GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
May 13, 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 City Council Retreat March 15, 2014 Minutes and April 8, 2014 Minutes
2. Approval of Liquor License Application for Happyrock Coffee, 465 Portland Avenue
3. Approval of Resolution 1035 – Extending Worker's Compensation Coverage to Volunteers the City Elects to Cover
4. Approval of Resolution 1036 – Amending Section 1.10.080 of Resolution 902 to Allow an Alternate Process for the Disposition of Surplus Property
5. Declare Engine 101 Surplus Equipment and Allow Fire Department to Sell to Highest Bidder
6. Approval of Employment Contract – Jim Pryde Police Chief
7. Approval of Employment Contract – Irene Green Library Director
8. Payment of April Claims

CORRESPONDENCE - None

REGULAR AGENDA

9. Ordinance 1444 – A New Chapter 15.32 of the Gladstone Municipal Code Regarding Maintenance of Private Fire Hydrants and Usage of Public Fire Hydrants
10. Ordinance 1448 – Amending Chapter 6.08 of the Municipal Code to Allow for Keeping of Wild or Dangerous Animals Under Specific Circumstances
11. Ordinance 1449 – Removal from Planning Commission for Absences from Planning Commission Meetings
12. Ordinance 1450 – Amending Chapter 17.90 of the GMC to Establish a Planning Pre-Application Conference Fee
13. Update Regarding the Library Advisory Committee (no attachments)

BUSINESS FROM THE COUNCIL

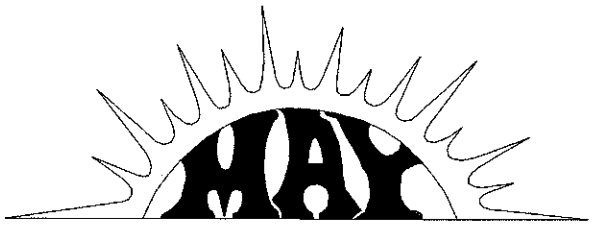
Executive Session - 192.660(2)(b) – To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. – 192.660(2)(d) - To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

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

ADJOURN

Information Only:

- City Administrator Project Report
- K-9 Information Requested by Councilor Reisner
- Senior Center Monthly Report



CONSENT AGENDA

"Draft" GLADSTONE CITY COUNCIL RETREAT MINUTES of March 15, 2014

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

ABSENT: Hal Busch, Kari Martinez arrived at 10:30 a.m.

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

Mayor Byers introduced Mary Bosch who will facilitate the retreat. Ms. Bosch reviewed with the Councilors the retreat agenda.

MISSION, VISION, VALUES
Mission Statement -- Ms. Bosch read through the Mission Statement and asked if there was anything that Council wanted to add.

- Add to the vision statement, "Our intention is to continue being a full-service city as long as it is economically feasible."
- Last bullet, add after county, "and local municipalities in the area."

Vision Statement -- was read by Ms. Bosch.

- The vision statement has two references to proximity to the rivers. It implies that the visitation by commercial, dining, etc. can actually see the river. Both the Willamette and Clackamas are occupied by either parks or private residences. This is a vision statement for the future and in the future if there are going to be this type of increased activities, it will have to happen somewhere else besides on the river bank. You cannot see the river. Additional commercial and other kinds of visitation activities will be more along McLoughlin or Portland Avenue.
- None of the commercial zone abuts either River.
- There are many sidewalks that are not safe. There needs to be a way of identifying these and getting something done.
- Change the phrase to, "while enjoying our river vistas."
- Change the sentence to imply, "the two Rivers inspire recreational activity and youth sports and encourages the support of small businesses.
- There is a historic inventory that was done of historic sites. Possibly a goal statement to explore the potential/interest in creating a historic district for the homes close to the river that could qualify for historic designation?
- Request from Council for Planning Commission to pursue historical designations.

Value Statement -- was read. There were no suggestions or improvements.

BACKGROUND ON GOALS

Ms. Bosch provided a list of policy setting processes. She asked Pete Boyce, City Administrator, for background information on goal setting from other planning efforts or community outreach. City Administrator Boyce stated in the past they have heard a want from City Council to have the departments finish their public policy statements. Because the Police Department has completed their statement, Chief Pryde will start working with the Senior Center to see if they can develop a process or if it will require outside help. Staff has heard issues related to code enforcement, including the sidewalks and other nuisance activities and land use enforcement. There are plans to talk to Council about code enforcement. Also completion of master plan for all utilities and how facilities will be maintained in the future or develop new facilities. To accomplish some of these goals the City will have to look at how they are staffed and what is needed to contract out, what can be done in-house?

- Ask PGE for a summary of the number of lights that have been replaced, the number of lights that have not been replaced, and the reason. This can be put in the City newsletter.

GOALS

Ms. Bosch noted that Goals constitute what is it that the Council is trying to accomplish, what is more important and the action is how that can be accomplished. Goals include transportation, public safety, community and economic development, recreation and culture, utilities, and other. Suggested topics include monitoring city finances, budgeting technique, complete department policies, historical building policy, work with ODOT to change signal at Arlington and 99E, public safety, code enforcement vision, community and economic development, another town hall, replace the library building, replace the police building and city hall, recreation and culture, better playground equipment at Meldrum Park, a dog park use recreation, facilities complete master plan, street maintenance fees, increased sanitary rates to fix sewer problems, prepare vision for improvements, storm drainage utility fees, public works making street, water sewer department from reactive from proactive departments, staffing to meet the needs of each department to keep city infrastructure current and effective. Suggestions were made to:

- Find out more what the people in the community want (community survey).
- Improve budgeting process.
- New sources of revenue – problems with drainage system, collection and distribution; and problems with streets. Consideration should be given to utility fees (storm drainage fee, street maintenance fee, modification of rates for the sewer system).

  City Administrator Boyce reported that part of the storm water and water master plans staff is working on a rate studies and that will be part of end product. Mayor Byers stated the over-riding situation in local government is the gottas have to equal the gettas. If things are going to be done differently it has to be figured out what they are not going to do or how to get more money to get what they want to do.

  It was suggested to reconstruct the streets instead of repaving with decent sub-base so when they are paved they don't settle and crack apart.

- Ms. Bosch suggested a <u>goal to create a funding strategy to pay for utility improvements</u>. Get clear on a vision for what improvements are and complete them after plans. Complete master

plans for sewer, storm water, water and paving. The plan will establish priority for improvements.

- City Administrator Boyce stated the Transportation System Plan is being updated now. He wants to include an analysis where they should have bike lanes, trails, etc. and look at sidewalks. Also look at capital improvement plans as to what roads need to be rebuilt, priorities, what needs to be repaved and get a schedule to better plan for those things.

- The biggest issue with transportation now is funding all of the road maintenance on the gas tax money and some system development charges (restricted to capacity improvements). Right now the needs are far outweighing the revenue that is coming in to maintain the streets. With the gas tax revenues, the City used to be able to do a major project every two/three years. Now it is spreading out every four years. This is an ebbing supply flow for the future.
- Ms. Bosch suggested a goal to evaluate other funding mechanisms for transportation issues. Evaluate possible revenue sources for transportation. City Administrator Boyce asked if there were other ideas to get sources of revenue which might limit the amount that residents would have to pay.
- Consideration has to be given if the streets are reconstructed any gas lines, water, or sewer repairs should be done at that time. Ms. Bosch suggested adding to transportation issues to incorporate and consider related water, sewer, natural gas, utilities, electrical, and cable.
- Ms. Bosch talked about the goal to move into a site an upgraded and remodeled police building. Mayor Byers stated it is reasonable to have a two-year goal where they would present a ballot measure to the residents of the City. It was pointed out that it doesn't fit with the need to complete the library group's work in a timely way to get a November 2014 measure. The potential loss would be $1.5 million loss in County money.

  At the last library meeting there was talk about location. The three sites the committee liked the best were the site next to Walgreens, the elections office site on Portland Avenue, and at the end of Portland Avenue where Holbrook Auto is. The majority of people were staying away from the Webster site due to the baggage that is associated with it right now. If the City is going to acquire one of these other sites, it increases the expense and it may result in shelving the Webster site to help pay for it if the goal is to do this without increasing taxes.

  Ms. Bosch added a goal for a conceptual plan for replacement and a goal for public safety. City Administrator Boyce stated if the City keeps on tract with the library, get a plan out to voters that is financially feasible and accepted by the voters, when the City enters the design stage they could look at maybe adding a second story or a spot next to it with another facility as a separate venture and still try to capture some of those economies of scale. A site will have to be picked carefully such as if you consider the election building to consolidating a city hall or police station, it won't be big enough. It will be tough getting a 13,000 sqft. library on there. The site next to Walgreens (over 4 acres) should be able to accommodate several city functions.

- Ms. Bosch added under Public Safety, there will be a conceptual plan for a public safety facility which may be connected or linked to other public facility needs. This leaves that option open. She asked if there is a need for a goal around code enforcement.

The general concern is that there are codes that deal with nuisances but they are not being taken cared of on a consistent basis. There needs to be a way to identify sidewalks that need repair and the City can notify the homeowner.

- Ms. Bosch suggested a goal to expand code enforcement function that responds to the City needs that is identified and enforce existing ordinances.
- Ms. Bosch added a goal to develop a comprehensive plan regarding parks and park facilities.
- Ms. Bosch created a goal to provide more opportunities for getting public input on city issues and business.

Ms. Bosch asked the Council to review the goals and decide which three are the most important goals to them individually over the next two years.

- Communication Goal – Provide opportunities for more communication with the public
- Transportation Goal – (1) Update transportation system plan including addressing the bike paths, bike modes, etc. (2) Evaluate possible revenue sources to address transportation needs incorporating and considering related needs of utilities, water, sewer, gas, cable, etc.
- Public Safety Goal -- (1) Create a conceptual plan for public safety facilities which may be linked to accommodating other public facility needs. (2) Expand code enforcement function to respond to sidewalks and other needs identified and enforce existing ordinances. (3) Evaluate and determine the desired appropriate level of fire service.
- Community and Economic Development Goal – Replace the library building.
- Recreation Goal – Develop clear policies and master plans related to parks and recreation facilities.
- Utilities Goal – Complete a master plan and a funding strategy for utility improvements.

Ms. Bosch asked the Council members to each pick three goals they feel are the highest priority.

ACTION

Communication – (1) A community survey and town hall meetings which includes Fire Department level of service done that would inform the council what the community wants most. (2) Inform the community about what funding is available and what they feel is most important that they are willing to pay for. (3) The library is underway; however, consideration can be given to ask for additional time from the County.

Transportation – (1) Other potential revenue sources that should be explored during this process besides the street maintenance fees. (2) Mayor Byers suggested a per gallon fuel tax for Clackamas County. (3) City Administrator Boyce reported the City to this point has used community development block grants. (3) Look at what other municipalities in the region are using.

Public Safety – (1) Define what the level of service is and alternatives to improvements. More information from the master plans since they are competing for urban renewal dollars. Council wants more information about the capital improvements that may be necessary in water and storm water system. Utilities are enterprise funds and are meant to be self-sufficient. Anytime the City can use

restricted revenues for a project they do that before using the other. Overall each utility is supposed to be self-sufficient. (2) Ask the community about police and fire service levels and develop some way address those goals. (3) Revisiting the cost estimates that were developed a couple years back and the assumptions around the size of a facility, what functions it will serve, etc. (4) Safety of department vehicles and personal vehicles.

Ms. Bosch stated looking at the possibility of combining a public safety facility with other community needs (library, city hall, etc.) She asked how the Council would get resolution on that. Mayor Byers does not feel the Council will get 100%; consensus is about as much as they are going to have.

The survey could have some possible physical alternatives for each of the three functions (ABC for police, ABC for city hall, ABC for Fire) and see what the community thinks are feasible. There should be some preliminary costs and some financing mechanism to inform the citizens this is $.50 on your property taxes.

It is hoped that the survey is structured so that the results can be used to take it to a vote. There needs to be a basis to put something on the ballot. Part of the ballot measure would include the cost. It was suggested that for street maintenance fee (don't have one) would be a stream of revenue and it can be used for revenue bonding purposes. It will gather a near-term capital lump sum to spend on bigger project than if you had to wait each year for it to come in.

Mayor Byers noted the Council does not know what other government agencies are going to be presenting for ballot measures. There should be a little flexibility to when the measures are done. Sometimes a ballot measure loses because there are too many (timing).

Lunch break was taken until 12:00 p.m. and the meeting reconvened at 12:45 p.m.

Library Project – (1) Deadline for the County, (2) Advisory Committee decision, (3) and Ballot measure this fall. City Administrator Boyce stated he was hoping to have a recommendation from the Library Advisory Committee back to City Council so they can consider the recommendation in June. A preliminary definite plan is due by June 30. The next deadline is to have the paperwork necessary to have a ballot measure in by August 2014 for the election. Mayor Byers stated whatever the final recommendation there is only one change to get the county funding and build the library. If the City does not get a new building the City will be giving up $1.5 million for running the library plus miss out on $700-800,000 a year of ongoing operating money from the County levy.

Master Plan – (1) Next Council meeting there will be Request for Proposals for the Sanitary Sewer Master Plan and Transportation System Development Plan. (2) Get the completed plans on the Water and Storm Water. (3) Not until the Plans are done can the Council move ahead on priorities.

Creating a Funding Strategy for Utility Improvements – (1) Transportation, (2) Storm Drainage Utility Fee, and (3) Increased sanitary rates to fix sewer problems. City Administrator Boyce stated this will be part of the master plans (rate studies that talk about how to fund these projects). March was the time marked for the consultants to be finished with the final master plans; however, now they are asking for more time (September).

Budgeting Techniques – (1) Possible 6-year (long term) capital plan, (2) Utilize the library groups or current commissions (parks, library, traffic safety, Senior Center, etc.) and (3) share the preliminary budget recommendation with these groups in February, and items that require a policy change may carry over to next year because of the time restraint this year.

Ms. Bosch adjourned the Council.

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

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

Attest:

_____ _____

Mayor Assistant City Administrator

"Draft" GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of April 8, 2014

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

ABSENT: None

STAFF
Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; David Doughman, City Counsel; Irene Green, Library Director, 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

Sherry Hall, 6820 Angus Way is here tonight because she as a community is overdue in honoring the hardworking Gladstone Police Department and Chief Pryde. Our Police Department has handled some difficult cases in our city and it is important to let them know that they have support and appreciation from the community they serve. The Police Department also works with students in the Gladstone School District and helps them become role models. They also work with neighborhoods to establish neighborhood watch programs.

Anneleah Jaxen, 4400 SE Naef Road, Milwaukie, Executive Director of Family Stepping Stones Relief Nursery located here in Gladstone. This program serves high-risk multi-stressed families and their children trying to stop child abuse and neglect. Chief Pryde was a very active member of the Board of Directors for three years and she is here tonight to recognize the amazing Police Department we have as a result of his leadership. She has been a resident of Gladstone for 23 years, raised three children in this city and all three of them went from kindergarten through 12th Grade in the Gladstone School District and are now starting to graduate from college. Through those 23 years she had different experiences in Gladstone. At one point she had a stocker that had stocked her for three months and was trying to kill her. Without the vigilance of this Police Department in 1998 she probably would not be here speaking. At other times she has lived in a condominium complex where owners decided to rent to a mother of three children who was dealing drugs. Because she is a mandatory reporter she had to call the Police Department often in order to try to keep those children out of danger. This Police Department responded immediately and accurately and eventually was able to move that mom and her children into a better situation. She has watched Police Chief Pryde carefully complete a culture of success in the Gladstone Police Department, always putting others first, making sure he considers the greater good and the development of his team. He sets up conditions for other people's success. He has developed a Police Department that is current, forward looking and developed programs, systems and strategies that will enable his officers to collaborate with other cities and do their work with excellence.

Larry Bingham, Pastor of the Church of the Nazarene, 4180 SE Jennings Avenue stated he is one of five rotating Pastor Chaplains for the Gladstone Police Department. On behalf of the Chaplains, they too appreciate the Police Department, their level of respect, integrity, compassion and the way they

consistently go about their job 24/7. It is a great opportunity to serve as Chaplin to them and to be a part of this great community.

Sherry Hall, 6820 Angus Way passed out bumper stickers she had made thanking the Police Department.

Douglas Buchner, 160 Beatrice stated he has been a resident here for about 8 years. He asked with the demise of the trolley bridge, is there no further construction consideration for a bridge there. Mayor Byers stated there is a bridge five blocks away. Councilor Jaren stated the people who were working on using that bridge is still working on options as a group.

CONSENT AGENDA

Item(s) Removed from the agenda:

2. Approval of Planning Commission Code Recommendation Chapter 2.28.040 – Vacancies and Removal

3a. Proclamation – Month of April a Child Abuse Prevention Month

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

1. Approval of January 28, 2014, February 25, 2014, and March 11, 2014 Minutes
3. Payment of March Claims

Motion carried unanimously.

2. Approval of Planning Commission Code Recommendation Chapter 2.28.040 – Vacancies and Removal. Councilor Martinez expressed concern that at the Council's last meeting they discussed vacancies and decided there was no need to have an excused absence. The Planning Commission has changed it to have Council hold a hearing after three absences. Mayor Byers stated this is a step in a potential process. He is fine with it.

3a. Proclamation – Month of April as Child Abuse Prevention Month. Councilor Mersereau feels this is a very important issue and wanted to bring it up for discussion by the Council. He asked if there is something Council can do to help with this cause. Councilor Jaren suggested in March of every year there should be a banner advertising April as Child Abuse Prevention Month.

Councilor Martinez moved and Councilor Nelson seconded a motion to approve Consent Agenda items 2 and 3a.
Motion carried unanimously.

CORRESPONDENCE – None.

REGULAR AGENDA

4. Legislative Update – State Representative Brent Barton. Mr. Barton prepared a power-point presentation on the last legislative session. There were things passed that effects Gladstone disproportionately. In 2010 Oregon voters adopted annual sessions. When annual sessions began his thought was they would continue to have this long session in the odd number year and the even number year there would be a short session. The short session would be of limited purpose (budget changes, technical choices, time-sensitive things) and not try to do major policy changes in 35

days. The legislative process takes time to do well. The short sessions have already deviated from its limited purpose. They try to do way too much in 35 days. He served on the judiciary committee and they did not reach a conclusive resolution. It was continued until the next legislative session in 2015.

The Willamette Falls Legacy Project is just picking up again. They received $5 million on the last long session and will go back for another $4 million to create safe public access to the waterfalls.

