

**GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
November 10, 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 September 9, 2014, September 23, 2014 and October 14, 2014 Minutes
2. Accept List of City Projects
3. Payment of October Claims

CORRESPONDENCE

4. Letter from Oregon Accreditation Alliance

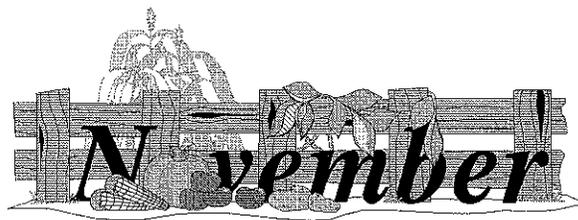
REGULAR AGENDA

5. Accept Water & Stormwater Master Plan Reports / Rate Studies
6. Public Works Update – Barclay/Howell Street, 2014 Paving & Cross Park ADA Access Ramp
7. Budget Amendment Update
8. Discussion Regarding Library Ballot Measure
9. Discussion of City Hall – Police Station Proposal

BUSINESS FROM THE COUNCIL

EXECUTIVE SESSION – ORS 192.660 (2) (f) To consider information or records that are exempt by law from public inspection.

ADJOURN



CONSENT AGENDA

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES OF September 9, 2014

Meeting was called to order. No time stamp provided.

ROLL CALL:

The following city officials answered roll call: Councilor Nelson, Councilor Mersereau, Councilor Martinez, Councilor Sieckmann, Councilor Busch, Councilor Reisner, and Mayor Byers

ABSENT:

None reported

STAFF:

Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Stan Monte, Fire Chief; Scott Tabor, Public Works Supervisor; Jim Pryde, Police Chief; Rhonda Bremmeyer, Senior Center Director; Wayne Lawrence, Police Sgt.; Maria Aikin, Executive Assistant

PRESENTATION OF THE GLADSTONE POLICE DEPT. ACCREDITATION:

Ed Boyd, Executive Director of the Oregon Accreditation Alliance, presented the Gladstone Police Department with their Oregon State accreditation. He explained what the accreditation means, its expectations, and the best practice for which it stands. He went on to explain that only about 22 percent of the state law enforcement agencies hold state accreditation, so it means that the Gladstone Police Department is a select group. Mister Boyd congratulated Maria Aikin, Executive Assistant, for making the involved application, then presented Chief Pryde with the framed Certificate of Accreditation.

Mayor Byers congratulated Chief Pryde and asked that the Council's congratulations be conveyed to the department. Chief Pryde acknowledged the work of his staff and Maria Aikin for their hard work on obtaining the award.

BUSINESS FROM THE AUDIENCE:

None

CONSENT AGENDA:

Consent Agenda items:

1. Approval of August 12, 2014 Minutes
2. Payment of August 2014 Claims

Councilor Nelson requested that item 2 be removed.

Councilor Sieckmann requested that item 1 be removed.

Consent Item #1 - Approval of the August 12, 2014 Minutes:

Councilor Sieckmann referred to item 1-19 of the packet, Business from the Council, second paragraph from the bottom had a typographical error on the amount in the second line: the all \$354 is supposed to be \$3554. Mayor Byers acknowledged the error and noted that it was right in one place.

Consent Item #2 - Payment of the August 14 Claims:

Councilor Reisner pointed out that in July, the Council had voted to withhold payment to Brown and Caldwell, but noted that the City appears to be poised to pay them. Since the Council is prepared to discuss this later in the meeting, it seemed out of place. City Administrator Boyce noted that on the first page of claims, under item 2, the second line under Manual Machine Month-end Checks on the spreadsheet is for the amount of \$357,414 – including an amount which is a duplicate of what was approved on August 12; those checks were a duplicate of what had been approved in August. As those checks had already been approved, the City is not duplicating payment, the checks had already been issued with the exception of the Brown and Caldwell which had been withheld and is currently on hold.

Councilor Sieckmann made a motion to approve the Consent Agenda items with the amendment to item #1 as discussed, and with the explanation on item #2. Councilor Nelson seconded the motion. Motion passed unanimously.

CORRESPONDENCE:

None

REGULAR AGENDA:

3. Clackamas Community College Presentation – Judith Ervin (no attachments):

Mayor Byers introduced Judith Ervin, Board of Education at Clackamas Community College, and Shelly Perinni, Dean of College Advancement at Clackamas Community College. Judith Ervin announced that the Board of Education at Clackamas Community College is going out with a \$90 Million bond in November – an extension of taxes that are already being collected. The amount is equal to \$0.19 per \$1000 of property value. She solicited the Council and audience for those who had attended, who had relatives that attended, and for those who knew where the campuses were located.

She gave a brief history of the college, then reported that there were currently 30,000 student service annually, with an average full-time student count of about 8,000.

Shelly Perinni explained that the Community Engagement Initiative was designed by over 100 citizens, through online and face-to-face surveys, using the campus libraries as the living rooms for the surveys. The surveys included 450 high school students that they intercepted and interviewed on ‘Skills Day.’ She explained the goals of the college, then explained that they service about 30% of the students coming out of the Clackamas County High Schools, even though the average age of the students is higher.

She also explained that they got much of their information from the surveys from Clackamas County employers, trying to find the future trends of business in the area. They are looking for ways to have the students work ready when they finish at the college – the centerpiece of what the bond is supposed to do. They are addressing three issues with this initiative, (1) raising \$10M in scholarships to raise the access level of students to the education, (2) improving and partnering with transportation options, and (3) looking at ways to enhance distance learning.

Judith Ervin averred that the bond would help modernize the classrooms, because the current classrooms and labs are working with outdated equipment. They also want to build a new Industrial/Technical Learning Center at the Oregon City Campus, and a new Workforce Development and Training Facility at the Harmony Campus, and they need to expand their current Workforce Development Facilities.

Passing the bond will allow access to matching funds through the state's Capital Construction Grants and allow the college to invest \$40,000 in each school district to strengthen equipment and technology of the classrooms. She then solicited for questions from the Council.

Councilor Martinez asked if Judith knew what the average student debt is for students coming out of Clackamas Community College. Judith Ervin did not know the answer, but knew that the average student cost per year is about \$4,000, compared to about \$8,000 from a public university, and \$36,000 at a private university. Councilor Martinez added that she thought the Repertory Theatre was a great facility and the plays were also great.

Councilor Mersereau asked how long the extension of the bond would be. Ms. Ervin replied about 15 to 20 years. Mayor Byers added that Clackamas Community College had been instrumental in helping to form the Gladstone schools about 40 years earlier. Judith Ervin added that during the recession, attendance at the college had skyrocketed because of the number of people that had been put out of work.

4. Discussion of Staff Report Template:

City Administrator Boyce reported that he had been approached by Councilors, Nelson, Reisner, and Sieckmann about staff reports, and provided him with a template which should provide more complete information to Councilors on which they make decisions. He said that several of the department heads had suggestions for improvement.

Councilor Nelson liked the complete reports the Council had received for the road project and from the police department – the information was complete and had the details needed to make decisions. He believes that this is what they need in the future and that it helps to prevent having to delay actions and decisions.

Councilor Reisner concurred that complete reports helped out in preventing a lot of pre-meeting emails where they are trying to clear up details and it adds transparency for the public interests. Councilor Sieckmann said that he would like to hear from staff and the department heads to see what improvements could be made to make the template more effective.

City Administrator Boyce listed the following suggestions by staff and department heads:

- The Proposal Options category be split out, so the report would start with the proposal, then the options would be delineated in a later paragraph
- Move the Cost Impact from the bottom of the sheet to a point above the Staff Actions

Councilor Reisner concurred that the suggestions sounded good. City Administrator Boyce went on to add that it would provide staff more time to respond if the packet information was made available a week earlier. Since the packets are currently printed on Thursday, the week before the Council Meeting, it does not provide sufficient time for staff or citizens to respond before the meeting.

The Council responded with several ascending comments. Mayor Byers said, "Sally forth."

5. Bid Award: 2014 Pavement Rehabilitation Project:

Scott Tabor, Public Works Supervisor, referred the Council to the three bid projects in the staff reports, pointing out that each of the roads (Hereford Street, Arlington Street, and Oatfield Road) needed specific and immediate care. Attention now could make the roads last another 10-12 years until the City had funding to completely rebuild the roads from the ground up. All of these roads have a lot of delamination, curb faces that are missing, and other problems, especially East Hereford which, if not addressed soon, is going to need extensive repairs or it will degrade to a point where it would have to be rebuilt.

Oatfield Road has areas of settling, where water has gotten under the surface, where areas will have to be dug up and repaired, then resurfacing with asphaltic concrete overlay. West Arlington was redone several years ago, and because of improper material, the surface is failing. Now it must be redone with the proper rock and material to prevent further deterioration. The City has not done any major road repair in about four and a half years, and it looks like we have four solid bids to consider for the projects. He then solicited for questions from the Council.

Councilor Nelson asked how this matches the Road Master Plan – he is concerned that the roads would be beautifully rebuilt then another project would require deconstruction and cause damage to the new work. Public Works Supervisor Tabor replied that this was just to save those roads until the City does have a master plan – until we can find more funding so that the City does not have to rely only on state funding for revenue. Once the City has a master plan, it would specifically include funding and plans for complete road restoration, not just overlaying. This would take a systematic approach to rebuilding the streets according to their urgency to completely rebuild so that they will last long into the future.

Councilor Nelson congratulated Public Works Supervisor Tabor for an outstanding job on the report and asked when they could get started. Public Works Supervisor Tabor replied, "As soon as you pass this."

Councilor Reisner said that he was concerned that without a master plan, as soon as we do this, you have to come along and tear it up because of sewer or water. Public Works Supervisor Tabor explained that at any time the City may have to do water main repairs or dig up sewers, or fix gas line faults – but after a City Master Plan, the utilities would be notified about the rebuilds ahead of time so that they could do their own upgrades and take preventive measures, then declare a moratorium on any future work around the road

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for the next ten years. The City may decide to take over and replace any citizens' sewer lateral before a complete restoration.

Public Works Supervisor Tabor stated that this plan does not address those issues – it is only to get these repairs done quickly. He does not believe that Hereford can last another two years. Oatfield Road is deteriorating quickly unless addressed.

With a City Street Traffic Master Plan, it would have a sequence of events in which things would happen. This would include prior notification of utilities for a number of years so that they can replace or upgrade their utilities. If we have aging water systems, we can get ahead of it and can get it in place. Regardless, sometimes utilities fail.

Councilor Reisner related that the water/sewerage department of Portland had just recently gone in and dug up a new road surface in Portland because the work was not coordinated. Public Works Supervisor Tabor assured him that this would be less likely with a City Street Traffic Master Plan. If we had a Traffic Safety Master Plan, those things could be taken care of ahead of time because people would have enough warning.

Public Works Supervisor Tabor pointed out that they would have to address the sewer laterals before addressing any new road construction or maintenance. Councilor Reisner said that he was concerned about that which the City had control over, and the Council has been waiting for a plan on it. Public Works Supervisor Tabor stated that they would like to go out to an RFQ for a Traffic Street Maintenance Plan which, he thinks, is coming right after their Sanitary Sewer Master Plan.

Mayor Byers observed that what happened in Portland is not as likely here because the people here talk with one another. In Portland, they are spread out all over. Councilor Reisner reiterated his concern that he is worried that the City would be spending a lot of money on the repairs, and that if other services required destruction of the work or other maintenance, it would be wasted money. It is something that the Council needs to address. Discussion ensued.

Public Works Supervisor Tabor said that the City will have its master plans. We will get them, and we will get them soon. That will give us some idea about where we need to do our infrastructure for our water, what we need to do for our storm water collections, and how we are going to maintain them. We also have to get a Sanitary Master Plan in order to gauge our system that was put in over a hundred years ago. We can try to anticipate as best as possible. This project is just restoration to hold us until we can get that far. Hopefully, if we get a Street Master Plan, we will be well into the Water Master Plan that will tell us where we need to replace aging water mains or those areas that we are having difficulties. When we have the Sewer Master Plan, it will tell us where we need to start and how we are going to fund it, and how much it is going to cost us in the long term. So if we had those plans in front of us, we could gauge the total costs on an engineered study. He gave examples of ongoing projects and said that they were going to be very close to estimate on each of them. He also assured the Council that with the projects, such as the projects on Barkley and on Howell Streets that they are looking at the other factors,

such as sewer and water, so that the new surfaces are not dug up right away. The utility work is surveyed as part of the project.

Councilor Mersereau assured Councilor Reisner that this is just for the maintenance and it looks like a very good plan. The master plans are just figuring out what to do, but that they would take several years to complete. He feels like the citizens will be happy to have their streets repaired. Discussion ensued about the condition of Hereford.

Councilor Reisner wanted to make sure that there were some provisions to make sure that the contractors carried through with the projects in a timely manner. Public Works Supervisor Tabor assured him that there was plenty of incentive for them to finish on time. Councilor Martinez noted that the City had worked satisfactorily with this contractor before. Public Works Supervisor Tabor concurred.

Councilor Sieckmann commended Public Works Supervisor Tabor on the thoroughness of the report and on the effective format. He also noted that he had taken a tour of the infrastructure with Public Works Supervisor Tabor during the previous week. He wanted to know if there was anything that Public Works Supervisor Tabor knew about that needs to be taken care of before work ensues on that road. Public Works Supervisor Tabor said none that he knows of. This just seals the road so that water does not get between the layers and cause more damage. The water services on Arlington Street have all been replaced. Most of the water services on Oatfield Road have been replaced, and we have several types of water mains up there, but they are well bedded, and have a strong service history.

On Hereford Street, the water main is a mixture of 8 inch cast iron and 24 inch ductile iron. There are a few galvanized water services along the route, but most have been replaced with copper. He did not foresee any problems, and he said that when they do rebuild, those would all be addressed.

Councilor Nelson made a motion to accept the bid on the Pavement Rehabilitation Project. Councilor Reisner seconded the motion. No discussion. Motion passed unanimously.

6. City Hall/Police Station Proposal:

City Administrator Boyce explained that his proposal involved new construction of the City Hall and Police Station. He believes that the City could have a substantial savings if they were to couple the City Hall/Police Station with the proposed new library project that is up for vote in November. In order to get more solid numbers from the consultants, there will need to be an additional investment (up to \$7000) to get hard numbers for that plan.

When Group McKenzie did the initial analysis on the City Hall/Police Station, they did a space/needs analysis. He believes that it could be advantageous to City Hall and the Library to have shared spaces, such as shared staff rooms, rest rooms, utility rooms, and a whole host of things where space could be shared. In order to calculate that, the

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consultant would need to do a shared space analysis with the library to determine where those shared spaces are – that comes under the money amount he discussed earlier.

His proposal also includes building a new police station right here, right next to the fire station, thereby keeping emergency services together. Ideally, it would be nice to have the City Hall and Library as close to the Police Station and Fire Station as possible. To do that, the City would need to acquire property, so he is recommending that they keep the same language as was in the library proposal to keep them as close to Portland Avenue as possible.

He discussed what the consultants need to determine estimates and how do they pay for it. He is proposing that they consider using Urban Renewal Funds and the money saved in the State Revenue Sharing. We currently have about \$4 M in Urban Renewal Funds that could be used for this project, and it takes in an additional \$800,000 in funds each year. The State Revenue Sharing Fund has about \$800,000 earmarked right now for Police Station/City Hall issues.

The previous estimate for the construction of a City Hall/Police Station was about \$5.1 million for engineering and construction. We would also need to consider land acquisition costs. We would also need to consider hiring a construction manager to oversee the construction of the project, bringing the final expenses into the neighborhood of about \$6 M.

To keep the cost down, he recommends that the City use as much as possible in cash to keep the interest expense down. There are competing projects for the Urban Renewal Funds, so he recommends a mixture of cash and debt to fund the projects.

The project would have to go to a vote of the people as per the City Charter – any building in excess of \$1 M has to go to a vote, and any debt incurred by the project must be authorized by the vote. If they decide to couple the City Hall project with the Library project, it could cause a delay in the Library project while they got the public approval on the other project. It seems that if they can combine the projects of the City Hall and the Library, it could save money for both projects. It sounds like a wise choice to consolidate the projects.

If the Library project does not meet voter approval, then the City Hall project should be combined with the Police Station. If so, he would like to keep it on the current site, but they would need to acquire property to help with the parking.

Right now he is seeking City Council approval to incur the engineering fees to pay for the additional analysis contingent on the Library project passing in the November election.

Another point about the \$7,000 if the Library project passes, is that the language of the Library proposal will not use City or Urban Renewal Funds to pay for the project. He thinks that they are justified to use the \$7,000 to pay for the addition of the City Hall to the project, and he recommends the use of the State Revenue Sharing funds to pay for it.

If we do not use the justification for use to do the additional analysis, the funds will need to take a part of the \$7000 from the Library Operating Budget – the City receives Library District Funds to help operate the Library. We would need to use those funds from the Library District Funds to cover that expense.

Councilor Mersereau asked for clarification about spending the additional \$7,000 if the Library Ballot Measure does pass. City Administrator Boyce said that he thought it would premature to start the analysis until they know that they have something that they know they can consolidate. Councilor Mersereau reiterated that it would save money if the two projects could be somehow consolidated, it doesn't matter which entity got the savings.

Councilor Sieckmann said that he had numerous questions, but all of them were based on "What ifs" and he did not want to ask a lot of questions based on something that may or may not happen. He would like to table the proposal until after the November 11 Council meeting – after the November elections. Mayor Byers concurred. He also observed that option 1 had some urgency, but since the City Administrator had not recommended option 1, he recommended they wait until after the election to determine what actions should be taken.

City Administrator Boyce reminded them that there is still some urgency, since the latest evaluation of the roof of the City Hall is still structurally sound. There is still that chance that there could be a failure, but he thinks that they can continue to do repairs on the roof as needed. There is still some risk of putting off the repair.

Councilor Busch also believes it wise to wait until after the elections, but wants to commend the staff for the fine report that is well thought out.

Councilor Reisner had a question about the history, since the July report said that they were going to apply for a seismic upgrade for the Police Department. Did they apply for the upgrade? City Administrator Boyce stated that the engineer that they hired to do the application decided that he could schedule us in at this time, so they are looking for another engineer to do the work so that we can make sure we get the application in on time. Councilor Reisner recalled that the original amount for the application for the seismic upgrade was about \$9,000. Does this mean that the \$7,000 mentioned today is in addition to the \$9,000 of the earlier estimate? City Administrator Boyce acknowledged that the amount for the grant application is totally separate from the \$7,000.

7. Discussion of Planning Commission Review of Webster Road Property:

Mayor Byers noted that the Planning Commission succinctly stated that the property was properly designated.

City Administrator Boyce stated that the Planning Commission wants to know if the City Council wants them to be more specific in refining restriction if the city does decide to sell the property. He says that the Planning Commission is offering their services. Mayor

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Byers says that they do not have enough information at this time to ask intelligent questions, but we would like them to evaluate it.

City Administrator Boyce asked if there was additional information that staff could provide to assist City Council. Councilor Reisner added that he thinks the City needs to go forward and sell it. Councilor Sieckmann suggested that the City might want to put some code changes or deed restrictions before selling the property. He would like to see what the complaints were in public testimony, what was in the letters, what it was that was going on up there that started this whole process. He was worried about what the documentation said what the people's concerns were that started the whole process.

Mayor Byers said that the concerns were that they were mining rock – lots of rock, and that the property would eventually become one level all the way across. Someone interjected that they had two crushers and a number of trucks there to process the rock and haul it away. Councilman Busch said that he had been on the Planning Commission at that time, and there were concerns by the neighbors about what kind of development may be there. There was conjecture that there could be an Albertson's, or something like that there. The vast majority of the objection was the impact of having the rock processing and hauling there, because they were trying to move hundreds of thousands of cubic yards of rock out of there with the dump trucks – creating a tremendous amount of heavy traffic in the area, including the amount of dust created and the impact on the community.

Councilor Nelson reflected that the City Administrator had asked if the Council still had any of the figures on that process. City Administrator Boyce added that the City should have minutes from the Planning Commission about that, and that there were probably some court documents available that would answer some of those questions. We do keep our records on a retention schedule so they should be available, but he would have to go look.

Councilor Sieckmann said that this seemed like a pretty major decision for the City if they decide to go that direction. If the documents were made available, he would be willing to come down to view the documents so that they would not have to be copied and waste staff time. Councilor Busch said that he could dig through his files and recalled that this was the biggest single application that he ever worked on as a planning commissioner. They had crafted an approval for the application with an endless list of conditions on the approval. It was on the conditions of the approval that the developer had determined that he could not do the project. The conditions included noise control, dust control, traffic control, and escorting children to school through the busy project area.

Public Works Supervisor Tabor reminded the Council that they should keep in mind that the site was looked at for a five million gallon water reservoir at one time. He said that he could provide the Council member the information in digital format. Councilor asked him if that was actually on a different parcel of land. City Administrator Tabor acknowledged that it was, but that he did not want anyone to be taken by surprise.

Mayor Byers announced that he thought the Planning Commission had done a fine job on this, and that the Council would soon have more things that they would want to consider on it. Councilor Busch stated that he thinks the Planning Commission should look closely at the previous paperwork from the initial application because there would be a lot of valuable information that they need to have regarding excavation.

Councilor Sieckmann asked the city attorney how he may be affected since he had probably made some decisions regarding the property while on the Planning Commission. City Attorney Abma said that there was no conflict.

City Administrator Boyce brought it to Mayor Byers' attention that Councilor Sieckmann had pointed out that the Planning Commission had asked for clarification while they are reviewing city code, that there are a number of very detailed exceptions under the noise restrictions of that code. City Attorney Doughman wanted to know if there was some historical basis in Council for that code. He would like to get that information to the Planning Commission.

Mayor Byers responded that things are put into the municipal code for a reason. If it is not documented, and if we can't ascertain that the reasons for the restrictions still exists, then the Council needs to reevaluate it.

BUSINESS FROM THE COUNCIL:

Councilor Nelson announced that four fire personnel reported to Rowena as part of a task force; they did an exceptional job, and that they had an article written up about them in a local paper. We also had one fire fighter injured on the job in Oregon City – he is recuperating well. The fire department is doing an excellent job, and they did an excellent job in Rowena in saving structures.

Councilor Martinez reported that we did the Servant Sunday, and that it looked to be the largest group that they ever had. They had worked on City property and school property, so the hours of labor were probably pretty impressive.

Councilor Sieckmann said that he had gone on a Public Works tour with Public Works Supervisor Tabor, and that it was very informative. He also went through a Police Station tour and discussion with Chief Pryde. He is also scheduled to tour the Library and the Senior Center. He announced that he had a couple of ideas for which he will seek the support of the Council. The ideas follow:

- Coffee with a Councilor – an opportunity for business people or citizens to meet one on one with councilors at their mutual convenience. He is willing to take it on, or maybe it is something that they could rotate through the Councilors. It may take some of the questions that are directed at the City Administrator or the Assistant City Administrator, freeing up a little of their time. He would like the feedback of the Council on the idea.
- Is it possible to have the Executive Sessions before the Council meetings instead of after? It may make it a little easier on staff who are there from 5:00 to 7:30 anyway, and maybe

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easier on the Councilors who are sometimes there until 9:00, then have to stay until 11:00 for Executive Session. Some discussion ensued, most reflecting that they had done this in the past.

- Some items are not put on the Council Meeting agendas because they are not set on the priority by the City Administrator. Is it possible to use the monthly adjourned meeting to discuss some of these items? Discussion ensued, with the consensus that the Council was already doing that in practice on an “as needed” basis.

Councilors Nelson and Mersereau both supported Councilor Sieckmann’s idea – councilor Mersereau noted that we sometimes put things off too long. Discussion ensued – one comment added was that we should not let those things get put off if they are important. Councilor Busch said that we need to ask staff how often there are issues that they would like to address at the Council but don’t because they think there is already too much to address. Is it a matter of the Council not having time to address the issues or is it that the staff does not have enough time to put together a staff report about it before the Council meetings?

City Administrator explained that there are some things that don’t make the agenda. He also believes that some of the items that appear on the agenda on meetings that go very long to not always get the attention they deserve because it is so late when they are addressed. He explained that there are sometimes singular items left over that do not warrant a special meeting just to address. He could sometimes suggest paring down some of the items in the first meeting, then address them in a second meeting. He would not have an issue with dividing the workload between the two days of the month. Councilor Sieckmann is probably right, in that some things do not get put on because we get a full agenda, and this would allow that to happen a little sooner. Councilor Busch pointed out that Councilor Sieckmann’s idea is to discuss it in a work session – we do not make decisions in the work sessions. Maybe that fourth Tuesday meeting could be a hybrid so things could get discussed. Mayor Byers pointed out that of the eight months this year, four of them have been that meeting. He thinks they are doing it already.

City Administrator Boyce pointed out that for some items they could have a Work Session followed by an Adjourned Meeting. Mayor Byers added that he believed that they had a second meeting in May, June, and July, so we are doing that now. Councilor Sieckmann asked if we have one this month. Mayor Byers pointed out that it appears we do not have matters to deal with. City Planner Boyce said that he would like to keep the first meeting down so that they can finish about 9:00 to 9:30, and sometimes later with Executive Session. He would also like to try to keep the second meeting to end at about the same time.

Councilor Nelson asked why the meetings cannot start at 7:00 instead of 7:30. It would give an extra half hour on the start. Mayor Byers noted that it was sometimes difficult for Councilors to arrive before 7:30 because of work hours. Discussion ensued. City Administrator pointed out that this is something that can be discussed at one of our work sessions.

Councilor Busch commented to Irene (Green, Library Director) that his wife had recently been to the Library and that she commented that it looks fantastic.

Councilor Reisner announced that Parks and Rec Board had met a couple of weeks ago, and they had suggested that the City look at Milwaukie’s code to see areas where we can possibly

streamline areas and maybe beef up others. He also sees where something was discussed, but probably just didn't make the agenda was the park hours; there may be a need to standardize the hours of park operation to change: one hour before sunrise/one hour after sunset. He also had a question about some discussion in July about money that was earmarking some of the money from the Lake Oswego construction, and that the Budget Committee was getting together? City Administrator pointed out that there was probably no need for the Budget Committee on this, and that he was working on it and would probably have it worked out by the October meeting.

Councilor Nelson interjected that last month they had discussed a piece of property on First Street and Clackamas Boulevard. It looks like that property sold, and it has a sale pending sign on it now. So it is probably off the plate for now. They did not tell us it was for sale when they came before us last month.

City Administrator suggested that they might want to follow through with the request, since it could come up again.

Mayor Byers announced that the Senior Center is having a special lunch (barbeque) on Wednesday, like they have in the past. He hopes people will attend. He also said that he had gone to see Katherine Schneider for her 100th birthday, taking greetings from the City Council and City Staff. He also said that he wanted to acknowledge that Jeff's retirement event was very nice.

Two weeks from tonight, High Rocks is having a fundraiser for the high school, with a Hawaiian theme – a luau. They are going to roast a pig. They do three or four of these a year to support our fire department, our police department, and now our schools. High Rocks does a great job on these events, and it is well worth supporting them.

ADJOUR

Meeting was put into recess, and will reconvene for Executive Session

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

Attest:

Mayor

Assistant City Administrator

GLADSTONE ADJOURNED CITY COUNCIL MEETING MINUTES of September 23, 2014

Meeting was called to order. No time stamp provided.

ROLL CALL:

The following city officials answered roll call: Councilor Mersereau, Councilor Martinez, Councilor Sieckmann, Councilor Busch, Councilor Reisner, and Mayor Byers

ABSENT:

Councilor Nelson

STAFF:

Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Jim Pryde, Police Chief; Rhonda Bremmeyer, Senior Center Director; Wayne Lawrence, Police Sgt.; Maria Aikin, Executive Assistant; Irene Green, Library Director

1. Coffee with a Councilor:

City Administrator Boyce introduced an agenda item report, Coffee with a Councilor that was put together by Councilor Sieckmann. Staff supports it, thinking it to be one more way for the Council to connect with citizens. We just need to determine if this is something the City Councils want to pursue, and determine if they want to do this and where, and who wants to be present. He warned the Council about staying away from a quorum at the adjourned meeting.

Councilor Sieckmann explained the reason and format of the agenda item, explaining that this was something that he just wanted to put before Council, and every bit of it is up for discussion (date, time, etc.) He is more than willing to take the lead on this, but welcomes any participation by any of the other Council members. He is also fine if someone else wants to take the lead. Mayor Byers interjected that it was a good one, and that he had not thought about the quorum.

Councilor Sieckmann suggested that, if more people were interested in participating, they could put together a calendar where people could just sign up. He would like to attend the first one, but any dates that are open, he is willing to cover for the next year, barring emergencies. He would certainly like to see the participation of other Councilors. Mayor Byers said that he would like to attend. Councilor Martinez said that she thinks there should be some consistency, like there should be a day on which people would know that on the first Wednesday of the month they can go down and meet with a Councilor. She wondered if they would want to have coffee with one councilor, or more, or if they did it once a week, they could rotate and take turns. If a councilor shows up, and after 5 minutes no one shows up, then they could assume that no one is going to show and they could leave, knowing that she really doesn't want to sit there for an hour hoping that someone will show up for coffee.

Mayor Byers said that in fairness they could give a timeframe. Councilor Martinez reiterated about having to wait for an hour. Councilor Mersereau said that he supports the idea. He said that he had talked with Councilor Nelson earlier in the day, and that he also supports it, and is willing to take part in it, too. Councilor Reisner interjected, "Same here." Councilor Busch stated that in the short time that he will be here, he will support it too.

Councilor Sieckmann said that he will work out a calendar, and that he has it laid out for two meetings per month, one late morning, and the other early evening to make sure we can capture anyone that is on light shift or day shift. He set them up for the Mondays just before the Council meetings, so that most people that would be in town for the Council meetings on Tuesday, instead of

having them on weeks that we are off and it would be hard to schedule. Mayor Byers said that that works on those days except when the Tuesday is the first day of the month. Councilor Sieckmann said that it may take him a while to work those kinds of things out. Councilor Martinez said that she was busy on Monday nights. Councilor Busch said that maybe they could do it every other week. Councilor Sieckmann said that doing it every other week may cause problems. Councilor Martinez said that if you know it is the first and the third Monday, they will always know it is the first and third Monday of the month – you don't have to know if you held it last week or not. A short discussion ensued.

Mayor Byers said that should have an understanding that this is not a place where any business is going to be transacted. He said that if they know in advance, he would commit a month in advance to be at the meeting, and they could announce in the City Hall Briefs so that everyone would know which of the City Councilors are going to be there.

Councilor Sieckmann asked the Council if they wanted him to make out a calendar and some type of format – he did not want to call it rules. Mayor Byers said that they definitely need some kind of definitions. Councilor Busch interjected that it would be good to know that the Councilor cannot make any decisions; it is up to the Council to make all decisions. If something is discussed – if it is something that needs to be brought to Council, it is brought to Council; it is not a place where a decision can be made by some Councilor. Mayor Byers concurred that they cannot approve anything, and that part of the discourse should be in how the City has a process through which they get things approved and ordinances get passed. This includes several steps and somewhere in the process, we can even tell them what those steps are. It is something like the Booster Club who came in here and thought that we could get that sign approved that night, and it just caught us at a scheduling time when the Planning Commission had already scheduled their September meeting.

Not all of the people in the neighborhood understand how this process works. We probably could occasionally announce that one of the department heads will attend. If someone has a concern or a suggestion, that would be an appropriate time. If we get more input from the residents, then it is an hour well spent in his view – and it depends on staff time. If someone has a concern about an issue, it is beneficial for the staff or the department head to get the input, instead of adding a step that we give it to them after the meeting. We need to be flexible.

Councilor Martinez assumed that it would be like what it is now when she talks to people, and the only benefit is that she is going to get a cup of coffee out of it. But when people approach her on the street with a problem or concern, and when she asks questions and gets answers that it is an ongoing problem, then she can determine that there is an issue and she can tell them who to see or what steps to take to resolve it. She would assume that this would be the same thing, and if we needed to call somebody in that they could maybe be free.

