GLADSTONE CITY COUNCIL
ADJOURNED MEETING / WORK SESSION
CITY HALL COUNCIL CHAMBERS
July 22, 2014

ADJOURNED MEETING

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.

REGULAR AGENDA

1. Tebos Restaurant – OLCC Temporary Sales License Application
2. Prioritize Project List

WORK SESSION

3. Police Station/City Hall

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Regular Agenda

Item #1

City of Gladstone

Staff Report

Meeting Date: July 22, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Tebos Restaurant – OLCC Temporary Sales License Application

RECOMMENDED STAFF ACTION

Staff recommends City Council approval.

BACKGROUND

Tebos Restaurant, located at 19120 SE McLoughlin, has submitted a temporary sales license application for an event to be held August 1, 2014 from 6 to 9 p.m.

COST IMPACT

None

OREGON LIQUOR CONTROL COMMISSION

TEMPORARY SALES LICENSE APPLICATION

The Temporary Sales License (TSL) allows you to sell distilled spirits, malt beverages, wine, and cider for drinking within the special event licensed area, manufacturer-sealed containers of malt beverage, wine, and cider for drinking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 1 to 4 weeks before the first event date listed in #10 below. Some events may need extra processing time.
- **License Fee:** $50 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

PLEASE PRINT

1. Licensee Name (please print): TEBOS RESTAURANT 2. E-Mail: JCTEBOS@COMCAST.NET
3. Mailing address: 19120 SE McLOUGHLIN
4. City: GLADSTONE 5. State: OR 6. Zip Code: 97027 7. Fax: 503-655-7318
8. Contact Person: CRAIG KLEIN / JOHN KARLIK 9. Contact Phone: 503-655-6333
10. Date(s) of event (no more than **seven** days): AUG 1ST 2014
11. Start/End hours of alcohol service: 6 ☐ AM ☒ PM to 9 ☐ AM ☒ PM

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

12. Address of **Special Event** Licensed Area: 19120 SE McLOUGHLIN (Street) GLADSTONE (City)
13. Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):
MEETING ROOM AT THE NORTH END OF OUR BUILDING
14. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:
DINNER FOR MILWAUKIE HIGH SCHOOL CLASS OF 1963
15. Will minors be allowed at the event? ☐ Yes ☒ No
16. If yes, will minors and alcohol be allowed in the same area? ☐ Yes ☐ No
17. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 40

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #17 is 501 or more, **in addition to** your answers to questions 18, 19, and 20, you will need to complete the OLCC's **Plan to Manage Special Events** form, unless the OLCC exempts you from this requirement.

18. Describe your plan to prevent problems and violations.

19. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.

20. Describe your plan to manage alcohol consumption by adults. Note: you may not sell, offer, or serve to any person an unlimited number of alcoholic beverage(s) during any set period of time for a fixed price.

MANAGER AND SERVICE PERMITS: You must name a manager or managers who will be at the special event. Employees and volunteers who serve alcohol, and the people who manage those servers, must have an issued service permit unless specifically exempted.

A nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office (see **TSL Application Guide**) may use servers who don't hold a service permit. These servers must attend training provided by the applicant and read, sign, and date the OLCC provided brochure **What Every Volunteer Alcohol Server Needs to Know**.

21. Nonprofit or Charitable Organization Oregon Registry Number (or "N/A" if not applicable): _____

22. List person(s) on duty and in the licensed area managing alcohol service: COURTNEY STEWART

23. List the service permit # of each person managing alcohol service: _____

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

24. Insurance Company: _____ 25. Policy #: _____ 26. Expiration Date: _____

27. If you will **NOT** provide distilled spirits, name at least two different substantial food items that you will provide:
1) WY STEAKS 2) HALIBUT

28. If you will provide distilled spirits, name at least three different substantial food items that you will provide:
1) _____ 2) _____ 3) _____

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

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

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

30. Applicant Name (please print): _____

31. **APPLICANT SIGNATURE:** _____ 32. Date: _____

CITY OR COUNTY USE ONLY

The city/county named in #29 above recommends:

☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)

City/County Signature: _____ Date: _____

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

OLCC USE ONLY

Fee Paid: _____ Date: _____ Receipt #: _____

License is: ☐ Approved ☐ Denied

Restrictions:

OLCC Signature: _____ Date: _____

TEMPORARY SALES LICENSES (TSL)

ARE YOU ELIGIBLE TO APPLY FOR A TSL?

YES, if you are:

- A nonprofit or charitable organization registered as such with the State of Oregon; a political committee filed as such under ORS 260.039 or 260.042; a government entity within Oregon; any other person or organization that is not prohibited (see the "no" section).
- A Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House licensee of the OLCC.