Councilor Reisner email him regarding the state putting in some money for a new library in Cornelius. Cornelius had a library bond that failed in 2013. The city was planning to go out for the bond in 2014. It was not just a library, but also was a mixed use project. The first floor was a library and on top of that was 41 housing units for low income seniors. The entire project cost about $12.8 million. $8 million of that came from a non-profit (federal pass through money for the housing component) and $4.8 million is for the library. The state kicked in half of that $2.4 and the city has to go out and raise another $2.4. They are doing it like a non-profit capital campaign, a professional fund raiser, trying to raise the money outside the city because Cornelius would have a hard time doing that on its own.

The Washington County land use wars are more active than in Clackamas County. Cornelius was right in the center of it and ended up giving up as part of that deal a thousand acres of potentially developable land. For them to go along with this and agree to this deal, the State funding $2.4 million was part of that. To the extent Gladstone is interested in getting State participation in a new library construction he would be honored to help. It helps if it is a mixed use project. It would bring different partners and funding sources to the table. The City can exploit the opportunity.

Councilor Reisner stated Gladstone has an interesting intersection on McLoughlin and Arlington. He asked what Mr. Barton could do to help the City out and get that fixed. Mr. Barton stated he was familiar with the intersection, he drives it every day. He does think he can help. The reason why he is poised to help there is because it is a state highway (99E). In the 2015 legislative session there is a lot of talk about what kind of investments made in transportation and infrastructure in the State can move forward. As part of that discussion in 2015 he is potentially going to get funding. He would like to see safety procedures all along McLoughlin. Mayor Byers stated he would like see consistency so that every intersection has the same left turn and through lane.

Mr. Barton state the one thing he would like to work on is the key bottleneck is Abernathy Bridge, the on and off ramps and expanding the entire 205 corridor. Another project would be 99E. A lot of people have shown interest in seeing the Blue Heron Project. He feels the state will take an active interest in McLoughlin and he thinks it is very reasonable for Gladstone to get in on that and take the improvements further north.

Councilor Jaren stated he has raised the issue several times over the last 15 years that has to do with Strawberry at 82nd. Sometimes during the day rush hours it is impossible to make a left turn going east. It goes to the State and comes back with the answer that the traffic level does not meet the warrant. It is frustrating during the rush hours; there should be a traffic light. There is only one of three ways to get from the west side of Gladstone across the freeway (Fred Meyers, Safeway, or cross at Strawberry) to go east.

5. Brown & Caldwell Water and Stormwater Masterplan Update. City Administrator Boyce introduced Jim Harper from Brown & Caldwell who is here tonight to give an update. Originally they were asking for an additional $5,000 and they have withdrawn that.

Mr. Harper presented a project schedule they have updated this month based on some of the activity that has been going on. The stormwater masterplan has been completed and was submitted to DEQ (Department of Environmental Quality) in December to meet the January first deadline. They will do a small update to it as the water masterplan comes in because if you are looking at potential projects, you want to compare the water lines and the stormwater lines to make sure you are not tearing up the street twice. If you have a consistent project in one street, you want to look at the CIP's together to make sure they are all scheduled at the same time.

The water mapping was completed by Sisul Engineering in March of this year. They have completed mapping of storm, sanitary and water systems for the city. Those have been turned over to Scott Tabor. They are prepared to test the water system. In late April they will be out putting meters on several pipe systems and opening the hydrants to see how they react, how the pressure drops, etc. That will help them build a more accurate model. There is a certain amount of modeling that will follow in May.

The original contract was scheduled for one year; Sisul Engineering was doing the mapping for them and they came across a lot of problems with the sanitary and storm system. Some of the key pipes were on private property. To survey on private property homeowners permission is needed and that took a little bit or coordinating with the homeowners getting them to sign allowing them to access the property. Some of the manholes had been paved over so they had to wait until the manholes were uncovered from the asphalt so they could get into the manholes. Connections between pipes had no manhole.

The stormwater mapping system was ahead of the water mapping because of the state requirement to get the stormwater masterplan completed by January 1. The water system is all buried; there are a few valve boxes on the surface. A lot of what is underground needs to be confirmed from a city staff. They are reviewing information but there are a lot of other things city staff should be doing besides reviewing maps; keeping the system operating and getting the water to homes. It is all mapped now and they are to the point of testing and are asking the specific questions of how the valves operate, are they really closed, how some of the pressure zones are operating within each other, how the reservoirs are balanced with the system, etc.

Sisul Engineering has gone well above and beyond what they were called on to do. They did a really good job, a lot of weekend work to get the maps done.

Mr. Harper noted that their contract limit has come and they are asking for an extension. The calibration work is done and they will go right into developing CIP's and solutions to some of the issues on the water system and develop the Masterplan in June and hopefully wrap it up in July and August. There will be a rate evaluation looking at the stormwater portion of the project. It will be going hand and hand with the water and that will be going on at the same time. Hopefully in a couple of months they will be bringing in proposed CIP's for the city and the corresponding rate studies to go along with the rate evaluations.

Councilor Reisner asked if communication back and forth is still going on. Mr. Harper said yes. Some of that has not involved Brown and Caldwell directly; some has been between city staff and Sisul Engineering. They talk with city staff every two to three weeks by phone or meeting.

Councilor Mersereau stated that many decisions are being worked on at this point which the masterplans from the water and sewer count on. It is hard to make these decisions without knowing what some of these big items are actually going to be like. The requested extension makes the City's project more difficult. The City would appreciate any assistance to meeting those a dates rather than asking for another extension at some point in the future. Mr. Harper stated they will not be asking for another extension. They will be doing a realm of the project where they are confident that they can complete it. The mapping process was the big problem. He will be pushing hard to get this project done as soon as possible. Some of the key information that the City needs to know will be prior to the documents being finalized.

6. Ordinance 1447 – An Ordinance Declaring a Moratorium On Medical Marijuana Facilities Within The City Of Gladstone Pursuant to Senate Bill 1531 and Declaring an Emergency. Mayor Byers asked for the first reading or the Ordinance. Assistant City Administrator Morishita read the Ordinance by title only.

Councilor Nelson moved and Councilor Martinez seconded a motion to consider the first reading of Ordinance 1447.
The motion carried unanimously.

Councilor Reisner asked how this is different from what was done recently. Answer: City Attorney Doughman stated it is different in that the City now has a Senate Bill 1531 that both houses of the Oregon Legislature passed and governor signed. That is new since Council last discussed this topic. The law is now that under state law they view this as one source of authority for a City to prohibit dispensaries. This ordinance responds to express authority under State Law for cities and counties to place a moratorium (temporary ban) on dispensaries until May 2015. The previous ordinance had a timeline of 90 days after the legislature (August) when that prohibition would expire.

This bill was passed, signed and now Gladstone has the authority under State law to a year of prohibition. After action in the 2015 Legislature, cities have a decent potential in November of this year for ballot measures making recreational legalization like Washington and Colorado.

Councilor Reisner asked for the reason for the declaration of an emergency. Answer: Mayor Byers stated the moratorium has to be in place by May 1st. City Attorney Doughman stated a person could claim that since you haven't adopted an ordinance pursuant to 1531 you really don't have a moratorium that complies with State law.

Councilor Nelson moved and Councilor Martinez seconded a motion to adopt Ordinance 1447 – An Ordinance Declaring a Moratorium On Medical Marijuana Facilities Within the City of Gladstone Pursuant to Senate Bill 1531 and Declaring an Emergency. A roll call was taken with the following results: Councilors Busch, ***yes;*** *Jaren,* ***yes;*** *Martinez,* ***yes;*** *Mersereau,* ***yes;*** *Nelson,* ***yes;*** *Reisner,* ***yes;*** *and Mayor Byers,* ***yes.***
The motion carried unanimously.

Mayor Byers asked for a second reading of Ordinance 1447. Assistant City Administrator Morishita read the Ordinance by title only for the second time.

Councilor Nelson moved and Councilor Busch seconded a motion to adopt Ordinance 1447 – An Ordinance Declaring a Moratorium On Medical Marijuana Facilities Within the City of Gladstone Pursuant to Senate Bill 1531 and Declaring an Emergency. A roll call was taken with the following results: Councilors Busch, ***yes;*** *Jaren,* ***yes;*** *Martinez,* ***yes;*** *Mersereau,* ***yes****; Nelson,* ***yes;*** *Reisner,* ***yes;*** *and Mayor Byers,* ***yes.***
The motion passes and the Ordinance is adopted.

7. K-9 Program Update. Jim Pryde, Chief of Police reported the memo in Council packet is regarding Officer Mixson stepping down from the K-9 program. At the time the memo was sent, the department had begun a recruitment to find a new K-9 handler. None of the staff were interested in taking the position so there is no one to handle the dog. After discussions with the City Administrator, they have begun the process of dismantling the program. Officer Mixson is taking this very hard; he has his own reasons for stepping down. This is a real loss to the department in terms of a program.

   Question: Councilor Martinez stated she understands that it didn't work; if this is done now could in the future another K-9 program be restarted. Answer: Chief Pryde said yes, he believes that to be true. Ultimately it will be the Council's decision. Officer Hill has indicated an interest in being a K-9 handler. With his situation in his life the timing is not right. Perhaps somewhere down the road he might be interested.

   Question: What happens with the dog? Answer: Chief Pryde said there are a couple of options.
   - Offer Dyno to Officer Mixson
   - Dyno is an incredible police service dog. He has received very high ratings and certifications. He is regarded by his Clackamas County trainers as a rock star. He still has many serviceable years in law enforcement. There has been one department that has indicated interest so far.

   Question: Councilor Mersereau asked if Dyno had drug certification. Can another officer take on the handling of dog specifically for drug situations? Answer: Chief Pryde stated Dyno was certified in drug and tracking. Yes another handler can be used; he believes that Dyno has the capability to take to another handler. Councilor Jaren stated it is very important for Gladstone to have a K-9 Unit.

   Question: Does the dog have to be worked in order to retain its capability. Answer: Chief Pryde said yes. This dog is bred for work. For him to not be working or training is not a good thing.

   Question: Councilor Reisner asked for a timeline when his previously submitted questions would be answered. Answer: Chief Pryde stated they are working on getting the answers to him and a news media source to get similar work products developed. The goal is to have a presentation to the next Council meeting.

   Councilors congratulated Chief Pride on accreditation. The K-9 policy proofs all passed.

8. Authorization to purchase Flashing Cross Walk Sign at Oatfield Road and Ridgegate Drive. Scott Tabor, Public Works Supervisor reported he has submitted all the information on obtaining a new flashing cross walk sign at Oatfield and Ridgegate. He was asked to receive quotes for similar signs for reference. He found vendors in California and Grainger that carries the sign but it did not include all the parts needed. Traffic Safety Supply is supplying everything that is needed for that intersection so they are the preferred vendor.

Councilor Reisner moved and Councilor Nelson seconded a motion to authorize the purchase of a Flashing Cross Walk Sign for Oatfield Road and Ridgegate Drive from Traffic Safety Supply.
Motion carried unanimously.

9. Dog Park Project. City Attorney Doughman reported he advised Council in Executive Session about some of the legal deficiencies and risks with respect to the current application. It is his recommendation that the City put the application on hold and instruct the Planning Commission and the Park Board to consider alternative sites for a dog park.

   Scott Tabor, Public Work Superintendent recommended an area at Meldrum Bar known as the Orchard area which is paralleling the Gladstone Community Garden. It is about the same size and meets all the criteria. It is not close to residential people to cause any trouble, plenty of parking, and meets all the zoning.

   It was mentioned that dogs run loose at the ball field in Meldrum Park. It would be advantageous to have a fenced area for those dogs.

   The City Attorney's office have determined that there are several issue that need to be resolved that would cost a fair amount of money and take some time. Possibly a less expensive and more expedient solution would be attractive to people.

   City Attorney Doughman stated he will go to the Planning Commission meeting and inform them that this project is being put on hold. Then this issue can be brought back. If there is another location that is logical, the city would pull the application that is pending right now.

BUSINESS FROM THE COUNCIL

Councilor Mersereau reported on March 31st was the fourth meeting of the Library Advisory Committee. There were a lot of questions and they have decided to extend meetings until May 5th. Hopefully there will be a recommendation that Council can accept. Information from an Oak Grove meeting will also be brought before Council.

Councilor Mersereau reported he was introduced to the Meals on Wheels Program. There have been a lot of good things happening in the program. He has been on two visits and met some really neat people who needed help. Super job Senior Center!

Councilor Martinez reported she too had an opportunity to go out on Meals on Wheels and found it to be very interesting. The driver was really great; his relationship with the people is very impressive. He has a personal word with each person he delivers to.

Councilor Busch reported the Clackamas County Coordinating Committee meeting last Thursday was focused on transportation. There were presentations from Tri-Met, SMART (South Metro Transportation Group), and there were discussions on the county's research and efforts to come up with an effort to raise some maintenance funds for the $22 million shortfall they currently have. There was a discussion on the National Highway Trust Fund. In the packet was a letter written by the director of ODOT (Oregon Department of Transportation) regarding the Highway Trust Fund which will run out of funds this year unless Congress acts to help? They have funds to meet the projects they have committed to for 2014, but unless Congress re-ups the trust fund, there will not be $150-175 million next year from the federal government. Cities will not be able to bid or take any construction activity in 2015. Any projects done by ODOT will not happen until the Federal government takes action.

Councilor Busch stated his wife is on the board of Portland Audubon and they are looking for a new site to build a new wildlife care center. The one near Forest Park is grossly inadequate and they need 3-4 acres to build a new state of the art wildlife care center, education center, etc. He has been contacted by the Executive Director of Audubon for more information on the 11-acre site near Walgreens. Having that site there would be a big boom to the east side of Portland.

Councilor Reisner reported he also participated in the Meals on Wheels program. He was impressed and would like to get more involved.

Mayor Byers announced this Saturday the Senior Center is having their Spring Fling Craft and Collectable sale. He encouraged people to come out. This is a fund raiser and outreach for the community.

City Administrator Boyce reported he is working on obtaining a date from Lake Oswego/Tigard to get a tour of the facilities.

Mayor Byers reported tomorrow night is the Gladstone Business meeting at Lazerworks located by GG's Restaurant.

Mayor Byers adjourned the Council Meeting into 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. The Council will not be coming back into open session.

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

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

Attest:

_____ _____

Mayor Assistant City Administrator

City of Gladstone

Staff Report

Meeting Date: May 13, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Approval of Liquor License Application for Happyrock Coffee, 465 Portland Avenue

RECOMMENDED STAFF ACTION

Staff recommends approval.

BACKGROUND

Happyrock Coffee has applied for a "Off-Premises Sales" license with the Oregon Liquor Control Commission. The Gladstone Police Department has reviewed the application and did not find a history of criminal activity at this location. Staff recommends approval.

COST IMPACT

None.

Left msg 5/6/14 11:05

OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales ($402.60/yr)
  - ☐ Commercial Establishment
  - ☐ Caterer
  - ☐ Passenger Carrier
  - ☐ Other Public Location
  - ☐ Private Club
- ☐ Limited On-Premises Sales ($202.60/yr)
- ☒ Off-Premises Sales ($100/yr)
  - ☐ with Fuel Pumps
- ☐ Brewery Public House ($252.60)
- ☐ Winery ($250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

☐ Limited Partnership ☐ Corporation ☐ Limited Liability Company ☒ Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

_____
(name of city or county)

recommends that this license be:

❑ Granted ❑ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: 4-22-14

90-day authority: ❑ Yes ❑ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Lisa Halcom ③ _____

② _____ ④ _____

2. Trade Name (dba): HappyRock Coffee

3. Business Location: 465 Portland Ave Gladstone Clackamas OR 97027
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 465 Portland Ave
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (503) 650-4876
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☒ Yes ☐ No Name: Lisa Halcom / owner
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Gladstone Oregon / Clackamas County
(name of city or county)

11. Contact person for this application: Lisa Halcom (503) 650-4876
(name) (phone number(s))

465 Portland Ave HappyRockCoffeeCo@gmail.com
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① _____ Date 4/11/14 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY

1. Trade Name HAPPYROCK COFFEE ROASTERY 2. City GLADSTONE

3. Name HALCON (Last) LISA (First) MARIE (Middle)

4. Other names used (maiden, other) _____

5. *SSN ___ ___ ___ 6. Place of Birth _____ (State or Country) 7. DOB ___ ___ (mm) (dd) (yyyy) 8. Sex M ☐ F ☒

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 656(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

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

Applicant Signature: _____

9. Driver License or State ID # _____ 10. State OREGON

11. Residence Address 465 PORTLAND AVE (number and street) GLADSTONE (city) OR (state) 97027 (zip code)

12. Mailing Address (if different) _____ (number and street) (city) (state) (zip code)

13. Contact Phone (503) 650-4876 14. E-Mail address (optional) HAPPYROCKCOFFEECO@GMAIL.COM

15. Do you have a spouse or domestic partner? ☐ Yes ☒ No
If yes, list his/her full name: _____

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

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

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

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

2-3

20. Trade Name Happyrock Coffee Roastery 21. City Gladstone

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

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

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

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

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

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

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

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

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

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

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

Applicant Signature: [signature] Date: 4/17/14

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: ~~[illegible]~~ LISA HALCOM Phone: (503) 650-4876

Trade Name (dba): HAPPYROCK COFFEE ~~ROASTERY~~

Business Location Address: 465 PORTLAND AVE

City: GLADSTONE ZIP Code: 97027

DAYS AND HOURS OF OPERATION

IM APPLYING FOR AN OFF PREMISES SALES PERMIT -GROWLER FILL STATION-

Business Hours:		Outdoor Area Hours:	
Sunday	8AM to 3PM	Sunday	8 AM to 3PM
Monday	7AM to 3PM	Monday	7AM to 3PM
Tuesday	7AM to 3PM	Tuesday	7A to 3PM
Wednesday	7AM to 3PM	Wednesday	7A to 3PM
Thursday	7AM to 3PM	Thursday	7A to 3PM
Friday	7AM to 3PM	Friday	7AM to 3PM
Saturday	7AM to 3PM	Saturday	7AM to 3PM

The outdoor area is used for:

☒ Food service Hours: 7AM to 3PM

☐ Alcohol service Hours: _____ to _____

☒ Enclosed, how WITH A GATE

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

_____ _____ (Investigator's Initials)

NO ON SITE drinking

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☐ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Nude Entertainers
- ☐ Karaoke
- ☒ Coin-operated Games PAC-MAN
- ☐ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☒ Other: OPEN MIC

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	12PM to 2PM
Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

SEATING COUNT

Restaurant: 9 Outdoor: 12 NO ON SITE drinking

Lounge: _____ Other (explain): FRONT 2

Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: _____

Date: _____

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

Applicant Signature: _____ **Date:** 4/17/14

95

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

City of Gladstone

Staff Report

Meeting Date: May 13, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Resolution 1035 – Extending Worker's Compensation Coverage to Volunteers the City Elects to Cover

RECOMMENDED STAFF ACTION

Staff recommends approval.