Councilor Reisner said that he liked the idea about being able to educate more one-on-one. The majority of the people do not know how things work. Mayor Byers agreed that after all these years, most people do not know how things work. Councilor Martinez said that instead of getting an interpretation of how things work from all of the Councilors, which are bound to be different, we should have something printed about how you do something so that we don't have something come back and bite us. Of course, occasionally someone has something like business from the audience where we can, and do, approve it. That occasionally happens, but usually there is a lot more process. Councilor Martinez clarified that we will not be doing these things. Mayor Byers said that we will not be approving – it is not a stated meeting. We should also say that there will not be minutes kept – it is an open meeting, but it is not meant to be a recorded meeting; and we want to make sure that is an appropriate thing to do. Maybe if we have a meeting like this, we need a recording. City Attorney

Abma assured him that he does not need a recording, and stated that he agreed with City Administrator Boyce – that you do not want to have four Councilors present – you do not want a quorum. A couple of side comments ensued.

Councilor Sieckmann said that is why he thought the library is a good idea. He had spoken with Irene (Green, Library Director) about this, and she had done some of this before for the County, so she has had some valuable input on some of this. One of the things he thinks about is that he will sit there for an hour, because there may be someone who is just wanting to know what is going on and goes over and picks up a book. When someone walks in and sits down, we want them to feel comfortable – not like they are in a Council meeting with several Councilors. Councilor Martinez and Mayor Byers concurred. Mayor Byers said that sometimes they do not want three, maybe just two. Councilor Martinez said that she thought one-on-ones are even better. Councilor Sieckmann said it would be a great problem to have it we set it up one-on-one, and we decided that we didn't have enough people there and needed another Councilor there to help with the people coming through. Councilor Martinez reiterated that she thinks one-on-ones are important.

Councilor Sieckmann solicited for a preferred date on which to start. Councilor Martinez said that she could not do late Mondays and Mayor Byers stated that he had Historical Society stuff on the fourth Mondays. Councilor Sieckmann said that it is alright for people to just sign up where they are available. Right now he just needs to know when he can get started so they can get it into the newsletters and stuff so people know about it. Mayor Byers said that the earliest would be in November. We could consider this in the October meeting; that newsletter comes out after the meeting. We could schedule them as early as November, but December has too many disruptions. Councilor Sieckmann said that is the way he put it into the report, that because of where they are at and the time of the year maybe they just start it after the first of the year. He reported that he will move forward and thanked the Council.

ADJOURNED MEETING:

Mayor Myers opened the Adjourned City Council Meeting at 7:47 pm.

Business from the Audience: Mayor Byers solicited for business from the audience that was not on the agenda.

REGULAR AGENDA:

2. Ordinance 1453 – An Ordinance Establishing a Tax On the Sale of Marijuana and Marijuana Infused Products in the City of Gladstone and adding a New Chapter 5.65 to the Gladstone Municipal Code

City Administrator Boyce introduced the topic and announced that Gladstone was not alone in considering an ordinance of this type. It came up quickly, but he recognized this as an opportunity to generate revenue, and he recommends that we adopt this.

City Attorney Abma explained that with the possibilities of Measure 91 passing in the fall, it has two provisions that would prohibit or preempt a city from doing any kind of tax on marijuana or marijuana products. Since the vote for Measure 91 is on November 4, the City needs to have this ordinance passed in order to be grandfathered in. This explains the kind of rush job trying to get this on the books. The marijuana tax, which he borrowed heavily from Ashland and a Colorado jurisdiction, proposes to do a 10% tax from gross receipts of retail sales of marijuana, and currently a 0% tax on the sale of medical marijuana. He explained that when they tried to pass a tax on the medical marijuana in Ashland, it failed, so they decided to keep it at 0% so that they have the authority to tinker with it later if it becomes necessary, though he does not know any

cities that are taxing medical marijuana, though there is no prohibition on taxing medical marijuana right now. This measure 91 is all about retail sales, and the preemption is about retail sales. Medical marijuana could be taxed at any time. There is no preemption to taxing medical marijuana.

So the tax is on the seller, it is a gross receipts tax; it is not a sales tax, and is fully on the seller to pay it. If the seller sells marijuana for \$200, the seller owes the city 10%, or \$20. It is not a tax that the seller adds to the sale of the product, so the buyer would not be paying \$220. It is a pretty basic tax in that the seller would be required to file a return quarterly, no different than what you will find across the state in transient lodging taxes or any other kind of tax – Ashland has a food and beverage tax which is also a seller, gross receipts tax. At the end of each quarter, the seller must file a return to the City and pay 10% tax to the City on gross receipts. Of course there are provisions for penalties and interest if you are late, provisions for appeals (the appeals would go to City Council), which have been pretty common in the ordinances that he has examined. In some provisions the appeals go to the City Finance Director or City Administrator, but most go to the City Council. The Council is free to tinker with those, since those kinds of details can be altered later.

The important thing now is to get it passed on the books so that it can be grandfathered in – if we are allowed to grandfather it in. Since this is a citizen initiative, the language of the preemptions in the Measure is such that the language of the exemptions does not track preemption language very well. He cited an example in which it states that city ordinances are repealed under this law. State cannot repeal a city charter – it cannot repeal an ordinance. He went on to explain that at the very best, it states that the city ordinances cannot be enforced. Because the language has some questions, there is at least a chance that it was not written well enough to preempt, so get in all you can if you are going to do so. Since this is a citizen initiative, the legislature could go in and tinker with it a little bit and state that all of those cities that had taxes in place, acknowledge them and allow them to remain – or they might go in and remove that prohibition altogether in the future – we don't know.

Councilor Martinez clarified in a question that this is a city imposed tax on sales, what about the state? The way that it is written, the state, if this is passed, would provide licenses for growers, producers, wholesalers, and retailers. The measure has a state tax on the producers by the weight of the crop. So two sellers could sell the same amount of marijuana (one ton) and sell it for two different amounts (\$3M and \$5M). There is a provision in the state measure that there is some revenue sharing with the cities and counties. For cities and counties both, it is 10% revenue share – which is to be earmarked for enforcement purposes. From January until 2017, every city would get a portion of the revenue sharing. After July 2017, the revenue sharing will be based on how many licenses it has in its jurisdiction that were issued by the state. So in 2018, if the city of Gladstone has zero licensed dealers, they will get zero tax dollars.

Mayor Byers asked if the part of the initiative about repealing city charter and ordinances will be enough to declare it unconstitutional and the bill would be thrown out. City Attorney Abma stated that it has a clause that serves any constitutional provisions, so he does not think it will kill the entire measure. But if you had been tracking state law for a while, you would not have worded it this way. There is no vetting process. He said that he was not stating any of this disparagingly, but if you have been drafting statutes and ordinances for a long time, you know how to do them; if not, it doesn't quite track.

Councilor Sieckmann noted that in the staff reports and everything it states there will be 0% taxes on medical marijuana, but he is not seeing anything in our actual ordinance that clarifies that - it

just says marijuana. City Attorney Abma referred him to Section 5.65.030, Levy of Taxes, section B says, "Zero percent of the gross sale amount paid to the seller of the marijuana and marijuana infused product by a person who is a registry identification cardholder. Councilor Sieckmann acknowledged that it is in the exhibit, but not in the ordinance itself.

Councilor Busch clarified that the City Manager would be the City Administrator. City Attorney Abma apologized for the wording, and said that was absolutely correct. He went on to say that if the Council was going to go forward with this tonight, they would need to change that. Mayor Byers noted that they could just include that in the motion.

Councilor Sieckmann pointed out that on page 4 of 7, under Penalties and Interest, section F, it says that all sums collected pursuant to the penalty provisions in paragraphs A through C of this section will be distributed to the City's General Fund. He is wondering if that is the appropriate place for it, since we are putting this to the tax on sales, taxing the seller, since they are going to need it for enforcement and such, if it shouldn't be earmarked. That may be something that can be changed at a later date, but that was his thought there. Mayor Byers stated that he thinks there is going to be a whole other round of cities doing stuff. He views this as a placeholder.

Councilor Martinez noted that if it does go into the General Budget, that it can still be allocated in the budget process, and that the state money is directed toward enforcement, then there is at least that coming in. Mayor Byers pointed out that if we don't have anyone here selling and we don't get the state money, we don't get the money out of this either. He continued on to say that some cities were not allowing the sale of marijuana – some cities in Washington have taken that.

City Attorney Abma, who represents several cities in the area, stated that Sandy has several lawsuits regarding declaratory judgment, to be able to open after May 1, 2015, though Sandy has a prohibition on anyone opening a business that violates the controlled substances act, which either a medical or retail dispensary would violate that act. There is going to be litigation, and it is going to continue. Cities have approached this in different ways, some cities who do not want these in their jurisdictions have declared a moratorium, and are looking for ways to zone, or otherwise outright prohibit and take their chances. We have some clients who are okay with it but want to regulate it in a certain manner. He thinks you'll see it all over the spectrum. For instance, in Ashland, they weren't necessarily against it, but they wanted a little more control over the regulation and taxing.

He also followed up on what the Mayor had said about this being a place holder. You want to have the authority in place in case you have that legal argument on grandfathering. The little provisions about where the funds will go could be changed, but it is not going to affect the tax. He also explained that he had inserted the General Fund to receive the moneys because it was the easiest to do.

Mayor Byers noted that all revenue going to the General Fund is on a line item, so it isn't just like it is going in without being accounted. City Attorney Abma concurred then added that the General Fund can be spent on whatever you need to spend it on. If you earmark it, then that is where it will go. Mayor Byers noted that could be changed as well.

City Attorney noted that it was going to be hard to predict how much money is going to be coming in on this. It is on the total sale and we don't know what the price is – Ashland had a real difficult time just trying to do an economical analysis. It is too new. Who knows how many people are going to want to be licensed, how many sales they are going to do, how many people are going to want to buy. They said that they have no idea what kind of money to guess this was going to bring in.

Councilor Mersereau asked City Administrator Boyce that if he was recommending this, then he would assume that this has been taken care of as there are several indications that people have to follow certain rules and regulations to do this. Is the staff going to be able to do this with the present staff? He is assuming that the 10% will be taken care of, but how much will it cost? City Administrator Boyce replied that they did not know yet, and did not know how big this was going to get. A big portion of that 10% is going to have to go to the administration of the program. If it gets large enough that we have to add additional staff, 10% will have to pay for that additional staff. In conversations with other city managers, and the point of view right now is for the city to have plenty of options. In order to do that, we need to get the placeholder document adopted – that is City Council’s purview. Adjustments are going to have to be made, tweaking the way this works to the ordinances. He thinks that the staff can handle it with the staff that they have right now, but nobody knows how many establishments there will be, and if it is a dozen or less, then we can handle it with the staff that we have.

Mayor Byers asked, “Aren’t they supposed to be a thousand feet apart, and a thousand feet from schools?” City Administrator said that they had done the map on the medical marijuana dispensaries, so he thinks we can handle it with the staff that we have.

Councilor Martinez observed that if Washington was an example, the licenses are few and far between, and she cannot imagine that Gladstone is going to become the marijuana hotbed in all of Oregon.

One other scenario that is possible as in the case of Ballot Measure 47, when it passed, and through its process produced Ballot Measure 50 and passed it to the voters. It is possible that the legislators may refer a better bill to the voters, capturing the spirit of this measure but ironing out some of the difficult things and the unconstitutional things like that. He almost expects that it will happen because he thinks this bill is flawed enough that if it gets tangled up in court, it will do nobody any good.

Councilor Sieckmann in understanding that this is a placeholder, under confidentiality, when they were looking at the medical facilities and there were only like two spots in town, it is quite deep in keeping confidentiality, but you can have reports made, they are just not going to be on specific businesses. If we only have one business in the city and we have a report made, is that information going to be available, because there wouldn’t be much confidentiality because the report would be about that one business. City Attorney Abma concurred that Councilor Sieckmann is correct because on these tax measures the confidentiality is that they do not have to say what their income is. These businesses are going to be licensed at the state level, so that information is going to be available at the state level. Mayor Byers noted that the state is going to have an accounting system, and their report is going to be good enough for me. If the business is selling this and maintaining records for the state, that shouldn’t require the business to do any additional accounting or anything. City Attorney pointed out that one difference would be that the state is taxing on weight; it won’t be by sales, so there may be some discrepancy. Councilor Busch pointed out that the state tax was on the producer, not on the sales.

Mayor Byers pointed out that businesses have to maintain tax records, because Oregon taxes their income and all business have to pay – actually Oregon’s income tax piggybacks on the Feds. So business or individuals do not have to do any additional accounting for their state taxes. City Attorney Abma pointed out that one of the reasons that Ashland had gone the gross receipts route was that it was easier to administer. It is one return based on what that business made in a quarter, so you don’t have to do it on each individual sale, and it is easier to administer. Mayor Byers said

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that he was confident that part of the licensing process is that they are going to require very strict accounting procedures, so that there is no underground economy or barter economy or things like that. It will be like selling alcohol – you have to pay cash to the distributor. There truck drivers carry thousands of dollars with them every day.

Councilor Sieckmann said that he noted that there are penalties, and that everything seems to be financial penalties; there is nothing in here about revoking a business license, shutting down a business, seizing assets, and he knows that is a possibility in tax stuff. Just for the future, if they have to use this and later go in and tweak it.

City Attorney Abma pointed out that the state law does allow the City to impose a nuisance law, and the preemption laws have nothing to do with nuisance. We can draft things that will help the city in that regard. Keep in mind that this is not a regulatory tax, it is a pure income tax. He gave an example of what would happen to a company if they did not pay their income tax. There could be provisions for any kind of enforcement beyond the tax measure if it becomes a nuisance property, or it is collecting a certain kind of clientele. Whatever kind of issues that are going on where the city needs to use its police powers, we can draft those kinds of ordinances.

Councilor Martinez asked that if a state issues a license, can the city revoke it? City Attorney, “No.” Councilor Sieckmann pointed out that they would have to have a City Business License, and that the City could revoke that. City Attorney Abma pointed out that is the issue that Sandy has right now.

Mayor Byers asked if it would be like a liquor license that has to have a municipal endorsement. City Attorney Abma said that he had not seen any of that in the Measure. He does not recall having seen any local endorsement options.

Councilor Sieckmann asked how this would affect the City’s existing ban. By adopting like this, can they say, “Well, you are adopting this, so obviously you are planning on allowing it, and so you need to change your other law.” Mayor Byers pointed out that retail sales are not allowed in the state until the measure passes – is that around June 1 or July 1? City Attorney Abma noted that if the measure passes, it will take them some time to get going, he thinks about a year. He pointed out that Washington’s passed and it took them about 18 months to get things going. He added that the ban is on the medical marijuana dispensary. Councilor Sieckmann disagreed, and thought that the wording had been changed to just marijuana dispensaries, knowing that this could be down the pike. Mayor Byers pointed out that until the state measure passes, it doesn’t matter anyway. The measure passed on July 12, 2012, and they just got it going. City Attorney Abma added that it took Washington a year and a half to get it going; it took Colorado a year. Even if the measure passes, you will not see any sales until 2016, probably.

Councilor Sieckmann commented that he thinks the Council will hear comments on this because they had once banned it, but now that you’ve found a way to make money off of it, you are in favor of it. Mayor Byers commented that in that case, we haven’t presented our case properly. Councilor Martinez noted that when they had discussed it, they would leave this way then make a decision on it.

Mayor Byers added that we passed that ordinance because we had land use procedures to go through and a bunch of procedures for the residence of Gladstone that the Council believed was appropriate to go through, and when we passed that ban, the state still had not figured out what they were going to do – the legislature still had not passed their bill yet. If this passes, it will be like when Ballot Measure 47 passed. Even though a lot of legislators were not in favor of that,

their attitude was that they wanted to clean it up so that it would work – they did not believe that it would work as written. If this measure passes, he would expect the legislature to refer it to a bill sometime in the future. From what he reads, this bill is not workable, and if it gets into a bunch of court challenges, it could take several years. He thinks it is important; we could change it in the next meeting if we want to, but we want to get it in place.

Councilor Sieckmann reflected that it was necessary. Mayor Byers stated that he believes it is. Councilor Martinez added that if we don't have something to tweak, we can't tweak.

Councilor Reisner asked why this was not brought to the Council sooner; it seems that everything related to marijuana in the last 12 months has been a rush. City Attorney Abma explained that since a lot of cities, including Gladstone, had banned the marijuana, there didn't seem to be any interest in taxing something that you were banning. But then we started thinking about it; if you want to have it in place and you want to have all the options you can, then we let all of our clients know that they should think about this if they want to go that route. It was then that we sent out the emails saying that if you are going to do this, you need to do it quickly. It was only a couple of months ago, and only Ashland had even thought about it, because they were kind of pro in that they are not banning. They are fine with the dispensaries and retail outlets and they were also willing to tax. We got to thinking and said that we need to follow Ashland's lead, and we need to do it now. So he apologized for the rush, but he was not thinking about taxing something that was going to be banned, and the cities had no interest in having it in their cities at the time.

After Mayor Byers called to entertain a motion, City Administrator Boyce informed the Mayor that we had another "whereas" with an extra insert clause. Unless the Council wants to add another "whereas" clause, we should strike that. Mayor Byers informed him that when they get to the motion, he has a plan for that. Mayor Byers called for the reading of the ordinance by title.

Assistant City Administrator Morishita read the ordinance. Mayor Byers solicited for entertaining a motion for "ordinance 1453, part of the ordinance would say that we will delete the fourth whereas, and anywhere Manager or City Manager appears we would convert that to City Administrator."

Councilor Martinez moved for the first reading of Ordinance 1453, with corrections with respect to the "whereas" and the replacement language. Councilor Mersereau seconded. Mayor solicited for discussion, then requested roll call.

- *Councilor Mersereau – Yes.*
- *Councilor Martinez – Yes.*
- *Councilor Sieckmann – Yes.*
- *Councilor Busch – Yes.*
- *Councilor Reisner – Yes.*
- *Mayor Byers – Yes.*

Motion passed unanimously. Mayor Byers called for the reading of the ordinance by title. Assistant City Administrator read Ordinance 1453 by title.

Councilor Martinez moved for adoption of Ordinance 1453. Councilor Mersereau seconded. Mayor Byers solicited for discussion, then requested roll call.

- *Councilor Mersereau – Yes.*
- *Councilor Martinez – Yes.*
- *Councilor Sieckmann – Yes.*
- *Councilor Busch – Yes.*

- Councilor Reisner – Yes.
- Mayor Byers – Yes.

Mayor Byers declared that the motion passed unanimously (6-0) and the ordinance was adopted.

BUSINESS FROM THE COUNCIL:

Mayor Byers solicited business from each of the Councilors:

Councilor Mersereau – announced that he failed to make a meeting with the police officers (reserve officers). Four new reserve officers were sworn in and will be going for training (starting Sept 23).

Councilor Martinez – complimented Chief Pryde on his recent award of accreditation and thinks it is honorable that communities can ask for help, and she thinks that we can help them. It is very impressive for Chief Pryde, our city, and our police force.

She asked Mayor Byers if he knew how many registered voters that we have in Gladstone. He said roughly eight thousand or so. Councilor Martinez continued that it was discussed this evening at the Library Board Meeting, and we said ask Wade, he will know or at least he will have some idea.

Councilor Sieckmann – nothing.

Councilor Busch – nothing.

Councilor Reisner – asked City Administrator Boyce about the master plan. City Administrator said that he had met in the last couple of weeks with Brown and Caldwell. He has two drafts of the CIP (Capital Improvement Projects) and the meat of the plan. Their sub-consultant is working on the rate studies right now; they believe they can have them ready in two to three weeks.

Councilor Reisner announced that he was able to attend Saturday’s swearing in and it was done very well. He met the new officers and thinks highly of them. Eric Graves had good things to say about the program, and so did Chief Pryde.

Mayor Byers announced that Thursday night the Clackamas County Historical Society is hosting a presentation about power generation on the Willamette River and the first long distance power transmission in the world. He announced the time and date of the meeting, announced that it was free, and encouraged all to attend.

ADJOURN:

Mayor Byers adjourned the meeting at 8:21 pm.

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

Attest:

Mayor

Assistant City Administrator

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of October 14, 2014

Meeting was called to order. No time stamp provided.

ROLL CALL:

The following city officials answered roll call: Councilor Nelson, Councilor Mersereau, Councilor Sieckmann, Councilor Busch, Councilor Reisner, and Mayor Byers

Councilor Martinez arrived at 7:40.

ABSENT:

Councilor Martinez did not answer roll call – she arrived late.

STAFF:

Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Stan Monte, Fire Chief; Scott Tabor, Public Works Supervisor; Jim Pryde, Police Chief; Rhonda Bremmeyer, Senior Center Director; Wayne Lawrence, Police Sgt.; Maria Aikin, Executive Assistant

BUSINESS FROM THE AUDIENCE:

Sherry Hall, of Gladstone, commented on a letter to the editor that appeared in the Clackamas Review on Wednesday, September 17, 2014. The letter, signed by Councilor Neal Reisner, was headlined “Not Worth the Paper It Is Printed On,” referring to the Gladstone Police Department Accreditation. She asked if Councilor Reisner had viewed the website on accreditation. He said that he had. She went on to read the definition of the accreditation as it applies to the article.

Ms. Hall commented that accreditation is an achievement for any agency, and is a direct reflection of our own Chief Pryde with his ability to get things done and move the department forward. She added that the accreditation process insures that the department is in sync with “best practices,” officers are required to review policies, and required to review any updates to policies. That means that they are staying at the top of the “best practices of law enforcement,” which she says cannot be said as a wrong thing.

She asserted that some of the points in the letter were wrong, and that none of them reflect on Chief Pryde’s management style. She also pointed out that no department head can control all actions of their staff at all times. She said that Chief Pryde sets a very high standard and a good example for others to follow, though some choose not to do so. She said that she thought it to be a sad thing that a Councilor would tear down a department head, and to do so in the form of a letter to the editor. She asked if it would be more professional to meet with the other Councilors and Mayor to discuss what he perceived to be a problem. Such a meeting would bring about new information so that everyone could work together to put their stamp of approval on the department or come up with ideas for improvement. She asserted that communications is key to the smooth operation of any organization; it should be done in an ongoing basis, and not in a letter to the editor. She pointed out that the letter was not a way to build unity in the city, and that

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she was very offended by it. She stated that Chief Pryde is very respected by the people in the community, and by other law enforcement officials in the county and the State of Oregon, and he deserves the respect of the City and its governing body. She wanted to know why Councilor Reisner carried out his position as a Gladstone City Councilor in the letter and by signing it with his name and title.

Councilor Reisner responded that the department had not passed all of the 102 accreditation requirements. He asked if she had spoken with Mr. Boyd. She said no, then argued that the department had received the accreditation, and pressed to know why he had taken the matter to the editor of the paper and to the whole county instead of within the City. He said that he had talked with some in the city, but not as a whole body. He felt that the items that he listed out were true, and that she was the first to say that some of them were not true. He wanted to know which of the points she felt were not true. She refused to discuss the points of the letter and pointed out that her concern was that he handled it in a letter to the editor instead of taking the matter to the city governing body and coming up with some solutions in that manner. She wanted to know what was accomplished by the letter to the editor. Councilor Reisner stated that the citizens of the county now know that we do have some issues within the police department. Ms. Hall stated that she did not think so; he asserted that he thinks they do. She asked him as someone who was elected to make positive governing in the city, if he chooses to do it that way instead of within the government. He responded that he apparently did, since he had done it that way. He said that he appreciated her answering his questions and letting them know how she feels.

Les Poole, of Gladstone, wanted to thank everyone that had stepped up to run for office and put their name up for the election. He noted that it was a big step for someone to step up and put their name on the line when it is so challenging when we are not fiscally where we want to be in the region, and certainly in Gladstone. As someone who was on the Library Citizens' Committee, in spite of how the first part went, he supports what they are trying to do now. It is a much more involved process, and he thinks the current ballot measure addresses some of the issues about Oak Grove giving up their library. It was a real contentious issue, but he thinks we now have a way to make it work. He wanted to thank everybody for hanging in there, because he had been in situations where it had gotten so bad that people would not acknowledge their neighbors on the street – we never need to go there in Gladstone. He encouraged everyone to get out and vote and wished everyone good luck for stepping up and putting their names on the line.

Councilor Nelson spoke up and said that he supported what Sherry Hall had said 100%; he was also offended by what was in the paper, by what was said a couple of days later. He thinks there was a better way to have gone about it. He thought it was a slap in the face to the police department and to the City, and he did not think it was fair. He thinks that if the Councilors want to address something, go directly to the department heads, and leave it out of the papers – it is not the right place for it to be.

Councilor Martinez said that in her opinion, that they have a wonderful police department, very educated, and that we should be very proud of them.

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CONSENT AGENDA:

Consent Agenda items:

1. Approval of September 9, 2014 Minutes
2. Approval of Increase of System Development Charge (SDC) Fees
3. Payment of September 2014 Claims

Mayor Byers solicited for a motion on the Consent Agenda. Councilor Martinez made a motion to approve the items. Councilor Mersereau seconded. Motion was passed unanimously.

CORRESPONDENCE:

None

REGULAR AGENDA:

4. Briefing – Feasibility Study to Consolidate Clackamas County Communications, Lake Oswego Communications, and Washington County Communications:

Jim Pryde, Police Chief, introduced Bob Cozzie, Director of CCOM, public safety dispatch for fire, police, and EMS. Director Cozzie wanted to bring the Council up to speed on a study that had been done a couple of years ago and referred the Councilors to the study that was included in their packets. He introduced then played a 7 minute video that the County put together illustrating the components of the study and summarizing the results.

He explained that the purpose for making his presentation was not to persuade, it was just to explain what the results of the study really were. They had received grant funding a couple of years ago and had contracted with a company called GeoCom Consulting to do the work. Their recommendation was the full consolidation of CCOM (Clackamas County 911) and Lake Oswego 911. Currently CCOM dispatches a majority of the county. LOCOM (Lake Oswego 911) dispatches Lake Oswego Police, West Linn Police, and Milwaukie Police under an agreement that they have had in place for quite a while. At one time Gladstone had its own dispatch center, but that was consolidated with CCOM more than nine years ago. Washington County has its own dispatch center that dispatches the entire county. The governance of each is structured very differently. CCOM is a county department. Director Cozzie reports to a member board, of which Chief Pryde is a member, or user agency. Lake Oswego Dispatch is a city department. WCCCA (Washington County Consolidated Communications Agency) is an ORS 190 organization. So the governance structures are drastically different.

His intent was in presenting the results of the study, but recognizing all of the hurdles that we face if we move forward with the consolidation. One of the hurdles that he sees is in agreeing on a governance structure. I said that he liked his own agency, CCOM, and the way it is run. It has a governing board made up of police and fire chiefs, 15 user agencies – each of which has an equal vote at the table. In a different structure, it would not look like that. For instance, in WCCCA case, they have ORS 190, they have political leaders that are on their board of directors that run from a more representative perspective. Some

of the user agencies have a vote, and some don't, according to their pay structures. Lake Oswego is a city agency, reporting to the city council and through the police department directly. There would need to be a lot of work should that decision be made.

Though they completed the study a couple of years ago, he is presenting it now because one of the member board representatives suggested that they put a video together to explain the results, and it took a long time to complete because there are a lot of political wheels in process. Washington County 911 wanted to hold back a little bit so that they could time the release of the study. Director Cozzie has already made this presentation to his member board, discussed it with individual member agencies, but this is his first city council presentation. He will also be making the same presentation to the Board of County Commissioners. The County Commissioners are aware that the project existed, and they have seen what the results are, but they haven't seen the final product yet.

Councilor Nelson stated that this is a good time to look at putting this package together because of upgrading equipment. Rather than upgrading at three different locations, you can upgrade all at one time. It is going to be expensive, but at least you will have the state of the art and everyone will be using the same equipment. Director Cozzie concurred that it was a good point. We have three fairly old 911 centers; CCOM is over 25 years old. The technology that we have is as state-of-the-art as their equipment can be. We have a number of partnerships with Lake Oswego and Washington County 911 to include sharing the radio system. You are familiar with C800 and the C800 radio system used in Clackamas County. Well, they are in partnership with WCCCA in who runs the radio system in Washington County. For all intents and purposes, the radio system covers all of Washington County and Clackamas County with one zone controller, which is the brains of the radio system. The video mentioned the CAD system, which is the Computer Aided Dispatch. We have had for some time now, a partnership with Washington County 911, in that they bought into our CAD system, and are using the same system that we have. With that partnership, we have been able to expand it, because we are in the process of replacing our CAD system with a later version CAD system; Lake Oswego decided that they wanted to be part of it also. That brings the relationship between the three agencies deeper because we are all on the same CAD system. What that means is that Clackamas, County, Lake Oswego, and Washington County are all familiar with the same computer dispatch system. That means that in an emergency situation, which they have practiced in evacuation exercises, a dispatch worker who works in Washington County, but cannot get to work in Washington County, they can come to the CCOM in Clackamas County and use our computer system. They are already on the same radio systems, so it is not that difficult for them to get a crash course on policies in using the same computer systems that we have. That is probably the toughest job for any dispatcher – is learning the CAD system of another 911 dispatch center.

Councilor Nelson wanted to know what would happen if someone who is now working in Clackamas County, they are familiar with Clackamas County, and all of a sudden they are getting a call from Washington County, all of a sudden they are dealing with a different animal now, there is a need for familiarization. Director Cozzie stated that that is some of the hurdles if we decide to move forward with consolidation – what levels of

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training would we require? Would we have a dispatcher certified in Clackamas County – they learn that, then they learn Washington County or vice versa. There are lots of different training models out there; some include training in only one discipline, like a call taker, where you are learning only a portion of the job. When you get good at it, you get proficient, then you learn the next portion, such as fire dispatcher, law dispatcher, what have you.

Director Cozzie stated that those are a lot of the unanswered questions. He said that one of his concerns is that he has a good job – the video said that the consolidation would mean about \$2.5M savings. That does not mean a savings for CCOM, that is \$2.5M for CCOM, LOCOM, and WCCCA all combined. So that means in CCOM there is a savings of \$600K-\$700k per year. If you look at the disruption in the governance structures, and the fact that user agencies have an individual vote in Clackamas County, and it would not necessarily be that way in a consolidated center we haven't developed governance for it yet. That could be problematic because that takes some of the local control away, and even though CCOM is a consolidated center with 15 agencies, there is still that sense that it is a small enough center to be fairly nimble – we are able to make changes very quickly when we need to make changes. When you have a very, very large mega center, and that would be larger than Portland's 911 center, making changes or having a voice at the table can be problematic. That is a big concern.

On the other side of that same coin, it is an incredible opportunity. We could be saving a little bit of money, relatively, and without a consolidation, all three agencies are needing to upgrade their facilities at sometime in the near future – probably within ten years.

Councilor Mersereau asked about the space requirement of 33,000 square feet in the proposal, but it mentions that it did not include the radio equipment, and he was curious about how much that is. Director Cozzie stated that the brains of the radio system that he had mentioned earlier are at the Washington County 911 Center. The concept that GeoCom presented was in leaving the radio equipment at WCCCA, keeping that facility in place as a backup center for the region, as well as keeping the radio center there. The new center would not house the radio center; it would only have the dispatch facility.

Councilor Mersereau asked if there was any estimated size for that (the radio equipment). Director Cozzie said that he did not know what the dimensions are at the facility right now, but basically they would just be leaving everything there.

Councilor Mersereau asked if the cost of the radios was included in the \$27M in the proposal. Director Cozzie said that it is not. He stated that he does not want to confuse the matter. This would only include the dispatch facility. At this time, radio equipment replacement, or expansion of the system, is an entirely different project altogether. Councilor Mersereau clarified that the radio expenses were over and above that which was in the study. Director Cozzie stated that all three agencies are already working in those efforts.