NO, if you are:

- A person or organization who makes alcoholic beverages within Oregon or who imports or causes to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon. This includes the following OLCC licensees: Brewery; CERA; CERD; Distillery; Grower Sales Privilege; Warehouse; Wholesale Malt Beverage and Wine; and Winery. This also includes wineries, breweries, distilleries, and wholesalers in other states.

OTHER IMPORTANT INFORMATION

TSL Application Guide - The TSL Application Guide is available at **www.oregon.gov/olcc**.

OLCC may refuse to process your application if it is not complete or is not submitted in sufficient time for the OLCC to investigate. Typically, an application submitted to the OLCC one to four weeks before the event date (#10 on the application form) is sufficient time to process most applications.

Managing Your Event - Not following your written plan for managing your event may cause the OLCC to deny your future TSL applications.

DIRECTIONS FOR COMPLETING APPLICATION

1. Fill out your application form completely.
2. Get your application signed by the local government where the event will take place before you submit it to your local OLCC office (the local government is either the local city if the event address is within the city's limits or the local county if the event address is outside the city's limits). See #29 on the TSL application form.
3. Include the $50 per day license fee ($50 per license day or any part of a license day). Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
4. If the expected attendance at your event is 501 or more per day please complete and attach the OLCC form **Plan to Manage Special Events**, unless the OLCC exempts you from this requirement.
5. Submit forms to your OLCC office at least 7 days before the date(s) of an event (#10 on the application form) with 1,000 or fewer expected attendance and at least 30 days before the date(s) of an event with 1,001 or more expected attendance. Determine the **OLCC office** regulating the county in which your event will happen.

FOOD REQUIREMENTS FOR A TEMPORARY SALES LICENSE (TSL)

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **TWO:** If you **don't** provide distilled spirits at the event, you must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **THREE:** If you provide distilled spirits at the event you must provide at all times and in all areas where alcohol service is available at least three different substantial food items.

WHAT IS A SUBSTANTIAL FOOD ITEM?

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

WHAT DOES "DIFFERENT" MEAN?

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

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

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

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

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

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

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

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

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

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

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

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

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

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

Regular Agenda

Item #2

City of Gladstone

Staff Report

Meeting Date: July 22, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Prioritize Project List

RECOMMENDED STAFF ACTION
Staff recommends City Council identify top five projects.

BACKGROUND
The project list has been reduced as requested by city council. City Council has suggested that it identify the top five projects for staff to target.

COST IMPACT
Individual projects will have costs associated with them. Financing of projects will be considered on a case by case basis.

Peter Boyce

From: Tom Mersereau <miis@aracnet.com>
Sent: Wednesday, June 18, 2014 12:37 PM
To: Peter Boyce
Cc: Thomas Mersereau; Jolene Morishita
Subject: RE: Electronic Project List - Tom Mersereau - Top Priorities

Per the Executive Session discussion – My Top five priorities, other than the City Operational requirements, As follows:

!. Operations & Public Policy Plan for each department;

2. Pubic Works Master Plans for Water, Storm Sewer, Sewer * Paving;

3. City Hall & Police Station Replacement

4. Pubic Works – Oatfield / Ridgegate flashing signs;

5. Library Ballot Measure;

As we discussed the Guidebook update re: the LRPT approval and signature doesn't seem inappropriate.

I would be more an willing to help on improvements to the City's web site for the LRPT or other ideas as you seem appropriate.

Note: Re: Operations Plans – The Policing Policy meets what I would call an Operations Plan.

While each department's plan will be different - I would suggest that each include references to the Gladstone Personnel Handbook as being apart of where there may be a difference.

Tom Mersereau

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miis@aracnet.com

From: Peter Boyce [mailto:boyce@ci.gladstone.or.us]
Sent: Friday, June 13, 2014 12:27 PM
To: Thomas Mersereau; Thomas Mersereau
Subject: Electronic Project List

Peter J. Boyce I City Administrator
City of Gladstone
525 Portland Avenue
Gladstone, OR 97027
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Cell: 503.347.4568
E-mail: boyce@ci.gladstone.or.us
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Current City Project Status

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
								Current & Ongoing Projects			
PB					PB		Budget	Amend Budget to Increase Expenditures in Parks Department	July 2014	Sept. 2014	July City Council requested budget change.
PB					IG	Library	Misc. Projects	Library Credit Cards	June 2014		Adding credit/debit cards as a payment option. Reviewing security of system with LINC and City IT staff.
PB					JM	Admin	Misc. Projects	Gladstone Cultural Festival	January 2014	August 2014	Monitoring and assisting special event.
PB					PB	Admin	Admin	Filling City Council Vacancy	April 2014		Advertising vacancy. Application will be considered by City Council at August meeting.
PB					JP/JM	Police Dept.	Misc. Projects	Reevaluating Non-Dept. Personnel Access to PD and Court	June 2014		Restricting number of key fobs to PD and Court to essential personnel only
PB					JM/PB	Admin		Electronic Time Sheet & Adjustment of Pay period	June 2014		In conjunction with Springbrook software update. Discussing proposed changes with Union
PB			CC		PB	City Hall	Misc. Projects	Developing Update for the Transportation System/Pavement Master 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.