BACKGROUND

The City's insurance carrier City County Insurance Services (CIS) requires the City to identify which classes of volunteers should be covered by the City's workers compensation insurance. Providing the insurance insulates the City should an accident occur while a volunteer is providing service to the City.

COST IMPACT

This is included in the City's insurance premium which would not change if the City did not identify volunteers to cover.

RESOLUTION 1035

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF GLADSTONE

WHEREAS, The City Council desires to provide workers' compensation coverage for individuals who volunteer in certain capacities for the City pursuant to state law; and

WHEREAS, the City's insurance provider, City Insurance Services, has indicated that the City needs to **update and extend its insurance coverage provisions to ensure these volunteers are covered; and**

WHEREAS, the City Council finds it in the public interest to continue to provide this coverage.

The City of Gladstone Resolves as follows:

Section 1. The City of Gladstone adopts the workers' compensation coverage as set forth in the attached Exhibit A.

Section 2. This resolution is effective immediately upon adoption by the City Council.

ADOPTED this ___ day of May 2014.

ATTEST:

Wade Byers, Mayor

Jolene Morishita, Assistant City Assistant

RESOLUTION 1035

EXHIBIT A

Pursuant to ORS 656.031, workers' compensation coverage will be provided by the City of Gladstone to the classes of volunteers listed in this resolution, noted on CIS payroll schedule and verified at audit:

1. Public safety volunteers.

An assumed monthly wage of $800 per month, per volunteer will be used for public safety volunteers in the following volunteer positions:

- Police reserve
- Pre-employment Firefighter

2. Volunteer boards, commissions and councils for the performance of administrative duties.

An aggregate assumed annual wage of $2500 will be used per each volunteer board, commission or council member for the performance of administrative duties. The covered bodies are:

- City Council
- Planning Commission
- Budget Committee
- Traffic Safety Commission
- Library Board
- Park and Recreation Board

3. Manual labor by elected officials.

An assumed monthly wage of $800 per month will be used for public officials for the performance of non-administrative duties other than those covered in #2 above.

- General yard work (weeding, brush removal, flower bed planting, etc.)
- Speed trailer
- Bicycle rodeo
- Bazaar
- Administrative duties that involve manual labor, ex. moving/organizing archived file boxes

4. Non-public safety volunteers

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations.

- Senior center
- Public works
- Library

- City Hall/Court
- Police Department – clerical duties
- Fire Department – clerical duties
- Emergency management support

The City of Gladstone agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

City of Gladstone

Staff Report

Meeting Date: May 13, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Resolution 1036

RECOMMENDED STAFF ACTION
Staff recommends approval.

BACKGROUND

The Police Department has eliminated its K-9 program. Staff is recommending this change to the surplus property procedure due to concern that the animal needs to be placed with an owner that can provide adequate care to the animal and proper handling. The current procedure has surplus property going to the highest bidder which may or may not be able to properly care for the dog. The City of Molalla has expressed interest in the acquiring the dog.

COST IMPACT
The City will attempt to place the animal responsibly and obtain the highest price possible.

RESOLUTION 1036

A RESOLUTION AMENDING SECTION 1.10.080 OF RESOLUTION 902 TO ALLOW AN ALTERNATE PROCESS FOR THE DISPOSITION OF SURPLUS PROPERTY

WHEREAS, Resolution 902 was adopted by City Council on February 8, 2005 which includes a procedure for surplus property; and

WHEREAS, the Police Department has recently eliminated its K-9 program and is no longer in need of its police dog; and

WHEREAS, due to the dogs training it is unwise to sell the animal to the highest bidder without considering the person's ability to handle the dog safely and provide it with necessary care; and

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Gladstone that Resolution 902, Section 1.10.080 is amended with the following addition:

"(5) The City Administrator or designee may sell or otherwise dispose of surplus property without following 1.10.080 (3) if the surplus property is an animal that would require special placement in order to provide for public safety and/or to insure proper care for the animal."

All other provisions of resolution 902 remain in effect.

This Resolution adopted by the Common Council of the City of Gladstone and approved by the Mayor this 13th day of May, 2014.

ATTEST:

Wade Byers, Mayor

Jolene Morishita, Assistant City Administrator

RESOLUTION 902

A RESOLUTION ADOPTING PUBLIC CONTRACTING RULES

Findings:

A. The 2003 Legislature enacted House Bill 2341 (HB 2341) that revised the state public contracting laws.

B. As of March 1, 2005, HB 2341 repeals all existing local government public contracting rules and public contracting exemptions.

C. HB 2341 created a new Oregon Public Contracting Code (Code), codified in ORS chapters 279A, 279B and 279C.

D. In accordance with HB 2341, the Attorney General adopted Model Rules to implement the Code, and they are found in OAR 137, divisions 46, 47, 48 and 49.

E. The Code and the Model Rules apply to all public contracts first advertised, or if not advertised then executed on or after March 1, 2005.

F. The Code and the Model Rules allow local governments to adopt contracting rules different from or in addition to those in the Model Rules so long as they are consistent with the Code.

THE CITY OF GLADSTONE RESOLVES AS FOLLOWS:

Section 1. Public Contracting Rules for the City of Gladstone.

1.10.010 General provisions

(1) Except as provided within these rules, City public contracting is governed by the Code and the Model Rules.

(2) The Gladstone City Council is the City's Contract Review Board (Board). Except as otherwise provided in these rules, the powers and duties of the Board under the Code and Model Rules will be exercised by the Board and the powers and duties given or assigned to contracting agencies by the Code or Model Rules will be exercised by the City Administrator as the City's contracting agent.

(3) For the purposes of these rules, "City Administrator" means the City Administrator for the City of Gladstone, or the City Administrator's designee.

1.10.020 Personal service contracts

(1) "Personal service contract" means a contract for personal or professional services performed by an independent contractor, primarily for the provision of services that require specialized technical, creative, professional or communication skills

or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of attorneys, accounting and auditing services, information technology services, planning and development services, artists, designers, performers, property managers and consultants. The City Administrator has discretion to determine whether a particular contract or service falls within this definition. For the purposes of this section, personal services contracts do not include such contracts for architectural, engineering and land surveying services. The procedures for those contracts are found in the Model Rules, OAR 137, division 48.

(2) The following formal selection procedure will be used when the estimated payment to the contractor exceeds $25,000.

(a) Announcement. The City will give notice of its intent to procure personal services through the League of Oregon Cities, and any other means the City deems appropriate, including contacting prospective contractors directly. Announcements will include:

(A) A description of the proposed project;

(B) The scope of the services required;

(C) The project completion dates;

(D) A description of special requirements;

(E) When and where the application may be obtained and to whom it must be returned;

(F) The closing date; and

(G) Other necessary information.

(b) Application. Applications will include a statement that describes the prospective contractor's credentials, performance data, examples of previous work product or other information sufficient to establish contractor's qualification for the project, references, and other information identified by the City as necessary to make its selection.

(c) Initial screening. The City Administrator will evaluate the qualifications of all applicants and select a prospective contractor or prospective contractors whose application demonstrates that the contractor is best qualified to meet the City's needs.

(d) Final selection.

(A) The City Administrator will interview the finalists selected from the initial screening. At the City Administrator's discretion, the interviews may be conducted before the Board.

(B) After the interview process concludes, the City Administrator will make the final selection. If the interviews are conducted before the Board, the Board will make the final selection.

(C) The final selection will be based upon applicant capability, experience, project approach, compensation requirements, references and any other criteria identified by the City as necessary for the City to select a contractor.

(3) The following informal selection procedure may be used when the estimated payment to the contractor is under $25,000 or when the City Administrator determines that the informal procedures will not interfere with competition among prospective contractors, reduce the quality of services or increase costs. The City Administrator will contact a minimum of three prospective contractors qualified to offer the services sought. The City Administrator will request an estimated fee, and make the selection consistent with the City's best interests. If three quotes are not received, the City Administrator will make a written record of efforts to obtain the quotes.

(4) The City Administrator may enter personal service contracts not exceeding an estimated $5,000 without following the procedures under subsection (2) or (3). However, the City Administrator must make reasonable efforts to choose the most qualified contractor to meet the City's needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.

(5) The City Administrator may negotiate with a single source for personal services if the services are available from only one contractor, or the prospective contractor has special skills uniquely required for the performance of the services. The City must make written findings to demonstrate why the proposed contractor is the only contractor who can perform the services desired.

(6) The City Administrator may select a contractor without following any procedures when conditions require immediate action to protect life or property. In such instances, the City Administrator must make written declarations of the circumstances that justify the emergency appointments.

1.10.030 Authority to electronically advertise solicitations for goods and services

(1) The City Administrator is authorized to develop an "electronic procurement system" in accordance with OAR 137-047-0300(2)(b). As described in OAR 137-046-0110(15), this is an information system accessible through the internet that allows the City to post electronic advertisements and receive electronic offers for goods and services. When an electronic procurement system is in place, the

Model Rules allow procurement solicitations to be advertised exclusively on the internet. This saves the City time and money over newspaper advertisements.

(2) Prior to any development of an electronic procurement system, the City may advertise solicitations for goods and services on the internet in addition to newspaper advertisements.

1.10.040 Authority to electronically advertise solicitations for public improvements

(1) For all public improvement contracts with an estimated cost not exceeding $125,000, the City Administrator may electronically advertise solicitations in a manner deemed appropriate. This method of advertising will save the City time and money, may be used exclusively, and is allowed under ORS 279C.360(1).

(2) An advertisement for a public improvement contract with an estimated cost over $125,000 must be published at least once in a trade newspaper of general statewide circulation, such as the Daily Journal of Commerce.

1.10.050 Small procurements

(1) As provided by ORS 279B.065, any procurement of goods or services not exceeding $5000 may be awarded in any manner the City Administrator finds practical or convenient, including direct selection or award.

(2) A small procurement contract may be amended in accordance with OAR 137-047-0800, but the cumulative amendments may not increase the total contract price to greater than $6000.

(3) A procurement may not be artificially divided or fragmented to qualify for this section.

1.10.060 Sole-source procurements

(1) Pursuant to ORS 279B.075(1), the City Administrator is authorized to declare in writing certain goods and services to be available from only one source.

(2) The determination of a sole-source must be based on findings required by ORS 279B.075(2), and otherwise be processed in accordance with OAR 137-047-0275.

1.10.070 Notice of intent to award certain contracts

(1) At least seven days before the award of a public contract solicited under a traditional invitation to bid or request for proposals, the City will post or provide to each bidder or proposer notice of the City's intent to award a contract.

(2) If stated in the solicitation document, the City may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the City's intent.

(3) As an alternative, the City may provide written notice to each bidder or proposer of the City's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

(4) The City may give less than seven days notice of its intent to award a contract if the City determines in writing that seven days is impracticable as allowed by ORS 279B.135.

(5) This section does not apply to goods and services contracts awarded under small procurements under these rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.

(6) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.

(7) A protest of the City's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

1.10.080 Procedure for surplus property

(1) Surplus property is city-owned property such as office furniture, computers, equipment, vehicles, excluding real property, that a department head determines is surplus and no longer useful to the city.

(2) The department head may authorize surplus property to be sold to the public or be destroyed.

(3) Sale of surplus property that has an estimated value of $50 or more, as determined by the City Administrator or designee, at the time that the property is determined surplus shall be advertised for sale in a publication of city wide circulation.

(4) Employees of the city may purchase surplus property that is advertised in a city wide publication provided that the employee's apparent high bid is accepted by the City Council.

Section 2. This resolution is effective on March 1, 2005, or on the date of its adoption if that date is later than March 1, 2005.

THIS RESOLUTION IS ADOPTED BY THE CITY OF GLADSTONE THIS 8th DAY OF February, 2005.

Attest

Wade Byers

Gladstone Fire Department

May 6, 2014

TO: Gladstone City Council

RE: Request Sale of Surplus Equipment, Eng 101

Mayor, City Council and City Administration,

As you are aware the Fire Department has ordered a new 2014 Pierce fire engine as a replacement for Engine 101, a 1973 Seagraves. Delivery is expected in May of 2014. Engine 101 has far out lived its usefulness even with its status as a reserve engine for the last 17 years. It will not pass the required pump test as repairs cannot be made due to its age and updating to meet OSHA safety standards is not feasible due to the vehicles structure, aside from of the cost. Review of used vehicle publications and parts salvage prices it is estimated to be valued at $2,000 - $3,000.

I respectfully request that the City allow this engine be classified as surplus equipment and sold to the highest bidder with no warranty implied or attached. Hopefully it can be refurbished as Vintage vehicle for a collector or its parts can be used to maintain others.

Sincerely

Stan Monte
Chief

City of Gladstone

Staff Report

Meeting Date: May 13, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Employment Contract – Police Chief

RECOMMENDED STAFF ACTION
Staff recommends approval.

BACKGROUND
The Police Chief's contract had a finite term at the Chief's request. It is now due for renewal. Chief Pryde has been Chief for 5 years and has received positive position reviews. At its March 11, 2014 meeting City Council reviewed the agreement. Some City Councilors expressed concern over the severance portion of the contract. Chief Pryde has had this clause in his contract for 5 years and would like to see it continue. The severance would not be paid if the Chief was terminated for cause. Language was added to the hours of work section to indicate that the position is defined as a full-time position and that constitutes at least 40 hours of work per week.

COST IMPACT
The cost impact to this contract is identical to the previous agreement. There are no new financial or time off provisions.

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

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.

6-3

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

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.

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.

6-4

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

This position is classified as a regular full-time employee. A regular full-time employee has completed the probationary period as defined I the City's Personnel Handbook and regularly and consistently works at least 40 hours a week. 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 and is subject to the City's Personnel Handbook, 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.

6-5

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 any other remedy available at law. 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. Effective Date. This Agreement is effective as of _____.

E. 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.

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

G. 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.

H. 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

6-6

CITY OF GLADSTONE

POLICE CHIEF

POSITION SUMMARY

To plan, organize, direct, and control activities and operations of the Police Department including crime prevention, law enforcement, community relations, rules of evidence, and related functions such as criminal investigations, field patrol, traffic control and safety, and record maintenance; coordinate and work in partnership with other City departments and outside agencies in accomplishing assigned activities; perform all assigned duties in accordance with the City of Gladstone Public Policy on Policing.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives general administrative direction from the City Administrator.

Exercises supervision over all employees within the Police Department, either directly or indirectly through supervisors.

REPRESENTATIVE DUTIES

Representative and other important duties and responsibilities may include, but not be limited to the following:

1. Directs police services and operations for the City of Gladstone; plans, organizes, directs, supervises, and reviews all operations of the Police Department in order to provide maximum service to the community.
2. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Department; assure that federal, state, county and municipal laws and ordinances are enforced.
3. Schedules and reviews work; assigns personnel for optimum effectiveness; mentors, coaches, and evaluates subordinate performance, and provides for the professional development of subordinates.
4. Oversees and coordinates the preparation and presentation of the Department budget; administers and controls Department expenditures through sound fiscal practices and oversight.
5. Prepares, recommends, and implements strategies to meet the City's current and long-term needs that are compatible with the Gladstone Public Policy Statement on Policing.

6. Prioritizes and allocates available resources; reviews and evaluates program and service delivery for improvement, and ensures effective service provision to all community members.
7. Informs and advises the City Administrator on Police Department issues and community safety; represents the Police Department in all public relations matters.
8. Provides necessary training to prepare new officers to meet the challenges of police service, and to maintain existing officers' certification requirements and skills to improve the Department's professional standards and response.
9. Directs on-going research into new law enforcement technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.
10. Directs analyses of crime trends, juvenile delinquency, traffic issues, illegal drug issues, and related law enforcement concerns in the community; implements appropriate actions to meet identified needs through these analyses, and reports major issues and trends to the City Administrator and City Council.
11. Coordinates Department activities with those of other City departments to ensure a consistent approach towards common projects and interests.
12. Recruits and retains qualified personnel consistent with applicable laws, regulations and professional standards.
13. Establishes and maintains cooperative relationships with neighboring and regional law enforcement and security agencies to ensure coordinated, concerted police services to communities served by those agencies.
14. Identifies federal, state, and private research and development grants; determines scope of work for which funds are needed and prepares proposals to obtain them; administers grant funds.
15. Analyzes future personnel staffing needs and develops short and long-term plans to meet those needs.
16. Serves as the City's representative to committees and organizations concerned with improvements in law enforcement, public education, and public relations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of modern principles, practices and methods of police administration, organization, operations, and staffing.
- Thorough knowledge of technical aspects of police work, including crime prevention, investigation techniques, criminal identification, apprehension, detention, rules of evidence, traffic control and safety, and record keeping.

- Knowledge of pertinent federal, state, and local laws, codes and regulations.
- Knowledge of fundamental principles and modern practices related to office management, personnel, purchasing, accounting controls, and general budgetary and fiscal practices with special emphasis in the area of public safety.
- Skill in effective, clear and persuasive oral and written communications to individuals and groups.
- Skill in resolving conflicts and gaining cooperation among competing interest groups.
- Skill in identifying, implementing, and refining the Department's organizational structure to obtain desired results as efficiently as possible.
- Skill in planning, organizing, directing, and coordinating the work of supervisory and support staff, and in the appropriate delegation of authority and responsibility.
- Excellent interpersonal skills, utilizing tact, patience and courtesy.
- Ability to work effectively with others to achieve personal, team, department and City-wide goals.
- Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels, establishing trust, and securing their respective commitments to the Department's goals.
- Ability to analyze complex police problems and develop appropriate responses and reasonable courses of action given available resources and circumstances, and provide consequences of proposed actions.
- Ability to develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media, and the general public.
- Ability to administer labor agreements, and communicate effectively with organized personnel.

EDUCATION AND EXPERIENCE

Bachelor's degree in public administration, criminal justice, police science or related field and a minimum of ten years of progressive law enforcement experience with at least five years in a supervisory or management position.

Possession of Executive level certification.

WORK ENVIRONMENT

Work is performed primarily in an office environment; may be required to perform work required of a Police Officer that would involve rigorous physical activity; work is sometimes performed in adverse weather conditions, noisy or noxious surroundings.

City of Gladstone

Staff Report

Meeting Date: May 13, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Employment Contract – Library Director

RECOMMENDED STAFF ACTION
Staff recommends approval.