Councilor Sieckmann recalled that one of the things the Director had mentioned was in not being able to get to the 911 center; with this type of system was built on the other side of the river and the radio rooms were in Lake Oswego, in the event of the big one hitting and we lose the bridges, how are you going to staff it? Director Cozzie explained that what he was referring to was that we have three agencies now, all of us being on the same radio system and same CAD system we can go to the other agency within the region. If we have one center and it is on one side of the river or the other, we are up a creek at that point unless we are able to establish partnerships with the other 911 centers. There is one in Portland. The problem with that is they are on a different CAD system and on a different radio system. It is the same type of technology, but a dispatcher could respond to that agency and have a steeper learning curve to get up to speed in an emergency. Case in point: one of our sister agencies in Southern Oregon, one of their dispatchers was killed in a traffic accident and most of their staff wanted to attend the services, we sent some dispatchers down there; our dispatchers are not familiar with their geography, not familiar with their radio system; we happen to have the same CAD system. We were able to assist them in some key function areas, so their staff could attend the funeral. Other agencies attended also that were not familiar at all with their CAD system they gave them about a four hour academy crash course, got them up to speed on what they need to do – they knew how to do the job, and they also warned the first responders that it would not be as efficient as they were used to, but it worked.

In that case, a dispatcher here, for example, living here in Gladstone isn't able to get across the river to this consolidated center, if it is over in Washington County. If that were the case, then they could report to Portland 91, or to Clark County 911, there is a 911 center in Salem – there is a lot of opportunity to assist where needed if it is truly that bad.

Councilor Sieckmann asked about the organization charts that they discussed in the video and also in the Councilor packets. It looked like CCOM would have a seat, WCCCA would have a seat, and the city of Lake Oswego would have a seat. Where would Gladstone sit in these organization charts? Director Cozzie stated that that is a part of the governance development – determining how the governance is going to be structured. His concept in that (GeoCom study) is in having a Washington County and Clackamas County perspective, and Lake Oswego would be rolled up into the Clackamas County perspective, although they do have some citizens in the city of Portland as well as in Washington County. At any rate, that would be his preference if he had any influence or it.

The reason that Lake Oswego was left in there was that they are an existing center now. There is not a lot of political will at this point for Lake Oswego to jump on board. They are open to the opportunity, but they are able to fund their center. They do not have a strong desire to be a part of a larger consolidated center, but they were willing to be a part of this study.

Councilor Sieckmann asked about the \$2.5M savings a year; on a 20 year bond, that would be \$50M and the building is going to be 27, so it looks like you can set it up so

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that it would pay for itself. On paper, because of the expenses are about \$2.5M less than what is currently being paid by the user agencies for all three agencies. That is where they came up with the \$2.5M.

Mayor Byers said that because of these agencies – one is the Department of Clackamas County and the other is the Department of the City of Lake Oswego, does the study take into account that they are not going to have access to some of the systems in those counties like personnel and those kinds of things? Director Cozzie replied that they would and that the 150 or so employees included HR; Washington County 911 already has that because they are an ORS 190, they are not a part of the County. So, yeah, it is looking at it as a stand-alone organization without reliance – we rely on the County for a lot of our services.

Councilor Sieckmann asked City Attorney Abma that if something like this was to go forward, due to our ballot measures, would this building be considered part of Gladstone, and would it require a vote of the people to approve it? City Attorney Abma said that he would need to research that a little more, because it was in uncharted territory, considering that it is in your ballot measure. It is fairly new, so he did not want to say something off-the-cuff. He said he did not think it would apply, but he did not want to find out after research that it might be. Councilor Sieckmann said that he was not looking for a definite answer tonight, but it was something that he had thought about.

5. Update – Lake Oswego/Tigard Water (LOTW) Waterline Project/Intake Facility:

Joel Komarek, Project Director for the Partnership, thanked the Council and Mayor, then explained that they were in a partnership with the City of Tigard, and would also argue that they are in partnership with the City of West Linn, and potentially with the City of Gladstone in this project which will create opportunities for redundancies of supply sources throughout the region. He referred the Council to the brief summary that was in their packet that explained the status of their project to date.

He explained that the construction of their intake at the end of Portland Avenue and West Clackamas Boulevard is going along very well. We anticipate starting up that facility and commissioning that facility in January of next year. In the summer of the coming year, after the other intake is commissioned and in use, they will be demolishing the old intake that is just down river from the new facility – hopefully one that will present a better facade that what you have been viewing for a few years now. Regarding pipeline activities, we have quite a bit of activities going on. We started construction of our open-cut pipe line at Portland Avenue and West Clackamas Boulevard. We headed west along West Clackamas to Bellevue, now we are headed northward on Bellevue and we just crossed Dartmouth on our way to Exeter. Once we hit Exeter Street, we turn westward again and go to the dead end where we plan to construct about a 600 foot-long tunnel under several private businesses and Highway 99 and River Road. The termination point for that tunnel will be at Jensen Road, just on the west side of River Road. From there, we will proceed again with open-cut pipe line construction down Jensen Road and will proceed through Meldrum Bar Park to the Bar itself – near the boat ramp. The large

equipment that has been in that vicinity for a while is related to our directional drill under the Willamette River. The drill was completed successfully with no claims, no frack-outs, and no releases of drilling fluids into the river or anywhere else. That is quite an accomplishment to drill a 54 inch hole from Meldrum Bar to Mary S Young Park. That hole has been in that state now for about two weeks. Presently, the contractor that is doing the open-cut work in your city will be supplying the pipe that will be pulled through that hole. That pipe is now being assembled under the St. Johns Bridge by a marine contractor starting tomorrow. That pipe, in 240 foot-long segments, sixteen segments total, will be barged upriver from St. Johns to Meldrum Bar Park. That barge will be moored alongside the park with several other barges that have cranes mounted on them. Those 240 foot-long pieces will be welded together to form one single long string about 3900 feet long. Once that is done in about 10 days from tomorrow, about October 24, the pullback operation will start. That operation will be an around-the-clock operation because of the concerns that if they have to stop for some reason, the pipe could seize up in the hole – that would not be a good thing.

The plan is – once the pipe on the barge arrives, the contractor will be welding that up around the clock. Every time they weld a 240 foot section to the other section, somebody has to crawl into that pipe 240 feet to repair that lining where the weld occurred. That lining has to cure, then they can go to the next piece. It is quite an operation, but it will go on around the clock until pull-back. There will some generators that will be running to supply power to the welders; there will be some lighting on the barges to allow a safe work area for the folks doing the welding, the lining, and the coating. Toward the end of this month, the contractor tells us that they will be ready to start that pull-back operation. They anticipate that that can be about a two-day operation, in a worse case, about a week to pull that pipe all the way through the hole to the Mary S. Young side. At that point, that part of the operation is done.

Councilor Nelson wanted to know if they had notified all of the residents living in that area about the 24 hour operation. Project Director Komarek said that they had been working with a group of homes on the opposite side of the river at that point. They are working very closely with Clackamas County Sheriff's Patrol, Marine Patrol, Oregon State Marine Board, United States Coast Guard Service in terms of making sure that we are doing everything that we can to prevent a boating hazard in the river. This pipe line, as it is welded together and fed out into the river upstream to its full length will have lighting on it, will have tender barges affixed to it, anchored in place and keep it out of harm's way. Folks will still have the ability to get in and out of the Clackamas River while that piece of pipe is there, and, of course, up and down the Willamette River.

Councilor Nelson asked if the debris that comes from the tunnel that they bore under Highway 99 and River Road will be hauled offsite. Project Director Komarek said that all of the material would be disposed of off site.

Project Director Komarek explained that those were the major components of the work going on in the Gladstone area. Once the pull-back operation is complete, there is still another critical component that has to be completed. The pipeline contractor will come

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back to the intersection of Clackamas Boulevard and Portland Avenue to basically open up that intersection and tie the new piping system together with our existing piping system. The reason they have to do that is to allow the new pumping station to be operated. They need a pipe to pump that water through for testing and commissioning purposes. Right now, all of the other segments of the piping system are not done. So this will use the existing piping system under the river and to the treatment plant as a means to test that facility.

He mentioned in the packet summary that their public relations folks are working very closely with our contractors and with your residents to make sure that we are apprizing them of changes in schedules, in events, and in impacts as timely as we can. We hope we are doing a good job; if we are not, we certainly want to hear that from you or your residents, and when we do, we will react accordingly. He opened the discussion for questions from the Council.

Councilor Sieckmann commented that he had the opportunity to watch them work for the last 5 or 6 days in front of his own house. The crews have been fabulous. When the school bus stopped today down a couple of blocks, the kids got out and knew where their house was, but were confused. The flaggers working on the site took the time to guide them around the construction area to get them home safely and without sending them on long detours to get around the area. They were using the radios between the flaggers and the equipment operators to get them through instead of just sending them someplace else. He had talked with a couple of the workers in the area, and they were very personable – it was a nice thing to see. Referring to Project Director Komarek, he asked him to pass that information on.

Mayor Byers thanks Mr. Komarek then commented that it had been a very well managed and operated project a very ambitious project.

6. Appointment to Planning Commission (three applications received for one vacant position):

Mayor Byers announced that they had received three applications for the position. He asked if Steve Bergeron was at the meeting; there was no response. Mayor Byers acknowledged that Les Poole was present. He asked if Elliot Veazey was present, then acknowledge that he was. Mayor Byers asked if any of the Councilors wanted to ask questions of the applicants.

Councilor Nelson asked Elliot Veazey if he had only lived in Gladstone for two months. Mr. Veazey responded that he had lived there for four months.

Councilor Mersereau wanted each of the candidates to introduce themselves and explain why they wanted to fill the Planning Commission position.

Les Pool introduced himself and explained that his answer was brief. He has lived in Gladstone a couple of years, been in the area for a long time, and had lived in Oregon his

whole life. He explained that he has always been involved with the community some way from the time that he was a kid. Because of his background, he has a life-long history of working with land use and property and contracting. So his hope is that he can provide a good, objective voice – and frankly, when it comes to the Planning Commission, it is apolitical, and he is not trying to get elected to something. He said he understands what the Council is looking for, and he thinks he would be a good asset to the community.

Elliot Veazey stated that they are new to the community, but he does have a 30 year commitment to the City of Gladstone – the purchase of a home and he was very excited to be living here. He said he has a young family who is going to grow up here, they are going to shop here, they are going to have their first jobs here, hopefully. He said that they had lived a number of places throughout the United States and that they had found themselves here in Gladstone for a reason. It is their second stint in Oregon – they had lived here in 2010, but had moved away. He said that they loved it so much that they moved back. He said that he feels that it is his obligation to serve the community that he lives in. He said that he was also in real estate and construction - that is what he does as a living with Nelson Capital, CPM. More importantly, he is a Gladstone resident. He said that he was incredibly happy to be here – it is home. He referred to something Councilor Sieckmann had mentioned – with the flagmen directing the kids home from school – that is what makes Gladstone – Gladstone. People are fantastic here – it is a sense of community, and that is what he hopes to contribute to in whatever way he possibly can.

Councilor Nelson welcomed Elliot Veazey as a new resident and commended him for wanting to be involved with the City public affairs. He encourage Mr. Veazey, win or lose, to continue to look at different projects – Planning Commission, traffic safety – get involved with those, as many as he can over his period of time here. He will find that he will move up from one to the other, and pretty soon he would find himself in one of the Councilor’s seats. We have all been through this whole process – Mr. Veazey interjected that he had not lived here long enough to run for Councilor yet. Councilor Nelson told him that he was new to the community and that he was already wanting to get involved with the politics, and that he appreciates that. He commended Mr. Veazey for that.

Mayor Byers asked the Council if they were ready to vote. Councilor Sieckmann commented that he wanted to comment on something that Councilor Nelson was talking about – we’ve got three applicants – all three look like they are well qualified: one has been here for 16 years, and he just wants to continue to encourage involvement. We have three applicants and only have one spot available. He asked City Administrator Boyce if there were spots available on other boards right now. City Administrator Boyce said that appointments were coming up in December. Councilor Sieckmann encouraged the applicants, since they have come this far, to stay involved – it is very important. He thanked the applicants for applying.

Mayor Byers asked for a Roll Call to vote for appointment to the Planning Commission:

- Councilor Nelson – Les Poole
- Councilor Mersereau – Les Poole
- Councilor Martinez – Elliot Veazey

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- Mayor Byers - Les Poole
- Councilor Reisner - Les Poole
- Councilor Busch - Elliot Veazey
- Councilor Sieckmann - Les Poole

Mayor Byers announced that Les Poole has been appointed to the Planning Commission by a 5-2 vote.

Newly Appointed Planning Commissioner Les Poole thanked the Council and Mayor Byers for his appointment.

7. Approval of Park and Recreation Board Recommendation – Park Rules Amendment:

Mayor Byers introduced the topic. City Administrator Boyce explained that what they were really asking tonight is what is before them. He explained that he had a discussion with Councilor Reisner today, who is the liaison to the Park and Recreation Board. He thinks that there is a general want for the Park and Recreation Board to do some additional work on this. After having talked with few of the Councilors, who had some questions and shared some insights, he thought it would be good to have that discussion than to refer it back to the Park and Recreation Board for some additional work and public comment. He deferred to Councilor Reisner.

Councilor Reisner said that when they met with Park and Recreation a couple of months ago, the desire was to update the rules. The suggestion was to mesh what we have with what Milwaukie – Sean Boyle, our Code Enforcement Specialist, had done some looking into different codes and thought that Milwaukie’s was pretty distinct in that it covered a lot more precise wording, definitions of what, maybe, we would want to do. The Board went through, and as in the staff reports, bullet pointed some things that were concerns of theirs, then kind of handed it off and said let’s let the attorneys work it out as to which was better, mesh them together, and present them to City Council. His thought was to save \$200/hour and attempt to mesh them together and offer a proposal.

As he put it together and was looking at it, he did not do that. He apologized for not being very distinct. He had talked with City Administrator Boyce about this, and their original intent was to present this and have the Council make comments as you think changes may be made, and maybe where there were more concerns than others. The plan is that the Parks Board meets in a couple of weeks, and have them review again, and have them come back to us next month, where we can maybe have a hearing.

Councilor Nelson stated that the question that he had was on the concealed weapons permits – you say no firearms in the park; can we restrict them if they have a concealed weapons permit? Councilor Reisner said that he did not think so, but not being a lawyer, he just went with what was already in there. Councilor Nelson said that that was one that had popped up. Councilor Nelson said it was like the fire one for barbeques, where the fishermen have the little barbeques. Councilor Reisner stated that was something that they discussed quite a bit at the board meeting – was that fishermen are not coming down

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with pits, they are coming down with pallets and building large bonfires and leaving them – not extinguishing them and leaving a mess, leaving nails. Councilor Nelson said he could agree with him on that – he was thinking small barbeques. Councilor Reisner said that was the case years ago, but not anymore.

Councilor Reisner said that he had the same concern as did Councilor Nelson regarding the firearms, but not being attorney, he did not feel that it was his place to rewrite it – he was just more meshing the two together. Councilor Nelsons remarked that they were really approved everywhere – can we restrict it? He didn't know.

City Attorney Abma said that it was interesting that he brought that subject up, because he wondered with a concealed weapons permit, if you could prohibit it. He doesn't know the answer to that without looking it up, and did not want to spend the City's attorney fees in looking it up unless that is how you are going. He deferred to Chief Pryde, saying that he might know more about this off the top of his head since the Chief has to deal with it a lot more than he would. But it could be that when this was originally written, especially if this was taken from an old ordinance in Milwaukie, that the laws concerning concealed weapons has changed and that you cannot prohibit it. Councilor Nelson stated that it looked pretty evident where they can go with that.

City Attorney Abma said that there were some other things when he was looking through it – no obscene language.. That could be a free speech issue right there. He didn't know that you can or cannot tell someone what they can say in a public park. There were some other issues that he noted as he was perusing where he thought as the Council moves forward we need to look into that, but he did not want to spend the attorney money until he knew that this is where the City is headed.

Councilor Reisner said that he was thinking where the firearms are was not in restricting, but in not allowing them to discharge firearms. Several members agree. Mayor Byers said that that was a given as far as where he is concerned. Councilor Reisner said it was a given in the City. Obviously, it was your concern, and in talking with Kim, it was his also. That is something that we definitely want to tweak a little.

Councilor Busch said he was going to ask a question: What of this is new...a discussion ensued with several speakers speaking simultaneously and the conversation became unintelligible.

Councilor Reisner said that when he typed it up, there was italics, but apparently, somehow when it got transmitted to you guys, those kind of went away. He apologized again for how it came out – it muddied the waters more than it clarified them.

Councilor Martinez said that she had a couple of questions – one of them was in definitions in park area needs to be clarified because it kind of makes it sound like all common space in Gladstone is.

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City Attorney Abma said that when he is drafting definitions, he does not like to give words that create definitions that mean different things – like the definition of a horse. Is the definition of a horse a mule, a donkey, or another ride-able animal? All of a sudden you have something that is not really a horse and you are riding it. Again, if we proceed, there are a few things that he would tweak. Councilor Reisner said that was right out of Milwaukie's rules. City Attorney Abma said that he saw that in Milwaukie's and he thought the same thing – you know golfing is not necessarily involving a golf ball or anything. Councilor Nelson injected that they have them with golf balls down there. Councilor Martinez added that there is a great number of people in this area that are playing disc golf. So, if we say “no golfing”, does that mean disc golf? Councilor Reisner said that he has a neighbor that would like us to set up a disc golf. Councilor Nelson added that there were even leagues for that now. Councilor Martinez added that you might not want to not eliminate golfing. City Attorney Abma said he would just define it as golf, or if you are talking about disc golf, define it in that way. Right now, it says to contact or attempt to contact an object which is designed and used for golfing. It is just an odd definition to him. He thinks we all know what the definition of golfing is – or have a pretty good idea. He stated again that he tries to be careful when he defines something in codes. Mayor Byers said we all know what a horse is, but if you don't put the rest in there, someone is bound to go riding something else – someone will go riding a zebra down there.

Councilor Mersereau stated that just for input, the park hours – you might want to have the group study that one a little bit more, to make a decision. Councilor Reisner said that because of vandalism and people hanging out in the parks late at night, especially in the winter months when it is dark, it was staff's recommendation, it was something that was pretty concrete from the board, that is was workable - the hour before and after. According to staff, and he had looked at a couple of others in our area, other jurisdictions use the same thing – the same time.

Councilor Nelson asked Chief Pryde, “Do we have patrols that go through there at two-three in the morning, one-two in the morning? I see cars down there by the garden early in the morning, and I wonder if they just stay down there all night.” He was wondering if we have patrols that check that. Chief Pryde said that the answer would be Yes.

Councilor Busch added that before they put the fence around the garden the garden association was getting a lot of garden vandalism and a lot of stealing. So we even had our own people coming down during the nights during harvesting season just to lay low and catch people who were coming into the garden just to steal things. Now that we have built the fence, and we have it padlocked, we have a lot less vandalism, so we obviously don't need to be down there all hours of the night. Some people get down there before the crack of dawn because they want to get some time in before they go to work.

Councilor Busch said that his concerns were two things: (1) the fishers like to come in there early and stay late – they will come in there while it is still dark, get set up, and start fishing - if there is moonlight they will do that. Mayor Byers said that fishing has some regulations in there also. Councilor Busch added that during season they can still be

down there getting set up. Councilor Sieckmann said that he had done a little research and that all of our parks do not serve the same purposes. The research that he did this last year – the middle of June – sunrise was at 5:21 and sunset was at 9:05, so your park would be open basically from 4:30 to 10:30 – reasonable. Where he runs into an issue is in the winter months; in the middle of winter, it is almost 8:00, so the park would open at 7:00. The sunset is at 4:30, so the park would be closed at 5:30. In the case of Meldrum Bar, that makes sense; why would anyone need to be down there before sun up or after dark? When you turn around and think about Charles Ames Park, Cross Park – Charles Ames has a pathway going right through the middle of it – and the park would close at 5:30. So if somebody got home from work, grabbed their significant other, their dog, or whatever and went for a walk – walked to Safeway to get some groceries for dinner any time after 5:30, it would be illegal for them to be there. He thinks that a summer hours and winter hours might be appropriate. Councilor Martinez added that not only that, it could well be that it could vary with the park – it should be posted, and for example, no closing at all at Ames. Mayor Byers added that he does not have a problem with people walking through Ames Park at any time.

Scott Tabor, Public Works Supervisor, stepped forward to and said that he had talked with Councilor Sieckmann over this. Overall, the general modification to the rules here are to help the Code Enforcement Officer and the police be a little bit more accountable in how they treat offenders. It makes it easier for them to site people that with the ambiguity of the former rules that we have now. His position is that we need these rules changed so that so that we can make some of our signage for each park, which he had discussed with Councilor Sieckmann. Ames Park, you can walk through there – there are even street lights there. Basically, the rules for the time is mostly geared for Meldrum Bar because of the regionalness of its being there. It is a regional park and there is a need for having some kind of accountability for times. That also eliminates the people doing illicit activities down there at odd hours. You don't need to be there at 3:00 am. What the heck are you doing there at 3:00 am? Parks and Recreation Committee talked about this in length; they pretty much like Councilor Reisner said – they agreed whole heartedly. If you want to modify the hours for some of these parks, you certainly have the rights to do so, but overall, the codes that we have need to be modified to bring them up to date.

Councilor Sieckmann said that another thing about Meldrum Bar Park that he thinks about is that we look at it differently than other people. We look at it as we drive down into the park, use the park, and we drive out. There is that path along the south side that you see quite a few walkers use that comes up along the golf course there. Is that path different from the path at Charles Ames? Or along Cross Park? To us we may think of it as different, but to the people that use that, it may not be.

Councilor Martinez asked if a couple of people are out walking their normal evening walk, and it is in summer, winter, whatever, and they walk on that one at the other end of Meldrum Bar, is someone going down there and write them a ticket right away? Public Work Supervisor Tabor stated that if they were referring to the area along Jensen Road, they had to put a 10 foot fence around their light pole and power boxes because of the vandalism there. Vagrants would go down there and vandalize it to the point that they did

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not want lighting down there. They would wreck it so that we didn't have lights. We spent tens of thousands of dollars on that. Park hours are park hours. It is up to this body to decide how you want to do it. The recommendation from staff is that we feel fairly confident that an hour before sunrise and an hour after sunset is pretty applicable to Meldrum Bar. With other parks you can modify those hours accordingly.

Mayor Byers summed it up in an example that he sees people riding bicycles on the path on the south side of the river 24 hours a day. Possibly we could designate paths as having a different distinction if people want to walk through Ames Park on the path is fine, and he knows that people walk through there at all hours. There is not anything in there that is particular to vandalize or do something, so possibly we could designate at least some paths without hours on them. Public Works Supervisor Tabor stated that maybe that is why City Administrator Boyce wanted the Council to talk about it. Councilor Reisner thanked public Works Supervisor Tabor and City Attorney Abma for their inputs at the meeting.

Councilor Martinez said that she had one more point that she wanted to make. That is this prohibitive games. She thinks we might consider not that we are going to indiscriminately have prohibitive games. She referred other members of the Council to page 7-14 of the Milwaukie code. She thinks we need some kind of procedure whereby, for example, there was a juvenile archery thing – they could set up those big straw bales and stuff. She pointed out that she took archery in high school – they did it right out on the field. It was not a big deal - if they are doing things in a structured, legitimate kind of way. She was not saying that they should just go out there and hang hay bales then shoot at them. We need to look at those things.

Councilor Reisner added that Milwaukie permits everything in their parks. Their games, everything – for example, if a church group wanted to go down on a Sunday afternoon and play at Meldrum, they can play at Meldrum if it is not being occupied. If you went to North Clackamas Park, you can't do that; you have to go through a process and get a permit. This was out of Milwaukie's stuff which wasn't even discussed with us in our deliberations. Councilor Martinez asked why it was in the packet. Councilor Reisner said that staff gave them what we have currently and what Milwaukie has currently and asked us to mesh them together. Councilor Martinez clarified then that all of the Milwaukie stuff – none of it is in here. Councilor Reisner replied that she was correct. He explained that that was what he had attempted to do and had not done a very good job at it. Councilor Martinez said that they use those fields down there for soccer and ball, but there should be some other use for those fields – field hockey.

Pat McMahon, 175 West Berkeley, said that he had not heard the dog park being discussed yet. So 5:30 will be the cutoff time for the dog park at Meldrum Bar Park. So you guys haven't talked about that yet, so it is another point so you might want to keep your time open later in the evening just where that is concerned. It's just another time line to keep in mind. Mayor Byers said that the dog park is still in process. City Administrator pointed out that whatever adopted hours Meldrum Bar Park has would be associated with

the dog park. Councilor Reisner said that his thought on that is it would be after dark, and it would be hard to do anything with a dog down there after dark. A discussion ensued.

Councilor Sieckmann asked if the Parks and Recreation was going to work on this some more and bring it back with maybe some staff input. Councilor Reisner answered affirmatively, and said that that was there recommendation.

Councilor Martinez asked if the use of remote control stuff was in agreement with what they discussed. Councilor Reisner said yes, that it has not changed at all.

Councilor Busch said that one other thing that has to be clarified is that no fires of any kind. He said that they had just had, for example, their second to the last work party there at the garden, and they always have a barbeque afterwards. They go up to one of the shelters and set up a barbeque and cook burgers and hot dogs, and people bring food. He thinks that other people barbeque down there. There has to be a clarification of that.

Councilor Sieckmann said that regardless of some of the other chapters, the chapter that they have on fires is pretty good. It does allow fire pits, personal barbeques, and park barbeques. It does not allow unattended fires, and it tells you where you can and cannot have them.

8. Planning Commission Code Review – Noise Control

City Administrator Boyce said that they had mentioned this at the last meeting. The Planning Commission is reviewing City Code to make recommendations back to City Council. He believes that the City Attorney, during the discussion of this section of code, had a question centered around 8.12.070, Exceptions and Variances on page 8-6. There is some question about the extensive lists of exceptions and variances. The question was, “Is there any significance to why these were placed in the code in the first place? Was it borrowed from another city’s ordinance or are there any exceptions or variances here that the City Council feels should stay for particular reasons?”

Mayor Byers said that some of them do have historical reasons. Idling motor vehicles – there was an issue with people parking over the highway, trucks with refrigerators on them. A lot of these things were probably may have been more than a one-time...He said that he did not know if all of them had precedence in Gladstone, he said that he thinks some of them were taken from other areas.

Councilor Sieckmann explained that he happened to be on the Planning Commission at this time, and there were a couple of exceptions and variances that a couple of Planning Commissioners wanted to look at and see if they needed to be changed or not. The City Attorney said that this was a pretty extensive list. His question was that he thought we could scale this down considerably, and that it was unusual for most jurisdictions. Before he did that, he wanted to make sure that Council did not have issue with looking at and possibly scaling down and condensing some of this. It sounds like one of them for sure,

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the idling of motor vehicles would need to stay. Is there anything else that the Planning Commission should consider.

Mayor Byers said that they might want to take a look at the 8,000 pounds – there are some vehicles that are bigger than that now. You know that gross vehicle weight of 8,000 pounds is not that big anymore. He said that he did not have a suggestion for that, but many pickups surpass that if they have campers or something, as well as some motor homes. He stated that he thinks the level of noise is more critical than what the noise is. When that refrigerator or freezer box was running across the street here a couple of years ago, it was very loud. He doesn't know if that is why that chapter is in the code, but that is what can happen. He also thinks that for the most part, over the last couple of years, they have had a lot of voluntary compliance with the noise ordinance. At one time, the auto dealers had outdoor PA system, then cell phones came. For the most part, they are not doing that now. From the audience, Steve Johnson disagreed.

Councilor Martinez, referring to the refrigerator noise, asked if the noise level is just under the upper limit – do we have anything about the length of time?

Councilor Nelson said that there were some people down in the trailer courts were complaining because there were some trucks parking down on River Road. They would park the trailers there and then they would take off, leave them there all night, and go home. He said that he had brought that up about a year ago. Mayor Byers noted that that had come up a long time ago, too. Councilor Martinez said that she thinks the length of time should be part of it.

Councilor Busch pointed out that if they wiped most of the exceptions and variances, then all construction activities, regardless of time of day, would have to meet these dba levels. Councilor Sieckmann asked why they think they are looking at wiping them all out. Councilor Busch said that there is a reason for every one of them to be in there. He said somebody could complain that if Johnny Limbo and the Lugnuts played at the Cultural Festival next year, their decibel level is going to exceed this, and that is why the exception is in here – to exempt them from that because it is a festival. This is what is going on.

Mayor Byers said that what he has read over time about noise levels is that the meters don't measure what people think they are hearing. They are measured from a certain number of feet from the thing, and they are not over the limit, but they are still irritating, so that is subjective rather than objective. Councilor Nelson added that it is like a speeding car in a neighborhood. The car sounds like it is louder than it really is because it is going through a quiet neighborhood.

Councilor Mersereau said that one issue with sound, having been in that – noise sound is really a complex issue. Like Councilor Martinez said, “if time makes a difference”, well it does make a difference. You can have certain levels for so long. One of the things that he has found in dealing with noise is you really needed all the rules when, in fact, you are looking at a specific problem. That may have been why they put that out there like that.

Councilor Nelson said that he thinks that it is kind of irritating in their house when it continues to go and they can't hide from it. It is there throughout the whole house.

Councilor Sieckmann explained that maybe the question that the Planning Commission is asking is do you want them to go through and look at the variances and exceptions and go through and condense them, or for historical reasons, should they just be left alone. Mayor Byers said that he thinks they need to go through and talk about them. He said that he believes that the majority of them are going to stay.

Councilor Nelson said that some of them are old, and he thinks they no longer apply, so there will be a few that we can knock out and eliminate. Probably most of them will stay.

Chief Pryde said that he wanted the Council to be aware that Lt. Jolly contacted Assistant City Administrator Morishita and asked to be put on the Planning Commission agenda for the upcoming meeting, where he will, with Sean Boyle, our resident expert on code (at least on the nuisance side of the house), will meet with the Planning Commission next week to try to provide some clarity, some help, some information about code related case law, about some decisions that the Planning Commission may not be aware of to kind of help in the process. He just wanted the Council to be aware of that.

Councilor Reisner asked Chief Pryde how many meters we have and how available are they if we do have a complaint. He said that he was not aware of any, they would have to get them from DEQ. Councilor Reisner clarified for the sound. Chief Pryde affirmed the response and Mayor Byers added that they would also have to get a qualified operator. He added that this was more for persistent sounds, like a diesel truck idling – about the third night, he thinks we could have somebody there.

Chief Pryde said that if they listened to Sean Boyle tell the story about how these tables have played out and DEQ's role in that, it has really changed over the years. That is why we thought it would be a good idea for him to hook up with the Planning Commission and try to lend a hand.

Mayor Byers solicited for any other comments. None.

BUSINESS FROM THE COUNCIL:

Councilor Nelson announced that tomorrow they had an Emergency Management Meeting scheduled in the conference room downstairs from 1:00 to 2:30. Everyone is invited.

Councilor Mersereau announced that he had a chance to review the public policy from the library and he thinks that it is nearly done and ready for the Council approval, to look at it and say what they think. He was very happy with what he saw and believes that she is putting more improvements into it and thinks that it will be very good. He knows also at the Senior Center,

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they have one built and they are waiting for City Administrator Boyce to look at it, so he is hoping to see those soon. That is two of the big ones out of the way. Good job.

Councilor Martinez announced that a young man from Gladstone was seriously injured in an automobile accident a couple of weeks ago. He is still in OHSU, and the outpouring of support for his family from the community has been phenomenal. There is a Facebook page set up and she thinks that they have gotten almost \$10,000 to pay for the expenses. Thank God he is on the Oregon Health Plan, at least he will be getting some help. Councilor Nelson said that they also had a donation jar at Burgerville for him. Councilor Martinez said that everybody knew him, that he played football so they are going to have a spaghetti feed sometime this month with an auction if anyone is interested in helping. She said that he had a problem with pneumonia and also his blood pressure, so they were not allowing anyone to see him. His girlfriend also had some brain injuries, but she is out of the hospital now.

