed by Planning Commission On 02/18/14. Issues whether this park should be or shouldn't be located at present location.
PB			CC		ST	Public Works-Paving	Master Plan	???	???	Has not been scheduled
PB			CC		ST	Public Works-Sewer	Master Plan	???	03/14/14	RFP for City Council Consideration
PB			CC		ST	Public Works-Storm Sewer	Master Plan	???	Late Spring 2014	RFP for City Council Consideration approved 08/13/13 to make needed repairs while awaiting Master Plan completion. Work completion ???
PB	CS		CC		ST	Public Works-Traffic Safety	Support	On Going	On Going	Advises City Council & City Administration as needed
PB			CC		ST	Public Works-Traffic Safety	Traffic Safety	02/11/14	03/11/14	Reviewed 02/11/14. Quote available 03/11/14
PB	CS		CC		ST	Public Works-Traffic Safety	Traffic Safety	02/11/14	???	Reviewed 02/11/14

Responsibility (R1-R3) & Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
								Completed Projects			
PB			CC		PB	City Hall	Police Records Mgt.	Master IGA for Regional Justice Information Intergovernmental Agreement	01/14/14	01/14/14	IGA approved 01/14/14
PB			CC-LN		LN	City Hall	Emer. Proced.	Resolution 1034, adopting Update to the City of Gladstone Addendum to the Clackamas County Multi-Jurisdiction Natural Hazards Mitigation Plan	01/14/14	01/14/14	Resolution 1034 approved 01/14/14
PB			CC		JM	City Hall	Permit Fees	Resolution 1033, Adopting a Revised Master Fee Schedule and Repealing of Resolution 1003	01/14/14	01/14/14	Resolution 1033 approved 01/14/14
PB			CC		JM	City Hall		Ordinance 1442, Adding A New Chapter Regarding Special Events to the Gladstone Municipal Code	01/14/14	02/11/14	Ordinance 1442 approved 02/11/14
PB			CC		JM	City Hall		Ordinance 1445 – Amending Chapter 5.04 Regarding Business Fee Calculations	11/12/13	02/11/14	Ordinance 1445 approved 02/11/14
						City Hall	Tool	City Council Guidebook – First Addition		11/12/13	The Council Rules were approved 09/10/13. The City Council Guidebook's first addition was approved 11/12/13
PB			CC		TM				11/07/12		
PB			CC		PB	City Hall	Tool	Updating Long Range Planning Tool	06/12/12	12/10/13	Approved 12/10/13
PB			CC		PB	Library	Personne	Promotion of Irene Green to Permanent Library Director	11/08/12	07/09/13	Approved by City Council 07/09/13
PB			CC		JM	Police Dept.		Ordinance 1443 Adopting New Permit Requirements for Security Alarms	01/14/14	02/11/14	Ordinance 1443 approved 02/11/14
						Public Works-Sewer	Sewer Repair	Developing Request for Proposals (RFP) for a Sanitary Master Plan	08/12/13	???	RFP for City Council Consideration approved 08/13/13. Work completion ???

ST. PATRICK'S DAY PARTY

Wednesday, March 12th

at 11:30am



Come get your Luck O' the Irish!

We will have a traditional Irish lunch
with corned beef & cabbage.

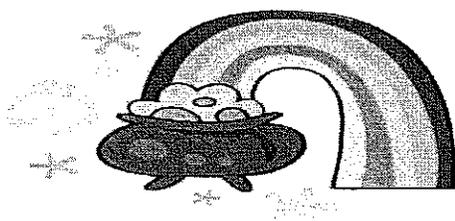
Entertainment by "Diane Hagen"

Sign-ups are **REQUIRED** so make sure
you reserve your spot!

It will be a good time with all of the food,
entertainment, prizes and fun!

Cost: \$3.50

Don't forget to wear your **GREEN!**



Gladstone Senior Center

(503) 655-7701

FREE TAX HELP!

Low-Middle-income tax payers, with special attention to age 60 and over, are welcome to sign up for tax assistance.

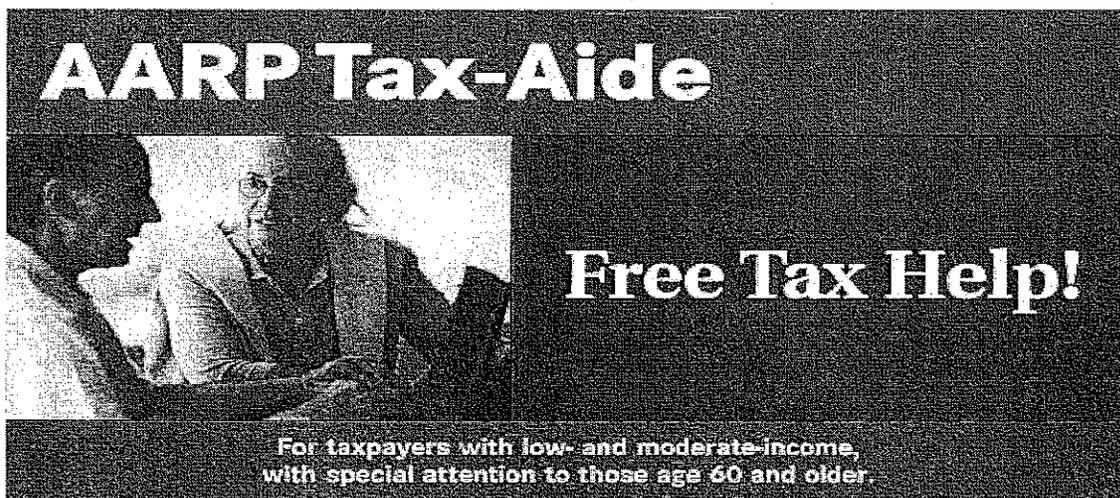
AARP Tax Aide volunteers provide FREE tax counseling and electronic preparation service for simple tax returns.

The Tax Assistance program will be on Fridays from **9am to 2:30pm** starting **Friday, February 7th thru April 14th.**

Call Gladstone Senior Center now to make your appointment at (503) 655-7701.

Make sure to call soon as appointments fill up fast!

Gladstone Senior Center
1050 Portland Ave ~ Gladstone, OR 97027

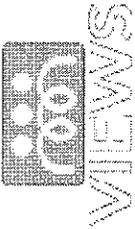


AARP Tax-Aide

Free Tax Help!

For taxpayers with low- and moderate-income, with special attention to those age 60 and older.

IEWS - Volunteers Involved in the Emotional Wellbeing of Seniors



Conversations on Aging: Talking with Your Doctor

Wednesday, March 19th: 10-11:30am

	<u>Name</u>	<u>Phone Number</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*** NOTE - Maximum of 10 Participants; Participant must be on list to attend conversation!**

See Jamie with any questions. Thank You!