BACKGROUND
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. City Council at its March 11, 2014 meeting reviewed the proposed contract and some City Councilors expressed concern over the severance portion of the agreement along with the level of accrual for vacation time. The City Administrator has met with Director Green to discuss the agreement. The severance has been reduced from six months to three months. Director Green is still requesting 16.67 hours of vacation accrual. The hours of work section has been amended to state that the job requires at least 40 hours of work per week being classified as full-time.

COST IMPACT

Director Green started at Range 42, Step 1 of the City's salary schedule and received Step 2 moving into her second year of service. All other provisions of this 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 per year.
- Section 5 – Vacation and Sick Leave: The rate of vacation is 16.67 hours/month. A starting employee would earn 6.67 hours/month. The additional impact would be $338.50 per month.
- Section 9 – Severance Payment : Up to three months of salary. No severance would be paid if employee was 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 _____ 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.

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

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.

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

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 of on (1) month's salary for each two months (or portions thereof) of completed service to the 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 three (3) 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

This position is classified as a regular full-time employee. A regular full-time employee has completed the probationary period as defined I the City's Personnel Handbook and regularly and consistently works at least 40 hours a week. 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 any other remedy available at law. 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. Effective Date. This Agreement is effective as of _____ .

E. 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.

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

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
POSITION DESCRIPTION

Position Title: Library Director
Department: Library
Reports To: City Administrator
Supervisor: City Administrator
Classification: Library Director, Exempt, Non Union
Pay Range: Range 42
Date Approved/Revision Dates (Retain all dates): Revised 2005, revised 2012

Critical features of this job are described under the headings below. They may be subject to change at any time. Nothing in this job description restricts appointing authority's right to assign or reassign duties and responsibilities to this job at any time.

GENERAL SUMMARY

Under general supervision of the City Administrator or designee, this position performs a wide variety of management, supervisory, administrative and clerical work in planning, organizing and implementing the programs and services of the city library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises library operations to achieve goals within available resources; provides leadership and direction in the development of short and long range plans; reviews program areas; implements changes or new programs to meet library needs of the community.
2. Supervises and trains library staff in proper library methods and procedures. Determines work procedures; plans and organizes workloads and staff assignments and gives written and oral instructions; studies and standardizes procedures to improve efficiency and effectiveness of operations; motivates and evaluates assigned staff; reviews progress and directs changes. Maintains harmony among workers and with management, and resolves any grievances; performs or assists subordinates in performing duties; adjusts errors and complaints; assures compliance with established policies and procedures.
3. Oversees the selection of library materials in accordance with the Library Collection Development Policy; reviews major selection tools; and approves library purchase orders. Oversees review of the collection for outdated and/or unused materials and coordinates removal, disposition and possible replacement.
4. Prepares the annual departmental budget for submission to the city administrator and budget committee. Assures that assigned areas of responsibility are performed within budget. Performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control.

5. Assesses library needs of the community and originates new library programs to meet these needs; communicates official plans, policies and procedures to staff and the general public; answers letters of inquiry and talks to patrons about policies and procedures.
6. Attends Library Board meetings, serves as staff liaison, and keeps board members informed of library plans, goals, problems and progress and with their aid, prepares necessary library policies for recommendation of approval to City Council; prepares agenda; keeps minutes; writes reports of board recommendations to appropriate agencies. Serves as ex-officio member of the Gladstone Public Library Foundation board.
7. Assures library facilities and equipment are maintained properly; coordinates maintenance and repair functions; supervises control of and is responsible for all material and supplies used; orders all new and replacement equipment.
8. Serves as local library representative on appropriate committees of Libraries in Clackamas County (LINCC); maintains liaison with other departments in the city, as well as state, local and other public agencies and officials.
9. As a member of the management team assists in the development of short and long range plans in part to help ensure appropriate allocation of financial resources for effective provision of all city services; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
10. Replace with "Performs reference and reader advisory services as needed; substitutes for Service Desk staff members when necessary.

PERIPHERAL DUTIES

1. When delegation is not practical, performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for classes, etc.

2. Oversees various special library activities throughout the year.

KNOWLEDGE/SKILLS/ABILITIES/EXPERIENCE

Graduation from an accredited university with a Masters of Library Science. Three years of progressively responsible experience in library operations, including two years in a supervisory capacity.

Knowledge Required:

- Thorough knowledge of the principles and practices of modern library systems and programs.
- Thorough knowledge of library collection classification and selection techniques.
- Considerable knowledge of equipment and facilities required in a comprehensive library system. Considerable knowledge of community library needs and resources.
- Working knowledge of the principles and practices of office management, work organization and supervision.

Skills Required:

- Skill in interpreting laws and regulations.
- Skill in analysis, development and implementation of policies.
- Skill in operation of listed tools and equipment.
- Ability to plan, organize, coordinate and implement a comprehensive library system.
- Ability to effectively manage, supervise and train other personnel.
- Ability to prepare comprehensive reports and compile routine statistical information.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public.
- Ability to provide new ideas while supporting overall values of the organization.
- Ability to solve problems and resolve conflict.
- Strong leadership to lead by example.
- Ability to handle confidential matters and maintain confidentiality.
- Ability to organize workloads and achieve maximum efficiency.
- Strong interpersonal skills.

Certifications required at the time of hire for this position:

- Valid drivers license; must maintain a safe driving record while employed with the City of Gladstone.

TOOLS AND EQUIPMENT USED

Library computer system, personal computer, including word processing, data base management software, the internet and e-mail functions, calculator, copy and FAX machines, telephone, etc.

LEARNING THE POSITION

Within the first twelve months of employment, the employee should be able to skillfully complete 100 percent of the duties.

COMPLEXITY OF DUTIES

Position will include duties that involve decision making, creativity, planning, independent judgment, analytical analysis, and problem solving abilities.

SUPERVISION RECEIVED

Interactive supervision.

CONTACT WITH OTHERS

Contact will include, but not be limited to City employees, service agencies, the public at large, etc. Contact will approximate 90 percent of the workday.

CONFIDENTIAL INFORMATION
Internal matters which involve labor issues including personnel, discipline, grievances, contract negotiations, etc.

PHYSICAL DEMAND/MANUAL DEXTERITY/TOOLS AND EQUPMENT USED
This position will require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions. It will also require regular focus on a computer screen; weekly lifting, moving or carrying objects that may be 25 pounds. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE
Typical office hours: Schedule varies from week-to-week and will include hours outside of the normal M-F 8-5 business week. Evening attendance at meetings will also occasional be required.

CHARACTER OF SUPERVISION
This position is responsible for the full cycle supervision of the library staff which includes, but is not limited to: assigning and reviewing work, altering workloads to meet scheduling demands, evaluating performances, disciplinary issues, hiring and termination, etc.

PERFORMANCE FACTORS NOT PREVIOUSLY IDENTIFIED IN THIS DOCUMENT:

a) Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
b) Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the City.
c) Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the City. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
d) Professional attire: The employee must represent themselves professionally in both demeanor and dress.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employees Signature Date

City of Gladstone

Month: April 2014

Payroll

4/30/14	Check	# 75816 - 75857	31,683.32	Payroll
4/30/14	Direct Deposit		147,099.42	Payroll
			178,782.74	Total

Manual/ Machine/ Month End Checks

4/9/14	Check	# 75788 - 75759	34,748.20	Misc AP
4/14/14	Check	# 75796 - 75806	15,637.60	Misc AP
4/15/14	Check	# 75807 - 75808	1,298.80	Misc AP
4/18/14	Check	# 75809 - 75810	12,088.00	Misc AP
4/22/14	Check	# 75811 - 75815	61,083.42	Misc AP
4/28/14	Check	# 75858 - 75859	2,773.20	Misc AP
4/30/14	Check	# 75860 - 75877	19,232.22	Month End
4/30/14	Check	# 75878	981.90	
			147,843.34	Total

Urban Renewal Checks

	Check			Misc UR
			0.00	Total

Outstanding Invoices

05/14/14	Preliminary		360,971.75	
			360,971.75	Total

April Monthly **687,597.83** **Total**

Council Approval

Payroll

G/L Distribution Report

User: anderson
Batch: 00001.04.2014 COMPUTER
City of Gladstone

Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
Section 2 000			
001-000-140000	56,104.64	0.00	CASH IN BANK
001-000-290000	0.00	147,099.42	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	33,120.71	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	41,159.72	SOCIAL SECURITY W/H
001-000-290003	0.00	18,067.95	STATE TAX W/H
001-000-290004	0.00	263.92	WBF WORKDAY ASSESS
001-000-290005	0.00	1,883.11	UNEMPLOYMENT
001-000-290007	0.00	1,946.91	TRI-MET TAX
001-000-290008	0.00	1,288.31	MISCELLANEOUS
001-000-290102	0.00	5,989.00	CREDIT UNION W/H
001-000-290103	0.00	51,881.93	HEALTH INS W/H
001-000-290104	0.00	1,880.33	UNION DUES W/H
001-000-290105	0.00	6,153.33	DEFERRED COMP W/H
001-000-290108	0.00	126.18	LIFE INSURANCE/PU
001-000-290111	0.00	38,256.14	RETIREMENT/PERS
001-000-290112	0.00	3,766.99	RETIREMENT
001-000-290114	0.00	850.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	927.76	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:	**56,104.64**	**356,856.77**	
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	11,912.25	0.00	PAYROLL COSTS
Section 2 Total:	**37,697.52**	**0.00**	
Section 2 022	MUNICIPAL COURT		
001-022-102500	3,071.22	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	2,229.92	0.00	ASSISTANT COURT CLERK
Section 2 Total:	**9,969.72**	**0.00**	
Section 2 024	POLICE DEPARTMENT		
001-024-102500	44,611.00	0.00	PAYROLL COSTS
001-024-140000	8,669.00	0.00	POLICE CHIEF
001-024-140300	8,538.71	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	6,158.91	0.00	POLICE DETECTIVE
001-024-142500	5,215.90	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	5,518.84	0.00	POLICE OFFICER
001-024-146000	5,630.71	0.00	POLICE OFFICER
001-024-146200	4,729.00	0.00	POLICE OFFICER
001-024-146400	5,272.48	0.00	POLICE OFFICER
001-024-146500	2,041.70	0.00	MUNICIPAL ORDINANCE SPECIALIST
001-024-150000	3,671.00	0.00	POLICE RECORDS CLERK
001-024-152500	6,099.20	0.00	OVERTIME
001-024-152600	684.81	0.00	TRAINING OVERTIME
Section 2 Total:	**135,299.14**	**0.00**	
Section 2 025	FIRE DEPARTMENT		
001-025-102500	5,796.46	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	19,591.08	0.00	ON-CALL FIREFIGHTERS
Section 2 Total:	**33,154.60**	**0.00**	
Section 2 026	PARK DEPARTMENT		
001-026-102500	3,107.24	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
Section 2 Total:	**8,433.90**	**0.00**	
Section 2 028	SENIOR CENTER		
001-028-102500	5,599.99	0.00	PAYROLL COSTS
001-028-208500	5,863.00	0.00	SENIOR CENTER MANAGER
001-028-209500	2,260.49	0.00	TRAM DRIVER
001-028-210000	1,395.14	0.00	OFFICE ASSISTANT

Account Number	Debit Amount	Credit Amount	Description
001-028-210500	2,428.24	0.00	NUTRITION CATERER
Section 2 Total:	**17,546.86**	**0.00**	
Section 2 029	LIBRARY		
001-029-102500	12,617.66	0.00	PAYROLL COSTS
001-029-220000	6,157.00	0.00	LIBRARY DIRECTOR
001-029-221500	3,175.31	0.00	LIBRARY ASSISTANT II
001-029-222000	18,197.91	0.00	LIBRARY ASSISTANT II
001-029-222500	4,114.06	0.00	LIBRARY ASSISTANT II
001-029-222800	3,787.77	0.00	LIBRARY ASSISTANT II
001-029-223000	3,937.27	0.00	LIBRARY ASSISTANT II
001-029-223200	1,705.34	0.00	LIBRARY AIDE
001-029-223500	4,958.07	0.00	ON CALL LIB ASSISTANT
Section 2 Total:	**58,650.39**	**0.00**	
Section 1 Total:	**356,856.77**	**356,856.77**	
Section 1 003	SEWER FUND		
Section 2 000	LIBRARY		
003-000-140000	0.00	19,571.11	CASH IN BANK
Section 2 Total:	**0.00**	**19,571.11**	
Section 2 003	SEWER DEPARTMENT		
003-003-102500	6,105.04	0.00	PAYROLL COSTS
003-003-300300	2,318.40	0.00	PUBLIC WORKS SUPERVISOR
003-003-300700	2,687.80	0.00	UTILITY WKR,JOURNEY/MAINT TECH
003-003-301000	4,780.88	0.00	UTILITY WORKER
003-003-301200	3,678.99	0.00	ACCOUNT CLERK
Section 2 Total:	**19,571.11**	**0.00**	
Section 1 Total:	**19,571.11**	**19,571.11**	
Section 1 004	WATER FUND		
Section 2 000	SEWER DEPARTMENT		
004-000-140000	0.00	20,782.35	CASH IN BANK
Section 2 Total:	**0.00**	**20,782.35**	
Section 2 004	WATER DEPARTMENT		
004-004-102500	6,732.19	0.00	PAYROLL COSTS
004-004-400300	1,987.21	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,687.77	0.00	UTILITY WKR,JOURNEY/MAINTENANC

Account Number	Debit Amount	Credit Amount	Description
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:	**20,782.35**	**0.00**	
Section 1 Total:	**20,782.35**	**20,782.35**	
Section 1 005	ROAD & STREET FUND		
Section 2 000	WATER DEPARTMENT		
005-000-140000	0.00	10,630.42	CASH IN BANK
Section 2 Total:	**0.00**	**10,630.42**	
Section 2 005	STREET DEPARTMENT		
005-005-102500	3,327.77	0.00	PAYROLL COSTS
005-005-501500	1,656.00	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	5,521.93	0.00	UTILITY WORKER, JOURNEY
005-005-502500	124.72	0.00	OVERTIME
Section 2 Total:	**10,630.42**	**0.00**	
Section 1 Total:	**10,630.42**	**10,630.42**	
Section 1 008	POLICE/COMMUNC LEVY FUND		
Section 2 000	STREET DEPARTMENT		
008-000-140000	0.00	27,939.30	CASH IN BANK
Section 2 Total:	**0.00**	**27,939.30**	
Section 2 008	POLICE/COMMUNC LEVY DEPT		
008-008-102500	9,113.39	0.00	PAYROLL COSTS
008-008-800500	5,476.80	0.00	SCHOOL RESOURCE OFFICER
008-008-801500	5,636.74	0.00	POLICE OFFICER
008-008-802500	2,041.73	0.00	MUNICIPAL ORDINANCE SPECIALIST
008-008-802700	4,378.00	0.00	EXECUTIVE ASSISTANT
008-008-803000	1,292.64	0.00	OVERTIME
Section 2 Total:	**27,939.30**	**0.00**	
Section 1 Total:	**27,939.30**	**27,939.30**	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		
Section 2 000	POLICE/COMMUNC LEVY DEPT		
009-000-140000	0.00	8,864.78	CASH IN BANK
Section 2 Total:	**0.00**	**8,864.78**	

Account Number	Debit Amount	Credit Amount	Description
Section 2 009	FIRE/EMERG SERVICES DEPT		
009-009-102500	2,859.45	0.00	PAYROLL COSTS
009-009-900500	5,449.00	0.00	VOLUNTEER FIRE COORDINATOR
009-009-901500	556.33	0.00	SEASONAL HELP
Section 2 Total:	**8,864.78**	**0.00**	
Section 1 Total:	**8,864.78**	**8,864.78**	
Report Total:	**444,644.73**	**444,644.73**	

1180345 VE 57

Clearing House

Distribution Report

User: anderson
Printed: 04/28/2014 - 9:06AM
Batch: 99999.04.2014

Account Number	Debit	Credit	Account Description
001-000-140000	0.00	147,099.42	CASH IN BANK
001-000-290000	147,099.42	0.00	DIRECT DEPOSIT LIABILITIES
	147,099.42	147,099.42	
Report Totals:	147,099.42	147,099.42	

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
Printed: 5/8/2014 8:55 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
75788	00739	Beery,Elsner & Hammond LLP	04/09/2014	
	11333	Beery Elsner/Legal-Elections		721.19
	11333	Beery Elsner/Legal-General		1,145.00
	11333	Beery Elsner/Legal-City Council		1,309.90
	11333	Beery Elsner/Legal-Intergovernmental		100.00
	11333	Beery Elsner/Legal-Land Use		2,402.52
	11333	Beery Elsner/Legal-Personnel		4,102.50
	11333	Beery Elsner/Legal-Public Meetings		245.00
	11333	Beery Elsner/Legal-Public Safety		40.00
	11333	Beery Elsner/Legal-Public Works		210.00
	11333	Beery Elsner/Legal-Risk Management		6,007.24
			Total for Check Number 75788:	16,283.35
75789	02290	Dick's Color Center	04/09/2014	
	M0203983	Dick's Color Center/Improvements		427.59
			Total for Check Number 75789:	427.59
75790	03333P	Green, Irene	04/09/2014	
	033114	Green/Reimbursement Replace Void #75709 4/9.		165.64
			Total for Check Number 75790:	165.64
75791	04774	McDonald & Wetle Inc	04/09/2014	
	3438	McDonald & Wetle/Services		142.50
			Total for Check Number 75791:	142.50
75792	05432	North Clackamas County	04/09/2014	
	NCCWC14-730	North Clackamas County Water Commission/Pu		15,168.33
			Total for Check Number 75792:	15,168.33
75793	07038	Portland Office Furniture	04/09/2014	
	21878	Portland Office Furniture/Improvements		1,592.00
			Total for Check Number 75793:	1,592.00
75794	07280	Rackspace Email & Apps	04/09/2014	
	2357146	Rackspace/Mailboxes		604.00
			Total for Check Number 75794:	604.00
75795	08970	Video Store Shopper	04/09/2014	
	IN695004	Video Store Shopper/Supplies		192.74
	IN695398	Video Store Shopper/Supplies		172.05
			Total for Check Number 75795:	364.79

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
			Total for 4/9/2014:	34,748.20
			Report Total (8 checks):	34,748.20