Councilor Sieckmann announced that he had a couple of things. Mayor Byers and he had worked on some information for the newsletter on Coffee with the Councilor and that will go out before the January meetings. City Administrator Boyce helped out. Councilor Nelson suggested that Councilor Sieckmann might explain what that was about, since some of those present might not know about it. Councilor Sieckmann explained the program for Coffee with a Councilor. The other thing was that the project list that they get every month in information. Is it possible that we can put that in the Consent Agenda so that we are approving it every month rather than having it as information? Mayor Byers said that we would not approve it, but that we could accept it. We could probably acknowledge receipt of it and accept it, but there is a lot of detail in here as far as approving it. Councilor Nelson said he like the idea so he made a motion to move it to the front of the meeting. Mayor Byers said that it was not necessary; we could just move it to the Consent Agenda. Councilor Sieckmann said that as a new Councilor, he has been trying to meet with some of the neighboring elected officials. He knew that some of the commissioners up there had bad-mouthed their city a little, so he wanted to set about repairing some of the perception. He gave a detailed accounting of one of his meetings with another of the officials.

Councilor Busch announced that he just wanted to tell a story about a good neighbor to the Gardening Association. One day a woman that was employed at Lowe's drove by the garden and saw what was going on, and got interested in it. It turns out that she was in control of a pool of money that is of interest of the community. After the conversation, a couple of weeks ago, a whole crew of women from Lowe's came out and pounded in 133 new stakes to remark all of the garden lots. They also provided them with plumbing fixtures (faucets, bibs and the like), gave us a new lawn mower, a couple of new weed eaters, and got some gravel for us, and helped us do some work down there. They have come back and said that they still have some funds that they can help out with. He said that he was not aware of any other businesses in the area that help out so much. It is a good example that there are businesses out there that get involved in community projects.

Councilor Reisner announced that he had attended the League of Oregon Cities Conference, and in one of the sessions was about development and keeping citizens engaged. The two presenters were talking about development along rivers, so it caught his attention. They discussed some of the projects along the Willamette in Salem and had suggested that they just keep at it. They

discussed some of the resources that they had used, such as Americore. He said that in Salem, they had gone through many administrations, but that the vision never stopped – they just kept at it. They had advised that the City should try to take more advantage of its river front. He also said that it was fun to rub elbows with his counterparts around the state, and that it was eye opening.

Mayor Byers said that he had driven by Burgerville and they had a sign that was a fund raiser for Wetten School at 5:00 to 8:00 that night. He spoke with the vice-principal who said that they had raised about \$1300, about 20% of the proceeds for the night. The Mayor said he was impressed and told them they should do this once a month. This was money that Wetten School could use for projects that otherwise they could not fund.

ADOURN

Meeting was adjourned at 8:49 pm.

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

ATTEST:

Wade Byers, Mayor

Jolene Morishita, Assistant City Administrator

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Current City Project Status

Responsibility (R1-R3) & Authority A1-A3		PROJECT					STATUS				
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3 - Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
<u>Current & Ongoing Projects</u>											
PB					PB		Budget	Amend Budget to Increase Expenditures in Parks Department	July 2014	Nov. 2014	City Council requested budget change. Determining legal authority for supplemental budget. Must provide notice in newsletter or Clackamas Review.
PB					IG	Library	Misc. Projects	Library Credit Cards	June 2014	Nov. 2014	Adding credit/debit cards as a payment option. Reviewing security of system with LINC and City IT staff. Negotiating contract with vendor.
PB					JPI/JM	Police Dept.	Misc. Projects	Reevaluating Non-Dept. Personnel Access to PD and Court	June 2014	Dec 2014	Restricting number of key fobs to PD and Court to essential personnel only. Determining if fob system needs upgrade.
PB					JMI/PB	Admin	Misc. Projects	Electronic Timesheet/Adjustment of Pay/Chart of Accounts	June 2014		In conjunction with Springbrook software update. Discussing proposed changes with Unions. Working with CPA to automate procedures, revised chart of accounts, develop additional protocols for internal controls.
PB			CC		PB	City Hall	Capital 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	Proposed construction 2015

Current City Project Status

Responsibility (R1-R3)& Authority A1-A3)								PROJECT	START DATE	GOAL COMP. DATE	STATUS
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type				
PB			CC		PB	City Hall	Capital Projects	Reviewing Options for City Hall/Police Facilities – On Going	08/14/12	On Going	Council to consider proposal at September meeting. Waiting for results of library ballot measure November 2014.
PB			CC		ST	PW	Capital Projects	Construction Project Barclay and Howell	July 2014	Oct 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			CC		PB	City Hall	Capital Projects	2014 Pavement Rehabilitation Project	07/01/13	Oct. 2014	City Council will consider at Sept Meeting. Construction in progress
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				Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Clackamas County		February 2015	Planning, Building Inspection, Erosion Control. Waiting on response from County
PB			CC		PB	City Hall	Misc. Projects	Lake Oswego-Tigard Water Line Project		June 2015	Construction in progress. Update will be given to City Council at October meeting.
PB	CS		CC		PB	City Hall	Council Requirement	Fire Department Operations and Public Policy Plan.	11/12/13	June 2015	An approved policy as noted in the City Council Guidebook
PB			CC		MF	Fire Dept.		New Library Design and Construction Project.	November 2014	January 2016	Ballot measure passed. Complete IGA, search for property and consider consolidating city hall.
PB			CC		IG	Library	Council Requirement	Library Operations and Public Policy Plan.	11/12/13	December 2014	Policy submitted to Administration under review

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Current City Project Status

Responsibility (R1-R3) & Authority (A1-A3)		PROJECT				STATUS					
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
PB			CC		ST	Public Works-Misc.	Council Requirement	Public Works Operations and Public Policy Plan that includes All Public Works Operations	11/12/13	April 2015	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	February 2015	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.
PB	CS		CC		ST	Public Works-Park & Recre.	Support	Dog Park	04/12/11	March 2015	Council adopted site in Meldrum Bar Park. Public Works developing plan to put up fencing and signage.
PB			CC		ST	Public Works-Sewer	Master Plan	Sanitary Sewer Master Plan		November 2015	RFP approved by City Council. Waiting to receive proposals.
PB			CC		ST	Public Works-Storm Sewer	Master Plan	Stormwater and Water Master Plan Development		December 2015	Master Plans not completed by August 31st due date. Discuss with city council in executive session. City has received all material except rate study. Rate study should be provided by October 10, 2014. Awaiting City Council to deem the plans complete.
PB			CC		RB	Senior Center	Council Requirement	Senior Center Operations and Public Policy Plan.	11/12/13	January 2015	Policy submitted to Administration for review

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Current City Project Status

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

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City of Gladstone

Month: October 2014

Payroll

10/3/14	Payroll Checks	#77105	278.69	Payroll
10/31/14	Payroll Checks	#77256 - 77290	29,224.69	Payroll
10/31/14	Payroll Direct Dep.		150,708.32	Payroll
			180,211.70	Total

Manual/ Machine/ Month End Checks

10/2/14	Check	#77102 - 77104	4,121.45	Misc AP
10/10/14	Check	#77106	1,224.14	Misc AP
10/15/14	Check	#77227 - 77229	247,756.28	Misc AP
10/21/14	Check	#77230	1,244.23	Misc AP
10/31/14	Check	#77291 - 77319	89,579.04	Misc AP
			343,925.14	Total

Urban Renewal Checks

10/15/14	Check	#5472 - 5473	\$5,525.41	
			\$5,525.41	Total

Outstanding Invoices

Preliminary			\$155,340.23	Total

OCTOBER 2014

\$685,002.48

Total

Council Approval

Payroll

G/L Distribution Report

User: sledoux

Batch: 00099.10.2014 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	0.00	278.69	CASH IN BANK
001-000-290002	0.00	46.18	SOCIAL SECURITY W/H
001-000-290005	0.00	2.11	UNEMPLOYMENT
001-000-290007	0.00	2.18	TRI-MET TAX
001-000-290111	0.00	42.74	RETIREMENT/PERS
001-029-102500	70.12	0.00	PAYROLL COSTS
001-029-222000	301.78	0.00	LIBRARY ASSISTANT II
	<hr/>	<hr/>	
Section 1 Total:	371.90	371.90	
	<hr/> <hr/>	<hr/> <hr/>	
Report Total:	371.90	371.90	

Payroll

G/L Distribution Report

User: sledoux

Batch: 00100.10.2014 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	66,758.54	0.00	CASH IN BANK
001-000-290000	0.00	150,708.32	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	30,333.82	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	40,666.72	SOCIAL SECURITY W/H
001-000-290003	0.00	17,504.37	STATE TAX W/H
001-000-290004	0.00	282.76	WBF WORKDAY ASSESS
001-000-290005	0.00	1,860.53	UNEMPLOYMENT
001-000-290007	0.00	1,923.54	TRI-MET TAX
001-000-290008	0.00	1,306.29	MISCELLANEOUS
001-000-290102	0.00	5,139.00	CREDIT UNION W/H
001-000-290103	0.00	55,499.78	HEALTH INS W/H
001-000-290104	0.00	2,008.38	UNION DUES W/H
001-000-290105	0.00	6,058.33	DEFERRED COMP W/H
001-000-290108	0.00	128.81	LIFE INSURANCE/PU
001-000-290111	0.00	40,813.50	RETIREMENT/PERS
001-000-290112	0.00	2,974.51	RETIREMENT
001-000-290114	0.00	800.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	960.19	DISABILITY INSURANCE
001-000-290124	0.00	1,750.06	VEBA HEALTH CONTRIBUTIONS
001-000-290125	0.00	528.33	SECTION 125 FLEX HEALTH
001-021-100000	9,311.13	0.00	CITY ADMINISTRATOR
001-021-100500	7,160.63	0.00	ASSISTANT CITY ADMINSTRATOR
001-021-101500	4,839.87	0.00	ADMIN SECRETARY/REC COORDINATO
001-021-102000	5,559.31	0.00	ACCOUNT CLERK (FINANCE)
001-021-102500	12,736.27	0.00	PAYROLL COSTS
001-022-102500	2,446.84	0.00	PAYROLL COSTS
001-022-120500	4,695.88	0.00	MUNICIPAL COURT CLERK
001-024-102500	45,925.34	0.00	PAYROLL COSTS
001-024-140000	8,712.35	0.00	POLICE CHIEF
001-024-140300	6,871.19	0.00	POLICE LIEUTENANT
001-024-140500	7,331.22	0.00	POLICE SERGEANT
001-024-141000	7,331.22	0.00	POLICE SERGEANT
001-024-141500	5,858.83	0.00	POLICE ACTING SERGEANT
001-024-142000	6,325.49	0.00	POLICE DETECTIVE

Account Number	Debit Amount	Credit Amount	Description
001-024-142300	6,243.76	0.00	POLICE DETECTIVE
001-024-142500	5,272.32	0.00	POLICE OFFICER
001-024-143000	4,527.52	0.00	POLICE OFFICER
001-024-143500	4,527.52	0.00	POLICE OFFICER
001-024-146000	5,542.77	0.00	POLICE OFFICER
001-024-146200	4,752.65	0.00	POLICE OFFICER
001-024-146400	5,526.56	0.00	POLICE OFFICER
001-024-146500	2,114.06	0.00	MUNICIPAL ORDINANCE SPECIALIST
001-024-150000	3,689.36	0.00	POLICE RECORDS CLERK
001-024-152500	6,538.65	0.00	OVERTIME
001-024-152600	4,160.98	0.00	TRAINING OVERTIME
001-025-102500	6,761.96	0.00	PAYROLL COSTS
001-025-170000	1,060.48	0.00	FIRE CHIEF
001-025-170300	6,657.12	0.00	FIRE MARSHAL
001-025-171000	22,239.22	0.00	ON-CALL FIREFIGHTERS
001-026-102500	3,114.58	0.00	PAYROLL COSTS
001-026-190000	665.69	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	4,690.27	0.00	UTILITY WORKER, JOURNEY
001-028-102500	5,564.32	0.00	PAYROLL COSTS
001-028-208500	5,892.32	0.00	SENIOR CENTER MANAGER
001-028-209500	1,959.99	0.00	TRAM DRIVER
001-028-210000	1,474.91	0.00	CENTER ASSISTANT
001-028-210500	2,675.39	0.00	NUTRITION CATERER
001-029-102500	12,031.17	0.00	PAYROLL COSTS
001-029-220000	6,187.79	0.00	LIBRARY DIRECTOR
001-029-221500	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-222000	3,269.21	0.00	LIBRARY ASSISTANT II
001-029-222500	4,421.63	0.00	LIBRARY ASSISTANT II
001-029-222800	4,062.35	0.00	LIBRARY ASSISTANT II
001-029-223000	3,963.27	0.00	LIBRARY ASSISTANT II
001-029-223100	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-223200	848.02	0.00	LIBRARY AIDE
001-029-223500	1,045.49	0.00	ON CALL LIB ASSISTANT
001-029-223600	1,363.26	0.00	REFERENCE LIBRARIAN SUNDAY
Section 1 Total:	361,247.24	361,247.24	
Section 1 003	SEWER FUND		
003-000-140000	0.00	17,014.39	CASH IN BANK
003-003-102500	4,855.33	0.00	PAYROLL COSTS
003-003-300300	2,330.00	0.00	PUBLIC WORKS SUPERVISOR
003-003-300700	2,345.15	0.00	UTILITY WKR, JOURNEY/MAINT TECH
003-003-301000	5,640.33	0.00	UTILITY WORKER
003-003-301200	1,843.58	0.00	ACCOUNT CLERK

Account Number	Debit Amount	Credit Amount	Description
Section 1 Total:	17,014.39	17,014.39	
Section 1 004	WATER FUND		
004-000-140000	0.00	23,370.00	CASH IN BANK
004-004-102500	7,569.12	0.00	PAYROLL COSTS
004-004-400300	1,997.14	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,345.12	0.00	UTILITY WKR, JOURNEY/MAINTENANC
004-004-401000	4,807.53	0.00	UTILITY WORKER, JOURNEY
004-004-401200	1,843.56	0.00	ACCOUNT CLERK
004-004-401500	4,807.53	0.00	UTILITY WORKER, JOURNEY
Section 1 Total:	23,370.00	23,370.00	
Section 1 005	ROAD & STREET FUND		
005-000-140000	0.00	10,991.53	CASH IN BANK
005-005-102500	3,826.80	0.00	PAYROLL COSTS
005-005-501500	1,664.29	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	5,500.44	0.00	UTILITY WORKER, JOURNEY
Section 1 Total:	10,991.53	10,991.53	
Section 1 008	POLICE/COMMUNC LEVY FUND		
008-000-140000	0.00	35,969.45	CASH IN BANK
008-008-102500	12,084.70	0.00	PAYROLL COSTS
008-008-800500	5,732.73	0.00	SCHOOL RESOURCE OFFICER
008-008-801000	4,302.41	0.00	POLICE OFFICER
008-008-801500	5,260.22	0.00	POLICE OFFICER
008-008-802500	2,114.08	0.00	MUNICIPAL ORDINANCE SPECIALIST
008-008-802700	4,399.89	0.00	EXECUTIVE ASSISTANT
008-008-803000	2,075.42	0.00	OVERTIME
Section 1 Total:	35,969.45	35,969.45	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		
009-000-140000	0.00	8,637.86	CASH IN BANK
009-009-102500	2,798.55	0.00	PAYROLL COSTS
009-009-900500	5,476.25	0.00	FIRE COORDINATOR
009-009-901500	363.06	0.00	SEASONAL HELP
Section 1 Total:	8,637.86	8,637.86	
Report Total:	457,230.47	457,230.47	

Clearing House

Distribution Report

User: sledoux
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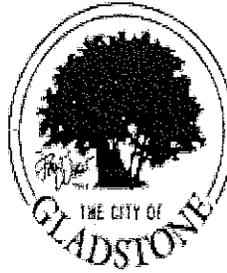


Account Number	Debit	Credit	Account Description
001-000-140000	0.00	150,708.32	CASH IN BANK
001-000-290000	150,708.32	0.00	DIRECT DEPOSIT LIABILITIES
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Report Totals:	150,708.32	150,708.32	
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Accounts Payable

Checks by Date - Detail by Check Date

User: sledoux
Printed: 11/5/2014 11:43 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
77102	03237A Memb dues	Gladstone Oak Grove Rotary Foundation Membership dues - Jolley	10/02/2014	250.00
Total for Check Number 77102:				250.00
77103	05746 September dues	Oregon AFSCME Council #75 AFSME September dues	10/02/2014	892.12
Total for Check Number 77103:				892.12
77104	07021 Sept 2014 Sept 2014 Sept 2014 Sept 2014	Portland General Electric PGE - Sept 2014 PGE - Sept 2014 PGE - Sept 2014 PGE - Sept 2014	10/02/2014	1,360.30 331.58 554.78 732.67
Total for Check Number 77104:				2,979.33
Total for 10/2/2014:				4,121.45
Report Total (3 checks):				4,121.45

Accounts Payable

Checks by Date - Detail by Check Date

User: sledoux
Printed: 11/5/2014 11:46 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
77106	08830	US Postal Service	10/10/2014	
	Library Mailing	USPS Library Mailing		1,224.14
Total for Check Number 77106:				1,224.14
Total for 10/10/2014:				1,224.14
Report Total (1 checks):				1,224.14

Accounts Payable

Checks by Date - Detail by Check Date

User: sledoux
Printed: 11/5/2014 11:47 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
77227	00977 51039-1	Brix Paving Co. Brix Paving	10/15/2014	159,342.23
Total for Check Number 77227:				159,342.23
77228	04243k Cross Park	Jeff Kersey Jeff Kersey Construction - ADA sidewalk	10/15/2014	53,178.00
Total for Check Number 77228:				53,178.00
77229	08476 2052	Timberline Development Timberline Dev.	10/15/2014	35,236.05
Total for Check Number 77229:				35,236.05
Total for 10/15/2014:				247,756.28
Report Total (3 checks):				247,756.28

Accounts Payable

Checks by Date - Detail by Check Date

User: sledoux
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
77230	08830 Postage	US Postal Service October 2014 Postage	10/21/2014	1,244.23
Total for Check Number 77230:				1,244.23
Total for 10/21/2014:				1,244.23
Report Total (1 checks):				1,244.23

Accounts Payable

Checks by Date - Detail by Check Date

User: sledoux
 Printed: 11/5/2014 11:50 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
77291	02657 Oct 2014	Axa Equi-Vest AXA def comp Oct 2014	10/31/2014	5,958.33
Total for Check Number 77291:				5,958.33
77292	02661 Oct 2014	Axa EVLICO AXA UL premiums Oct 2014	10/31/2014	194.06
Total for Check Number 77292:				194.06
77293	02659 Oct 2014	Axa RIA	10/31/2014	2,780.45
Total for Check Number 77293:				2,780.45
77294	01056 Refund	Robert Burnett Burnett refund	10/31/2014	113.97
Total for Check Number 77294:				113.97
77295	01339 November 2014 November 2014 November 2014 November 2014 November 2014 November 2014 November 2014	CIS/EBS Trust CIS Insurance CIS Insurance CIS Insurance CIS Insurance CIS Insurance CIS Insurance	10/31/2014	53,105.24 6,904.81 115.72 967.14 276.97 19.25 25.41
Total for Check Number 77295:				61,414.54
77296	01663 Oct 2014	Clackamas Cty Benevolent Foundation CC Pce Ofc Benevolent	10/31/2014	50.00
Total for Check Number 77296:				50.00
77297	01726 Oct 2014 Oct 2014 Oct 2014	Clackamas Fed. Cred.Union CCFCU Oct 2014 CCFCU Oct 2014 CCFCU Oct 2014 PU	10/31/2014	5,139.00 100.00 1,065.68
Total for Check Number 77297:				6,304.68
77298	01893 0732582	Comcast Cable Comcast	10/31/2014	135.10
Total for Check Number 77298:				135.10
77299	02550m 14-203956	Education For Life Education for Life	10/31/2014	12.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 77299:	12.00
77300	03324n Oct 2014	Gray, Ronald L. Ron Gray	10/31/2014	130.00
			Total for Check Number 77300:	130.00
77301	04142 337	Johnson, Robert C Robert C. Johnson	10/31/2014	237.50
			Total for Check Number 77301:	237.50
77302	04395 5258	Landmark Ford Landmark Ford	10/31/2014	117.98
			Total for Check Number 77302:	117.98
77303	04831 6843	Metereaders Metereaders, LLC	10/31/2014	2,042.40
			Total for Check Number 77303:	2,042.40
77304	05521 148988-9 149733-8 2643701-2 363279-1	Northwest Natural NW Natural NW Natural NW Natural NW Natural	10/31/2014	15.50 19.94 21.45 18.52
			Total for Check Number 77304:	75.41
77305	05681m 11-39851-tmb-13	Office Of The Trustee Office of the Trustee	10/31/2014	640.00
			Total for Check Number 77305:	640.00
77306	05746 Oct 2014	Oregon AFSCME Council #75 AFSME Oct 2014	10/31/2014	942.70
			Total for Check Number 77306:	942.70
77307	06715 C16403	Mike Patterson Plumbing Patterson Plumbing	10/31/2014	192.33
			Total for Check Number 77307:	192.33
77308	07021 PGE PGE PGE PGE PGE PGE PGE PGE PGE PGE	Portland General Electric PGE PGE PGE PGE PGE PGE PGE PGE PGE PGE	10/31/2014	715.09 600.10 204.83 490.01 535.24 80.53 1,114.33 277.97 480.96
			Total for Check Number 77308:	4,499.06
77309	07060M 098827 00	Portland Windustrial Co Portland Windustrial	10/31/2014	59.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 77309:	59.97
77310	07228N 1070 9198	Purchase Power Pitney Bowes Purchase Power	10/31/2014	9.41
			Total for Check Number 77310:	9.41
77311	07280 2715774	Rackspace Email & Apps Rackspace	10/31/2014	658.00
			Total for Check Number 77311:	658.00
77312	07873 154013	ServiceMaster of Oregon Servicemaster	10/31/2014	370.00
			Total for Check Number 77312:	370.00
77313	07895 Refund	Kenneth Shifton Shifton refund	10/31/2014	77.00
			Total for Check Number 77313:	77.00
77314	07966 10-378407	Six Robblees Inc Six Robblees	10/31/2014	54.55
			Total for Check Number 77314:	54.55
77315	08205 CL05843 CL05856 CL05856 CL05856 CL05856 CL05856	Stein Oil Co. Inc. Stein Oil Stein Oil Stein Oil Stein Oil Stein Oil Stein Oil	10/31/2014	344.68 21.51 158.01 513.84 117.95 131.58
			Total for Check Number 77315:	1,287.57
77316	08743m Reimbursement Reimbursement	Arwen Ungar Unger reimbursement Unger reimbursement	10/31/2014	10.00 124.00
			Total for Check Number 77316:	134.00
77317	08745 W704F1424	United Parcel Service UPS	10/31/2014	58.74
			Total for Check Number 77317:	58.74
77318	08830 Oct 2014	US Postal Service US PS	10/31/2014	989.28
			Total for Check Number 77318:	989.28
77319	08943B 9733999278	Verizon Wireless Verizon	10/31/2014	40.01
			Total for Check Number 77319:	40.01
			Total for 10/31/2014:	89,579.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (29 checks):	89,579.04

Accounts Payable

Checks by Date - Detail by Check Date

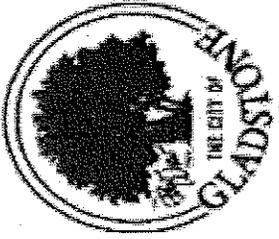
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
5472	04810	Merina and Company LLP	10/15/2014	
	UR 8987	Merina & Co.		2,500.00
	UR 9062	Merina & Co.		3,000.00
Total for Check Number 5472:				5,500.00
5473	06238	Oregon, State of	10/15/2014	
	UR AIE0037500	Oregon Gov Ethics Comm		25.41
Total for Check Number 5473:				25.41
Total for 10/15/2014:				5,525.41
Report Total (2 checks):				5,525.41

Accounts Payable Outstanding Invoices

User: sledoux
 Printed: 11/5/2014 - 11:25 AM
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Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00367A				Amazon				
001-029-231500	59.96	002550580456	09/10/2014	Amazon				11/12/2014
001-029-231500	399.00	087641788696	09/10/2014					11/12/2014
001-029-230500	28.24	165131441682	09/22/2014					11/12/2014
001-029-230500	28.24	230932443944	09/23/2014					11/12/2014
001-029-225500	59.99	060354901690	09/29/2014					11/12/2014
001-029-229500	6.21	135847011052	10/06/2014					11/12/2014
001-029-231500	29.98	135847011052	10/06/2014					11/12/2014
001-029-229500	25.99	175970653905	10/06/2014					11/12/2014
001-029-225500	4.59	175970653905	10/06/2014					11/12/2014
001-029-229500	38.99	175970653905	10/06/2014					11/12/2014
001-029-228500	16.60	088095005569	10/08/2014					11/12/2014
001-029-228500	5.29	282261524050	10/08/2014					11/12/2014
001-029-228500	15.00	292842583802	10/08/2014					11/12/2014
001-029-230500	8.90	079532771101	10/08/2014					11/12/2014
001-029-230500	53.82	079533820645	10/08/2014					11/12/2014
Vendor Total:	780.80							
Vendor 00434				American Security Alarms				
001-021-110500	59.85	60117	10/01/2014	American Security				11/12/2014
Vendor Total:	59.85							
Vendor 00438				Alexin Analytical Laboratories				
004-004-414500	360.00	19759	10/23/2014	Alexin Labs				11/12/2014
Vendor Total:	360.00							
Vendor 00603				Backflow Management Inc				
004-004-414500	2,205.00	7218	10/23/2014	Backflow Mgmt				11/12/2014
004-004-414500	2,050.00	7219	10/23/2014					11/12/2014
004-004-414500	34.00	7222	10/27/2014					11/12/2014
Vendor Total:	4,289.00							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00616				Baker & Taylor inc				
001-029-230500	338.43	4011019631	10/15/2014	Baker & Taylor				11/12/2014
001-029-230500	300.98	4011019663	10/15/2014					11/12/2014
001-029-230500	87.00	4011015134	10/10/2014					11/12/2014
001-029-230500	267.72	4011024312	10/20/2014					11/12/2014
001-029-230500	170.12	4011015119	10/10/2014					11/12/2014
001-029-230500	92.59	4011029037	10/23/2014					11/12/2014
001-029-230500	241.00	4011030175	10/23/2014					11/12/2014
001-029-230500	182.04	4011030118	10/24/2014					11/12/2014
001-029-230500	12.35	4011030214	10/23/2014					11/12/2014
001-029-230500	189.05	4011030138	10/24/2014					11/12/2014
001-029-230500	398.18	4011027205	10/22/2014					11/12/2014
001-029-230500	653.33	4011019024	10/14/2014					11/12/2014
001-029-230500	410.00	139511	10/07/2014					11/12/2014
Vendor Total:	3,342.79							
Vendor 00739				Beery,Elsner & Hammond LLP				
001-021-105500	100.00	11847	10/01/2014	Beery,Elsner & Hammond - Charter				11/12/2014
001-021-105500	192.50	11847	10/01/2014					11/12/2014
001-021-105500	297.50	11847	10/01/2014					11/12/2014
001-021-105500	280.00	11847	10/01/2014					11/12/2014
001-021-105500	1,547.98	11847	10/01/2014					11/12/2014
001-021-105500	125.00	11847	10/01/2014					11/12/2014
001-021-105500	2,097.90	11847	10/01/2014					11/12/2014
001-021-105500	160.00	11847	10/01/2014					11/12/2014
001-021-105500	2,257.33	11847	10/01/2014					11/12/2014
001-021-105500	665.00	11847	10/01/2014					11/12/2014
001-021-105500	157.50	11847	10/01/2014					11/12/2014
001-021-105500	2,957.25	11847	10/01/2014					11/12/2014
001-021-105500	3,348.61	11847	10/01/2014					11/12/2014
Vendor Total:	14,186.57							
Vendor 01621				County of Clackamas,				
003-003-303000	7,190.33	41363	11/01/2014	Clack Co.				11/12/2014
001-026-191500	2,040.00	40759	10/07/2014					11/12/2014
Vendor Total:	9,230.33							
Vendor 01630				Clackamas, County of				
001-025-174500	78.57	251-JN	10/29/2014	CC Fire Dist #1				11/12/2014
Vendor Total:	78.57							
Vendor 01640				Clackamas, County of				
001-026-194200	207.00	Annual Fee	10/14/2014	Clack Co. Public Health				11/12/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	207.00							
Vendor 01916				Comm Classifieds				
001-021-116500	83.70	264939	10/31/2014					11/12/2014
Vendor Total:	83.70							
Vendor 02168				Cycle Express				
001-025-175500	65.52	23895	10/16/2014					11/12/2014
001-025-175500	25.00	23909	10/22/2014					11/12/2014
Vendor Total:	90.52							
Vendor 02274				Detroit Industrial Tool				
004-004-406500	1,408.36	512041	10/16/2014					11/12/2014
Vendor Total:	1,408.36							
Vendor 02510g				Eastside Paving Inc				
005-005-515000	2,600.00	10231415	10/24/2014					11/12/2014
Vendor Total:	2,600.00							
Vendor 02540				Ed's Mower & Saw Shoppe				
004-004-407000	46.55	74030	10/14/2014					11/12/2014
004-004-407000	11.95	73991	10/13/2014					11/12/2014
Vendor Total:	58.50							
Vendor 02798				Factory Reps Co Inc				
004-004-408500	883.44	131545	10/24/2014					11/12/2014
Vendor Total:	883.44							
Vendor 02813H				Fastenal				
005-005-507000	30.31	ORCAN40368	10/17/2014					11/12/2014
Vendor Total:	30.31							
Vendor 03172G				GeoPacific Engineering				
005-005-515000	3,214.20	28343	10/24/2014					11/12/2014
Vendor Total:	3,214.20							
Vendor 03271				Gladstone Fire Department				
001-000-290114	800.00	Oct	10/31/2014					11/12/2014
Vendor Total:	800.00							
Vendor 03333p				Green, Irene				
001-029-225500	37.08	Reimbursemen	10/31/2014					11/12/2014