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Current City Project Status

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
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. Reviewing new grant to seismically upgrade PD.
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			CC		ST	PW	Capital Projects	Construction Project Barclay and Howell	July 2014	August 2014	Construction in progress
PB	CS		CC		PB	City Hall	Misc. Projects	Implementing New Fee Schedule with Supporting Ordinances	On Going	On Going	Completing as needed
PB	CS		CC		PB	City Hall	Capital Projects	Reviewing Potential Public Works Projects for This Year – To Coincide with Budget Process	07/01/13	August 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		MF	Fire Dept.	Council Require-mint	Fire Department Operations and Public Policy Plan.	11/12/13		An approved policy as noted in the City Council Guidebook

Current City Project Status

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
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	New Library Plan - Coordinating with Clackamas County Staff Regarding Library Facility		Ongoing	First meeting held 02/10/14 On Going. Council considering ballot measure
PB			CC		IG	Library	Council Require-ment	Library Operations and Public Policy Plan.	11/12/13	August 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	August 2014	Approved 02/11/14. Tentative date of sometime in May. Vehicles being outfitted
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		An approved policy as noted in the City Council Guidebook
PB			CC	AC	ST	Public Works-Park & Recre.	Support	BMX Bike Track Proposal for Meldrum Bar Park – Reviewing with Park And Recreation Committee	2013		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.

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Current City Project Status

Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB	CS		CC		ST	Public Works-Park & Recre.	Support	Dog Park	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. Council to consider recommendation at August meeting.
PB			CC		ST	Public Works-Sewer	Master Plan	Sanitary Sewer Master Plan			RFP approved by City Council
PB			CC		ST	Public Works-Storm Sewer	Master Plan	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			CC	AC	ST	Public Works-Traffic Safety	Traffic Safety	Purchase and Install Flashing Signs at Oatfield & Ridgegate Dr.	02/11/14	August 2014	Reviewed 02/11/14. Quote available 04/08/14. Equipment received scheduling installation.
PB			CC		RB	Senior Center	Council Require-ment	Senior Center Operations and Public Policy Plan.	11/12/13		An approved policy as noted in the City Council Guidebook

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Responsibility (R1-R3)& Authority A1-A3)											
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB					JM	Admin	Admin	Implementing New Springbrook Software	,Jan 14		Implementing software upgrade. Effects finance, payroll, utility billing and business licenses
								Completed Projects			
PB			CC		IG	Library	Personne	Working with American Federation of State and Municipal Employees (AFSME) regarding Personnel Issue		On Going	On going
PB	CS		CC		PB	City Hall	Budget	FY 2015 Budget Process	Jan 2014	June-14	Completed
PB			CC		SM	Fire Dept.	Equip.	Purchase of New Fire Engine	07/09/13	July 2014	Approved at 07/09/13 Council Mtg. Construction in process, due 04/15/14. Fire Engine delivered. Will be in service July 1

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Work Session

Item #3

City of Gladstone

Staff Report

Meeting Date: July 22, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Police Station/City Hall

RECOMMENDED STAFF ACTION
Staff recommends City Council discuss and provide staff input as to next steps with grant application and facility repair of replacement.

BACKGROUND
In 2010 staff had an analysis of the City Hall/PD roof completed by Professional Roof Consultants. This analysis indicated that the roof was failing and that a replacement of the roof was needed at an estimated cost of approximately $280,000. A later evaluation of the building envelope indicated that water was penetrating the walls and some windows. An estimate of approximately $600,000 was put forward to fix the building envelope including new windows and the roof replacement. Subsequent discussions with City Council revealed concerns with investing over $600,000 in the aging building. An appraisal of the city hall/police station estimated the as-is market value of the facility at $370,000. City Council also brought up concerns regarding seismic safety of the building. An architectural estimate by Carelton/Hart to bring the current facility up to current building code came in at $2.9 million. Staff worked with Group Mackenzie to develop a needs analysis and estimate the cost of a new 18,000 square foot facility. Estimates range from a low of $5.1 million to $6.4 million on the Oberson site to $6.5 to $8 million on the current city hall/police station site. There is also a new grant available that can provide up to $1.5 million in funds to seismically upgrade the police station but not the city hall. Applications for the grant are due in September.

COST IMPACT
The City currently has $4 million in urban renewal funds and $800,000 in state revenue sharing funds it has saved that could be used to fund this potential project. By the end of the current fiscal year the city should receive another $100,000 in state revenue sharing funds and the urban renewal district brings in approximately $840,000 per year.