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
Printed: 5/8/2014 8:57 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
75796	00616	Baker & Taylor Inc	04/14/2014	
	4010828308	Baker & taylor/Purchases		169.94
	4010831953	Baker & taylor/Purchases		49.75
	4010834592	Baker & taylor/Purchases		87.12
	4010839430	Baker & taylor/Purchases		209.81
	4010843446	Baker & taylor/Purchases		106.16
	T02888410	Baker & taylor/Purchases		47.48
	T03857090	Baker & taylor/Purchases		87.58
			Total for Check Number 75796:	757.84
75797	01621	Clackamas, County of	04/14/2014	
	39187	Clackamas County Finance/Cultural Passes		770.00
	39188	Clackamas County Finance/Hardware & Softwa		3,838.32
			Total for Check Number 75797:	4,608.32
75798	02393	D'Painting LLC	04/14/2014	
	679	D'Painting/Services		855.00
			Total for Check Number 75798:	855.00
75799	02398	Drain Away Rooter	04/14/2014	
	21542	Drain Away Rooter/Services		880.00
	21544	Drain Away Rooter/Services		410.00
			Total for Check Number 75799:	1,290.00
75800	04142	Johnson, Robert C	04/14/2014	
	306	Johnson/Services		432.50
			Total for Check Number 75800:	432.50
75801	04535	Library Display Design Systems	04/14/2014	
	4986	Library Display Design/Name Badge Kit		111.71
			Total for Check Number 75801:	111.71
75802	04900	Midwest Tape	04/14/2014	
	91730140	Midwest Tape/Purchases		71.97
	91730142	Midwest Tape/Purchases		22.99
	91730143	Midwest Tape/Purchases		34.99
	91730144	Midwest Tape/Purchases		131.91
	91749407	Midwest Tape/Purchases		140.93
	91749409	Midwest Tape/Purchases		183.94
	91749450	Midwest Tape/Purchases		96.94
			Total for Check Number 75802:	683.67
75803	05521	Northwest Natural	04/14/2014	
	2643701-2 4/14	Northwest Natural/Gas Billing		68.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 75803:	68.12
75804	06587	Pacific Office Automation	04/14/2014	
	40755620	Pacific Office Automation/Copier		600.00
			Total for Check Number 75804:	600.00
75805	07021	Portland General Electric	04/14/2014	
	483900-3 4/14	Portland General Electric/Billing		5,217.44
			Total for Check Number 75805:	5,217.44
75806	07873	ServiceMaster of Oregon	04/14/2014	
	152417	ServiceMaster/Services		1,013.00
			Total for Check Number 75806:	1,013.00
			Total for 4/14/2014:	15,637.60
			Report Total (11 checks):	15,637.60

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
Printed: 5/8/2014 8:58 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
75807	05115	Myron Mykyta	04/15/2014	
	041414	Mykyta/Reimbursement		55.00
			Total for Check Number 75807:	55.00
75808	08830	US Postal Service	04/15/2014	
	04.16.14	US Postal/Newsletter Postage		1,243.80
			Total for Check Number 75808:	1,243.80
			Total for 4/15/2014:	1,298.80
			Report Total (2 checks):	1,298.80

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
Printed: 5/8/2014 9:02 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
75809	00451	Andy's Towing	04/18/2014	
	20882	Andy's Towing/Services		148.00
			Total for Check Number 75809:	148.00
75810	01167	Cascade Environmental Group	04/18/2014	
	#0030G-01	Cascade Environmental Group/Rinearson Studie		11,940.00
			Total for Check Number 75810:	11,940.00
			Total for 4/18/2014:	12,088.00
			Report Total (2 checks):	12,088.00

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
Printed: 5/8/2014 9:03 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
75811	00628	Tami Bannick	04/22/2014	
	043014	Bannick/Reimbursement-Egg Hunt		203.02
			Total for Check Number 75811:	203.02
75812	01339	CIS/EBS Trust	04/22/2014	
	May 2014	CIS-EBS Trust/Health-City Paid		45,624.18
	May 2014	CIS-EBS Trust/Health-Employee Paid		6,257.75
	May 2014	CIS-EBS Trust/Life Premiums		113.09
	May 2014	CIS-EBS Trust/Disability Premiums		930.45
	May 2014	CIS-EBS Trust/Statutory Life Premiums		13.86
	May 2014	CIS-EBS Trust/Statutory Life Premiums		11.55
	May 2014	CIS-EBS Trust/Elective Life Premiums		272.31
			Total for Check Number 75812:	53,223.19
75813	01726	Clackamas Fed. Cred.Union	04/22/2014	
	April 2014	Clackamas County FCU/Deferred Comp W-H		100.00
	April 2014	Clackamas County FCU/Police Union Dues W-H		979.28
	April 2014	Clackamas County FCU/Credit Union W-H		5,989.00
			Total for Check Number 75813:	7,068.28
75814	03226	Gladstone Municipal Court	04/22/2014	
	April 2014	Gladstone Municipal Court/Bankcard Transact		291.45
	April 2014	Gladstone Municipal Court/Bankcard Rental		18.00
			Total for Check Number 75814:	309.45
75815	08205	Stein Oil Co. Inc.	04/22/2014	
	0002591-CL01386	Stein Oil/Purchases		279.48
			Total for Check Number 75815:	279.48
			Total for 4/22/2014:	61,083.42
			Report Total (5 checks):	61,083.42

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
Printed: 5/8/2014 9:05 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
75858	00285J	Air Filter Exchange	04/28/2014	
	02-1139	Air Filter Exchange/Services		79.00
	02-1139	Air Filter Exchange/Services		130.00
	02-1139	Air Filter Exchange/Services		309.00
			Total for Check Number 75858:	518.00
75859	01880	Jared Colton	04/28/2014	
	6635 Larissa Ln	Colton/Sewer Connect & Sewer SDC paid Octot		2,255.20
			Total for Check Number 75859:	2,255.20
			Total for 4/28/2014:	2,773.20
			Report Total (2 checks):	2,773.20

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
Printed: 5/8/2014 9:06 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
75860	00533	A T & T	04/30/2014	
	177011	A T & T/Fees		335.00
			Total for Check Number 75860:	335.00
75861	00734	Beloof & Haines	04/30/2014	
	00734-043014	Beloof/Municipal Court Judge		3,000.00
			Total for Check Number 75861:	3,000.00
75862	01663	Clackamas Cty Benevolent Foundation	04/30/2014	
	04.30.14	Clackamas Cty PO Benevolent/W-H		50.00
			Total for Check Number 75862:	50.00
75863	01893D	Comcast Cable	04/30/2014	
	0732582 4/21/14	Comcast/Services		135.19
			Total for Check Number 75863:	135.19
75864	01893F	Comcast Cable	04/30/2014	
	0000048 4/7/14	Comcast/Services		6.30
			Total for Check Number 75864:	6.30
75865	02657	Axa Equi-Vest	04/30/2014	
	03.31.14	Axa Equi-Vest/Deferred Comp W-h		6,053.33
			Total for Check Number 75865:	6,053.33
75866	02659	Axa RIA	04/30/2014	
	X5736 043014	Axa RIA/Contributions		3,529.28
			Total for Check Number 75866:	3,529.28
75867	02661	Axa EVLICO	04/30/2014	
	352255100 4/14	Axa EVILCO/UL Premiums		237.71
			Total for Check Number 75867:	237.71
75868	02915	Union Security Insurance	04/30/2014	
	4005790212	Union Security Insurance/Life Premiums		1.40
	4005790212	Union Security Insurance/Life Premiums		181.10
			Total for Check Number 75868:	182.50
75869	03271	Gladstone Fire Department	04/30/2014	
	043014	Gladstone Fire/House Dues		850.00
			Total for Check Number 75869:	850.00
75870	03958	Integra Telecom	04/30/2014	

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	11909779	Integra Telecom/Telephones		147.42
	11909779	Integra Telecom/Telephones		99.14
	11909779	Integra Telecom/Telephones		32.44
	11909779	Integra Telecom/Telephones		99.14
	11909779	Integra Telecom/Telephones		659.00
			Total for Check Number 75870:	1,037.14
75871	05396A	Nextel/Sprint	04/30/2014	
	345122314-149	Sprint/Billing		321.57
			Total for Check Number 75871:	321.57
75872	05521	Northwest Natural	04/30/2014	
	148922-8	Northwest Natural/Gas Billing		280.40
	149733-8	Northwest Natural/Gas Billing		60.60
	149733-8	Northwest Natural/Gas Billing		85.52
	2136577-0	Northwest Natural/Gas Billing		43.84
	363279-1	Northwest Natural/Gas Billing		156.38
			Total for Check Number 75872:	626.74
75873	05681M	Office Of The Trustee	04/30/2014	
	11-39851-tmb13	Office of the Trustee/Monies		640.00
			Total for Check Number 75873:	640.00
75874	05746	Oregon AFSCME Council #75	04/30/2014	
	043014	Oregon AFSCME/Correct amount for invoice		-0.45
	043014	Oregon AFSCME/Union Dues W-H		901.50
			Total for Check Number 75874:	901.05
75875	05986	Oregon Fire Chiefs Assoc.	04/30/2014	
	200000857	Oregon Fire Chiefs Assoc/Conference-Smith		275.00
			Total for Check Number 75875:	275.00
75876	06842	Petty Cash for benefit of	04/30/2014	
	043014	Petty Cash/Library		28.28
	043014	Petty Cash/Library		97.93
			Total for Check Number 75876:	126.21
75877	08802	US Bank	04/30/2014	
	04.30.14	US Bank/Bankcard Charges		65.94
	04.30.14	US Bank/Bankcard Charges		799.71
	04.30.14	US Bank/Bankcard Charges		5.25
	04.30.14	US Bank/Bankcard Charges		54.30
			Total for Check Number 75877:	925.20
			Total for 4/30/2014:	19,232.22
			Report Total (18 checks):	19,232.22

Accounts Payable

Checks by Date - Detail by Check Date

User: anderson
Printed: 5/8/2014 9:07 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
75878	08830	US Postal Service	04/30/2014	
	043014	US Postal/Water Bill Postage		981.90
			Total for Check Number 75878:	981.90
			Total for 4/30/2014:	981.90
			Report Total (1 checks):	981.90

Accounts Payable

Outstanding Invoices

User: anderson
Printed: 5/8/2014 - 8:47 AM
Date Range: 05/14/2014 to 05/14/2014
Date Type: Current

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00283M	Aikin, Maria				Aikin/Reimbursement				
001-024-158700		267.12	041414	04/30/2014					05/14/2014
Vendor Total:		267.12							
Vendor 00367A	Amazon				Amazon/Purchases				
001-029-225500		15.52	130015262392	04/30/2014					05/14/2014
001-029-225500		21.68	130014210706	04/30/2014					05/14/2014
001-029-225500		37.90	100889381301	04/30/2014					05/14/2014
001-029-225500		64.39	045764331307	04/30/2014					05/14/2014
001-029-231500		169.91	053429731703	04/30/2014					05/14/2014
Vendor Total:		309.40							
Vendor 00434	American Security Alarms				American Security/Alarm Services				
001-025-175500		22.47	53078	04/30/2014					05/14/2014
001-024-166000		22.46	53078	04/30/2014					05/14/2014
001-021-110500		22.46	53078	04/30/2014					05/14/2014
001-029-225000		22.46	53078	04/30/2014					05/14/2014
Vendor Total:		89.85							
Vendor 00438	Alexin Analytical Laboratories				Alexin Lab/Water Tests				
004-004-408000		288.00	17671	04/30/2014					05/14/2014
Vendor Total:		288.00							
Vendor 00603	Backflow Management Inc				Backflow Mgmt/Services				
004-004-408000		112.00	7056	04/30/2014					05/14/2014
Vendor Total:		112.00							
Vendor 00616	Baker & Taylor Inc				Baker & Taylor/Purchases				
001-029-230500		-0.30	0002556736	04/30/2014					05/14/2014
001-029-231500		35.24	T04387230	04/30/2014					05/14/2014
001-029-231500		119.35	T04260890	04/30/2014					05/14/2014
001-029-230500		289.43	4010856342	04/30/2014					05/14/2014

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-230500		777.95	4010849561	04/30/2014					05/14/2014
001-029-230500		502.06	4010856304	04/30/2014					05/14/2014
001-029-230500		118.44	4010839450	04/30/2014					05/14/2014
001-029-230500		164.92	4010852813	04/30/2014					05/14/2014
001-029-231500		44.78	T04082260	04/30/2014					05/14/2014
Vendor Total:		2,051.87							
Vendor	00639	Batteries Plus			Batteries Plus/Supplies				
001-025-180000		47.94	213-310575	04/30/2014					05/14/2014
Vendor Total:		47.94							
Vendor	00670	Beacon Athletics			Beacon Athletics/Soil Services				
001-027-204800		195.00	0436221-IN	04/30/2014					05/14/2014
Vendor Total:		195.00							
Vendor	00830	Biolynceus			Biolynceus/Injector Pumps				
003-003-303000		846.33	5117	04/30/2014					05/14/2014
Vendor Total:		846.33							
Vendor	00875A	Blumenthal Uniforms			Blumenthals/Uniforms				
001-025-174500		514.35	58637	04/30/2014					05/14/2014
Vendor Total:		514.35							
Vendor	00993	Brown & Caldwell			Brown & Caldwell/NPDES				
003-003-307500		1,797.25	53214103	04/30/2014					05/14/2014
Vendor Total:		1,797.25							
Vendor	01048	BullEx Inc			Bull Ex/Training Supplies				
001-025-175000		340.70	55888	04/30/2014					05/14/2014
Vendor Total:		340.70							
Vendor	01070M	Byers Septic Tank Service			Byer's Septic/Services				
001-026-195000		350.00	2661	04/30/2014					05/14/2014
Vendor Total:		350.00							
Vendor	01184	Cash and Carry Smart Foodsrvc			Cash & Carry/Supplies				
001-027-204500		51.79	558098013267	04/30/2014					05/14/2014
001-027-204500		0.78	558098013036	04/30/2014					05/14/2014
Vendor Total:		52.57							
Vendor	01230	Central City Concern			Central City Concern/Detox				
001-024-161000		145.00	030114	04/30/2014					05/14/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	145.00							
Vendor 01276	Chemsearch			Chemsearch/Supplies				
001-026-194000	346.43	1466255	04/30/2014					05/14/2014
005-005-507000	454.12	1461668	04/30/2014					05/14/2014
Vendor Total:	800.55							
Vendor 01302	Chief Supply			Chief Supply/Equipment				
001-025-182000	191.65	433401	04/30/2014					05/14/2014
Vendor Total:	191.65							
Vendor 01343	Cintas Corporation No. 2			Cintas Document/Services				
001-024-161000	60.92	8400917187	04/30/2014					05/14/2014
001-021-113000	24.04	8400917187	04/30/2014					05/14/2014
Vendor Total:	84.96							
Vendor 01346	City County Insurance Services			City County/Liability Deductible				
001-021-106000	1,984.69	GL-D-GLD-43	04/30/2014					05/14/2014
Vendor Total:	1,984.69							
Vendor 01350	City Wide Tree Servc Inc.			City Wide Tree/Services				
001-026-193200	150.00	PHC121	04/30/2014					05/14/2014
001-026-193200	1,920.00	12197	04/30/2014					05/14/2014
Vendor Total:	2,070.00							
Vendor 01375	Clackamas Auto Parts Inc			Clackamas Auto/Parts				
005-005-504500	-33.22	215431	04/30/2014					05/14/2014
005-005-507000	142.14	125452	04/30/2014					05/14/2014
Vendor Total:	108.92							
Vendor 01576	Clackamas, County of			Clackamas Count DOT/Signal Cabine				
005-005-508000	20,402.83	26140	04/30/2014					05/14/2014
Vendor Total:	20,402.83							
Vendor 01585	Clackamas, County of			Clackamas County Water Environ/Tri-				
003-003-305000	137,241.14	02282014	04/30/2014					05/14/2014
Vendor Total:	137,241.14							
Vendor 01621	Clackamas, County of			Clackamas County Finance/Dispatch S				
008-008-816480	9,410.83	40213	04/30/2014					05/14/2014
001-024-161000	182.18	39858	04/30/2014					05/14/2014
001-025-181900	6,684.67	40208	04/30/2014					05/14/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-026-193000	2,040.00	39235	04/30/2014					05/14/2014
Vendor Total:	18,317.68							
Vendor 01630	Clackamas, County of			Clackamas County Fire #1/Uniforms				
001-025-174500	85.20	0000221-IN	04/30/2014					05/14/2014
Vendor Total:	85.20							
Vendor 01665	Clackamas County Veterinary Cl			Clackamas County Veterinary/K9				
008-008-805900	53.66	197059	04/30/2014					05/14/2014
Vendor Total:	53.66							
Vendor 01730	Clackamas Landscape Supply			Clackamas Landscape/Supplies				
001-026-193000	182.00	51122	04/30/2014					05/14/2014
001-026-193000	182.00	51121	04/30/2014					05/14/2014
001-026-193000	130.00	51115	04/30/2014					05/14/2014
001-026-194200	182.00	51067	04/30/2014					05/14/2014
001-026-194200	182.00	51071	04/30/2014					05/14/2014
Vendor Total:	858.00							
Vendor 01893	Comcast Cable			Comcast/Services				
001-025-175500	37.35	0226429 4/6/1	04/30/2014					05/14/2014
Vendor Total:	37.35							
Vendor 01916	Community Classifieds			Community Classifieds/Recruitment				
001-021-116500	120.90	15716714	04/30/2014					05/14/2014
001-021-116500	83.70	15717908	04/30/2014					05/14/2014
Vendor Total:	204.60							
Vendor 01962M	Contract Furnishings Mart			Contract Furninshings/Purchases				
001-029-234000	1,414.16	CK12706	04/30/2014					05/14/2014
Vendor Total:	1,414.16							
Vendor 02146	Curtis, L. N. Co.			Curtis/Equipment				
001-025-182000	225.26	2112876-00	04/30/2014					05/14/2014
001-025-182000	118.48	2113626-00	04/30/2014					05/14/2014
001-025-182000	302.18	2113914-00	04/30/2014					05/14/2014
001-025-182000	96.97	2112876-03	04/30/2014					05/14/2014
001-025-182000	2,462.90	2112876-01	04/30/2014					05/14/2014
001-025-182000	48.97	2113914-01	04/30/2014					05/14/2014
001-025-182000	156.56	2112876-02	04/30/2014					05/14/2014
001-025-182000	1,670.00	2113387-00	04/30/2014					05/14/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	5,081.32							
Vendor 02248M	Deere, John Landscapes			Deere,John Landscapes/Equipment				
001-026-194000	192.69	67644920	04/30/2014					05/14/2014
Vendor Total:	192.69							
Vendor 02256	Demco			Demco/Supplies				
001-029-225500	46.38	5272481	04/30/2014					05/14/2014
001-029-225500	426.02	5265030	04/30/2014					05/14/2014
Vendor Total:	472.40							
Vendor 02274	Detroit Industrial Tool			Detroit Industrial/Purchases				
004-004-406500	514.37	500843	04/30/2014					05/14/2014
Vendor Total:	514.37							
Vendor 02344	Dive Rescue International Inc			Dive Rescue Intl/Tuition				
001-025-179000	375.00	167272	04/30/2014					05/14/2014
Vendor Total:	375.00							
Vendor 02510G	Eastside Paving Inc			Eastside Paving/Services				
003-003-303000	3,500.00	04211401	04/30/2014					05/14/2014
Vendor Total:	3,500.00							
Vendor 02540	Ed's Mower & Saw Shoppe			Ed's Mower/Supplies				
001-026-193000	25.00	70894	04/30/2014					05/14/2014
005-005-504500	221.80	70106	04/30/2014					05/14/2014
Vendor Total:	246.80							
Vendor 02550M	Education For Life			Education For Life/Services				
001-025-181000	325.00	14-51173	04/30/2014					05/14/2014
Vendor Total:	325.00							
Vendor 02798	Factory Reps Co Inc			Factory Reps/Supplies				
005-005-507000	206.20	126640	04/30/2014					05/14/2014
004-004-408500	294.48	126663	04/30/2014					05/14/2014
Vendor Total:	500.68							
Vendor 02863M	Fire Protection Publications			Fire Protect Publications/Handbooks				
001-025-175000	423.50	18698	04/30/2014					05/14/2014
Vendor Total:	423.50							
Vendor 02941	Fowler, H.D. Co. Inc.			Fowler/Supplies				