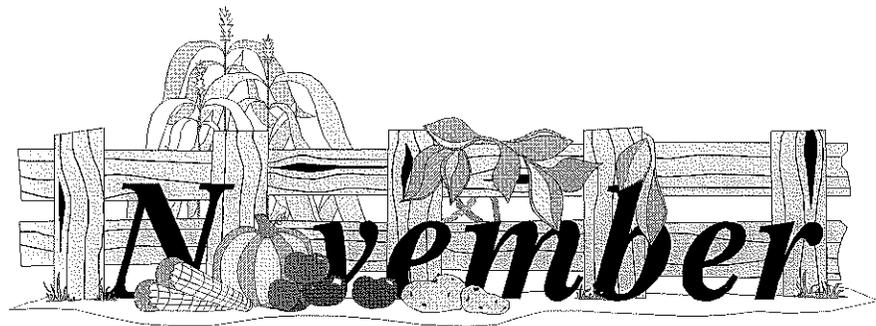
Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	37.08							
Vendor 03765				Dr. Houston				11/12/2014
001-025-180500	800.00	October 2014	10/31/2014					
Vendor Total:	800.00							
Vendor 03818				Honey Bucket				11/12/2014
001-026-195500	93.00	795850	10/13/2014					
001-026-195500	480.44	736707	10/15/2014					11/12/2014
001-026-195500	85.00	795920	10/20/2014					11/12/2014
001-026-195500	336.22	733538	10/03/2014					11/12/2014
001-026-195500	93.00	855205	10/05/2014					11/12/2014
Vendor Total:	1,087.66							
Vendor 03863M				In and Out Auto				11/12/2014
005-005-504500	41.46	23413	09/30/2014					
Vendor Total:	41.46							
Vendor 040701				Iron Horse Group				11/12/2014
003-003-303000	2,715.21	11085-T	10/20/2014					
Vendor Total:	2,715.21							
Vendor 04261M				Kimetic				11/12/2014
001-022-123000	3,000.00	Oct 2014	10/27/2014					
Vendor Total:	3,000.00							
Vendor 04561p				Life Assist				11/12/2014
001-025-180000	443.34	690135	10/16/2014					
Vendor Total:	443.34							
Vendor 04633m				Lord & Assoc				11/12/2014
003-003-303000	316.25	25811	10/24/2014					
Vendor Total:	316.25							
Vendor 046371				Lowe Mediation				11/12/2014
001-021-116000	700.00	10152014	10/15/2014					
Vendor Total:	700.00							
Vendor 04750				Masons Supply				11/12/2014
003-003-303000	190.00	980428-00	10/17/2014					
Vendor Total:	190.00							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 04770				McCoy Electric				
001-026-193500	572.38	210007	10/29/2014	McCoy Electric				11/12/2014
001-029-225000	3,970.98	209924	10/17/2014					11/12/2014
005-005-507000	356.40	210041	10/31/2014					11/12/2014
Vendor Total:	4,899.76							
Vendor 04810				Merina and Company LLP				
001-021-107500	2,000.00	25138	09/30/2014	Merina & Co.				11/12/2014
002-002-203000	2,000.00	25138 UR	09/30/2014					11/12/2014
Vendor Total:	4,000.00							
Vendor 04900				Midwest Tape				
001-029-231500	226.76	92270775	10/20/2014	Midwest Tape				11/12/2014
001-029-231500	249.04	92277085	10/22/2014					11/12/2014
001-029-231500	48.49	92270777	10/20/2014					11/12/2014
001-029-231500	33.99	92236252	10/08/2014					11/12/2014
001-029-231500	40.94	92236254	10/08/2014					11/12/2014
001-029-231500	28.84	92254020	10/14/2014					11/12/2014
001-029-231500	130.47	92254022	10/14/2014					11/12/2014
001-029-231500	78.27	92254023	10/14/2014					11/12/2014
001-029-231500	25.84	92253456	10/14/2014					11/12/2014
001-029-231500	53.28	92253458	10/14/2014					11/12/2014
001-029-231500	93.97	92258777	10/16/2014					11/12/2014
Vendor Total:	1,009.89							
Vendor 04976				Molina, Geneva				
001-022-124500	90.00	10142014	10/14/2014	Molina - Interpreter				11/12/2014
Vendor Total:	90.00							
Vendor 05521				Northwest Natural				
001-028-213500	139.81	148922-8	10/22/2014	NW Natural				11/12/2014
Vendor Total:	139.81							
Vendor 05547				Northwest Safety Clean				
001-025-181700	398.25	14-9240	10/22/2014	NW Safety Clean				11/12/2014
Vendor Total:	398.25							
Vendor 05641				Oak Lodge Sanitary Dist.				
003-003-304000	73,256.75	23-155001	10/31/2014	Oak Lodge Sanitary				11/12/2014
Vendor Total:	73,256.75							
Vendor 05675				Office Depot				

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001-029-225500	56.16	735516074001	10/16/2014					11/12/2014
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001-029-225500	106.03	734519898001	10/10/2014					11/12/2014
001-022-124500	36.99	735309977001	10/15/2014					11/12/2014
001-021-113000	100.68	735309916001	10/15/2014					11/12/2014
Vendor Total:	392.91							
Vendor 05694				Olympic Foundry				
003-003-303000	317.00	254531	10/29/2014					11/12/2014
Vendor Total:	317.00							
Vendor 06030				Oregon, State of				
004-004-414500	200.00	OHA fee	10/31/2014					11/12/2014
Vendor Total:	200.00							
Vendor 06540				Pacific Northwest Telco, Inc.				
001-021-110000	152.50	04-18063	10/29/2014					11/12/2014
001-021-110000	415.00	04-18060	10/29/2014					11/12/2014
Vendor Total:	567.50							
Vendor 06640				Paramount Pest Control Inc				
001-021-110500	48.00	68317	09/18/2014					11/12/2014
001-021-110500	48.00	69548	10/07/2014					11/12/2014
001-021-110500	48.00	69558	10/20/2014					11/12/2014
Vendor Total:	144.00							
Vendor 06715				MikePatterson Plumbing				
001-029-225000	719.36	C16394	10/13/2014					11/12/2014
Vendor Total:	719.36							
Vendor 06842				Petty Cash for benefit of				
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001-029-228500	14.76	Petty Cash	10/31/2014					11/12/2014
001-029-229500	17.95	Petty Cash	10/31/2014					11/12/2014
Vendor Total:	91.63							
Vendor 06866				Mark Pihl				
001-022-123500	1,386.00	Atty Fees	11/03/2014					11/12/2014
Vendor Total:	1,386.00							
Vendor 06936				Polyline LLC				
001-029-225500	107.78	PYSOINV000	10/20/2014					11/12/2014

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Vendor Total:	212.22							
Vendor 07021				PGE				
005-005-508000	15.91	666590 1	10/27/2014					11/12/2014
005-005-508000	139.30	514736 4	10/27/2014					11/12/2014
005-005-508000	65.54	345323 6	10/27/2014					11/12/2014
005-005-508000	57.99	12297 4	10/27/2014					11/12/2014
001-026-193500	74.79	336886 3	10/27/2014					11/12/2014
001-026-193500	118.60	512776 2	10/27/2014					11/12/2014
001-026-193500	47.23	634207 1	10/27/2014					11/12/2014
Vendor Total:	519.36							
Vendor 07027				Portland Habilitation Center	Portland Habilitation			
001-021-108500	403.74	85422	10/31/2014					11/12/2014
Vendor Total:	403.74							
Vendor 07060M				Portland Windustrial Co	Portland Windustrial			
003-003-303000	89.84	99141 00	10/23/2014					11/12/2014
004-004-406500	2,680.70	98798 01	10/15/2014					11/12/2014
004-004-406500	2,639.92	97762 00	10/21/2014					11/12/2014
Vendor Total:	5,410.46							
Vendor 07110				Powell's City of Books	Powell's Books			
001-029-230500	665.37	10684966	10/24/2014					11/12/2014
Vendor Total:	665.37							
Vendor 07370				Rawlings, Jaok E Jr	R-Supply			
001-025-175500	363.60	3558	10/28/2014					11/12/2014
Vendor Total:	363.60							
Vendor 07480				Research Technology Intl	RTI			
001-029-225500	315.95	187180	10/24/2014					11/12/2014
Vendor Total:	315.95							
Vendor 07898V				Short, C.A. Company	C.A. Short Co.			
001-021-117000	604.28	4123	10/29/2014					11/12/2014
Vendor Total:	604.28							
Vendor 07970				Six States Distributors Inc	Six States			
001-025-173000	119.70	08 642149	10/21/2014					11/12/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	119.70							
Vendor 08021		Smith, Jim Excavating Inc		Jim Smith Excavating				
005-005-515000	2,500.00	Howell Paving	10/20/2014					11/12/2014
003-003-303000	2,500.00	Howell Paving	10/20/2014					11/12/2014
Vendor Total:	5,000.00							
Vendor 08205		Stein Oil Co. Inc.		Stein Oil				
001-026-194000	176.40	CL05857	10/31/2014					11/12/2014
001-028-214000	167.48	CL05857	10/31/2014					11/12/2014
003-003-303000	80.33	CL05857	10/31/2014					11/12/2014
004-004-407000	143.34	CL05857	10/31/2014					11/12/2014
005-005-504000	885.58	CL05857	10/31/2014					11/12/2014
Vendor Total:	1,453.13							
Vendor 08402		Thayer, J Co.		Thayer				
001-021-113000	17.15	900012-0	10/29/2014					11/12/2014
Vendor Total:	17.15							
Vendor 08465		Tigard Sand & Gravel		Tigard Sand & Gravel				
004-004-406500	235.40	177127	10/18/2014					11/12/2014
003-003-303000	235.39	177127	10/18/2014					11/12/2014
Vendor Total:	470.79							
Vendor 08497		TLC Carpet Cleaning		TLC Carpet Cleaning				
001-025-175500	150.00	102714	10/27/2014					11/12/2014
Vendor Total:	150.00							
Vendor 08799		USA Blue Book		USA Blue Book				
003-003-303000	644.06	477508	10/16/2014					11/12/2014
Vendor Total:	644.06							
Vendor 08943A		Verizon Wireless		Verizon				
001-025-177800	342.62	9733999275	10/19/2014					11/12/2014
Vendor Total:	342.62							
Report Total:	155,340.23							



CORRESPONDENCE



Oregon Accreditation Alliance

1265 NW Thorn Drive
Albany, Oregon 97321
(541) 936-2602

October 30, 2014

Gladstone City Council Members

Accreditation programs have been in place in the United States for well over 100 years and originally came about as a means to protect public health and safety and to serve the public interest in the fields of Education and Medicine.

Accreditation at its core simply means standards of professionalism and quality. Accreditation provides public notice that an organization or program meets the highest standards of quality and best practices set forth by an accrediting body in that profession. Accreditation for an organization means that an agency is committed to self-study and external review by other professional peers not only to meet and maintain compliance with rigorous standards but to systematically review and internally assess its operations and procedures, and to continuously seek ways to improve, provide transparency, accountability and quality.

The push to create a law enforcement accreditation program began in earnest in 1979 with the first set of professional standards being published in 1983. The first law enforcement agency earned accredited status in 1984.

There are two ways a law enforcement agency can earn accredited status. The first is through the Commission on Accreditation for Law Enforcement Agencies (CALEA) which is a national program. The second is through a state accrediting body like the Oregon Accreditation Alliance. There are currently 25 other independent state accrediting bodies across the United States. The standards for all accrediting bodies are comprised of the same general areas and requirements and are regularly reviewed, updated and modified if necessary.

The Executive Directors of all state accrediting bodies maintain regular contact to continually review and update accreditation standards and to determine if any new standards need to be added or developed. This ensures consistency across the Country and an assurance that accreditation standards are up to date and currently reflect the best practice concepts for our profession.

The process of becoming accredited is generally the same for all accrediting bodies across the country. An agency completes a self-assessment phase

where all policies and procedures are reviewed, modified or new ones created to meet the requirements of accreditation standards. After that is complete, the agency compiles the necessary proofs of compliance for each standard to "prove" that they do what they say they do. When an agency is ready for official review by the accrediting body, an independent, trained and experienced assessor comes to the agency for a full inspection of the agency and its files to verify compliance with the required standards. This onsite process will generally take two days to complete. While onsite, if an assessor finds non-compliance issues, they can usually be corrected and compliance obtained during the onsite assessment. When that is complete, the assessor provides a recommendation and documentation of the onsite assessment review to the accrediting body Board of Directors for an award of original accreditation or re-accreditation for the agency involved. If the accrediting body Board of Directors concurs with the recommendation and documentation the agency is awarded accredited status.

On April 3 and 4, 2014, I conducted an onsite assessment of the Gladstone Police Department for original accreditation with the Oregon Accreditation Alliance. As a result of interviews and inspections over the course of the two-day onsite assessment I was able to verify compliance with all observable standards as well as those contained in the file review. The Agency's files were in good condition and overall, well organized. Files were complete and consistent in presentation, and at the conclusion of the onsite, included all necessary documentation.

The Gladstone Police Department uses a combination of Lexipol policies and GPD specific policies to provide policy guidance to its personnel. This is OK and provided the appropriate policy requirements for accreditation standards but is a little cumbersome and problematic when trying to find specific things in policy. I was informed during the onsite assessment that the agency is in the process of moving back towards a full Lexipol policy system which I believe is the best option. Only four files required minor corrections, modifications or additions to be made to meet applicable standards. These corrections were able to be made during the onsite visit and compliance obtained. I recommended the Gladstone Police Department for their initial award of accreditation to the Oregon Accreditation Alliance Board of Directors, after review of the recommendation and documentation the Board concurred and conferred that award.

The Oregon Accreditation Alliance was created in 2001 and is governed by a Board of Directors comprised of twenty current law enforcement and 911/communication executives. As previously noted, the Board of Directors provides the final review of an agencies eligibility to receive accredited status and approves all awards of accreditation as well as any modifications or additions to the law enforcement or communications standards.

There are currently 102 law enforcement standards comprising over 300 separate and individual components contained within those standards that must

be met for an agency to earn accreditation. The first award of accreditation for an agency is focused mainly on ensuring that policies, systems and processes throughout the organization are in place to meet the standard requirements. Additionally, the agency must "prove" they do what they say they do by providing proofs of compliance for each of the 102 standards and their respective components – unless a standard is deemed to be not applicable by function for the respective agency. It is rare that a first-time accredited agency will meet 100% of the over 300 separate components contained in the standards but they will meet in excess of 97% of them most of time. An award of reaccreditation requires 100% compliance with every component of every standard.

In Oregon currently, 33% of all law enforcement agencies are involved in seeking accreditation and only 22% of all agencies currently hold accredited status through the Oregon Accreditation Alliance. Successfully attaining accredited status is a rigorous undertaking that requires commitment and dedication.

If you have any other questions or need more information about accreditation in general or the Oregon Accreditation Alliance, please don't hesitate to contact either Chief Elwer or myself.

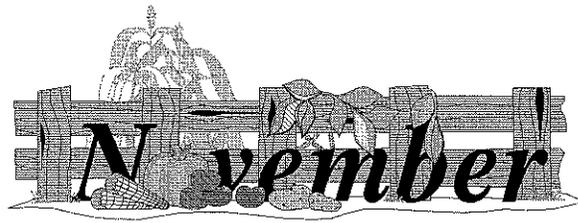
Respectfully submitted,



Edward Boyd
Executive Director
Oregon Accreditation Alliance
Chief of Police, Retired



Ken Elwer
Chief of Police
OAA Board Chair



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: November 4, 2014
Meeting Date: November 10, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Water and Stormwater Master Plans / Rate Studies

History/Background

City Council authorized the development of master plans for both water and stormwater utilities. The plans have been completed along with rate studies and submitted to the City by consultant Brown and Caldwell. Brown and Caldwell presented the plans to City Council at the October 28, 2014 work session.

Proposal

The purpose of this agenda item is for Brown and Caldwell to respond to any additional questions from City Council and point out changes to the master plans since the last meeting. If City Council deems the master plans complete staff would request a motion to accept the reports as complete. The action of accepting the report does not mean that City Council will implement the report as written. Staff would also propose soliciting public feedback regarding rates and the capital projects proposed in the reports. The next step would be to discuss implementation of the reports at a future meeting. At these future meetings City Council may choose to implement portions or the entirety of the reports.

Options

Do not accept the master plan reports as complete and request additional changes.

Cost Impact

Cost impact is outlined in the master plans. It is difficult to estimate the staff time involved with implementing the master plans over the course of decades.

Recommended Staff Action

Staff recommends city council accept the master plan reports as complete and authorize staff to solicit public comment at a future city council meeting.

Department Head: N/A
Date:

Administration: Pete Boyce
Date: 11/4/14

City of Gladstone Staff Report

Report Date: November 4, 2014
Meeting Date: November 10, 2014
To: City Council
From: Scott Tabor, Public Works Supervisor

AGENDA ITEM

Public Works Update

History/Background

Public works staff is reporting on the following projects: Barclay/Howell Street, 2014 paving and Cross Park ADA access ramp.

The Barclay/Howell Street project is complete with the exception of the final billing from the contractor and Clackamas County. Final billing should occur by the end of this week.

The 2014 paving project includes work done on East Hereford Street, Oatfield Road and East Arlington Street. These projects are complete. Final payment was being held until a final inspection determined if the projects met specifications outlined in the contract. Additional information from Sisul Engineering regarding Hereford Street is attached.

The Cross Park ADA access ramp is 80% complete. The contractor requested and was granted a time extension to complete the project. The extension was given due to difficulty finding a manufacturer to fabricate the hand rails for the project. Completion date is set for November 15, 2014.

Proposal

No city council action is required.

Options

N/A

Cost Impact

Final project costs will be reported to city council upon completion of project and/or final billing is received.

Recommended Staff Action

N/A No city council action is required.

Department Head: Scott Tabor
Date: 11/4/14

Administration: Pete Boyce
Date: 11/4/14

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SISUL ENGINEERING

A Division of Sisul Enterprises, Inc.

October 30, 2014

375 PORTLAND AVENUE, GLADSTONE, OREGON 97027

(503) 657-0188

FAX (503) 657-5779

City of Gladstone
525 Portland Avenue
Gladstone, OR 97027

ATTN: Pete Boyce, City Administrator

RE: City of Gladstone 2014 Pavement Rehabilitation Project; (J.O. SGL14-029)
Hereford Street Paving

Pete:

Scott Tabor requested that I submit a letter to you regarding the waviness of the asphalt on Hereford Street near Portland Avenue. As discussed by Rick Beyer of Brix Paving in his October 29, 2014 email to Scott Tabor and I, that I believe has been forwarded to you, when Hereford Street was milled, two pavement surfaces were uncovered, a hot mix asphalt pavement and an oil mat surface. These surfaces were of varying thickness throughout the street improvement project, as was expected. After milling, in certain locations, the pavement had been milled away exposing the rock base material. When the asphalt was placed on the differing surfaces below, the unevenness of the milled surface has to some degree reflected through to the surface pavement above.

Rick Beyer suggested that some of waviness may be due to the use of a 3/8" mix used on Hereford Street, which is a more tender mix than 1/2" mix. While a 1/2" mix is a more common mix for City streets, a 3/8" mix is an ODOT standard mix and the virgin 3/8" mix was recommended to the City for use on Hereford Street specifically due to its ability to flex over time with the additional flexibility providing for a longer performing surface. The General Technical Specifications used on the project were the 2008 Oregon Standard Specifications for Construction prepared by Oregon Department of Transportation and Oregon APWA. The mix design was submitted to me for review prior to paving and the design met all of the required parameters of the project specifications. Compaction tests on the finished pavement surface were performed by GeoPacific Engineering, Inc. and are attached with this letter. All compaction tests conducted on Hereford Street met the required 92 percent compaction of the maximum rice density outlined in the project specifications. I find no issue with the mix used or with Brix's level of compaction effort.

To avoid the unevenness of the milled surface, more expensive measures could have been taken to rehabilitate the street. A total rebuild down to subgrade would be one such approach. Rick Beyer mentioned in his email that another approach is to perform a 1-inch +/- pre-level lift of asphalt. He also mentioned that the cost to pre-level adds about an additional \$10 per ton to the price of the asphalt to be placed in a separate operation. The unit price for asphalt on Hereford Street for this project was \$79.19 per ton. Adding \$10 per ton for a pre-leveling operation would raise the unit cost to \$89.19 per ton. One inch of asphalt over the length of the Hereford Street improvement would have added approximately 670 tons of asphalt and \$59,757 to the cost of the project plus the additional expense to cold plane an additional inch of the existing pavement surface and dispose of it. With the increased depth of the mill, there would have been several more locations where the milling would have broken through the pavement to the rock base material below.

The cost to rehabilitate Hereford Street totaled \$158,149.03 plus a portion of project costs attributed to general conditions such as mobilization, erosion control and pollution control totaling \$9,580. The total cost of the Hereford Street rehabilitation was therefore in the neighborhood of \$170,000. Adding a 1-inch pre-level lift would have raised the improvement price by over \$60,000 to \$230,000+, an increase of more than 35 percent. To increase the cost of the project by this amount for an improvement intended as a ten-year repair, and not a long term fix, would likely not have been viewed as a worthwhile investment to some.

The project specifications do contain criteria for pavement smoothness. Section 00744.70 Pavement Smoothness (see attached) states that a 12 foot straightedge shall be used to test the pavement

6-2

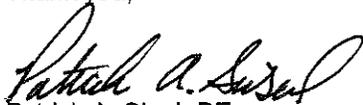
smoothness parallel and perpendicular to the centerline. The pavement surface shall not vary by more than ¼ inch. To my knowledge, the pavement surface has not been measured with a 12 foot straightedge. Section 00744.75 Correction of Pavement Smoothness states that one of the following methods should be used to correct pavement not complying with 00744.70:

- Remove and replace the wearing surface lift.
- Profile to a maximum depth of 0.3 inch with abrasive grinders equipped with a cutting head comprised of multiple diamond blades, and apply an emulsion fog seal as directed.

If measured and areas were found to be outside of the ¼ inch tolerance, and the City desired a correction to be performed, I would recommend the profile option, as to remove and replace the pavement lift would likely lead back to the existing condition. However, I am of the opinion that the City has paid for the AC mix and that to remove any of it, even if it is only 0.3 inch, would not be in the best interest of the City to repair this particular ride quality issue that may change over time due to the flexible nature of the material.

If you have any questions for me concerning this, please feel free to get in touch.

Thank you,



Patrick A. Sisul, PE

Enc.

14835 SW 72nd Ave
Portland, Oregon 97224
Tel (503) 598-8445 • Fax (503)941-9281



Real-World Geotechnical Solutions
Investigation • Design • Construction Support

DAILY FIELD REPORT

PROJECT: 2014 Pavement Rehabilitation Project

DATE: 9/30/14

CLIENT: City of Gladstone, Sisul Engineering

WEATHER: Clear 75°F

PERMIT NO.:

JOB SITE REPRESENTATIVE: Brix Paving

Inspection Notes: (Include location, testing data, substitutions/deviations, materials, and methods of construction, conformance statement, etc.)

TYPE OF OBSERVATION :

Nuclear Density Testing Asphaltic Concrete, Herford St, Gladstone, Oregon

GeoPacific technician Mike Baker onsite to conduct nuclear density testing of a pavement overlay at Herford St between Portland Ave and Oatfield Rd, in Gladstone, Oregon.

Upon arrival to the site Brix paving was placing asphalt from Knife River Coffee Lake 2-inches thick where Kerr Construction had conducted a grind of the existing pavement section. Nuclear density testing was conducted on the overlay section relative to 92 percent of the maximum rice density. Passing density test results were obtained at the locations tested and are reported in *Report of Field Asphaltic Concrete Density Tests* dated 9/30/14. The Rice density value was obtained from the Knife River Coffee Lake quality control manager.

DISTRIBUTION:

Pat Sisul, patsisul@sisulengineering.com

OBSERVED BY:

Mike Baker

GeoPacific Engineering, Inc. Signature

Information contained herein pertains to materials tested/inspected only. The fact that any particular work has been observed or tested does not waive the contractor's responsibility for the means and methods of construction, job site safety, or to comply with the contract documents. This information contained herein should be considered preliminary until review by the project engineer.

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14835 SW 72nd Ave
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Tel (503) 598-8445 • Fax (503)941-9281



Real-World Geotechnical Solutions
Investigation • Design • Construction Support

DAILY FIELD REPORT

PROJECT: 2014 Pavement Rehabilitation Project

DATE: 10/1/14

CLIENT: City of Gladstone, Sisul Engineering

WEATHER: Clear 75°F

PERMIT NO.:

JOB SITE REPRESENTATIVE: Brix Paving

Inspection Notes: (Include location, testing data, substitutions/deviations, materials, and methods of construction, conformance statement, etc.)

TYPE OF OBSERVATION:

Nuclear Density Testing Asphaltic Concrete, Hereford St, Gladstone, Oregon

GeoPacific technician Ryan Nelson onsite to conduct nuclear density testing of a pavement overlay at Herford St between Portland Ave and Oatfield Rd, in Gladstone, Oregon.

Upon arrival to the site Brix paving was placing asphalt from Knife River Coffee Lake 2-inches thick where Kerr Construction had conducted a grind of the existing pavement section. Nuclear density testing was conducted on the overlay section relative to 92 percent of the maximum rice density. Passing density test results were obtained at the locations tested and are reported in *Report of Field Asphaltic Concrete Density Tests* dated 10/1/14. The Rice density value was obtained from the Knife River Coffee Lake quality control manager.

DISTRIBUTION:

Pat Sisul, patsisul@sisulengineering.com

OBSERVED BY:

Ryan Nelson

GeoPacific Engineering, Inc. Signature

Information contained herein pertains to materials tested/inspected only. The fact that any particular work has been observed or tested does not waive the contractor's responsibility for the means and methods of construction, job site safety, or to comply with the contract documents. This information contained herein should be considered preliminary until review by the project engineer.

6-6

14835 SW 72nd Ave
 Portland, Oregon 97224
 Tel (503) 598-8445 • Fax (503) 941-9281



Real-World Geotechnical Solutions
 Investigation • Design • Construction Support

REPORT OF FIELD ASPHALTIC CONCRETE DENSITY TESTS

PROJECT: 14-3551, 2014 Pavement Rehabilitation Project **NUCLEAR DENSITY GUAGUE SERIAL #:** 34418

CLIENT: City of Gladstone **STANDARD COUNT:** 2289, 637

ASPHALT DESCRIPTION: Knife River Coffee Lake **METHOD OF TEST:** Backscatter

DATE	TEST NO.	TEST LOCATION	LIFT	RICE DENSITY (PCF)	COMP. SPEC. %	WET DENSITY	COMP. RESULT %
10/1/14	1	Hereford Street, 2-inch Grind and Overlay North Panel, @ Columbia Ave	Top	150.0	92	139.4	92.9
10/1/14	2	Hereford Street, 2-inch Grind and Overlay North Panel, 100 ft west of Columbia Ave	Top	150.0	92	138.9	92.6
10/1/14	3	Hereford Street, 2-inch Grind and Overlay North Panel, @ Cornell Ave	Top	150.0	92	139.7	93.1
10/1/14	4	Hereford Street, 2-inch Grind and Overlay North Panel, 100 ft west of Cornell Ave	Top	150.0	92	140.7	93.8
10/1/14	5	Hereford Street, 2-inch Grind and Overlay North Panel, @ Yale Ave	Top	150.0	92	138.8	92.5
10/1/14	6	Hereford Street, 2-inch Grind and Overlay North Panel, 100 ft west Yale Ave	Top	150.0	92	138.3	92.3
10/1/14	7	Hereford Street, 2-inch Grind and Overlay North Panel, @ Harvard Ave	Top	150.0	92	138.3	92.2
10/1/14	8	Hereford Street, 2-inch Grind and Overlay North Panel, 100 ft west of Harvard Ave	Top	150.0	92	139.1	92.7
10/1/14	9	Hereford Street, 2-inch Grind and Overlay North Panel, @ Chicago Ave	Top	150.0	92	140.1	93.4
10/1/14	10	Hereford Street, 2-inch Grind and Overlay North Panel, 100 feet west of Chicago Ave	Top	150.0	92	139.2	92.8
10/1/14	11	Hereford Street, 2-inch Grind and Overlay North Panel, @ Portland Ave	Top	150.0	92	139.9	93.3
10/1/14	12	Hereford Street, 2-inch Grind and Overlay South Panel, @ Columbia Ave	Top	150.0	92	138.2	92.1
10/1/14	13	Hereford Street, 2-inch Grind and Overlay South Panel, 100 ft west of Columbia Ave	Top	150.0	92	138.9	92.6
10/1/14	14	Hereford Street, 2-inch Grind and Overlay South Panel, @ Cornell Ave	Top	150.0	92	140.1	93.4
10/1/14	15	Hereford Street, 2-inch Grind and Overlay South Panel, 100 ft west of Cornell Ave	Top	150.0	92	139.2	92.8

REMARKS:

GeoPacific onsite to conduct nuclear density testing of asphaltic concrete. Test results met project specifications for compaction at the locations tested.

TESTED BY: Ryan Nelson

REVIEWED BY: BLC

Information contained herein pertains to materials tested/inspected only. The fact that any particular work has been observed or tested does not waive the contractor's responsibility for the means and methods of construction, job site safety, or to comply with the contract documents. This information contained herein should be considered preliminary until review by the project engineer.

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REPORT OF FIELD ASPHALTIC CONCRETE DENSITY TESTS

PROJECT: 14-3551, 2014 Pavement Rehabilitation Project **NUCLEAR DENSITY GUAGUE SERIAL #:** 34418

CLIENT: City of Gladstone **STANDARD COUNT:** 2289, 637

ASPHALT DESCRIPTION: Knife River Coffee Lake **METHOD OF TEST:** Backscatter

DATE	TEST NO.	TEST LOCATION	LIFT	RICE DENSITY (PCF)	COMP. SPEC. %	WET DENSITY	COMP. RESULT %
10/1/14	16	Hereford Street, 2-inch Grind and Overlay South Panel, @ Yale Ave	Top	150.0	92	139.1	92.7
10/1/14	17	Hereford Street, 2-inch Grind and Overlay South Panel, 75 feet west of Yale Ave	Top	150.0	92	139.5	93.0
10/1/14	18	Hereford Street, 2-inch Grind and Overlay South Panel, 150 feet west of Yale Ave	Top	150.0	92	138.6	92.4
10/1/14	19	Hereford Street, 2-inch Grind and Overlay South Panel, @ Harvard Ave	Top	150.0	92	139.4	92.9
10/1/14	20	Hereford Street, 2-inch Grind and Overlay South Panel, 100 ft west of Harvard Ave	Top	150.0	92	139.5	93.0
10/1/14	21	Hereford Street, 2-inch Grind and Overlay South Panel, @ Chicago Ave	Top	150.0	92	139.9	93.3
10/1/14	22	Hereford Street, 2-inch Grind and Overlay South Panel, 100 ft west of Chicago Ave	Top	150.0	92	140.3	93.5
10/1/14	23	Hereford Street, 2-inch Grind and Overlay South Panel, @ Portland Ave	Top	150.0	92	140.1	93.4

REMARKS:
 GeoPacific onsite to conduct nuclear density testing of asphaltic concrete. Test results met project specifications for compaction at the locations tested.

TESTED BY: Ryan Nelson **REVIEWED BY:** BLC

Information contained herein pertains to materials tested/inspected only. The fact that any particular work has been observed or tested does not waive the contractor's responsibility for the means and methods of construction, job site safety, or to comply with the contract documents. This information contained herein should be considered preliminary until review by the project engineer.

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(2) **Vertical Face** - After the mixture has reached the required density:

- Provide a smooth, vertical face the full depth of the course being laid at the location selected for the joint by sawing, cutting or other approved method.
- Remove the MHMAC material from the joint to the end of the panel. If removed before resuming paving beyond the joint, reconstruct the temporary end panel immediately by placing a bond-breaker of paper, dust, or other suitable material against the vertical face and on the surface to be occupied by the temporary end panel. Construct a full-depth panel at least 4 feet long, beginning at the sawed or cut joint, and taper it on a 1V:50H slope to zero thickness.

(3) **Excess MHMAC** - After completing a temporary end panel as specified, dispose of unused, remaining MHMAC as directed. Payment will be made for the entire load of MHMAC, but will be limited to only one load per joint per panel.

(4) **Resume Paving** - When permanent paving resumes, remove the temporary end panel and any bond-breakers. Clean the surface of all debris and apply a tack coat to the vertical edge and the surface to be paved.

(5) **Joint Requirements** - Compact both sides of the joint to the specified density. When tested with a straightedge placed across the joint, the joint surface shall conform to the specified surface tolerances.

(b) **Abutting Bridge Ends** - Compact the MHMAC abutting bridge ends and other rigid type structures in the transverse and/or diagonal direction, as well as longitudinally, as directed.

(c) **Bridge Deck Overlays** - Saw cut the wearing course of pavement directly over the joints in bridge decks, bridge end joints and end panel end joints as soon as practical but within 48 hours of paving each stage of the wearing course, unless otherwise directed. The saw cut shall be 3/8 inch wide, \pm 1/8 inch, and 1/2 inch less than the thickness of the panel of pavement, to a maximum depth of 1 1/2 inches.

Flush the saw cut thoroughly with a high-pressure water stream immediately after the cut has been made. Before the cut dries out, blow it free of water and debris with compressed air. Fill the joint with a poured filler from the QPL.

Finishing and Cleaning Up

00744.70 Pavement Smoothness - Furnish a 12 foot straightedge. Test with a 12 foot straightedge parallel to and perpendicular to the centerline, as directed. The pavement surface shall not vary by more than 1/4 inch. Mark areas not meeting the surface tolerance.