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-026-194000		142.87	I3596403	04/30/2014					05/14/2014
004-004-406500		4,256.12	I3602943	04/30/2014					05/14/2014
Vendor Total:		4,398.99							
Vendor 03000	MikeFunk				Funk/Reimbursement				
001-025-175500		20.34	050514	04/30/2014					05/14/2014
Vendor Total:		20.34							
Vendor 03106	Gaylord Bros.				Gaylord/Supplies				
001-029-225500		237.00	2271622	04/30/2014					05/14/2014
Vendor Total:		237.00							
Vendor 03151	General Tree Service				General Tree/Contract Services				
001-026-194000		103.75	506449	04/30/2014					05/14/2014
Vendor Total:		103.75							
Vendor 03300	Gold Wrench				Gold Wrench/Services				
001-024-155000		75.14	54011	04/30/2014					05/14/2014
Vendor Total:		75.14							
Vendor 03324N	Gray, Ronald L.				Gray/Pro-tem Judge				
001-022-125500		65.00	2271622	04/30/2014					05/14/2014
Vendor Total:		65.00							
Vendor 03557P	MarkHerkamp				Herkamp/Reimbursement				
001-024-158700		57.45	041414	04/30/2014					05/14/2014
Vendor Total:		57.45							
Vendor 03671M	Hogan, Tom				Hogan/Reimbursement				
001-024-164600		43.36	032114	04/30/2014					05/14/2014
Vendor Total:		43.36							
Vendor 03676	Home Depot Credit				Home Depot/Supplies				
005-005-507000		62.70	6192114	04/30/2014					05/14/2014
005-005-507000		23.83	3015122	04/30/2014					05/14/2014
005-005-507000		17.74	3023926	04/30/2014					05/14/2014
005-005-507000		151.03	2012346	04/30/2014					05/14/2014
001-026-193000		131.36	9022903	04/30/2014					05/14/2014
001-026-194000		127.49	7074257	04/30/2014					05/14/2014
005-005-507000		8.27	4071146	04/30/2014					05/14/2014
005-005-507000		39.28	043014	04/30/2014					05/14/2014

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:		561.70							
Vendor	03676A	Home Depot			Home Depot/Supplies				
001-025-175500		3.62	043014	04/30/2014					05/14/2014
001-025-175500		1.00	043014	04/30/2014					05/14/2014
Vendor Total:		4.62							
Vendor	03765	Houston, Marc R			Houston/Supervising Physician				
001-025-180500		600.00	5/15 - 6/15	04/30/2014					05/14/2014
Vendor Total:		600.00							
Vendor	03818	Honey Buckets			Honey Buckets/Rest Rooms				
001-026-195500		336.22	1-892268	04/30/2014					05/14/2014
001-026-195500		480.44	1-899050	04/30/2014					05/14/2014
001-026-195500		85.00	1-903679	04/30/2014					05/14/2014
001-026-195500		93.00	1-894777	04/30/2014					05/14/2014
001-026-195500		93.00	1-899115	04/30/2014					05/14/2014
Vendor Total:		1,087.66							
Vendor	03868	Industrial Tire Service			Industrial Tire/Services				
005-005-504500		894.34	0100180538	04/30/2014					05/14/2014
005-005-504500		263.44	0100180541	04/30/2014					05/14/2014
Vendor Total:		1,157.78							
Vendor	04261M	ShannonKmetic			Kmetic/Prosecuting Attorney				
001-022-123000		3,000.00	05/02/2014	04/30/2014					05/14/2014
Vendor Total:		3,000.00							
Vendor	04561P	Life-Assist Inc			Life Assist/Supplies				
001-025-180000		530.78	673470	04/30/2014					05/14/2014
001-025-180000		886.57	673807	04/30/2014					05/14/2014
Vendor Total:		1,417.35							
Vendor	04606	Local Gov't Personnel Institut			Local Govt Personnel/Services				
001-021-116000		1,327.16	10623	04/30/2014					05/14/2014
Vendor Total:		1,327.16							
Vendor	04633M	Lord & Associates Inc			Lord & Associates/Services				
005-005-515000		230.00	25548	04/30/2014					05/14/2014
Vendor Total:		230.00							
Vendor	04733	Marketek			Markatek/Facilitating Services				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-021-116500	2,295.40	041514	04/30/2014					05/14/2014
Vendor Total:	2,295.40							
Vendor 04753	Maverick Welding Supply Inc			Maverick Welding/Supplies				
005-005-507000	22.50	00885446	04/30/2014					05/14/2014
Vendor Total:	22.50							
Vendor 04810	Merina and Company LLP			Merina & Co/Audit Services				
001-021-107500	2,500.00	8815	04/30/2014					05/14/2014
Vendor Total:	2,500.00							
Vendor 04831	Metereaders			Metereaders/Contract Services				
005-005-507000	22.50	6616	04/30/2014					05/14/2014
Vendor Total:	22.50							
Vendor 04900	Midwest Tape			Midwest Tape/Purchases				
001-029-231500	134.96	91768359	04/30/2014					05/14/2014
001-029-231500	125.96	91784194	04/30/2014					05/14/2014
001-029-231500	91.97	91784191	04/30/2014					05/14/2014
001-029-231500	201.86	91784193	04/30/2014					05/14/2014
001-029-231500	634.74	91785787	04/30/2014					05/14/2014
001-029-231500	106.03	91784192	04/30/2014					05/14/2014
Vendor Total:	1,295.52							
Vendor 04955S	Mr. Belvedere's Janitorial			Mr Belvedere/Janitorial Services				
001-024-161000	335.00	1328	04/30/2014					05/14/2014
Vendor Total:	335.00							
Vendor 04976	Molina, Genevra			Molina/Interpreter				
001-024-161000	75.00	042914	04/30/2014					05/14/2014
Vendor Total:	75.00							
Vendor 05009	Motorola Solutions Inc			Motorola Solutions/Portables				
001-025-182000	6,891.50	13006924	04/30/2014					05/14/2014
Vendor Total:	6,891.50							
Vendor 05073	Mutual Materials			Mutual Materials/Supplies				
001-026-194200	12.46	1183680	04/30/2014					05/14/2014
Vendor Total:	12.46							
Vendor 05382	CaseyNewton			Newton/Reimbursement				
001-024-158700	19.85	041714	04/30/2014					05/14/2014

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:		19.85							
Vendor 05480	NW Assoc Fire Trainers				NW Assoc Fire Trainers/Member Due:				
001-025-176500		125.00	043014	04/30/2014					05/14/2014
Vendor Total:		125.00							
Vendor 05521	Northwest Natural				Northwest Natural/Gas Billing				
001-029-224500		62.30	2643701-2	04/30/2014					05/14/2014
Vendor Total:		62.30							
Vendor 05610	Nursery Connection				Nursery Connection/Supplies				
001-027-204800		2,243.40	87960	04/30/2014					05/14/2014
Vendor Total:		2,243.40							
Vendor 05641	Oak Lodge Sanitary Dist.				Oak Lodge Sanitary/Sewer Charges				
003-003-304000		70,594.43	23-155001 4/1	04/30/2014					05/14/2014
Vendor Total:		70,594.43							
Vendor 05656	Oak Lodge Water District				Oak Lodge Water/Purchases				
004-004-405000		284.72	99-01148-001	04/30/2014					05/14/2014
004-004-405000		1,112.68	99-01157-001	04/30/2014					05/14/2014
Vendor Total:		1,397.40							
Vendor 05675	Office Depot				Office Ddepot/Supplies				
001-024-156500		309.91	703825237001	04/30/2014					05/14/2014
001-024-156500		16.99	703825283001	04/30/2014					05/14/2014
001-024-156500		110.94	702878181001	04/30/2014					05/14/2014
001-024-156500		16.99	702878267001	04/30/2014					05/14/2014
001-024-156500		131.81	706695802001	04/30/2014					05/14/2014
001-024-156500		19.30	706695865001	04/30/2014					05/14/2014
001-024-156500		79.53	706695866001	04/30/2014					05/14/2014
001-024-156500		103.63	710272226001	04/30/2014					05/14/2014
005-005-507000		164.26	1668882954	04/30/2014					05/14/2014
001-029-225500		53.00	704765736001	04/30/2014					05/14/2014
001-022-124500		20.52	704157212001	04/30/2014					05/14/2014
001-021-113000		26.91	704157212001	04/30/2014					05/14/2014
001-021-113000		175.71	706426768001	04/30/2014					05/14/2014
Vendor Total:		1,229.50							
Vendor 05677M	Office Max				Office Max/Supplies				
001-021-113000		52.80	402780	04/30/2014					05/14/2014

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:		52.80							
Vendor 05684G	Okerman, Matt				Okerman/Reimbursement				
001-024-158700		43.35	050514	04/30/2014					05/14/2014
Vendor Total:		43.35							
Vendor 05685	Olson Bros Service				Olson Bros/Services				
001-024-155000		47.00	121,635	04/30/2014					05/14/2014
Vendor Total:		47.00							
Vendor 05706	One Call Concepts Inc				One Call Concepts/Locates				
005-005-507000		97.40	4030369	04/30/2014					05/14/2014
Vendor Total:		97.40							
Vendor 05755	Oregon Association				Oregon Assoc Chiefs Police/Tests				
001-024-161000		680.00	201403006	04/30/2014					05/14/2014
Vendor Total:		680.00							
Vendor 05882	Oregon City Sporting Goods				Oregon City Sporting Goods/Supplies				
001-027-204800		540.00	4121433	04/30/2014					05/14/2014
Vendor Total:		540.00							
Vendor 06016	Oregon Fire Marshals Assoc				Oregon Fire Marshals Assoc/Funk				
001-025-174000		250.00	Funk	04/30/2014					05/14/2014
Vendor Total:		250.00							
Vendor 06148	Oregon Patrol Service				Oregon Patrol Service/Security				
001-022-127000		506.00	1930	04/30/2014					05/14/2014
Vendor Total:		506.00							
Vendor 06251A	Oregon, State of				Oregon DMVPurchases				
001-022-124500		3.00	60755-033114	04/30/2014					05/14/2014
001-024-157000		14.50	62723-043014	04/30/2014					05/14/2014
001-024-157000		11.50	62723-033114	04/30/2014					05/14/2014
Vendor Total:		29.00							
Vendor 06346	Oregonian				Oregonian/Suscription				
001-029-227000		40.00	1974874 5/8/1	04/30/2014					05/14/2014
001-024-161000		40.00	4370839 5/31/	04/30/2014					05/14/2014
Vendor Total:		80.00							
Vendor 06586	Pacific Office Automation Inc				Pacific Office Automation/Copier				

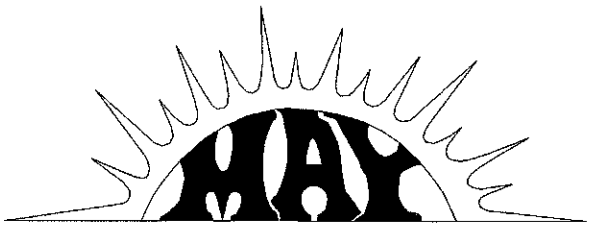
Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-024-156500	68.46	066612	04/30/2014					05/14/2014
Vendor Total:	68.46							
Vendor 06587	Pacific Office Automation			Pacific Office Automation/Copier				
001-029-226500	630.00	41138474	04/30/2014					05/14/2014
Vendor Total:	630.00							
Vendor 06637	Paper Rolls Plus			Paper Rolls Plus/Supplies				
001-029-225500	119.85	117668	04/30/2014					05/14/2014
Vendor Total:	119.85							
Vendor 06640	Paramount Pest Control Inc			Paramount Pest/Services				
001-021-110500	48.00	61318	04/30/2014					05/14/2014
001-021-110500	48.00	61331	04/30/2014					05/14/2014
Vendor Total:	96.00							
Vendor 06863	Physio-Control Corp			PhysioControls/Supplies				
001-025-180000	95.50	114112551	04/30/2014					05/14/2014
Vendor Total:	95.50							
Vendor 06901	Platt Electric Supply Inc			Platt Electric/Supplies				
001-025-175500	75.00	E026435	04/30/2014					05/14/2014
001-025-175500	30.61	E028240	04/30/2014					05/14/2014
Vendor Total:	105.61							
Vendor 07021	Portland General Electric			Portland General Electric/Billing				
001-021-109500	651.84	043014	04/30/2014					05/14/2014
001-025-177500	582.32	043014	04/30/2014					05/14/2014
001-026-193500	459.83	043014	04/30/2014					05/14/2014
001-028-213500	557.21	043014	04/30/2014					05/14/2014
001-029-224500	620.11	043014	04/30/2014					05/14/2014
003-003-307000	43.16	043014	04/30/2014					05/14/2014
004-004-406000	1,265.18	043014	04/30/2014					05/14/2014
005-005-506000	369.96	043014	04/30/2014					05/14/2014
005-005-507000	390.83	043014	04/30/2014					05/14/2014
005-005-508000	356.99	043014	04/30/2014					05/14/2014
001-024-161000	186.11	043014	04/30/2014					05/14/2014
Vendor Total:	5,483.54							
Vendor 07027	Portland Habilitation Center			Portland Habilitation/Services				
001-021-108500	71.41	83442	04/30/2014					05/14/2014
001-021-108500	390.48	83645	04/30/2014					05/14/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-025-176000	286.31	83646	04/30/2014					05/14/2014
Vendor Total:	748.20							
Vendor 07060M	Portland Windustrial Co			Portland Windustrial/Supplies				
003-003-303000	321.49	093602 01	04/30/2014					05/14/2014
003-003-303000	1,233.25	093602 00	04/30/2014					05/14/2014
Vendor Total:	1,554.74							
Vendor 07135E	Precision Flooring Installations			Precision Flooring/Services				
001-029-234000	684.00	050114	04/30/2014					05/14/2014
Vendor Total:	684.00							
Vendor 07282	Raco Industries			Raco Industries/Supplies				
001-029-225500	122.03	IN413463	04/30/2014					05/14/2014
Vendor Total:	122.03							
Vendor 07480	Research Technology Intl			Research Tech Intl/Supplies				
001-029-225000	144.95	182650	04/30/2014					05/14/2014
Vendor Total:	144.95							
Vendor 07488S	RH Media Services LLC			RH Media/Data Processing				
001-021-115500	5,858.46	58	04/30/2014					05/14/2014
Vendor Total:	5,858.46							
Vendor 07510M	Ricoh USA Inc			Ricoh/Copier				
001-021-113000	888.90	92152283	04/30/2014					05/14/2014
001-025-173500	334.26	92152289	04/30/2014					05/14/2014
Vendor Total:	1,223.16							
Vendor 07510N	Ricoh USA Inc			Ricoh/Copier				
001-029-226500	28.23	200303062014	04/30/2014					05/14/2014
001-029-226500	28.23	2681826	04/30/2014					05/14/2014
Vendor Total:	56.46							
Vendor 07518	Righteous Clothing			Righteous Clothing/Supplies				
001-025-173500	66.25	57845	04/30/2014					05/14/2014
Vendor Total:	66.25							
Vendor 07717R	Satcom Global			Satcom.global/Services				
001-024-164600	45.44	AS04140188	04/30/2014					05/14/2014
Vendor Total:	45.44							

Account Number		Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 07905	Sierra Springs				Sierra Springs/Water				
001-024-161000		162.44	533863303311	04/30/2014					05/14/2014
001-024-161000		165.75	533863304281	04/30/2014					05/14/2014
Vendor Total:		328.19							
Vendor 07956	sirennet.com				Sirennet.com/Services				
001-025-173000		126.47	0169556-IN	04/30/2014					05/14/2014
Vendor Total:		126.47							
Vendor 07960	Sisul Engineering				Sisul/Engineering				
001-026-194000		138.00	SGL12-037-08	04/30/2014					05/14/2014
005-005-509000		4,729.00	SGL13-002-13	04/30/2014					05/14/2014
001-026-197500		3,432.00	SGL13-025-07	04/30/2014					05/14/2014
004-004-409500		138.00	SGL14-027-01	04/30/2014					05/14/2014
005-005-509000		1,374.00	SGL14-029-01	04/30/2014					05/14/2014
005-005-509000		760.00	SGL14-030-01	04/30/2014					05/14/2014
Vendor Total:		10,571.00							
Vendor 07966	Six Robblees Inc				Six Robblees/Services				
001-025-173000		33.71	10-370468	04/30/2014					05/14/2014
Vendor Total:		33.71							
Vendor 08044	Sonsray Machinery LLC				Sonsroy/Services				
003-003-306500		647.96	A45553	04/30/2014					05/14/2014
Vendor Total:		647.96							
Vendor 08086	Springbrook Software				Springbrook Software/HR-ESS				
001-021-115500		3,600.00	1090	04/30/2014					05/14/2014
Vendor Total:		3,600.00							
Vendor 08087	Sprint				Sprint/Services				
001-024-161000		662.11	LCI-197005	04/30/2014					05/14/2014
Vendor Total:		662.11							
Vendor 08132E	Standard Supply Co. Inc.				Standard Supply/Services				
001-026-194000		191.14	5208185	04/30/2014					05/14/2014
Vendor Total:		191.14							
Vendor 08205	Stein Oil Co. Inc.				Stein Oil.Fuel				
001-024-155000		1,220.23	0005750 CL02	04/30/2014					05/14/2014
005-005-504000		357.97	0002663-CL02	04/30/2014					05/14/2014
001-026-194000		246.01	0002663-CL02	04/30/2014					05/14/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
004-004-407000	171.15	0002663-CL02	04/30/2014					05/14/2014
001-028-214000	131.90	0002663-CL02	04/30/2014					05/14/2014
003-003-303000	108.41	0002663-CL02	04/30/2014					05/14/2014
001-021-113000	41.47	0002663-CL02	04/30/2014					05/14/2014
001-026-194000	211.10	0002663-CL02	04/30/2014					05/14/2014
001-028-214000	183.69	0002663-CL02	04/30/2014					05/14/2014
001-025-173000	322.87	0002591 CL02	04/30/2014					05/14/2014
001-025-173000	676.06	0002591 CL02	04/30/2014					05/14/2014
001-024-155000	1,475.46	0005750 CL02	04/30/2014					05/14/2014
001-026-194000	96.61	0002663-CL02	04/30/2014					05/14/2014
Vendor Total:	5,242.93							
Vendor 08261T	Sturm Elevator Inc			Sturm Elevator/Service				
001-021-110500	310.00	2680	04/30/2014					05/14/2014
Vendor Total:	310.00							
Vendor 08390	Technical Furniture Systems			Technical Furniture/Shelving				
001-029-234000	4,276.20	OR141862A	04/30/2014					05/14/2014
Vendor Total:	4,276.20							
Vendor 08530	Top Industrial Supply			TOP Industrial/Supplies				
003-003-303000	18.86	74891	04/30/2014					05/14/2014
003-003-303000	50.44	74959	04/30/2014					05/14/2014
Vendor Total:	69.30							
Vendor 08566	Traffic Safety Supply Co. Inc.			Traffic Safety/Supplies				
005-005-508500	179.50	981926	04/30/2014					05/14/2014
005-005-508500	48.30	981242	04/30/2014					05/14/2014
Vendor Total:	227.80							
Vendor 08637	Tualatin Fire & Rescue			Tualatin Valley Fire/Services				
001-025-173000	1,409.36	571335	04/30/2014					05/14/2014
Vendor Total:	1,409.36							
Vendor 08685	Uline Inc			Uline/Supplies				
001-029-225500	131.65	58112744	04/30/2014					05/14/2014
Vendor Total:	131.65							
Vendor 08751	United Rentals Northwest Inc			United Rentals/Services				
005-005-505000	1,592.49	118745970-00	04/30/2014					05/14/2014
Vendor Total:	1,592.49							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 08799	USA Blue Book			USA Blue Book/Services				
004-004-406500	69.00	322242	04/30/2014					05/14/2014
003-003-303000	149.90	323384	04/30/2014					05/14/2014
004-004-406500	470.13	322740	04/30/2014					05/14/2014
003-003-303000	94.95	321027	04/30/2014					05/14/2014
004-004-406500	129.85	316598	04/30/2014					05/14/2014
Vendor Total:	913.83							
Vendor 08814	U.S. Geological Survey			US Geological/Services				
003-003-307500	3,060.00	90226916	04/30/2014					05/14/2014
Vendor Total:	3,060.00							
Vendor 08943	Verizon Wireless			Verizon/Cellular Phone				
001-024-161000	440.17	9723753695	04/30/2014					05/14/2014
001-024-164000	185.98	9723753697	04/30/2014					05/14/2014
001-024-164000	93.58	923753698	04/30/2014					05/14/2014
001-024-164000	259.39	9723753700	04/30/2014					05/14/2014
Vendor Total:	979.12							
Vendor 08943A	Verizon Wireless			Verizon/Cellular Phone				
001-025-177800	341.69	9723753696	04/30/2014					05/14/2014
Vendor Total:	341.69							
Vendor 08943C	Verizon			Verizon/Cellular Phone				
005-005-507000	40.01	9723753699	04/30/2014					05/14/2014
Vendor Total:	40.01							
Vendor 09257	Willamette Valley Printing Inc			Willamette Valley/Printing				
001-029-225500	135.00	37987	04/30/2014					05/14/2014
001-022-124500	250.00	37965	04/30/2014					05/14/2014
Vendor Total:	385.00							
Report Total:	360,971.75							



REGULAR AGENDA

Gladstone Fire Department

May 7, 2014

Fire Hydrant Update: Ordinance 1444

In February of this year, after substantial work with Gladstone legal counsel, Ordinance 1444 was drafted and placed before Gladstone City Council for adoption. After explanation from staff, questions and concerns were raised by councilors and comments were received from the public. The ordinance was NOT passed by Council – staff was instructed to research, clarify and correct any deficiencies in ordinance 1444.

What has been done to improve the ordinance?

- **Clarify**- The ordinance drafted by legal counsel, was created based on the 2010 Oregon Fire Code (OFC), not the 1991 Uniform Fire Code referenced in Gladstone Municipal Code(GMC)-section15.08.010. *The OFC is based on the 2009 International Fire Code.
- **Clarify**- The ordinance was created to clarify to Gladstone business and property owners of the coming change of past practice. Gladstone City staff will no longer be testing private fire hydrants as was done in the past.
- **Notify**- At the urging of councilor Reisner, the parties responsible for private hydrants were contacted in person or by mail of the proposed ordinance in early April and advised to contact the Fire Marshal with any questions or attend the May 13th council meeting.
- **Correction**- In the original draft the National Fire Protection Assoc. (NFPA) 1142 was referenced. It has been corrected to reference NFPA 25, as found in OFC section 507.5.3
- **New**- In the clarifying language GMC 15.32.130 - there is mention of the party responsible for the private fire hydrant contracting with the Fire department to perform the service. A waiver of liability form from the City's insurance provider has been modified and approved by Gladstone legal counsel for use.

Gladstone Fire Department

The needed repair of the private fire hydrant at Tall Oaks apartments that was mentioned in the February or March council meeting is in process. A violation notice was written and delivered in April and the repairs are being scheduled for next week providing the parts are available.

Future actions: On July 1, 2014 the Oregon State Fire Marshal's office intends to adopt the 2014 Oregon Fire Code. After review of the new code, with the assistance and guidance from legal counsel, Gladstone Fire Department will be requesting that City Council approve the codes that are recognized by the Oregon State Fire Marshal office as the current adopted code set.

I will be at the May council meeting to address any question you may have or feel free to contact me after reading this.

Michael Funk
Fire Marshal
City of Gladstone
503-557-2775

9-2

ORDINANCE NO. 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.

WHEREAS, it is a matter of public safety that fire hydrants on private property within the City limits function as designed to respond appropriately to a fire or other emergency;

WHEREAS, the City has determined that there are fire hydrants within the City limits that are on private property;

WHEREAS, these private property fire hydrants should be maintained by the private property owner and regularly inspected by the City's fire department;

WHEREAS, the City Council desires to create regulations for maintaining fire hydrants on private property;

WHEREAS, the City desires to establish use and payment guidelines for the private usage of public fire hydrants, and to require a permit for such usage.

NOW, THEREFORE, the Common Council of the City of Gladstone ordains as follows:

Section 1. A new Chapter 15.32 ("Fire Hydrants") is adopted.

Section 2. The text of the new Chapter 15.32 is attached as Exhibit A to this ordinance and is incorporated by reference.

Section 3. This Ordinance takes effect 30 days from its adoption.

Adopted by the Common Council for the City of Gladstone this ____ day of May, 2014.

ATTEST:

Wade Byers, Mayor

Jolene Morishita, Assistant City Administrator

ORDINANCE 1444
EXHIBIT "A"

15.32 FIRE HYDRANTS

15.32.110 Definitions

For the purposes of this chapter, the following terms are defined:

(1) "Private fire hydrant" means a valved connection to a water main for the purpose of supplying water to a fire hose or other fire protection apparatus, and which is not located on City-owned property.

(2) "Maintenance" means work performed to keep a private fire hydrant operable or to make repairs.

(3) "Owner" means the person or entity that holds record title to the property upon which a private fire hydrant is located.

(4) "Testing" means a procedure of periodic physical and operational checks used to determine whether a private fire hydrant is capable of being operated as intended and will perform as intended.

15.32.120 Purpose

The purposes of this Chapter are:

(1) To ensure that every private fire hydrant to which the City of Gladstone or other municipal fire department connects in the event of a fire or emergency will function as designed to respond appropriately to the fire or emergency.

(2) To protect the public health, safety and general welfare of the city.

(3) To establish procedures for obtaining a City permit for the use of public fire hydrants in limited circumstances.

15.32.130 Inspections of Private Fire Hydrants

(1) Each private fire hydrant must be inspected by August 1st annually to determine if it is in proper working condition. Property owners may contract with the city Fire Department to perform the testing or they may hire a qualified contractor to do so. Regardless of whether the Fire Department or a third party performs the testing, the property owner is ultimately responsible for the cost and performance of any necessary maintenance and repair.

(2) If the Fire Department performs the testing and if the hydrant needs repair, the city will notify the property owner in writing by both regular first class and certified mail requesting that the

hydrant be repaired within 30 days of the receipt of the letter. If the hydrant is not repaired within 30 days, the city will repair the hydrant and bill the property owner for the cost of the labor and materials necessary to put the hydrant back in proper working condition.

(3) If a qualified contractor performs the testing, it must submit to the city the testing results on a form provided by the Fire Department no later than seven days from the testing date. If maintenance or repairs are necessary, the property owner may contract for those repairs with a qualified contractor. If the repairs are not made within 30 days of the results submittal date, the city will repair the hydrant and bill the property owner for the cost of the labor and materials necessary to put the hydrant back in proper working condition.

15.32.140 Property Owner Requirements for Private Fire Hydrants

(1) Responsibility for properly maintaining a private fire hydrant is that of the property owner or the owner's designee.

(2) By means of periodic inspections, tests, maintenance, correction, and repair, every private fire hydrant must be maintained in proper working condition, consistent with this Ordinance, the National Fire Protection Association (NFPA) Standard 25, and the manufacturer's specifications or recommendations.

(3) Inspection, testing, maintenance, correction and repair must be implemented with the procedures meeting or exceeding those established in this Ordinance and NFPA Standard 25, and must be in accordance with the manufacturer's specifications or recommendations. This Ordinance controls in the event of a conflict among any of the aforementioned applicable standards. Inspection, testing, maintenance, correction, and repair must be performed by qualified maintenance personnel or a qualified contractor.

(4) The owner or owner's designee shall notify the city Fire Marshal Office before testing or shutting down a private fire hydrant or its water supply.

(a) This notification must include the purpose for the shutdown, the private fire hydrant involved, and the estimated time that the hydrant will be impaired.

(5) The owner or owner's designee shall notify the Fire Marshal Office when the private fire hydrant is returned to service.

(6) The owner or owner's designee shall, within 30 days, correct or repair any deficiencies, damaged parts, or impairments found while performing the inspection, testing, and maintenance requirements of this Ordinance.

15.32.150 No City Liability

The city is not liable for loss or damage of any nature whatsoever caused by the city's inspection of private fire hydrants. The city does not assume the duty of maintaining a private fire hydrant and is

not responsible for any plumbing or equipment necessary for the proper function and maintenance of a private fire hydrant.

15.32.160 Enforcement and Penalties

(1) A civil penalty may be imposed for a violation of this Ordinance. Each week that the violation continues constitutes a separate violation of this Ordinance.

(2) Civil Penalty Schedule. The City's current adopted civil penalty schedule applies to this Ordinance. Any judgments, penalties and/or payments shall be processed through the Gladstone Municipal court system.

15.32.170 Use of Public Fire Hydrants; Permits Required

(1) It is unlawful for anyone other than approved City personnel to use a public fire hydrant for any reason without first obtaining a "Fire Hydrant Water Permit" from the City.

(2) The Gladstone Water Department is authorized to issue permits for public fire hydrant use. The Gladstone Water Department is likewise authorized to establish the standards and guidelines for such use, including establishing the appropriate application fee, if any, and the appropriate water usage fee.

City of Gladstone

Staff Report

Meeting Date: May 13, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Ordinance 1448

RECOMMENDED STAFF ACTION
Staff recommends approval.

BACKGROUND

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 the state legislative action.

Ordinance 1448 is narrowly tailored to follow the new state legislation and would allow Mr. Clark to keep his lynx.

COST IMPACT
The cost impact would be minimal.

ORDINANCE NO. 1448

AN ORDINANCE AMENDING CHAPTER 6.08 OF THE GLADSTONE MUNICIPAL CODE TO ALLOW FOR THE KEEPING OF WILD OR DANGEROUS ANIMALS UNDER SPECIFIC CIRCUMSTANCES

WHEREAS, Gladstone Municipal Code (GMC) Section 6.08.050 makes it unlawful for "any person to hold, possess, maintain, harbor, transport or sell within the city any living wild or dangerous animal"; and

WHEREAS, ORS 609.341 prohibits the keeping of "exotic animals" within the State of Oregon as that term is defined in ORS 609.305 unless a person possesses a valid State Department of Agriculture permit issued for the animal (1) prior to January 1, 2010, (2) if the permit was otherwise issued as provided in ORS 609.351, or (3) if the person was issued a permit for the animal under the limited circumstances prescribed in Senate Bill 1584 (2014), which became effective on February 26, 2014; and

WHEREAS, the definition of "exotic animals" found in ORS 609.305 is substantially similar to the definition of "wild and dangerous" animals as defined in GMC 6.08.050; and

WHEREAS, the City of Gladstone finds that certain wild animals, if kept properly, may alleviate the effects of specific medical disabilities; and

WHEREAS, the City of Gladstone finds it appropriate to allow for the keeping of certain wild animals under circumstances substantially similar to those allowed under Senate Bill 1584 (2014);

NOW, THEREFORE, the Common Council of the City of Gladstone ordains as follows:

Section 1. The current provision of Section 6.08.050 of the Gladstone Municipal Code is hereby amended to read as follows. New language appears as underlined text; deleted language appears as ~~strikethrough~~ text.

"6.08.050 Keeping wild or dangerous animals-Prohibited-Defined.

(1) It is unlawful for any person to hold, possess, maintain, harbor, transport or sell within the city any living wild or dangerous animal.

(2) "Wild or dangerous animal," for the purposes of this section, means and includes any and all species of:

(a) poisonous reptiles;
(b) lizards belonging to the family Varanidae;
(c) nonpoisonous snakes with a length greater than six feet;
(d) crocodilians with a length greater than one foot;
(e) all species of nonhuman mammals, excepting the:
(A) domestic cat (Felis Catus);
(B) Chinchilla (Chinchilla Laniger);

(C) domestic dog (Canis Familiaris);
(D) domestic ferret (Mustela Putorius);
(E) Mongolian gerbil (Meriones Unguiculatus);
(F) guinea pig (Cavia Porcellus);
(G) hamster (Mesocricetus Auratus or Cricetinae, Dwarf Strains);
(H) domestic laboratory mouse (Mus Musculus);
(I) domestic rabbit (Oryctolagus Coniculus);
(J) domestic laboratory rat (Rattus Albino Strain);
(K) squirrel monkey (Saimiri Vanzolinii or Saimiri Sciureus);
(L) wooly monkey (Lagothrix Lagotricha); and
(M) domestic species of livestock as listed in GMC Section 6.08.010.

(3) Notwithstanding section 1 above, a person may hold, possess, maintain, harbor or transport a species of nonhuman mammal of the family Felidae, provided that:

(a) the person submits proof satisfactory to the city that the animal has been regularly kept at a place of control or confinement in the city since a date prior to January 1, 2013;
(b) the person has a disability as described in ORS 659A.104;
(c) a physician has recommended keeping the exotic animal to alleviate the effects of the disability;
(d) the person has been issued a permit for the animal from the State Department of Agriculture; and
(e) the animal does not present a likely danger to the health, safety and welfare of city residents.

(4) Any person wishing to hold, possess, maintain, harbor or transport a species of nonhuman mammal of the family Felidae must first obtain a permit to do so from the city. The city will issue the permit upon reasonable satisfaction that all requirements of section 3 exist. The initial request for a permit must be made in writing to the city no later than December 31, 2014, and the person must obtain a renewal permit annually thereafter no later than December 31 of each year.

Section 2. Except as herein amended, Section 6.08.050 of the Gladstone Municipal Code shall remain in full force and effect.

Section 3. This Ordinance takes effect 30 days from its adoption.

Adopted by the Common Council for the City of Gladstone this ____ day of May, 2014.

ATTEST:

Wade Byers, Mayor

Jolene Morishita, Assistant City Administrator

10-3

City of Gladstone

Staff Report

Meeting Date: May 13, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Ordinance 1449

RECOMMENDED STAFF ACTION
Staff recommends approval.

BACKGROUND

City Council had requested the Planning Commission to review the Gladstone Municipal Code (GMC). Ordinance 1449 reflects a requested change regarding Planning Commission attendance that was discussed with City Council at previous meetings.

COST IMPACT
None.

ORDINANCE NO. 1449

AN ORDINANCE AMENDING CHAPTER 2.28.040 OF THE GLADSTONE MUNICIPAL CODE REGARDING REMOVAL FROM THE PLANNING COMMISSION FOR ABSENCES FROM PLANNING COMMISSION MEETINGS

WHEREAS, Gladstone Municipal Code (GMC) Section 2.28.040 currently encourages attendance by Planning Commission members at Planning Commission meetings by creating procedures to remove members who do not regularly attend such meetings; and

WHEREAS, City Council finds that it is important that Planning Commission members attend Planning Commission meetings with regularity to ensure competency of the matters coming before the Commission; and

WHEREAS, the City Council also finds that it is important that Planning Commission members attend Planning Commission meetings to help ensure institutional knowledge regarding the City's procedures and polices with respect to land use and planning-related issues; and

WHEREAS, the current GMC procedures regarding absences from Planning Commission meetings allows for extended absences provided that members have an excuse for the absences; and

WHEREAS, the City Council finds that extended absences, even if excusable, thwart the goals of land use competency and institutional knowledge that are obtained from regular attendance; and

WHEREAS, the City Council finds that three or more consecutive absences from Planning Commission meetings should create a rebuttable presumption that the member is in nonperformance of the member's duties;

NOW, THEREFORE, the Common Council of the City of Gladstone ordains as follows:

Section 1. The current provision of Section 2.28.040, subsection (2) of the Gladstone Municipal Code is hereby amended to read as follows. New language appears as underlined text; deleted language appears as ~~strikethrough~~ text.

"2.28.040 Vacancies and Removal

(2) A member who is absent from ~~two~~ three consecutive meetings with or 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."