00744.75 Correction of Pavement Roughness - Immediately correct equipment or paving operation procedures when tests show the pavement smoothness does not comply with 00744.70. In addition, do the following:

(a) **Methods** - Correct surface roughness to the required tolerances, using one of the following methods as approved by the Engineer:

- Remove and replace the wearing surface lift.
- Profile to a maximum depth of 0.3 inch with abrasive grinders equipped with a cutting head comprised of multiple diamond blades, and apply an emulsion fog seal as directed.

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00744.75(b)

(b) Time Limit - Complete correction of all surface roughness within 14 calendar days following notification, unless otherwise directed.

Measurement

00744.80 Measurement - The quantities of MHMAC will be measured on the weight basis.

No deductions and no separate measurement will be made for asphalt cement, mineral filler, lime, anti-strip, or any other additive used in the mixture.

No separate measurement will be made for asphalt tack coat. An estimated amount of asphalt in tack coat will be listed in the Special Provisions.

Payment

00744.90 Payment - The accepted quantities of MHMAC incorporated into the project, whether or not recycled materials are used, will be paid for at the Contract unit price, per ton, for the item "Level ____, ____, MHMAC Mixture, ____".

The following will be inserted in the blanks:

- The level(s) of MHMAC (1, 2, 3) will be inserted in the first blank
- The type(s) of MHMAC (3/4 inch Dense, 1/2 inch Dense, 3/8 inch Dense), will be inserted in the second blank
- The words "in Leveling", "in Temporary", or "in Leveling and Temporary" will be inserted in the third blank when applicable

Payment will be payment in full for furnishing and placing all materials, and for furnishing all equipment, labor, and incidentals necessary to complete the work as specified.

No separate or additional payment will be made for the asphalt tack coat.

No separate or additional payment will be made for sawing, cleaning, and filling joints on bridge deck overlays.

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November 4, 2014

City of Gladstone
525 Portland Avenue
Gladstone, OR 97027

ATTN: Pete Boyce, City Administrator

RE: City of Gladstone 2014 Pavement Rehabilitation Project; (J.O. SGL14-029)
Hereford Street Paving

Pete:

As you requested last week, Steve Graves of the City of Gladstone Public Works Department and I measured the deflections in the pavement at several locations in Hereford Street today in order to determine whether the pavement smoothness met project specifications. Project specifications generally followed the 2008 Oregon Standard Specifications for Construction, except where specifically modified for the project. Specification Section 00744.70, Pavement Smoothness states that a 12 foot straightedge shall be used to test the pavement smoothness parallel and perpendicular to the centerline and that the pavement surface shall not vary by more than $\frac{1}{4}$ inch over the length of the straightedge. Because the question of the smoothness is in the direction of travel and not perpendicular to the direction of travel, we limited our measurements to parallel with the centerline and did not measure perpendicular to centerline.

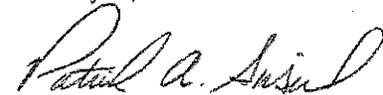
Below is a list the measurements taken and their approximate location. We typically found that pavement surface tends to have a wave of approximately $\frac{1}{16}$ inch over a distance of 30 to 60 inches. The largest single deflection that we found was slightly less than $\frac{1}{8}$ inch. Below are the individual measurements:

Approximate address	Side of Street	Variation	Approx. dist. between waves
135 E Hereford	north panel	$< \frac{1}{8}$ "	24 inches
150 E Hereford	north panel	$\frac{1}{16}$ "	48 inches
160 E Hereford	north panel	$\frac{1}{16}$ "	36 inches
	south panel	$< \frac{1}{16}$ "	40 inches
245 E Hereford	north panel	$< \frac{1}{16}$ "	48 inches
	south panel	$\frac{1}{16}$ "	48 inches
345 E Hereford	north panel	$< \frac{1}{16}$ "	65 inches
	south panel	$\frac{1}{16}$ "	36 inches
490 E Hereford	north panel	0	
	south panel	$\frac{1}{16}$ "	50 inches
545 E Hereford	north panel	$\frac{1}{16}$ "	62 inches
	south panel	$< \frac{1}{16}$ "	30 inches

After measuring from the 100 block to the 500 block and finding no measurements exceeding the permitted $\frac{1}{4}$ " variation, we stopped measuring. In summary, we found no areas exceeding the permitted variation of $\frac{1}{4}$ " in 12 feet.

If you have any questions concerning this, please feel free to get in touch.

Thank you,



Patrick A. Sisul, PE

City of Gladstone Staff Report

Report Date: November 4, 2014
Meeting Date: November 10, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Budget Amendment Update

History/Background

City Council requested staff to investigate amending the parks department budget by adding expenditure appropriations equal to the amount of revenue received by the city from the Lake Oswego/Tigard water line project (LOTWP). The City can pass a supplemental budget pursuant to ORS 294.471 if an occurrence of condition that was not known at the time the budget was prepared required a change in financial planning. Because these funds were received in the previous fiscal year and the decision to amend the budget was made after the regular budget process the criteria for a supplemental budget listed in ORS 294.471 cannot be met. The cash received by LOTWP is part of the general fund cash balance it will remain available to appropriate next fiscal year.

Proposal

Do not adopt a supplemental budget to increase park expenditures. Increase expenditures for parks in fiscal year 2015-2016. The benefit would be compliance with state budget law. The increased budget authority would not be realized until next fiscal year.

Options

Move forward with the supplemental budget. The benefit would be increased park expenditures this fiscal year. The downside would be violating state budget law and incurring an audit finding.

Cost Impact

By delaying the expenditure the city will receive interest on the funds received from LOTWP. Also additional park enhancements would be delayed until next fiscal year.

Recommended Staff Action

Staff recommends that city council not enact a supplemental budget.

Department Head:
Date:

Administration: Pete Boyce
Date: 11/4/14

Chapter 13—Budget changes after adoption

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year or biennial budget period [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6), renumbered from 294.435(6)]. A local government's appropriations are detailed in the resolution or ordinance making appropriations. Examples are shown at the end of Chapter 11. After the beginning of the fiscal year or biennial budget period, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriation categories created.

The method used to amend the budget is determined by the budgetary change needed. If the change involves a new fund or a new appropriation category, a supplemental budget is usually required. If the change is a transfer of appropriation authority (and the corresponding resources) from one fund to another, or within the same fund, then a resolution transfer is allowed. In some cases, the change falls within an exception to the Local Budget Law and the governing body may appropriate expenditures with no budget amendment required.

Supplemental budget

A supplemental budget is most often required when new appropriation authority is needed. For example, circumstances may require expenditures that were not budgeted, or you may receive revenue you did not plan for in your budget that you want to spend in the current fiscal year. A supplemental budget is usually not required if appropriations are not being changed.

Although a supplemental budget is usually associated with the expenditure of new appropriations and increased revenues, it can also be used for other purposes. For example, a supplemental budget is usually required to create a new fund during the fiscal year or when transferring appropriation authority to an appropriation category that doesn't already exist in the adopted budget.

Supplemental budgets are good only through the end of the fiscal year or biennium in which they are adopted. They cannot be used to authorize changes in a prior year's budget. Preparing a supplemental budget does not authorize the governing body to impose additional ad valorem taxes [ORS 294.471(4), renumbered from 294.480(4)].

When can a supplement budget be prepared?

A local government may prepare a supplemental budget if one or more of the following circumstances exists (ORS 294.471, renumbered from 294.480):

- An occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.
- A pressing necessity creates a need for prompt action.
- Unexpected funds are made available by another unit of federal, state or local government.
- A request for services or facilities is received and the cost will be paid for by a private individual, corporation or company, or by another governmental unit, and the amount of the request could not have been known for certain at the time the budget was prepared.
- Proceeds from the involuntary destruction, involuntary conversion, or sale of property have necessitated the immediate purchase, construction or acquisition of different facilities to carry on governmental operations.
- A sufficiently greater amount of ad valorem taxes than estimated are received during the fiscal year such that the difference will significantly affect the level of government operations to be funded by those taxes for the current year.
- A local option tax, as described in ORS 294.476 (renumbered from 294.435), is approved by the voters and certified for extension on the tax roll for the current tax year.
- Available resources are reduced requiring the governing body to reduce appropriations.

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There are also specific circumstances when a supplemental budget is not required to make expenditures that are not in the adopted budget. See "Exceptions to Local Budget Law" at the end of this chapter.

When is a supplemental budget not allowed?

A supplemental budget cannot authorize spending an unappropriated ending fund balance, except when necessitated by involuntary conversion or a civil disturbance or natural disaster [ORS 294.481 (renumbered from 294.455)]. It also cannot be used to spend the tax raised above the estimated amount stated in the ballot for a rate-based local option tax [ORS 280.075(2)].

Process and preparation

A supplemental budget may adjust one fund or several. If a supplemental budget is necessary, the process for preparing it must be determined. The process depends on the size of the change in the adopted expenditures. For the purpose of determining which process to use, fund expenditures in the adopted budget do not include unappropriated ending fund balance, amounts reserved for future expenditure, interfund transfers, or contingency amounts. The adopted expenditures amount is the amount in the budget as most recently amended prior to the supplemental budget currently being considered

10 percent or Less

When a supplemental budget will adjust fund expenditures by 10 percent or less the supplemental budget may be adopted at a regularly scheduled meeting of the governing body. The budget committee is not required to be involved. If the supplemental budget is adjusting more than one fund, the adjustment to each fund must be 10 percent or less.

Notice of the regular meeting at which the supplemental budget will be adopted must be published at least five days before the meeting. The notice must include a statement that a supplemental budget will be considered at the meeting. [ORS 294.471(3), renumbered from 294.480].

At the meeting, the governing body approves a resolution adopting the supplemental budget and making any necessary appropriations. The resolution must state the need for, purpose and amount of any appropriations being approved.

More than 10 percent

If the proposed supplemental budget will change any fund's expenditures by more than 10 percent or will create a new fund or a new appropriation category, then a public hearing must be held and public comment taken before adoption of the supplemental budget. The hearing is held by the governing body. The budget committee is not required to be involved. At the hearing, the governing body must hear comments and questions from any person who wishes to speak.

Not less than five days before the hearing, a notice of hearing and a summary of the changes proposed in the funds that differ by more than 10 percent must be published using one of the methods used to publish the notice of the original budget hearing. The published summary of changes must include, for each fund being adjusted by more than 10 percent, the name of the fund, the source and amount of any resources that are changing, the new appropriation amount for any new appropriation categories or any appropriations that are changing by more than 10 percent, and the fund's revised total resources and requirements (ORS 294.473, renumbered from 294.480).

The Department of Revenue provides a form that can be used to publish the summary of the supplemental budget. The form is titled "Notice of Supplemental Budget Hearing," and is included in the packet of budget forms available at: <http://www.oregon.gov/dor/ptd/pages/localform.aspx>. The form number for municipal corporations is 150-504-073-8, for education districts is 150-504-075-7 and for urban renewal agencies is 150-504-076-6. A paper copy of the form is available in the annual forms booklet.

Following the hearing, the governing body must pass a resolution or ordinance to adopt the supplemental budget and make any necessary appropriations.

Note that the amount by which fund expenditures are being changed has no effect on whether a supplemental budget is required. The "10 percent rule" only determines the process used to adopt a supplemental budget;

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not whether a supplemental budget is required. It is common to need a supplemental budget even if the expenditures are changing by less than 10 percent. Whether a supplemental budget is required is determined by the criteria in ORS 294.471 and 294.473 and by whether some other "exception to Local Budget Law" can be found that describes the situation and allows the contemplated change without a supplemental budget. See "Exceptions to Local Budget Law" at the end of this chapter.

Completing the notice of supplemental budget hearing

The form provided by the Department of Revenue for publishing notice of a supplemental budget is designed to provide summary information on the changes being made by the supplemental budget. Prepare a summary for each fund that is changing by more than 10 percent. For each such fund, indicate the new total of each resource item that is changing, the new total for each expenditure category that is changing, and the new fund total resources and requirements. Do not show resource items or expenditure categories that are not changing. Note that the new fund total may not equal the amount of the changes shown in the summary because there could be other resources or requirements in the fund that are not changing.

Reflecting a supplemental budget in next year's budget document

When preparing the budget detail sheets for the coming fiscal year, revise the figures in the column "Adopted Budget This Year" to include the changes made by any supplemental budgets during the current year.

Resolution transfers

The adopted budget may include budgeted transfers of resources between funds. In addition, it often becomes necessary after the budget is adopted to transfer appropriation authority (and in some cases, resources) from one fund to another or between appropriation categories within the same fund. The governing body may authorize some transfers of appropriation authority by passing a resolution or ordinance. A transfer of appropriation authority is a decrease of one existing appropriation and a corresponding increase of another existing appropriation, with no net change in the total amount of all appropriations [OAR 150-294.450(3)(1)]. In general, a resolution may not be used to authorize the creation of a new appropriation category that does not already exist. That requires a supplemental budget. The only exception to this rule is the creation of a "transfer" appropriation category used to transfer resources from one fund to another when a corresponding appropriation is also being transferred to the same target fund.

The resolution or ordinance authorizing a transfer must state the need for the transfer, the purpose of the expenditure, and the amount to be transferred [ORS 294.463(1) and (3), renumbered from 294.450(1) and (3)].

Transfers authorized by resolution can occur either within a fund, or from one fund to any other fund [ORS 294.463(3), renumbered from 294.450(3)].

Intrafund transfers

Appropriations can be transferred within a fund from an existing appropriation category to another existing appropriation category by resolution or ordinance. For example, appropriation authority can be transferred from a fund's existing materials and services appropriation to the fund's existing capital outlay appropriation. The materials and services category is decreased and capital outlay is increased by an equal amount. The net change in the fund's total appropriations is zero.

Intrafund resolution transfers do not require the transfer of resources. No additional revenue is received by the fund; the expenditures are just shifted from one appropriation category to another.

Contingency transfers

A common situation in which appropriations are transferred from one category to another within a fund is when a specific need is identified for money that was budgeted and appropriated as operating contingency. To make the expenditure, the appropriation authority must be transferred from the contingency category to the appropriation category from which it will be expended. The contingency appropriation is reduced and the receiving appropriation category is increased by the same amount so the fund remains in balance.

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The amount which may be transferred from contingency by resolution is limited to 15 percent of the total appropriations in the fund [ORS 294.463(2), renumbered from 294.450(2)]. Transfers of contingency which in total exceed 15 percent in a year may be made only after adopting a supplemental budget for that purpose. If there is no existing appropriation in the category in which the desired expenditure falls, a supplemental budget is required to create the new appropriation.

Example of the 15 percent calculation: If the appropriations in a fund total \$100,000, including \$20,000 for general operating contingency, only 15 percent, or \$15,000, of the appropriations, may be transferred from the contingency appropriation by resolution or ordinance. The remaining \$5,000 of contingency can be transferred only through a supplemental budget.

Interfund transfers

Appropriations can be transferred during the fiscal year from one fund to another fund by a resolution or ordinance. A transfer of resources is also sometimes required when appropriations are moved between funds. Resources by themselves cannot be transferred between funds by resolution. If the fund does not have an appropriation category for "transfer to other funds," one may be created as part of the resolution or ordinance [OAR 150-294.450(3)(4)]. This is the only circumstance in which a budget appropriation category may be created by resolution or ordinance during the fiscal year.

Appropriations in the receiving fund are increased by the amount of the transfer, and the resources available to that fund are also increased by the amount of resources transferred from the originating fund. Appropriations in the originating fund are reduced, as are the resources. Expenditures in the originating fund are then limited by the reduced appropriation authority and reduced resources.

Example:

As the fiscal year begins, the city has made its general fund and utility fund appropriations as follows:

Existing appropriations

General fund		Utility fund	
Administration	\$50,703	Materials & services	118,700
Police	131,103	Capital outlay	<u>1,000</u>
Fire	27,170	Utility fund total	\$119,700
Transfers out	7,500		
Contingency	<u>5,000</u>		
General fund total	\$221,476		
Total appropriations all funds	\$341,176		

Scenario: Because of the required repair of a major water leak, \$2,000 of contingency in the general fund will be transferred to the utility fund materials & services.

Step 1—Intrafund transfer of contingency appropriation

	Existing	Changes	Adjusted
Administration	\$50,703	-0-	\$50,703
Police	131,103	-0-	131,103
Fire	27,170	-0-	27,170
Transfers out	7,500	2000	9,500
Contingency	<u>5,000</u>	<u>(2,000)</u>	<u>3,000</u>
Total	\$221,476	-0-	\$221,476

\$2,000 of the general fund contingency appropriation is transferred to the appropriation category "transfers out." This \$2,000 of the general fund appropriation and resources can now be transferred to the utility fund.

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Step 2—Interfund transfer (appropriation received in utility fund)

	Existing	Changes	Adjusted
Materials and services	\$118,700	2,000	\$120,700
Capital outlay	<u>1,000</u>	<u>-0-</u>	<u>1,000</u>
Total	\$119,700	2,000	\$121,700

The utility fund material & services appropriation is increased \$2,000 so the additional expenditures can be made. The fund's resources are also increased by the same amount, so the fund remains in balance.

Total appropriations after transfers

General fund	\$221,476
Utility fund	<u>121,700</u>
Total appropriations all funds	\$343,176

The total appropriations in all funds have increased \$2,000 because of the new amount of capital outlay appropriation in the utility fund.

Appropriation vs. line item transfers

Notice that this discussion has been of transferring appropriation authority. It has been about changing the amounts in the appropriation categories within a fund, not necessarily the amounts budgeted for individual line items. A governing body may choose to appropriate all the way down to the level of line item detail, but that is not common. More often, a local government appropriates only to the level of detail that is required by ORS 294.456 (renumbered from 294.435). That is, in each fund, most local governments appropriate only to the level of organization unit or program or by the major object classifications of personnel services, materials and services, capital outlay, debt service, transfers, contingencies, and special payments. Schools generally appropriate only to the "function" level of detail in each fund. The function categories are: instruction, support services, enterprise and community services, facilities acquisition and construction, interagency/interfund transfers, debt service and contingency.

Assuming that a local government appropriates only to the level required by ORS 294.456 (renumbered from 294.435), the amounts expended for an individual budget line item within each of those appropriation categories can exceed the budgeted amount for that individual line item without the necessity of transferring or otherwise changing appropriations, as long as some other budgeted line item expenditure is reduced, so the total for the appropriation category is not exceeded. In other words, the limitation is the amount of the appropriation, not the amount budgeted for an individual line item.

Interfund loans

A local government may loan money from one fund to another, provided the loan is authorized by an official resolution or ordinance (ORS 294.468, renumbered from 294.460). The resolution or ordinance must state the fund from which the loan is made, the fund to which the loan is made, the purpose of the loan, and the principal amount of the loan. If the loan is an operating loan (that is, to pay for operating expenses), it must be repaid to the fund from which it is borrowed by the end of the fiscal year, or the repayment must be budgeted and made in the next fiscal year.

If the loan is a capital loan (that is, for the acquisition of a capital asset), it must be repaid in full within 10 years of the date of the loan. The resolution must set forth a schedule under which the principal and interest is to be budgeted and repaid. It must also state the rate of interest. The rate of interest may be the current rate of return on monies invested in the local government investment pool under ORS 294.805 to 294.895, or may be such other rate as the governing body determines.

If the loan will be repaid in the current fiscal year, no action by the governing body is necessary in regard to the budget. The current budget is not adjusted to show the loan transaction. The local government's accounting records will show the loan and the repayment.

If the loan will be repaid in one or more future fiscal year(s), the loan repayment must be budgeted and a separate debt service appropriation made for the expenditure. Do not show the loan amount as a deficit resource [OAR 150-294.361(1)(B)]. This is not an acceptable budgeting practice.

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With two exceptions, loans may be made from most funds. Loans may not be made from debt service funds. Loans made from debt service reserve funds created to provide additional security for outstanding bonds or other borrowing obligations are limited to amounts in the fund that are in excess of the amount the local government has covenanted to maintain in reserve.

Loans may not be made from moneys credited to any fund when there are constitutional provisions that restrict those moneys to specific uses, unless the purpose for which the loan is made is a use allowed under such constitutional provisions [ORS 294.468(1)(c), renumbered from 294.460(1)(c)]. An example of such a constitutional provision is the restriction in Art. IX, Section 3a on the use of revenue from the state taxes on motor vehicle ownership, use and fuel. Generally, these monies may only be used to pay for roads, highways and related projects. This money is distributed to counties and cities through revenue sharing. You could not loan these monies for any use other than the uses specified in Art. IX, Section 3a.

Budget reduction

If a local government will not realize the amount of resources it estimated, and this shortfall will not be offset by receipts of another resource in the same fund, the amount of the appropriations and expenditures may be reduced. A shortfall in revenue can be revealed by periodic financial reports, a procedure which should be a fundamental administrative practice of all local governments. The governing body may choose to simply spend less and not use all of its appropriation authority in order to keep expenditures within the amount of available resources. Alternatively, the governing body may choose to adopt a supplemental budget that reflects the reduced resources and appropriations.

Exceptions to local budget law

To lawfully spend money, a local government must follow the requirements of Local Budget Law [ORS 294.338(1), renumbered from 294.326(1)]. Often this means adopting a supplemental budget before making expenditures that exceed existing appropriation authority. However, certain situations constitute exceptions to the general requirements of Local Budget Law. If one of the following descriptions applies to your situation, then a supplemental budget may not be required. Refer to the statute cited for complete details.

Specific purpose grants and gifts

Expenditure of grants, gifts, bequests or devises transferred to the local government in trust for a *specific purpose* may be made after enactment of an appropriation resolution or ordinance authorizing the expenditure [ORS 294.338(2), renumbered from 294.326(2)]. However, expenditure of undesignated *general purpose* grants, gifts, bequests or devises that exceed budgeted appropriations can only be made after adoption of a supplemental budget. Any portion of a specific purpose grant, gift, bequest or devise that will be spent in a fiscal year following the year in which they are received should be included as a resource in the regular budget for that future year and the expenditure must be appropriated. An exception are expenditures that were originally planned in the year of receipt, but because of unforeseen circumstances, were instead unexpectedly carried over to the following year. Such expenditures can be appropriated in the second year by resolution or ordinance under the "unforeseen occurrence" provision of ORS 294.338(3).

Unforeseen occurrence or condition / nontax funds

If the governing body declares the existence of an unforeseen occurrence or condition that could not have been foreseen at the time of the preparation of the budget, or the existence of an unforeseen pressing necessity for an expenditure, or if it receives a request for services or facilities for which the cost will be paid by another entity, then the governing body may appropriate for that purpose by resolution or ordinance, to the extent that nonproperty tax funds are available for the expenditure [ORS 294.338(3), renumbered from 294.326(3)].

Bond proceeds

Unbudgeted expenditures of proceeds from the sale of revenue bonds, general obligation bonds approved by the voters during the current fiscal year, or refunding bonds may be made during the current year without a supplemental budget [ORS 294.338(4), renumbered from 294.326(4)]. A resolution or ordinance may be enacted to establish a special revenue fund or a capital project fund for the bond proceeds if none exists, and to appropriate the proceeds.

Bond debt service

Expenditures to pay debt service on certain bonds which are authorized and issued during the fiscal year may be made without adopting a supplemental budget [ORS 294.338(5), renumbered from 294.326(5)]. A resolution or ordinance may be enacted to establish a debt service fund if a suitable fund does not already exist, and to appropriate the principal and interest payments.

Other bond exceptions

Expenditure of funds from the sale of conduit revenue bonds, or funds irrevocably placed in escrow for the purpose of defeasing and paying bonds, or of prepaid assessments to redeem bonds, or of debt service reserves used to pay or defease debt service may be made without adopting a supplemental budget [ORS 294.338(5), renumbered from 294.326(5)].

Local improvement assessments

Expenditure of funds received from assessments against benefited property for local improvements may be made without adopting a supplemental budget [ORS 294.338(6), renumbered from 294.326(6)].

Deferred employee compensation

Expenditure of funds accumulated to pay deferred employee compensation may be made without adopting a supplemental budget [ORS 294.338(7), renumbered from 294.326(7)].

County tax refunds

The county tax collector may pay property tax refunds under ORS 311.806, including refund interest, without those payments being budgeted by the county [ORS 294.338(8), renumbered from 294.326(8)].

Purchase refunds

Expenditures of money refunded after a purchase has been returned may be made after enactment of a resolution or ordinance appropriating the expenditure [ORS 294.338(9), renumbered from 294.326(9)].

New districts

A newly formed municipal corporation is not required to prepare a budget for the fiscal year in which it is formed. If a new district is formed between March 1 and June 30, it is not required to prepare a budget for the following fiscal year either [(ORS 294.338(10), renumbered from 294.326(10)].

School emergency

If the governing body of a school district or community college declares that an emergency exists, and that additional expenditures are necessary to provide adequate facilities, supplies or personnel for the proper instruction of pupils for the remainder of the budget year, and additional money is available from the federal government or the ESD under ORS 334.370, the board may make such expenditures without adopting a supplemental budget (ORS 294.478, renumbered from 294.440).

Natural disasters

Expenditure of funds to deal with involuntary conversion or damage or destruction from a civil disturbance or natural disaster may be made from any available source of revenue after the governing body enacts a resolution or ordinance authorizing the expenditure or after it adopts a supplemental budget (ORS 294.481, renumbered from 294.455).

Pass through payments

An appropriation for pass through payments that are made to another organization from taxes, fees or charges may be increased by resolution if the actual amount collected exceeds the budgeted estimate [ORS 294.466, renumbered from 294.450].

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Internal service expenditures

An appropriation for internal service payments made from one part of an organization to another may be increased by resolution (ORS 294.343, renumbered from 294.470).

Abolish unnecessary fund

A fund may be declared unnecessary and abolished during the fiscal year by resolution or ordinance. Any monies remaining in the fund are transferred to the general fund unless other provisions were made when the fund was originally created (ORS 294.353, renumbered from 294.475).

City of Gladstone Staff Report

Report Date: November 4, 2014
Meeting Date: November 10, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Discussion Regarding Library Ballot Measure

History/Background

The City Council appointed Library Advisory Committee (LAC) held six meetings, the first on February 10, 2014 and the last on May 5, 2014. The ambitious timeline was challenging but the LAC members provided valuable input to help form a considerably different project from the last library plan. City Council held a work session on May 27, 2014 to discuss the LAC and staff recommendations regarding the proposed library project. Staff committed to drafting a ballot measure for discussion at the June 10, 2014 City Council meeting. The ballot measure contemplates the following:

- A total minimum project budget of \$6.4 million – this could be increased if other non-city funds are identified
- The facility would be between 13,000 to 16,000 square feet dependent on final construction estimates
- Construction of the facility in the Portland Avenue area between the high school and the Clackamas River.
- No City/Urban Renewal cash contribution
- Future library operations would be funded by Library District funds and any other non-city funds that may come available

November 4, 2014 initial ballot results indicate that the library ballot measure has passed.

Proposal

Complete intergovernmental agreements with Clackamas County and search for property to locate facility. Complete needs analysis in order to determine if it is beneficial to construct a City Hall with the library. If the plan were to include a city hall additional voter approval will be needed.

Options

Move forward with library project and do not include city hall. This option would allow the library project to proceed without a delay due to additional voter approval for the city hall.

Cost Impact

There would be no tax increase to residents of Gladstone as no city funds will be used that could be committed to a competing City project. The City's general fund contribution to library operations would be discontinued. The staff expectation is that the library department would be moved from the City's general fund to a special revenue fund and that no city or urban renewal funds could be used for construction or operation of the facility.

Recommended Staff Action

Staff recommends that city council authorize staff to complete the IGA with Clackamas County and begin search for property.

Department Head:
Date:

Administration: Pete Boyce
Date: 11/4/14

City of Gladstone Staff Report

Report Date: November 4, 2014
Meeting Date: November 10, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

City Hall/Police Station Proposal

History/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 Carleton/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 City Hall/Police Station facility. Estimates range from a low of \$5.1 million to \$6.4 million on the Webster site to \$6.5 to \$8 million on the current city hall/police station site. City Council has authorized staff to apply for a grant that can provide up to \$1.5 million in funds to seismically upgrade the existing police station but not the city hall. At its July 2014 meeting City Council requested the City Administrator develop a plan regarding the City Hall/Police Station facility. This same proposal was considered by city council at its September 9, 2014 meeting. Consensus of the council was to reconsider the proposal following the November 4, 2014 election in order to determine if voters would approve the library ballot measure.

Proposal

New construction. Cost savings could be realized by combining the library and city hall. In order to determine an estimate a consultant would need to develop a space needs analysis for the library and analyze the opportunities for sharing space with city hall. These opportunities to share space include, rest rooms, staff break areas, utility rooms, etc. The police station could be reconstructed at the current city hall/police station location next to the fire station. This would keep emergency services at one location allowing efficient interaction and communication. Property will need to be acquired for the library/city hall facility. If located near the police station/fire station there may be the opportunity for shared parking. The old library location could be used for police parking.

Options

Option 1 – Replace the roof and repair the building envelope \$600,000. Pros: Maintains facility at current location, least expensive proposal and quickest construction time. Cons: Large investment in building appraised at \$370,000, does not address police space needs including secure parking, does not address ADA and the old structure may require additional repair if unknown structural defects are found during construction.

Option 2 – Bring entire building up to current building code \$2.9 million. Pros: Maintains facility at current location, less expensive than new construction. Cons: Large investment in building appraised at \$370,000, does not address police space needs including secure parking, the old structure may require additional repair if unknown structural defects are found during construction, may use urban renewal funds that could be used for competing projects, would need to amend urban renewal plan and boundary to include project and location provided urban renewal financing is used.

Option 3 – New construction \$5.1 million (does not include possible land acquisition expenses). Pros: New facility/facilities could be designed to meet current and future needs of City government, increased energy efficiency, designed to enhance customer service. Cons: Requires larger initial investment, land acquisition, may use urban renewal funds that could be used for competing projects, would need to amend urban renewal plan and boundary to include project and location provided urban renewal financing is used.

Cost Impact

The library expense if approved by voters would not use any city funds. It is recommended that the city hall and police construction use state revenue sharing and urban renewal funds. Staff is not recommending a bond that would increase taxes. The overall expense would include the \$5.1 million to construct and design the facility, land acquisition expenses, and the cost of a construction manager. The total cost of the project could reach \$6 million. The \$5.1 million construction/design estimate is at the lower range provided by the consultant and is based on using the City owned Webster property. The new analysis would consider construction based on a generic property in the Portland Ave. area.

City staff time over the course of the project is difficult to estimate but would be considerable. Staff will need to negotiate contracts, prepare ballot measures, assist architects in designing the facility, monitor construction, etc.

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. In order to reduce the cost of the project staff is recommending using existing urban renewal and city state revenue sharing funds to reduce any potential interest expense.

Recommended Staff Action

Staff recommends City Council accept above proposal and authorize staff to hire a consultant to finalize library needs analysis and update construction estimates. A financial consultant and legal review is also requested. The requested consultant services could cost the City up to \$7,000. Once an updated analysis is acquired staff would return to City Council for final approval.

Department Head:
Date:

Administration: Pete Boyce
Date: 11/4/14

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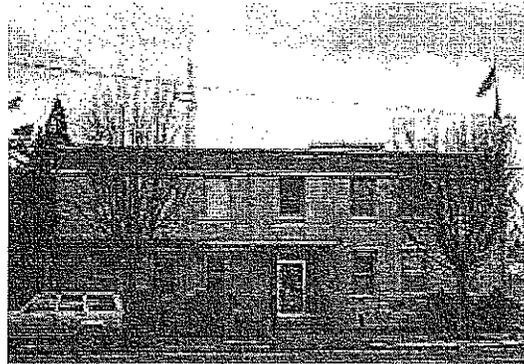
Professional Roof Consultants, Inc.
1108 SE Grand Avenue Suite 300
Portland, OR 97214

Voice: 503 280-8759
Fax: 503 280-8866

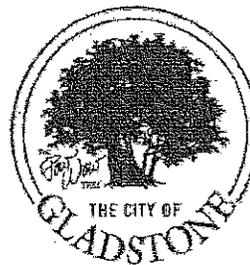
ProfessionalRoofConsultants.com

ROOF EVALUATION REPORT

Evaluation of existing roof and flashing systems at the City
Hall in Gladstone, Oregon



PRESENTED TO:



CITY OF GLADSTONE
525 PORTLAND AVENUE
GLADSTONE, OR 97027

OCTOBER 22, 2010

PROJECT # R2846.01

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TABLE OF CONTENTS

1. INTRODUCTION
2. EXISTING CONDITIONS & FINDINGS
3. SUMMARY
4. SUPPORTIVE INFORMATION
 - ✓ ROOF EVALUATION FORMS
(IDENTIFY EXISTING CONDITIONS)
 - ✓ DESIGN OPTION FORMS
(INDICATE NEXT ACTION & COST)



1.