Section 2. Except as herein amended, Section 2.28.040 of the Gladstone Municipal Code shall remain in full force and effect.

Section 3. This Ordinance takes effect 30 days from its adoption.

Adopted by the Common Council for the City of Gladstone this ____ day of May, 2014.

ATTEST:

Wade Byers, Mayor

Jolene Morishita, Assistant City Administrator

11-3

City of Gladstone

Staff Report

Meeting Date: May 13, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Ordinance 1450

RECOMMENDED STAFF ACTION
Staff recommends approval.

BACKGROUND

Staff recently had to accommodate a developer who was considering a multi unit apartment complex which necessitated a meeting with City staff, an engineer and contracted planning staff. The City incurred costs including staff time, engineering review and planning review of the possible development. The City was unable to recoup the expense from the developer as the City had not adopted a pre-application conference fee.

COST IMPACT
If adopted developers would pay a fee to cover City expenses associated with the pre-application conference.

ORDINANCE NO. 1450

AN ORDINANCE AMENDING CHAPTER 17.90 OF THE GLADSTONE MUNICIPAL CODE TO ESTABLISH A PLANNING PRE-APPLICATION CONFERENCE FEE

WHEREAS, Gladstone Municipal Code (GMC) Section 17.90.030 requires a planning pre-application conference for "administrative actions" initiated by a property owner, contraction purchaser, option holder or agent of the owner under the City's Zoning and Development Code; and

WHEREAS, with respect to property that is for sale within the city, it is not unusual for potential purchasers of property to utilize the pre-application conference as a "fact finding" opportunity to better understand potential costs or restrictions regarding future use of the property; and

WHEREAS, planning pre-application conferences require city staff time and resources; and

WHEREAS, the City of Gladstone does not currently assess a fee for a planning pre-application conference and, thus, the city bears all costs involved; and

WHEREAS, the City of Gladstone should have the authority to defray the costs that it reasonably incurs in providing city staff and resources to conduct a pre-application conference;

NOW, THEREFORE, the Common Council of the City of Gladstone ordains as follows:

Section 1. The current provision of Section 17.90.030 of the Gladstone Municipal Code is hereby amended to read as follows. New language appears as underlined text; deleted language appears as ~~strikethrough~~ text.

"17.90.030 Pre-application conference

(1) ~~With respect to actions~~ For an application that is initiated by a property owner, contract purchaser, option holder or agent of the owner, the applicant or ~~his~~ applicant's authorized representative shall meet ~~and confer~~ with the City Administrator or designee in a pre-application conference, in order to discuss the application, approval criteria and ~~at which time views may be exchanged as to the requisites for formal application and the~~ feasibility of approval ~~may be discussed~~.

(2) The City Administrator or designee may waive the requirement for a pre-application conference in writing.

(3) Any opinion expressed by the City Administrator or designee during a pre-application conference is advisory in nature, and is subject to change upon ~~official~~ review of the complete application.

(4) The City may charge an administrative fee to defray the costs of the pre-application conference, with such fee being specified in the Master Fee Resolution. The City will designate a separate fee amount for a major and minor development.

12-3

(5) A property owner, contract purchaser, option holder or agent of the owner may request a pre-application conference on a form provided by the City and shall pay the pre-application conference fee prior to the conference.
(6) For purposes of this section only, the term "major development" means a land use application that involves one or more of the following:

(a) A subdivision;

(b) A Design Review Application that proposes to create or disturb 5,000 square feet or more of impervious surface (except for remodels of one or two-family dwellings);

(c) A zone change involving more than one piece of real property;

(d) A Planned Unit Development; or

(e) An annexation.

(7) For purposes of this section only, the term "minor development" means a land use application that is not a major development.

Section 2. Except as herein amended, Section 17.90.030 of the Gladstone Municipal Code shall remain in full force and effect.

Section 3. This Ordinance takes effect 30 days from its adoption.

Adopted by the Common Council for the City of Gladstone this ____ day of May, 2014.

ATTEST:

Wade Byers, Mayor

Jolene Morishita, Assistant City Administrator

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INFORMATION ONLY

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Depatment	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	Preparing RFP
PB			CC		PB	City Hall	Capital Projects	Managing Rinearson Pond Project	2013	On Going	City Council authorized the City Administrator to sign the agreement with the Rinearson Natural Area Restoration Project10/15/13
PB			CC		PB	City Hall	Misc. Projects	Monitoring Lawsuit		On Going	As required
PB			CC		PB	City Hall	Capital Projects	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
PB			CC		JM	City Hall	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	AC	JM	City Hall	Support	Planning Commission	On Going	On Going	Advises City Council & City Administration as needed
PB	CS		CC	AC	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. Continuing to coordintate with event specifics.

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Depatment	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB	CS		CC		PB	City Hall	Budget	FY 2015 Budget Process	Jan 2014	June-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	May 14	Council held hearing and detrmined final expense. Monitoring for payment within 60 days.
PB	CS		CC		PB	City Hall	Misc. Projects	Monitoring Status of Lynx Legislation – State Could Act in Next Several Weeks According to Senator Allan Olson	06/11/13	05/13/14	Legislation approved a special Exotic Animal permit exception. City Council to consider ordinance to allow lynx on May 13th.
PB	CS		CC		PB	City Hall	Tool	City Council Guidebook – Second Addition – Signed as approved along with amendment for addition of Long Range Planning Tool	11/12/13	May 2014	The existing copies are not signed by the Mayor and dated accordingly. The Guidebook portion for the LRPT can now be included. Have obtained final electronic copy from attorney. Need mayor's signature.
PB			CC	AC	PB	City Hall	Misc. Projects	Medical Marijuana Dispensaries'	01/14/14	04/08/14	Ordinance 1446 approved for ban 02/11/14 to be reconsidered again 02/25/14. City Council to consider ordinance proposed by City Attorney following passage of SB 1531. City Council adopted ordinance 1447.
PB	CS		CC-TM		PB	City Hall	Tool	Updating Long Range Planning Tool (LRPT)	12/10/13	02/13/14	Adopted for approval 12/10/13. In Process – Developing on web site

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Depatment	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB	CS		CC		PB	City Hall	Capital Projects	Reviewing Potential Public Works Projects for This Year – To Coincide with Budget Process	07/01/13	06/01/14	Reviewing with engineer
PB			CC		PB	City Hall	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Oak Lodge Sanitary District		Open	Waiting on Response from Oak Lodge Sanitary District
PB			CC		PB	City Hall	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Clackamas County		Open	Planning, Building Inspection, Erosion Control. Waiting on response from County
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		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 Require-mint	Fire Department Operations and Public Policy Plan.	11/12/13	06/30/14	An approved policy as noted in the City Council Guidebook
PB			CC		MF	Fire Dept.	Misc. Projects	Adopting Ordinance 1444 for a new Chapter 15.32 Regarding Maintenance of Private Fire Hydrants	02/11/14	05/13/14	Ordinance to be modified and reviewed again for approval at May Council meeting
PB	CS		CC	AC	IG	Library	Support	Library Board	Ongoing	Ongoing	Support as required
PB			CC		IG	Library	Personne	Working with American Federation of State and Municipal Employees (AFSME) regarding Personnel Issue		On Going	On going
PB			CC		IG	Library	Facility Upgrade	Planning and Implementing Library Improvement Projects as included on an "Immediate Critical Repairs" list sent to outside Engineering & Contractors to determine facility repair needs..	07/09/13	On Going	Several Projects have been completed with community & City Administration support.
PB			CC		PB	Library	Facility Upgrade	Coordinating with Clackamas County Staff Regarding Library Facility		May-14	First meeting held 02/10/14 On Going

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Depatment	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB	CS		CC-TM	AC	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	Personne	Advertising for Vacant Library Position	02/11/14	May-14	In Process
PB			CC		IG	Library	Council Require-ment	Library Operations and Public Policy Plan.	11/12/13	06/30/14	An approved policy as noted in the City Council Guidebook
PB			CC		JP	Police Dept.	Equip.	Purchase of Two New Patrol Vehicles	02/11/14	May 2014	Approved 02/11/14. Tentative date of sometime in May.
PB			CC		JP	Police Dept.	Personne	Negotiating Impact of Acting Sergeant Position with the Gladstone Police Association	Nov-13		Preparing Memorandum of Understanding (MOU) Following Review by Attorneys. Meeting with GPA May 9th.
PB			CC		ST	Public Works-Misc.	Council Require-ment	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
PB	CS		CC	AC	ST	Public Works-Park & Recre.	Support	Park & Recreation Board	Ongoing	Ongoing	Advises City Council & City Administration as needed
PB			CC	AC	ST	Public Works-Park & Recre.	Support	Reviewing BMX Bike Track Proposal for Meldrum Bar Park – Reviewing with Park And Recreation Committee	2013	April 14	Staff evaluating insurance issue and park conflicts. Park and Rec Board to advise in April. Park and Rec Board wants to move forward with project. Working on agreement with proposer.

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Depatment	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB	CS		CC		ST	Public Works-Park & Recre.	Support	Managing Valley View Dog Park Rezoning Issue – Planning Commission Review of Property Rezone	04/12/11		Council put application on hold. Park and Rec Committee have identified two possible sites at Meldrum Bar for dog park. Will hold a public hearing in June.
PB			CC		ST	Public Works-Paving	Master Plan	Planning on Starting Pavement Master Plan Development	2013	June 2014	Staff working on request for qualifications
PB			CC		ST	Public Works-Sewer	Master Plan	Developing Request for Proposals (RFP) for a Sanitary Master Plan		06/01/14	RFP for City Council Consideration
PB			CC		ST	Public Works-Storm Sewer	Master Plan	Supporting Stormwater and Water Master Plan Development		08/01/14	RFP for City Council Consideration approved 08/13/13 to make needed repairs while awaiting Master Plan completion. Work completion. Update on City Council 04/08/14 meeting. Council approved extension. Meeting with new project manager May
PB	CS		CC	AC	ST	Public Works-Traffic Safety	Support	Traffic Safety Commission	On Going	On Going	Advises City Council & City Administration as needed
PB			CC	AC	ST	Public Works-Traffic Safety	Traffic Safety	Purchase and Install Flashing Signs at Oatfield & Ridgegate Dr.	02/11/14	05/30/14	Reviewed 02/11/14. Quote available 04/08/14

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Depatment	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB	CS		CC	AC	ST	Public Works-Traffic Safety	Traffic Safety	Send Letter to Oregon Department of Transportation to Lower Speed Limit on McLoughlin Blvd.	02/11/14	05/13/14	Reviewed 02/11/14. State ODOT paperwork received waiting on engineer portion of form
PB	CS		CC		ST	Public Works-Traffic Safety	Traffic Safety	Council Discussion Re: Strawbeery Lane / Roots Rd. Intersection Traffic Concern.	02/11/14		Evidently - Prior discussion regarding safety concerns asked to be revisited.
PB	CS		CC	AC	RB	Senior Center	Support	Senior Center Advisory Committee	Ongoing	Ongoing	Advises City Council & City Administration as needed
PB			CC		RB	Senior Center	Council Require-ment	Senior Center Operations and Public Policy Plan.	11/12/13	06/30/14	An approved policy as noted in the City Council Guidebook
								Completed Projects			
PB			CC		PB	City Hall	Misc. Projects	LED Street Lights	08/13/13	05/01/14	Complete with the exception of 4 lights
PB			CC		JM	Court	Misc. Projects	Processing Applications for Prosecuting Attorney		Early March 2014	Complete - Hire made.
PB			CC		ST	Public Works-Misc.	Misc. Projects	Removal of Underground Storage Tanks at Public Works	09/10/13	11/01/13	Storage tanks removed in November of 2013
PB	CS		CC		PB	City Hall	Plan.	Preparing for City Council Retreat	08/13/13	03/15/14	Completed

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Depatment	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
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
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
PB			CC		TM	City Hall	Tool	City Council Guidebook – First Addition	11/07/12	11/12/13	The Council Rules were approved09/10/13. The City Council Guidebook's first addition was approved 11/12/13
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
PB			CC		ST	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 ???

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Depatment	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS

Peter Boyce

From: James Pryde
Sent: Friday, May 02, 2014 12:33 PM
To: Peter Boyce
Cc: Gladstone Police Command Staff
Subject: K-9 Information for City Council
Attachments: 14.k92013.docx

Pete,

The attached tables should provide city council information/costs regarding the former K-9 program. Please note the following:

- Most of the data is from 2013, our most recent full year of the program.
- We chose not to compare our K-9 program to another K-9 program because our program no longer exists so the relevance is not there. In addition, staff time is already stretched by media requests for lots of K-9 program information.
- Officer Mixson and Dyno graduated from drug detection school near the end of June 2013. Therefore as a new drug detection K-9 team, the drug statistics reflect only 6 months of service.

Let me know if you have any questions.

Thanks!

Jim

Jim Pryde, Chief of Police
Gladstone Police Department
535 Portland Avenue
Gladstone, OR 97027
503-557-2765
pryde@ci.gladstone.or.us

"The best is yet to come!"
- Dave Horsager

ANSWERS TO K-9 PROGRAM QUESTIONS FROM CITY COUNCIL

PROGRAM COSTS		
1. 2013 overtime costs for K-9 training	$10,191.00	
2. 2013 overtime costs for K-9 programs/presentations	$142.20	
3. 2013 patrol overtime costs for the K-9 unit	$1540.50	
4. 2013 K-9 equipment costs	$2581.51	Security storage box for K-9 rig was $2322.50
5. Complete original kennel costs	$918.01	Labor donated to build kennel
6. 2013 cost for K-9 food	$364.00	
7. 2013 cost for vet care and any medications	$537.02	All veterinary labor donated
PROGRAM STATISTICS		
1. 2013 drug related arrests and assists in and out of Gladstone	6 assists 2 arrests	
2. 2013 number of K-9 deployments, why he was deployed, where he was deployed and what the outcome was	40	See list on page 2
3. 2013 number of requests from the Gladstone School District for the K-9 to visit schools	0	
4. 2013 number of requests from the Gladstone School District for drug searches at schools	0	
5. 2013 number of drug suspects the K-9 unit has been instrumental in apprehending in and out of the city	8	
6. Any other 2013 anecdotal information you think is relevant for the city council to know		At narcotics training April 22, 2013 – May 24, 2013

2013 K-9 DEPLOYMENTS

WHY DEPLOYED	WHERE DEPLOYED	OUTCOME
1. Alarm	Oregon City school	No suspect located; school secured
2. Disturbance/rape	Gladstone	Suspect arrested
3. Domestic disturbance	Gladstone business parking lot	2 suspects arrested
4. Burglary	Gladstone residence	No suspect located; home cleared
5. Alarm	Oregon City business	No suspect located; business cleared
6. Arrest warrant	Gladstone residence	Suspect arrested
7. Arrest warrant	Gladstone residence	No suspect located
8. Alarm	Gladstone residence	Home cleared; owner error
9. Assault/kidnap – assist OCPD	Oregon City	No suspect located; several blocks cleared
10. Arrest warrant	Gladstone	No suspect located
11. Unsecured business	Gladstone	No suspect located; building cleared
12. Vehicle search – assist OCPD	I-205	No suspect located; interior of vehicle cleared
13. Premise check	Gladstone residence	No suspect located; home cleared
14. Arrest warrant	Oregon City	Suspect arrested
15. Narcotics search – assist OCPD	Oregon City residence	Suspect arrested by OCPD
16. Narcotics search – assist OCPD	Oregon City business	Positive alert for narcotics
17. Traffic stop	Gladstone	Passenger arrested on warrant
18. Burglary/disturbance	Gladstone	Suspect arrested
19. Pursuit of armed suspect – assist CCSO	I-205	Suspect arrested
20. Burglary – assist CCSO	Milwaukie	No suspect located; home cleared
21. Alarm – assist CCSO	Gladstone	Suspect located; building cleared
22. Arrest warrant – assist OCPD	Hwy 99	Suspect arrested; stolen car recovered
23. Narcotics search- assist OSP	I-5	No narcotics located
24. Arrest warrant – assist CCSO	Gladstone residence	Suspect arrested
25. Arrest warrant	Gladstone residence	Suspect arrested
26. Arrest warrant – assist OCPD	Oregon City residence	Suspect arrested
27. Arrest warrant/traffic stop – assist CCSO	Hwy 213	Suspect arrested
28. Arrest warrant	Gladstone residence	Suspect arrested
29. Traffic stop/stolen vehicle	Clackamas	2 suspects arrested
30. Traffic stop – assist OCPD	I-205	Suspect arrested
31. Narcotics search – assist CCSO	Clackamas	Narcotics located
32. Disturbance – assist CCSO	Hwy 99 - Milwaukie	Missing knife located; narcotics located
33. Narcotics search – assist OCPD	Hwy 99 – Oregon City	Narcotics located
34. Disturbance with gun	Oregon City	Suspect arrested
35. Traffic stop	Gladstone	Suspect arrested
36. Burglary	Milwaukie	No suspect located; building cleared
37. Burglary	Oregon City	No suspect located; building cleared
38. Burglary	Gladstone	No suspect located; building cleared
39. Disturbance – assist OCPD	Oregon City	No suspect located
40. Arrest warrant – assist OCPD	Oregon City	Suspect arrested

Gladstone Senior Center
Monthly Reports April 2014

Days Center Open	**22**	**Center Attendance**	1,250

On going events		**Hours 8:00 to 5:00**		All are once a week	
Foot clinic (1 mon)	20	Hikers	10	Bingo	66
Exercise (2x wk)	97	Yoga	230	Pinochle	183
Tai Chi (3x wk)	132	Wii	14	Bunco	27
Blood pressure(1 mon)	17	Cribbage	30	Bridge	36
Sing-a -long (1X wk)	58	Potluck	27	Book club	11
Music classes(1 wk)	20	Walkers	0	Computer	21

Nurtition Program			
Congregate Meals	435	Home-bound Meals served	653
# of days served	11	# of days served & weekend	30
Donations	$870.72	Donations	$674.50
Donations per meal	$1.59	Donations per meal	$1.63

Volunteers Hrs.	
Nutrition	208
HBM Driver	105
Other Volunteers	183
Center Total	489

TRAM	
Total days	19
One way rides	275
Donations	$367.00

After 5:00 Hours Activities	
Tai Chi 2	28
Yoga	60
Dancing classes	105
Paint Classes	6
Wills & Trusts	25
Special Events	
Spirit mountain	45
Easter Party	75
AARP Taxes 2 days	48
Spring Fling April 12	40 venders

Social Service		
Case Management	Per hour	14
Reassurance	each unit	25
Infromation & Assist.	each unit	136
Monthly newsletter		