INTRODUCTION

1. Introduction



On August 24, 2010, City of Gladstone retained Professional Roof Consultants, Inc. (PRC) for the purpose of performing an evaluation of the existing roof and flashing systems which cover the City Hall in Gladstone, Oregon. The roof evaluation was performed for the purpose of determining the overall roof condition and to present recommended actions based on specific conditions observed, as well as associated costs. The evaluation of the buildings was performed on September 13th and 15th, with the results of the evaluation presented herein.

Information presented within this report has been divided into several different sections. The following is a brief summary description of what can be found within each section.

1. INTRODUCTION

This section, which describes the report contents as well as the tasks and procedures associated with the retrieval of information and assembly of the report, identifies referenced standards, and summarizes the ultimate goals of the evaluation and survey.

2. EXISTING CONDITIONS & FINDINGS

This section identifies individual components, and describes the existing conditions observed during the site visit, with the findings determined through technical investigations. Photographic documentation is included within this section.

3. SUMMARY

A summary of the conditions found and conclusions drawn from each part of this evaluation, along with recommendations and related costs.

4. SUPPORTIVE INFORMATION

Supportive documentation that includes existing conditions observed as well as future recommendations and budgetary cost estimates.

A number of tasks were performed and completed in order to present the desired results for this evaluation. Primary tasks that were accomplished in order to present the required information include the following:

1. An on-site field inspection, documented with evaluation forms and digital photography.
2. Inspection and documentation of interior conditions.
3. Interviews with on-site personnel in were taken, but only minimal historical information was given.
4. Identification and assessment of existing roof system types, previous repairs, and other roof-related components.
5. Budgetary cost estimating for recommended actions.
6. Writing and assembling of the report.

A total of four roof areas were evaluated for the report. An identifiable roof area is one that has characteristics such as slope, material, construction type, etc., that differ from other areas on the same building. For purposes of this survey, each identifiable roof area has been labeled as Area A, Area B, Area C, and Area D.

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Budgetary cost information included within this report is considered preliminary in an effort to establish a realistic budget for a defined scope of work. The cost estimates are based upon a reasonable average of probable costs that have been applied to each location with professional judgment. The information is for budgeting purposes only and is intended to generally define the scope of work outlined in our recommendations. Estimated costs must be refined during the design process, and costs will vary depending upon a number of factors including scope of work, system selection, accessibility, and complexity. The budgetary cost information is presented in year 2010 dollars in order to provide directly comparable cost information. Budgetary costs should be escalated by a factor of 3% - 5% per year to the time that the action is implemented in order to give some idea of future construction costs. As actual economic conditions become known, these escalated cost factors should be revised accordingly. The cost estimates provided within this report include a 20% contingency, and also incorporate a 15% contractor profit and overhead.

Reference material used for research and ascertaining design criteria for this evaluation includes the following:

- NRCA National Roofing Contractor's Association (NRCA); The NRCA Roofing and Waterproofing Manual - Fifth Edition.
- Sheet Metal and Air Conditioning Contractors National Association (SMACNA); SMACNA Architectural Sheet Metal Manual - Fifth Edition.
- International Building Code - 2006 Edition, as adopted and amended by the State of Oregon
- Roof Consultants Institute (RCI); Basic and Advanced Roof Consulting Manuals.
- International Building Code - 2010 Edition
- Uniform Building Code - 1997 Edition

Recommendations presented within the report are considered preliminary, and are based upon the evaluation of the systems and the potential for available funding. The options that are presented are intended to either extend the life of an existing system (repair) if physically possible and economically feasible, or replace an existing system with one that fits the design criteria of the particular roof area.

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2.

EXISTING CONDITIONS & FINDINGS

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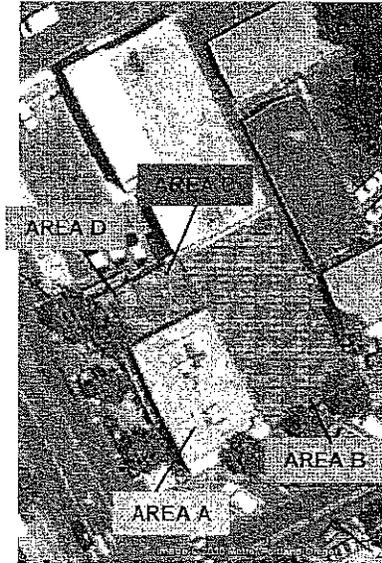
2. EXISTING CONDITIONS & FINDINGS



The roofs covering the City Hall was constructed with four separate roof areas which consist of the City Hall offices and the Police Station. The roof area which covers the City Hall was constructed in two distinct phases. The actual years of construction were not available, however, signs of construction differences clearly show that additions have been added with four additions. For purposes of clarity, the four areas will be labeled as Roof Areas A - D. The building serves primarily as City offices, Court Room, Meeting Room, and Police Station.

Two similar types of roof systems are servicing the City Hall buildings. The roof systems on Areas A, C, & D are composed of a base sheet, two plies of fiberglass felts, and one ply of a granulated fiberglass cap sheet. The base sheet is mechanically fastened directly over the 1x8 ship lap sheathing and the fiberglass felts and cap sheet are adhered over the base sheet with inter-moppings of hot asphalt.

The roof system at Area B is composed of two plies of fiberglass felts, and one ply of a granulated fiberglass cap sheet. The bottom ply sheet is adhered directly over the insulation assembly and the fiberglass felts and cap sheet are adhered over the insulation assembly with inter-moppings of hot asphalt. A second roof also exists under the current system and it consists of a three ply asphalt built-up roof membrane of organic ply sheets with inter-moppings of hot asphalt over 2-inches of perlite insulation. The older roof membrane contains up to 40% chrysotile asbestos.



○ Roof Plan

The slopes of the decks vary on each roof area and are described in more detail in Section 4 of this report.

All of the roof areas have received little roof maintenance over their service life and are now beginning to fail. The roof drains have been problematic and leaking over the last several years.

There is not any formal fall protection system servicing the building as required by OSHA and Oregon Administrative Rules.

The windows at the second floor of the building are showing signs of deterioration with the primary sealant joint failing in areas. Several of the windows have been covered with plywood and are no longer are used.

Roof Area A

ROOF MEMBRANE: The roof membrane is nearing the end of its service life and beginning to show signs of degradation. Many leaks have occurred and are mostly due poor detailing of the rooftop penetrations.

SLOPE: The structural slope is ¼-inch per foot and drains from the south parapet wall to a gutter at the north roof edge. The roof area drains well, with only minor ponding occurring against large rooftop equipment curbs. The gutter assembly is deteriorated and leaking at the seams.

STRUCTURE: 1x8 ship lap sheathing over 4x6 joists spaced at 16-inches on center.

INSULATION ASSEMBLY: There is no formal insulation assembly servicing the building at the roof level.

The roof located on the top of the second floor primarily services the courtroom and the city hall meeting

9-9

room. The roof has a history of leaking for the past several years, some of which have been reported to materialize as far down as the first floor. The roof penetrations primarily consist of HVAC equipment that includes duct work and HVAC units. The ductwork is deteriorating and showing signs of water intrusion. Much of the roof top equipment has been installed below industry standards and has continued to be problematic.

Roof Area B

ROOF MEMBRANE: The asphalt built-up membrane is failing at several locations and has reached the end of its service life. Many leaks have occurred due poor detailing of the rooftop penetrations and perimeter terminations of the roof membrane.

SLOPE: There is minimal slope on the roof with most areas measured with slope varying from 0 to 1/8-inch per foot. Ponding water exists over most of the roof area with depths measured as much as 4-inches.

STRUCTURE: 1/2-inch plywood sheathing over 2x8 joists spaced at 12-inches on center.

INSULATION ASSEMBLY: The roof system utilizes 5-inches of polyurethane insulation and 3/4-inch thick perlite overlay board.

This roof area has a history of numerous leaks throughout. Ponding water is considered excessive in large areas, suggesting that the roof has expired due to the ongoing stress of ponding water. The roof system has a considerable level of leaves and other organic debris which has impeded drainage that has exacerbated ponding water over the roof area. The sheet metal flashing details are failing in areas due to poor design and/or maintenance.

Roof Area C

ROOF MEMBRANE: The roof membrane is nearing the end of its service life and beginning to show signs of degradation. The roof receives a majority of the foot traffic and the drain area has been recurring leak with repairs required often.

SLOPE: The structural slope is 1/2-inch per foot and drains from south to north to a shared roof drain located between Areas B and C. A drainage cricket is located along the north wall that assists in drainage control for the roof area.

STRUCTURE: 1x8 ship lap sheathing over 4x6 joists spaced at 16-inches on center.

INSULATION ASSEMBLY: There is no formal insulation assembly servicing this roof area.

An access door from building interior opens to this roof area. The access door flashings are deteriorated and have had water migration under the flashings for an extended period of time. The roof has good slope and the roof drainage is performing well.

Roof Area D

ROOF MEMBRANE: This roof has received a substantial repair recently but there was not any documentation available regarding the repair. The overall condition of the roof is poor to fair with failing areas observed primarily near the drainage areas of the roof. The roof has signs of deterioration where the ponding water exists and at the penetrations where maintenance is required.

SLOPE: The structural slope is 1/8-inch per foot and drains from southeast to northwest corners to downspouts within the roof. Extensive ponding occurs between the downspout drain locations. Although a cricket is located on the roof area, it does not provide the required slope and drainage control required to eliminate the ponding water condition.

STRUCTURE: 1x8 ship lap sheathing over 4x6 joists spaced at 16-inches on center.

INSULATION ASSEMBLY: There is no formal insulation assembly servicing this roof area.

A large roof repair has been installed in the recently, however; the ongoing ponding water condition has not been resolved. Standard roof drainage control does not exist and is achieved through roofed in

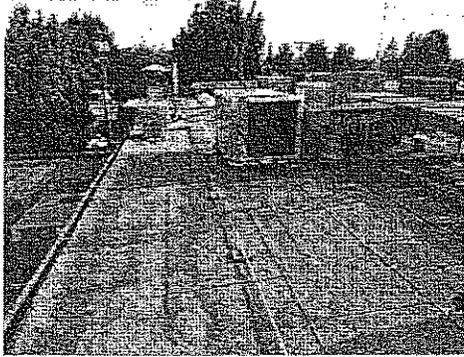
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downspouts that direct the drain water to the surface at grade.

Existing Conditions Photographic Documentation

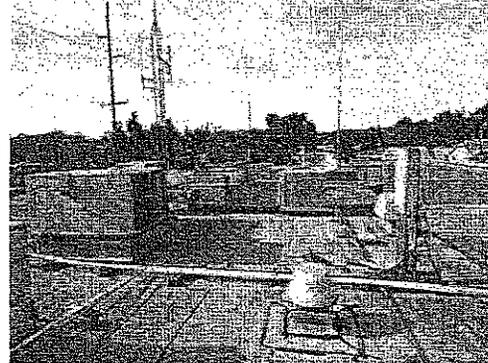
Gladstone City Hall - Area A

1.1



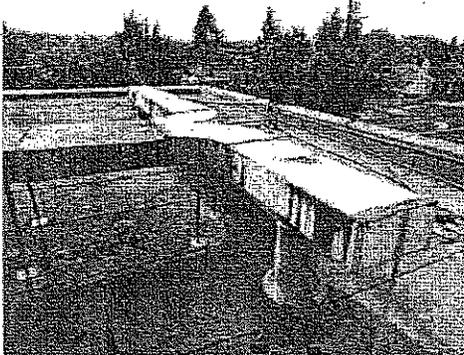
Overall view of roof membrane and rooftop equipment looking east.

1.2



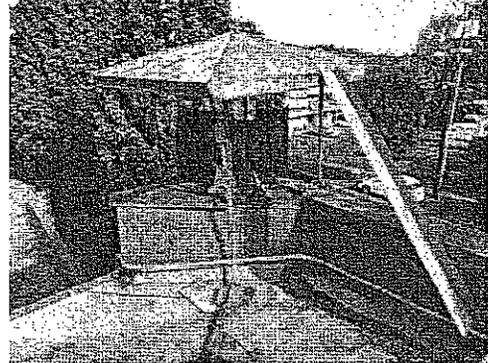
Overall view of the roof membrane and rooftop equipment looking west.

1.3



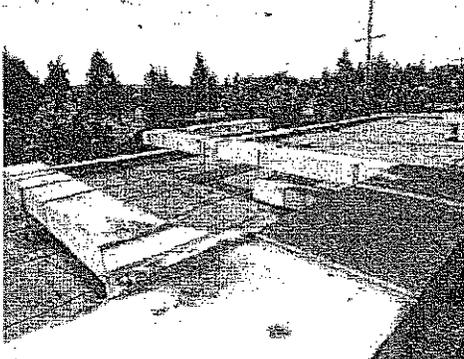
Duct work located at the roof level is deteriorated.

1.4



Roof mounted siren with temporary support bracing for the siren's roof cover.

1.5



View showing deteriorated duct work and the numerous repairs that have been installed.

1.6

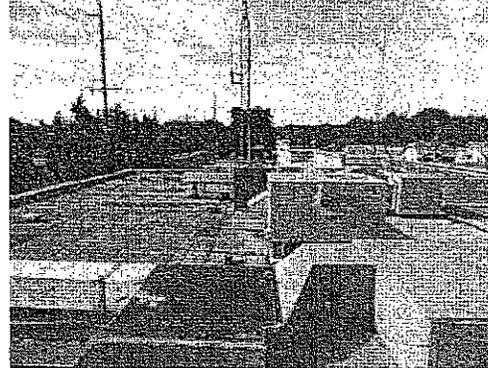
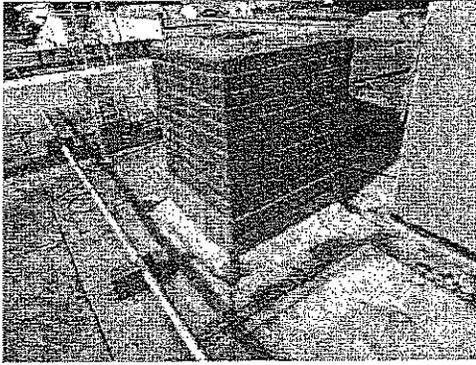


Photo looking west of the many rooftop equipment penetrations.

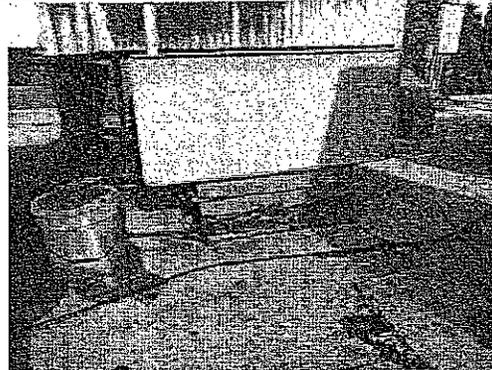
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1.7



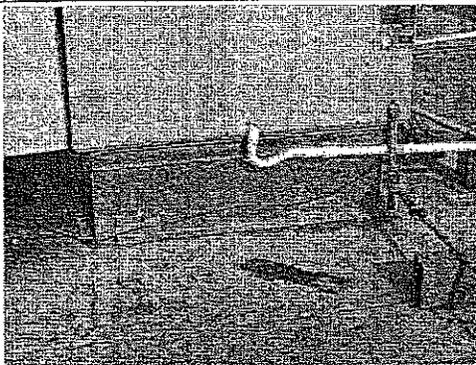
Chimney penetration located between HVAC equipment.

1.8



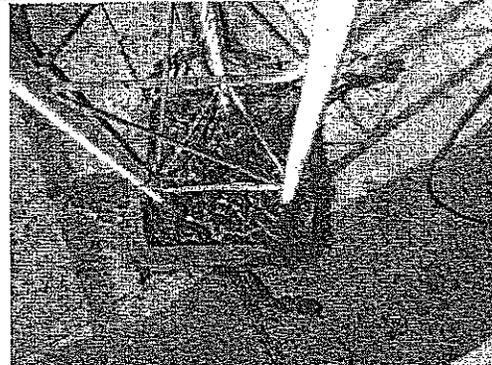
View of typical duct work penetration without standard roof flashing material.

1.9



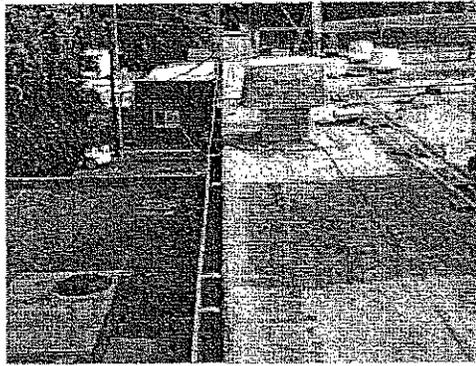
Another view of an HVAC curb anchored through the roof membrane without any roof flashings.

1.10



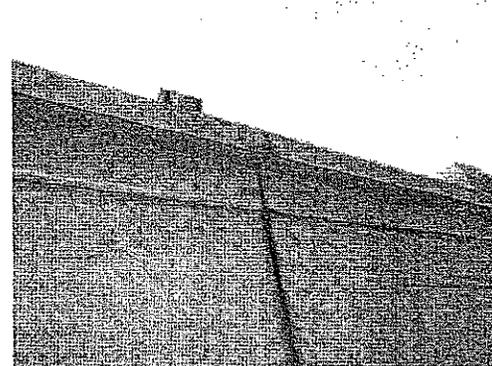
Typical roof penetration with openings for potential leaks.

1.11



Roof gutter assembly extending the length of the north roof edge. Extensive debris is within the gutter.

1.12



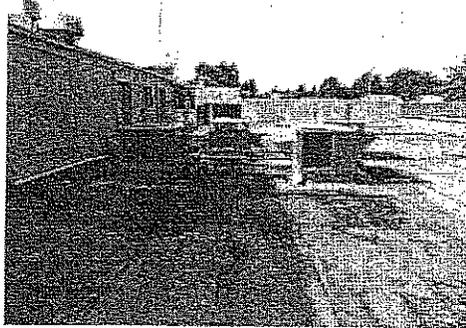
View from under gutter assembly showing leaking seam and damage to building exterior.

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Existing Conditions Photographic Documentation

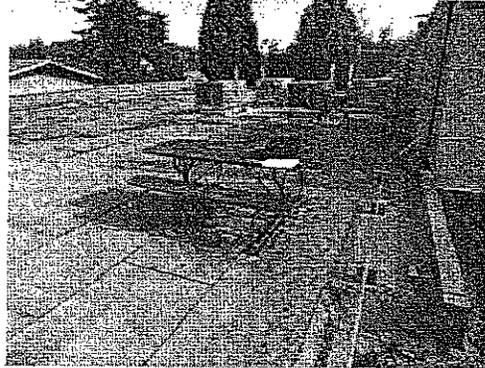
Gladstone City Hall - Area B

1.13



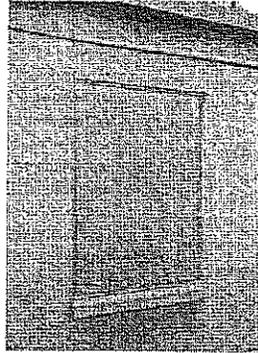
Overall view of roof membrane and rooftop equipment looking west.

1.14



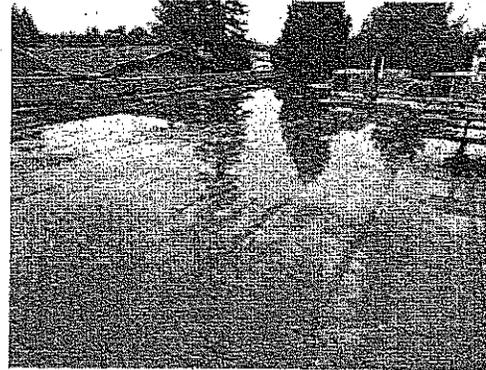
Overall view of the roof membrane and rooftop equipment looking east.

1.15



View of a typical abandoned window assembly through south wall of roof area.

1.16



View of ponding water over a majority of the roof area.

1.17

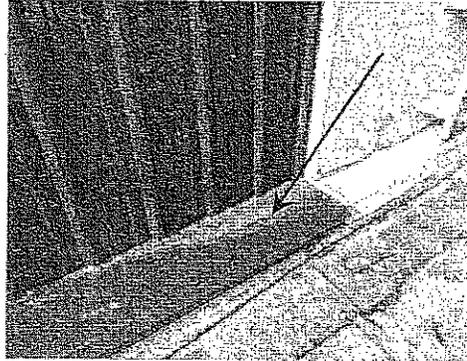
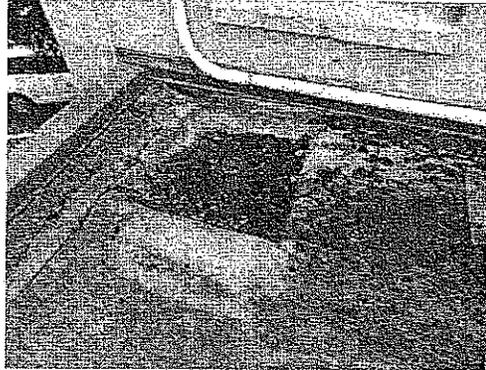


Photo of flashing at wall. Note the flashing sloped towards wall and the low transition near roof.

1.18

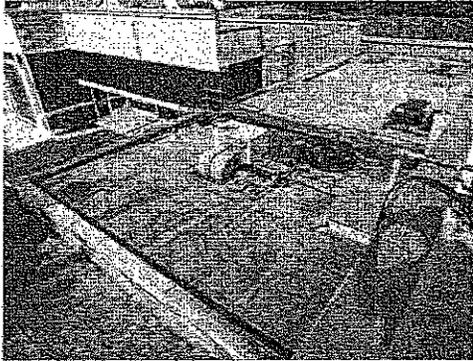


Roof drain impeded by rooftop debris.

Existing Conditions Photographic Documentation

Gladstone City Hall - Area C

1.19



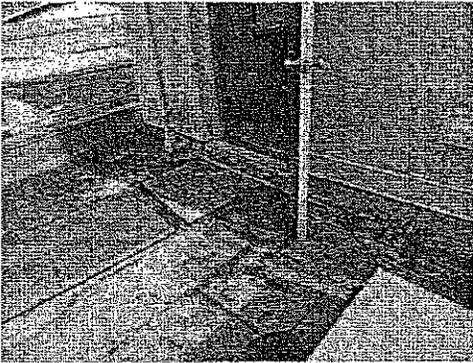
Overview of the roof and penetrations.

1.20



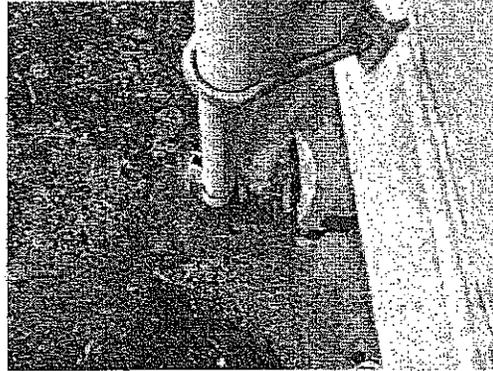
Overview of the roof penetrations and the roof access door.

1.21



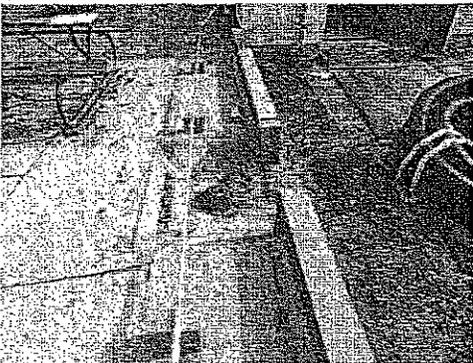
Closer view of the roof access door.

1.22



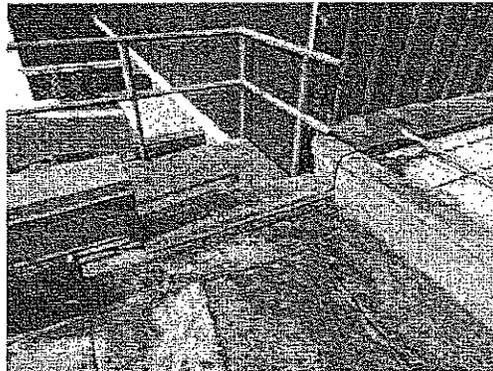
Natural gas penetration with antenna securement.

1.23



Separation wall between Area B and C with shared roof drain.

1.24



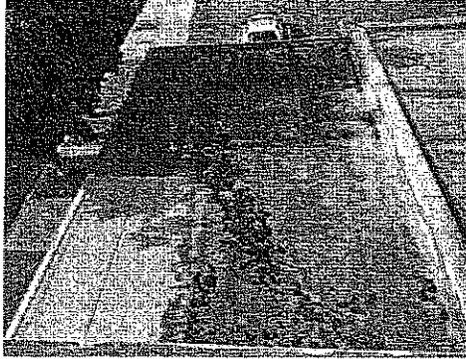
Fire escape landing next to roof.

9-14

Existing Conditions Photographic Documentation

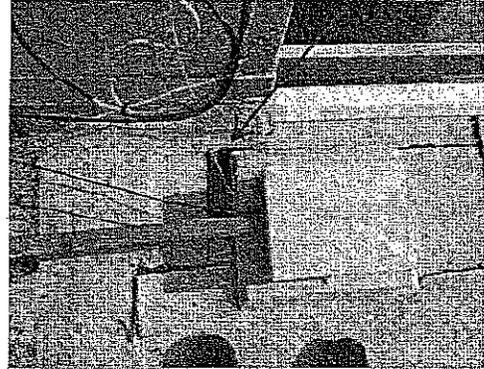
Gladstone City Hall - Area D

1.25



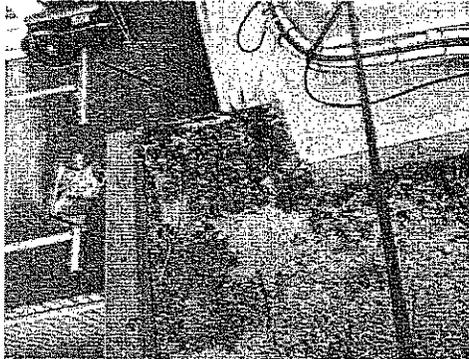
Overall view of roof area looking west.

1.26



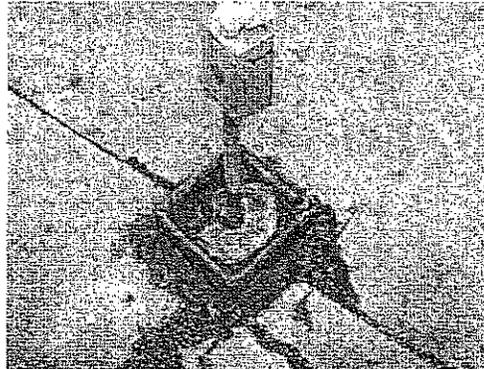
View of newer electrical penetration flashing partially covering the downspout.

1.27



Debris impeding roof area downspout.

1.28



Electrical penetration flashing has aged and showing signs of potential failure.

9-15



3.

SUMMARY

9-16

3. Summary



CITY HALL

Condition:

Located at 525 Portland Avenue, in Gladstone, Oregon, the building was constructed in what appears to be in four phases; however, records of construction were not available during the collection of historical information on phase this evaluation. The roof covering Areas A, C, and D of the building are believed to be approximately 25 years old. 1x8 ship lap sheathing is mechanically attached to purlins spaced at 16-inches on center. There is no insulation system located at these roof areas. The structure is overlaid with a 3-ply fiberglass, hot asphalt, built-up roof (BUR) with a granule surface.

The roof covering Area B of the building is believed to be approximately 22 years old. ½-inch plywood sheathing is mechanically attached to purlins spaced at 12-inches on center. An insulation assembly consisting of 5-inches of polyisocyanurate insulation and ¾-inch thick perlite overlay board that is adhered with hot asphalt adhesive. The structure is overlaid with two roof systems. The first being 3-inches of perlite insulation adhered with hot asphalt adhesive and three plies of organic reinforced ply sheet (with asbestos) with interply moppings of hot asphalt adhesive. The current roof system is a 3-ply fiberglass reinforced, hot asphalt, built-up roof (BUR) with a granule surface.

Roof Area A is in poor condition and considered to be failing due to large number of deficient repairs to the penetration flashings and the many roof top equipment penetrations installed with detailing methods below industry standards. Much of the roof top equipment is aged and deteriorated resulting in leaks within the building.

Roof Area B is also in poor condition and has numerous failures at the roof penetrations, perimeter flashings, and the field areas due to the deep ponding water conditions that are occurring. Most roof drains have been problematic with leaking occurring often. The roof has received little to no maintenance resulting in poor performance and a premature expiration. The eastern portion of the roof area currently drains into through wall scupper drains and free falls to grade. The extent of the ponding is considered excessive and could potentially become a safety issue if the roof becomes structurally overloaded from the ponding water. Asbestos was identified within the roof assembly with as much as 40% chrysotile asbestos within the ply sheets of the original roof system. The roof system must be removed by certified abatement contractors and special provisions must be performed to contain and dispose of the roof material in this area.

Roof Area C is in fair condition. The roof area includes the primary roof access. The access door requires new sheet metal flashings to control water intrusion at the door opening. The shared roof drain with Area B has been an ongoing leak and will require replacement at the time of the roof replacement. Modifications will be required at the fire escape and roof access door so that improved detailing can be installed when the roof is replaced.

Roof Area D is in poor condition caused from a lack of drainage throughout the roof area since there is not a formal drainage system on this roof area. Excluding the downspout drains and electrical penetrations, the roof area is free of penetrations. The roof area will require added slope to control drainage and the installation of roof drains when the roof area is replaced.

After observing the overall conditions of the building, it should be known that the building envelope was observed to be water damaged at numerous locations. PRC recommends initiating a full building envelope evaluation to determine the extent of water damage at the exterior walls and to develop solutions for sources of water intrusion that are present.

Recommendation:

Replace Roofing at Areas A, B, C, and D in Year 2011

Budget to replace Roof areas A, B, C, and D as soon as possible to prevent further water intrusion within the building.

A budgetary cost for roof replacement for all roof areas, including existing roof removal and replacement is estimated to be \$248,500.00 in year 2010 dollars. This cost is equal to around \$29.98 per square foot and does not include design, quality assurance inspections, hazardous materials removal and disposal, mechanical system modifications and upgrades.

Repair Roofing immediately until replacement can occur in the spring of 2011

GENERAL

1. Clean all roof areas of all dirt and debris. Verify all drainage ways are in good working order.

AREA A

2. Install polyurethane sheet metal repair to all duct work seams.
3. Install plastic cement at the base of all roof penetrations and set an SBS flashing sheet over bed of plastic cement. Apply granules over all exposed plastic cement.
4. Clean gutter of all debris. Apply polyurethane seam repair to all gutter seams.
5. Top off all pitch pan penetrations with plastic cement; create dome to shed water.
6. Install new sealant at all sheet metal flashing seams and openings; tool sealant to drain.

AREA B

7. Remove all drain rings and install asphalt primer within drain sump. Apply a continuous bed of plastic cement within sump. Apply new SBS granulated flashing sheet into bed of plastic cement. Roll tight to into plastic cement to remove any voids or air pockets. Install 5-course at outside perimeter of flashing sheet and apply granules to all exposed plastic cement. Reinstall drain ring with new stainless steel drain bolts.
8. Remove perimeter gravel stop at drain perimeters. Install patch over repair area with 5-course repair and SBS flashing sheet installed over repair.
9. Install new sealant at all sheet metal flashing seams and openings; tool sealant to drain.
10. Top off all pitch pan penetrations with plastic cement; create dome to shed water.

AREA C

11. Install new sealant to the sides and back leg of the roof access door threshold. Allow the sealant to set-up prior to closing the door to its closed position.
12. Top off all pitch pan penetrations with plastic cement; create dome to shed water.
13. Install new sealant at all sheet metal flashing seams and openings; tool sealant to drain.

AREA D

14. Top off all pitch pan penetrations with plastic cement; create dome to shed water.
15. Install new sealant at all sheet metal flashing seams and openings; tool sealant to drain.

With the completion of recommended repairs, the estimated life expectancy of any of the roof membranes will not be extended, and should only be expected to assist in stemming leak activity through the winter months until roof replacement activities can begin in the spring of 2011. The cost for the repairs is expected to be between \$16,000 and \$21,000.

In regards to Roof Area B, the city should expect more frequent repairs be required as the roof replacement draws closer due to the extensive ponding water conditions and since the roof is considered expired. We also recommend that asbestos testing be performed prior to any roof replacement.

9-18



4.

SUPPORTIVE INFORMATION

9-19

DESIGN CRITERIA:

Roof Area A

- * The court room below cannot be disturbed during working hours.
- * Roof has structural slope.
- * There is no insulation located above or below the roof deck.
- * Interior utilizes hard ceiling (stucco) at all rooms.
- * Highest roof area on building.
- * Building located on busy street.
- * All HVAC equipment located above roof.
- * Masonry chimney is not in use.
- * Exterior ladder mounted to building wall.
- * Roof area is not visible from adjacent building.
- * Fall protection required.

DESIGN OPTION ONE	DESIGN OPTION TWO
<p>Repair Mandatory repairs to control current leaks and avoid future leaks.</p> <p>This option should include the following:</p> <ul style="list-style-type: none"> * Install sheet metal seam repair to all duct work. * Install roof repairs to perimeter of HVAC curbs. * Install base flashing repairs where damaged or deteriorated. * Install pitch pan repairs. * Install flange repair at all duct and vent penetrations. * Install gutter seam repair. * Clean gutter system. * Install repairs to all sheet metal flashing seams. 	<p>Replace Reroof utilizing an SBS modified bitumen roof system with granule surfaced cap.</p> <p>This option should include the following:</p> <ul style="list-style-type: none"> * Remove existing roof system & flashings. * Remove all abandoned penetrations. * Properly detail all penetration flashings. * Install new overflow roof drains. * Provide 3 1/2" polyisocyanurate insulation. * Provide minimum 3/4" overlay board. * Provide 2-ply mod. bit. roof system with granule surfaced top ply sheet. * Provide SBS modified bitumen base flashings. * Provide 24 ga. precoated galv. steel copings, wall panels and counter flashings.
<p>Next Reroof Date: 2011</p>	<p>Next Reroof Date: 2011 <i>The new roof</i> Next Repair Date: 2026 <i>should last until:</i> 2036</p>
<p>Budgetary Cost: \$4,560.00 Unit Costs: \$1.90 /sf Mgmt / Maint. Cost : \$100.00 /yr. Repair Cost Allowance: Estimated Life: 1 year(s) Annual Cost: \$4,660.00 /yr.</p>	<p>Budgetary Cost: \$70,560.00 Unit Costs: \$29.40 /sf Mgmt / Maint. Cost \$100.00 /yr. Repair Cost Allowance: Estimated Life: 25 year(s) Annual Cost: \$2,920.00 /yr.</p>
<p style="text-align: center;">ADVANTAGES:</p> <ul style="list-style-type: none"> * Controls leaks until roof replacement activities begin. * Extends life of existing roof system 	<p style="text-align: center;">ADVANTAGES:</p> <ul style="list-style-type: none"> * Provides structure with a functional roof system. * Lower maintenance effort/costs. * High estimated life. * Potential exists for longer life. * Extremely durable type of roof system.
<p style="text-align: center;">DISADVANTAGES:</p> <ul style="list-style-type: none"> * Additional repairs are possible. * Relatively high cost compared to life. 	<p style="text-align: center;">DISADVANTAGES:</p> <ul style="list-style-type: none"> * Initial cost.

RECOMMENDATION:

Repair the existing roof system as soon as possible, as outlined within Design Option One. This option is to extend the life of the existing system until design options two can be implemented in 2011.



9-21

ROOF EVALUATION

Owner: **City of Gladstone**

Roof Area: B

Building: **City Hall**

Building No.: Location:

Weather: **Partly cloudy, 76 deg. F**

Address: **525 Portland Avenue, Gladstone, Oregon**

Date: 9/13/2010

GENERAL:

Area: **4,500 s.f.**
 Roof Deck: **Plywood Sheathing**
 1/2" plywood
 Bldg Height: **2 stories**
 Structure: **2x8 joists at 12" o.c.**

Const. Date: **1960's**
 Last Roofed: **1988**
 Cost: _____

Function: **Offices**

Internal Access: Y N
 Parapet Walls? Y N Height: **4" - 3'-10"**

MEMBRANE:

Asphalt BUR (2 ply)

Nailed base sheet, 2 plies type IV fiber glass felt, with glass reinforced granule surfaced cap sheet (white). SBS modified bitumen base flashings. The second roof below consists of a 3 ply asphalt BUR with 3" of perlite insulation. The original roof below contains 40% chrysotile asbestos.

Surface: **Granule Cap Sheet**
 No. of Roofs: **2**

Repairs Found: Y N Recent Leaks: Y N

INSULATION:

Perlite/Polyiso

A total of 8 3/4" of insulation were observed at the core location. The current roof system utilize 5" of polyisocyanurate insulation and 3/4" overlay board.

Fastened: **Mopped**
 Thickness: **5"**
 Vapor Barrier: **None**
 Wet Insulation: Yes No Unknown N/A

DRAINAGE:

Slope: **1/8" per foot** Ponding? Y N

The roof area has severe ponding with as much as 4" of ponding water recorded on the roof area at one time. Much of the drain screens are impeded with organic debris.

Roof Drains: Interior Scupper Gutter D.S.
 Overflows: Interior Scupper None N/A

FLASHINGS:

	Material:	Seam Type:
Copings	Precoated Galv. Steel	Standing Seam
Wall Panels	Precoated Galv. Steel	S-Locks
Counterflashing	Precoated Galv. Steel	Lapped
Transition	Precoated Galv. Steel	Lapped

The transition flashing between the firehouse and the City Hall has been problematic and has poor weatherlapping between the two locations.

PENETRATIONS:

Conduit (electric)	HVAC Units	Plumbing vent
Roof Drains	Scupper Drain	Pitch Pans

NOTES:

The roof area is ponding due to the slow slope, elevation of the drain sumps, and the lack of roof maintenance. The ponding on the roof area is considered excessive and could be considered a dangerous condition if the roof became overloaded from the ponding water levels. The roof removal process will require certified asbestos abatement procedures and special containment and disposal processes.

ESTIMATED LIFE:

Membrane:	Base Flashing:	Flashings:
0 years	1 - 3 years	3 - 5 years
Failing		

Inspected By: **RONALD P. MAINE**



9-22

DESIGN CRITERIA:

Roof Area B

- * Roof has no structural slope.
- * Roof is easily accessible by building staff.
- * Largest roof area on building.
- * No overflow drains located on the west portion of the roof area.
- * Northwest drain shares Area C drainage area.
- * Roof area is adjacent to fire station.
- * East scupper drains are not connected to underground drain system.
- * Transition flashing will require modifications.
- * Fascia below is water damaged at south side.
- * Roof is not visible from adjacent buildings.
- * No fall protection.

DESIGN OPTION ONE		DESIGN OPTION TWO	
Repair <i>Mandatory repairs to control current leaks and avoid future leaks.</i>		Replace <i>Reroof utilizing an SBS modified bitumen roof system with granule surfaced cap.</i>	
This option should include the following: <ul style="list-style-type: none"> * Clean all drainage ways of debris. * Install repairs to all drains. * Install base flashing repairs where damaged or deteriorated. * Install pitch pan repairs. * Install flange repair at all duct and vent penetrations. * Install repairs to all sheet metal flashing seams. 		This option should include the following: <ul style="list-style-type: none"> * Remove existing roof system & flashings. * Remove all abandoned penetrations. * Property detail all penetration flashings. * Install new overflow roof drains. * Provide tapered polyisocyanurate insulation. * Provide minimum 3/4" overlay board. * Provide 2-ply mod. bit. roof system with granule surfaced top ply sheet. * Provide SBS modified bitumen base flashings. * Provide 24 ga. precoated galv. steel copings, wall panels, and counter flashings. 	
Next Reroof Date: 2011		Next Reroof Date: 2011 <i>The new roof should last until;</i> 2031 Next Repair Date: 2026	
Budgetary Cost: \$3,150.00	Unit Costs: \$0.70 /sf	Budgetary Cost: \$141,300.00	Unit Costs: \$31.40 /sf
Mgmt / Maint. Cost: \$100.00 /yr.	Repair Cost Allowance:	Mgmt / Maint. Cost: \$100.00 /yr.	Repair Cost Allowance:
Estimated Life: 1 year(s)	Annual Cost: \$3,250.00 /yr.	Estimated Life: 20 year(s)	Annual Cost: \$7,170.00 /yr.
ADVANTAGES:		ADVANTAGES:	
<ul style="list-style-type: none"> * Controls leaks until roof replacement activities begin. * Extends life of existing roof system 		<ul style="list-style-type: none"> * Provides structure with a functional roof system. * Lower maintenance effort/costs. * High estimated life. * Potential exists for longer life. * Extremely durable type of roof system. 	
DISADVANTAGES:		DISADVANTAGES:	
<ul style="list-style-type: none"> * Additional repairs are possible. * Relatively high cost compared to life. 		<ul style="list-style-type: none"> * Initial cost. 	

RECOMMENDATION:

Repair the existing roof system as soon as possible, as outlined within Design Option One. This option is to extend the life of the existing system until design options two can be implemented in 2011.



9-23

ROOF EVALUATION

Owner: **City of Gladstone**

Roof Area: C

Building: **City Hall**

Building No.: Location:

Weather: **Partly cloudy, 76 deg. F**

Address: **525 Portland Avenue, Gladstone, Oregon**

Date: 9/13/2010

GENERAL:	Area: 750 s.f.	Const. Date: 1940's
	Roof Deck: Wood Sheathing	Last Roofed: 1985
	1x8 ship lap	Cost: _____
	Bldg Height: 2 stories	
	Structure: 4x6 joists at 16" o.c.	
	Function: Police Station	Internal Access: <input checked="" type="radio"/> Y <input type="radio"/> N
		Parapet Walls? <input checked="" type="radio"/> Y <input type="radio"/> N Height: 2" - 1'-2"

MEMBRANE:	Asphalt BUR (2 ply)	Nailed base sheet, 2 plies type IV fiber glass felt, with glass reinforced granule surfaced cap sheet (white). SBS modified bitumen base flashings
	Surface: Granule Cap Sheet	
	No. of Roofs: 1	Repairs Found: <input checked="" type="radio"/> Y <input type="radio"/> N Recent Leaks: <input checked="" type="radio"/> Y <input type="radio"/> N

INSULATION:	None	No formal insulation assembly observed above or below roof deck.
	Fastened: N/A	
	Thickness: N/A	
	Vapor Barrier: None	
	Wet Insulation: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input checked="" type="radio"/> N/A	

DRAINAGE:	Slope: 1/2" per foot	Ponding? <input checked="" type="radio"/> Y <input type="radio"/> N	Drainage is shared with the roof drain on Area B. There is no formal overflow drain system servicing the roof area.
	Roof Drains: <input checked="" type="checkbox"/> Interior <input type="checkbox"/> Scupper <input type="checkbox"/> Gutter <input type="checkbox"/> D.S.		
	Overflows: <input type="checkbox"/> Interior <input type="checkbox"/> Scupper <input checked="" type="checkbox"/> None <input type="checkbox"/> N/A		

FLASHINGS:	Material:	Seam Type:	Copings are secured with continuous cleat at the outside face and fasteners at 2'-6" o.c. at inside face.	
	Copings	Precoated Galv. Steel		Standing Seam
	Counterflashing	Precoated Galv. Steel		Lapped
	Drip Flashing	Precoated Galv. Steel		Lapped
	Wall Panels	Precoated Galv. Steel		S-Locks

PENETRATIONS:	Conduit (electric)	HVAC Units	Gas line
	Antenna Mounts	Flanged Ducts	Pitch Pans

NOTES: The roof membrane is failing. The primary concerns are the roof access door flashings and the fire escape flashings at the low portion of the parapet wall and the roof drain. The drain and roof access door flashings have been problematic during adverse weather conditions with minimal success from repairs. Modifications will be required to the parapet walls if any insulation is installed on the roof deck during the next roof replacement activities.

ESTIMATED LIFE:	Membrane: Failing in areas	Base Flashing: 1 - 3 years	Flashings: 3 - 5 years
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Inspected By: **RONALD P. MAINE**

9-24



DESIGN CRITERIA:

Roof Area C

- * Roof accessible by interior door.
- * Roof one story above street.
- * Relatively small roof area.
- * No overflow drain system servicing roof area.

- * Fire escape ladder connected to roof edge.
- * Interior activities occur during all 24 hours and 7 days a week.
- * No fall protection.
- * Aesthetics.

DESIGN OPTION ONE	DESIGN OPTION TWO
<p>Repair <i>Mandatory repairs to control current leaks and avoid future leaks.</i></p>	<p>Replace <i>Reroof utilizing an SBS modified bitumen roof system with granule surfaced cap.</i></p>
<p>This option should include the following:</p> <ul style="list-style-type: none"> * Install sheet metal seam repair to duct work. * Install roof repairs to perimeter of HVAC curb. * Install base flashing repairs where damaged or deteriorated: * Install pitch pan repairs. * Install flange repair at all duct and vent penetrations. * Install repairs to all sheet metal flashing seams. * Install sealant repairs to existing door threshold flashing. 	<p>This option should include the following:</p> <ul style="list-style-type: none"> * Remove existing roof system & flashings. * Remove all abandoned penetrations. * Properly detail all penetration flashings. * Install new overflow roof drains. * Provide 3 1/2" polyisocyanurate insulation. * Provide minimum 3/4" overlay board. * Provide 2-ply mod. bit. roof system with granule surfaced top ply sheet. * Provide SBS modified bitumen base flashings. * Provide 24 ga. precoated galv. steel copings, wall panels, and counter flashings. * Install new door threshold flashing. * Raise parapet wall where required
<p>Next Reroof Date: 2011</p>	<p>Next Reroof Date: 2011 <i>The new roof</i> Next Repair Date: 2026 <i>should last until: 2036</i></p>
<p>Budgetary Cost: \$1,730.00 Unit Costs: \$2.30/sf Mgmt / Maint. Cost: \$100.00 /yr. Repair Cost Allowance: Estimated Life: 1 year(s) Annual Cost: \$1,830.00 /yr.</p>	<p>Budgetary Cost: \$19,800.00 Unit Costs: \$26.40 /sf Mgmt / Maint. Cost: \$100.00 /yr. Repair Cost Allowance: Estimated Life: 25 year(s) Annual Cost: \$890.00 /yr.</p>
<p style="text-align: center;">ADVANTAGES:</p> <ul style="list-style-type: none"> * Controls leaks until roof replacement activities begin. * Extends life of existing roof system 	<p style="text-align: center;">ADVANTAGES:</p> <ul style="list-style-type: none"> * Provides structure with a functional roof system. * Lower maintenance effort/costs. * High estimated life. * Potential exists for longer life. * Extremely durable type of roof system.
<p style="text-align: center;">DISADVANTAGES:</p> <ul style="list-style-type: none"> * Additional repairs are possible. * Relatively high cost compared to life. 	<p style="text-align: center;">DISADVANTAGES:</p> <ul style="list-style-type: none"> * Initial cost.

RECOMMENDATION:

Repair the existing roof system as soon as possible, as outlined within Design Option One. This option is to extend the life of the existing system until design options two can be implemented in 2011.



9-25

ROOF EVALUATION

Owner: **City of Gladstone**

Roof Area: D

Building: **City Hall**

Building No.: Location:

Weather: **Partly cloudy, 76 deg. F**

Address: **525 Portland Avenue, Gladstone, Oregon**

Date: 9/13/2010

GENERAL:

Area: **640 s.f.**
 Roof Deck: **Wood Decking**
 1x8 ship lap
 Bldg Height: **2 stories**
 Structure: **4x6 joists at 16" o.c.**

Const. Date: **1940's**
 Last Roofed: **1985**
 Cost: _____

Function: **Police Station**

Internal Access: Y N
 Parapet Walls? Y N Height: **1' - 6"**

MEMBRANE:

Asphalt BUR (2 ply)

Nailed base sheet, 2 plies type IV fiber glass felt, with glass reinforced granule surfaced cap sheet (white).
 SBS modified bitumen base flashings

Surface: **Granule Cap Sheet**

No. of Roofs: **1**

Repairs Found: Y N

Recent Leaks: Y N

INSULATION:

None

No formal insulation assembly observed above or below roof deck.

Fastened: **N/A**

Thickness: **N/A**

Vapor Barrier: **None**

Wet Insulation: Yes No Unknown N/A

DRAINAGE:

Slope: **1/8" per foot**

Ponding? Y N

Roof area utilizes two downspouts as the formal drainage for the roof area. Considerable ponding exists and the downspouts are impeded from organic debris.

Roof Drains: Interior Scupper Gutter D.S.

Overflows: Interior Scupper None N/A

FLASHINGS:

Material:

Seam Type:

Curbed Edge **Precoated Galv. Steel** **Lapped**

Curbed edge is secured with fasteners at 3' - 6" o.c. at inside face.

PENETRATIONS:

Photo Cell

Flanged Downspouts

NOTES:

Drainage is very limited with two small downspouts at each end of the roof area. A cricket is installed into the roof assembly but does little to control drainage. A repair has been installed on a large section of the roof area. The roof repair is holding up well. A conduit penetration is adjacent to the south downspout and impedes drainage particularly when leaves and other organic debris are on the roof surface. Drainage improvements will be required during the next roof replacement activities.

ESTIMATED LIFE:

Membrane:
1 - 3 years

Base Flashing:
1 - 3 years

Flashings:
3 - 5 years

Inspected By: **RONALD P. MAINE**

9-26



DESIGN CRITERIA:

Roof Area D

- * Drainage needs to be improved.
- * Roof at main entrance to police station.
- * Minimal penetrations through roof system.
- * Roof is easily accessible.

- * A formal drain system is needed control roof drainage.
- * Interior activities occur during all 24 hours and 7 days a week.
- * No fall protection.
- * Aesthetics.

DESIGN OPTION ONE	DESIGN OPTION TWO
<p>Repair Mandatory repairs to control current leaks and avoid future leaks.</p>	<p>Replace Reroof utilizing an SBS modified bitumen roof system with granule surfaced cap.</p>
<p>This option should include the following:</p> <ul style="list-style-type: none"> * Clean drainage areas. * Install repairs to all sheet metal flashing seams. 	<p>This option should include the following:</p> <ul style="list-style-type: none"> * Remove existing roof system & flashings. * Remove all abandoned penetrations. * Properly detail all penetration flashings. * Install new overflow roof drains. * Provide tapered polyisocyanurate insulation. * Provide minimum 3/4" overlay board. * Provide 2-ply mod. bit. roof system with granule surfaced top ply sheet. * Provide SBS modified bitumen base flashings. * Provide 24 ga. precoated galv. steel copings, wall panels and counter flashings. * Raise perimeter curbed edge.
<p>Next Reroof Date: 2011</p>	<p>Next Reroof Date: 2011 <i>The new roof</i> Next Repair Date: 2026 <i>should last until: 2031</i></p>
<p>Budgetary Cost: \$900.00 Unit Costs: \$1.40/sf Mgmt / Maint. Cost: \$100.00/yr. Repair Cost Allowance: Estimated Life: 1 year(s) Annual Cost: \$1,000.00/yr.</p>	<p>Budgetary Cost: \$16,900.00 Unit Costs: \$26.40/sf Mgmt / Maint. Cost: \$100.00/yr. Repair Cost Allowance: Estimated Life: 20 year(s) Annual Cost: \$950.00/yr.</p>
<p style="text-align: center;">ADVANTAGES:</p> <ul style="list-style-type: none"> * Controls leaks until roof replacement activities begin. * Extends life of existing roof system 	<p style="text-align: center;">ADVANTAGES:</p> <ul style="list-style-type: none"> * Provides structure with a functional roof system. * Lower maintenance effort/costs. * High estimated life. * Potential exists for longer life. * Extremely durable type of roof system.
<p style="text-align: center;">DISADVANTAGES:</p> <ul style="list-style-type: none"> * Additional repairs are possible. * Relatively high cost compared to life. 	<p style="text-align: center;">DISADVANTAGES:</p> <ul style="list-style-type: none"> * Initial cost.

RECOMMENDATION:

Repair the existing roof system as soon as possible, as outlined within Design Option One. This option is to extend the life of the existing system until design options two can be implemented in 2011.



9-27

JSE Laboratory, Inc.
 3325 SE Harrison Street
 Milwaukie, Oregon 97222
 p: 503 659 8338 f: 503 659 7577
 www.jseilabs.com



NVLAB®
 NVLAB LAB CODE: 210671-0

Asbestos Analysis of Bulk Materials (EPA 600/R-93/116 Method using PLM)

Professional Roof Consultants
 Project: R2646.01 City of Gladstone

JSE Project: 02058
 Analysis Date: 10/19/2010
 Report Date: 10/19/2010

Sample	Layer	Description	Binder/Matrix	Other Non-Asbestos	Asbestos (% Type)
City Hall Roof Evaluation 2646.01-001 Area B AB-1006868	LAYER 1	Brown fibrous felt	Asphaltic Misc.		40 % Chrysotile
	LAYER 2	3-ply black/brown fibrous tar	Asphaltic	25% Cellulose	20 % Chrysotile
	LAYER 3	2-ply black fibrous tar	Asphaltic	20% Fibrous Glass	None Detected
	LAYER 4	Aggregate cap	Asphaltic Aggregate		None Detected

Analyst: Michael McElister

Approved Signature: *Michael McElister*

Date: 10/19/2010

JSE is accredited by the National Voluntary Laboratory Accreditation Program for bulk asbestos fiber analysis by polarized light microscopy. Asbestos consists of the following minerals: chrysotile, amosite, crocidolite, tremolite, actinolite, anthophyllite. Small diameter fibers may not be detected by this method. More in-depth analysis is recommended to determine asbestos content, especially for samples containing 10% or less asbestos. Analysis results are solely for the samples analyzed. Non-asbestos sample constituents may not be definite. Qualitative and quantitative TEM analysis may be recommended for difficult samples. Quantitative analysis by PLM point count or TEM is recommended for samples testing at < or = to 1% asbestos. "Matrix" is defined as non-asbestos, non-binder fibrous and non-fibrous components. "Binder" is defined as a component added for cohesiveness.

9-28



January 10, 2012

Mr. Peter Boyce
City of Gladstone
525 Portland Avenue
Gladstone, Oregon 97232

**RE: CITY OF GLADSTONE / CITY HALL & POLICE STATION - PRELIMINARY ASSESSMENT
SUMMARY LETTER**

Dear Mr. Boyce:

As requested, the design team of Carleton Hart Architects, T.M. Rippey Consulting Engineers, and Professional Roof Consultants, Inc. performed a preliminary assessment of the City Hall / Police Station, located in Gladstone, Oregon. The purpose for the preliminary assessment was to assess basic scopes and associated costs related to improvements to the existing building to meet the basic requirements to be used as an Essential Facility for the City that could remain operational during extreme weather and seismic conditions. Scopes include updated and improved interiors, new weathertight exterior wall cladding, and new roof assembly.

Each of the design team members has provided individual descriptions of their scope of this preliminary assessment. Each report can be found as an attachment to this letter.

SUMMARY

The City Hall building was erected circa 1940, and also included the firehouse and the courtroom for the City. Over the past 70+ years, the building has been expanded, including police station and city hall office additions. Much of the exterior, interior, and structure is from original construction and the components have deteriorated or aged beyond their useful service life. The building was constructed during a time when seismic concerns were less stringent compared to today's standards, and code requirements have been modified since original construction.

In an effort to utilize the existing building's structure, the design team has performed a preliminary assessment which would encompass the following:

- Meet all Essential Facility requirements.
- Upgrade the facility to meet current energy efficiency measures.
- Reconfigure the interior space for efficiency.
- Update entire facility to ADA standards.
- Reinforce the building structure to meet current seismic requirements.
- Update the building exterior with energy efficient building standards.
- Upgrade with new energy efficient window assemblies.
- Install rain screen exterior that is both weatherproof and aesthetically pleasing that fits within the surrounding architecture.
- Install a high performance roof system that can provide 30+ years of useful service.

Budgetary Cost Estimate: \$2,923,500.00 (includes a 20% contingency).

We look forward to working with the City of Gladstone, and will be available to answer any questions regarding this preliminary assessment.

Sincerely,

Ronald P. Maine, RRO

INDEPENDENT CONSULTANTS FOR ROOFING | WATERPROOFING | BUILDING ENVELOPE SYSTEMS

9-29



CARLETON HART ARCHITECTURE
322 nw 8th avenue portland, oregon 97209
t 503 243 2252 | f 503 243 3261 | carletonhart.com

January 6, 2012

Mr. Ronald P. Maine, RRO
Professional Roof Consultants, Inc.
1108 SE Grand Avenue, Suite 300
Portland OR 97214

RE: Gladstone City Hall

Dear Ron,

In late December 2011, Carleton Hart Architecture was retained by your office to provide a conceptual cost estimate to renovate the existing Gladstone City Hall. The objective of our scope was to develop a conceptual estimate to renovate City Hall to serve as an "essential facility", intending to remain operational in the event of extreme environmental conditions.

Historical documentation of construction was extremely limited, but it appears that construction occurred in four phases based on information from the Roof Evaluation Report, dated 10.22.2010, by Professional Roof Consultants, Inc. Three phases were built as one floor, and one phase represents a two story section with a total building area of 10,690 sq. ft. Occupancy on the first floor consists of 8,290 sq. ft. while the second floor consists of 2,400 sq. ft.

On January 6th, 2012, we conducted an evaluation of City Hall using the information available. Our approach involved three tasks: 1) review "record documents" of the existing structure, 2) conduct an on-site field inspection with limited documentation and digital photography, and 3) develop a budgetary "order of magnitude" construction cost estimate for the proposed renovation.

Since the building program has not been determined, we made assumptions in order to achieve the "essential facilities" status. Proposed improvements would address: ADA issues and improvements to architectural finishes and components. Energy efficient measures would also be incorporated to achieve a 40+ year life span. These improvements do not address the expansion of existing services and operations at the facility, but represent a reconfiguration of space for efficiency and ease of access.

With that in mind, we've developed an conceptual construction cost estimate of \$150/sf. This is assuming that structural costs specifically related to seismic will be developed independent from another resource. Using our unit cost, the total cost for the architectural components of the renovation will be \$1,603,500.00. This estimate is based upon probable costs that have been applied with our judgement and based on the available information. It does not include costs for hazardous materials removal and disposal. The cost estimate includes a 20% contingency, and a reasonable profit and overhead of 15% for the general contractor.

In the event you have any questions please contact me at your convenience.

Sincerely,

William Hart
Founder/Principal

9-30



TM RIPPEY
CONSULTING ENGINEERS

7650 SW Beveland Street, Suite 100
Tigard, OR 97223

Phone: (503) 443-3900
Fax: (503) 443-3700

January 5, 2012

Professional Roof Consultants
Attention: Ron Maine
1108 SE Grand Ave., Suite 300
Portland, Or 97214

Re: City of Gladstone – Preliminary Seismic Evaluation
525 Portland Ave, Gladstone, Or 97027

Project Number: 12005

Introduction:

At your request TM Rippey Consulting Engineers has completed its preliminary evaluation of the City of Gladstone City Hall Building for the purpose of determining the feasibility of upgrading the structure to conform to current code seismic requirements for an 'essential facility' with a Class IV occupancy category classification. The building currently houses the City administrative offices, the municipal court, and the Police Department.

An essential facility is defined in the Building Code (Oregon Structural Specialty Code) as, "Buildings and other structures that are intended to remain operational in the event of extreme environmental loading from flood, wind, snow, and earthquakes". Fire, rescue, ambulance, and police stations and emergency vehicle garages are listed in the code as Occupancy Category IV essential facilities along with designated emergency preparedness, communications, and operation centers and other facilities required for emergency response. The building code does not require seismic upgrades to existing structures unless they undergone significant remodeling or a change of occupancy classification that results in the structure being reclassified to a higher occupancy category and this proposed upgrade would be performed on a voluntary basis.

Existing Construction:

The original Gladstone City Hall and fire station building was built in approximately 1940 with construction consisting of wood framed roof and floors with lightly reinforced concrete walls supported on conventional continuous concrete footings. The floor and roof construction consists of tongue and groove sheathing supported by solid sawn wood joists. Original construction drawings for this building were available for our review.

The building has been remodeled in the past and has had at least one addition on the North side of the site. The one story addition appears to be 30 to 40 years old and the

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building construction consists of a plywood roof supported by wood joists and beams bearing on exterior walls of concrete masonry unit (CMU) construction and interior wood framed bearing walls. No construction drawings were found for this building. See attached plan sketch 1/SK1 indicating the original and newer addition areas.

Seismic Codes:

The original building was constructed prior to earthquake provisions being included in the building code and utilizes non-ductile construction materials (un-reinforced concrete) which are no longer permitted. The addition was built under an earlier edition of the Code which has undergone significant changes since the time of construction. Based on the age of construction, the CMU walls at the addition are likely reinforced, however, the reinforcing would likely not meet the current code detailing requirements.

For existing structures, specific code level seismic detailing requirements are not required to be met provided the existing system can be shown to provide the level of performance and seismic safety equivalent to that of a new structure. This is typically accomplished by either showing through analysis that the existing structure has sufficient additional strength or by reinforcing those elements that are found deficient.

The following list outlines those elements that are likely deficient and the reinforcement required.

Summary of Anticipated Seismic Reinforcement:

- Roof Diaphragms: Remove existing roofing materials at all roof areas and install new plywood sheathing over the existing tongue and groove roof sheathing. At the North addition, additional nailing, blocking, and strapping would be required.
- Floor Diaphragm: Based on our preliminary analysis, we do not anticipate adding plywood over the existing tongue and groove second floor sheathing; however, areas of additional nailing and strapping would likely require removal of areas of existing floor finishes.
- Transfer to Shear Walls: Remove existing ceiling finishes as necessary and install new blocking or ledgers bolted to the existing concrete walls at the roof and floor levels of the original building. Reinforce the existing ledger connection at the CMU addition with additional nailing, bolting, and filling non-grouted cells with new grout.
- Wall Anchorage: Remove ceiling and wall finishes as necessary at the roof and second floor level and install new wall to diaphragm anchors spaced 4 to 6 feet on center. This may also require additional grouting at the CMU walls. Also install straps or anchors to tie the wall forces across the diaphragms.

- Wall Out of Plane forces: Reinforce the concrete walls for out of plane forces by the installation of new steel tube strong-backs spaced at approximately 8' on center or one at each pier between windows.
- Shear Walls: Based on our preliminary analysis, the existing concrete walls have insufficient shear strength. Reinforcing for this condition would likely require a combination of adding new steel frames adjacent to the existing walls and the introduction of new shear walls or frames at the interior of the building to reduce the demand on the exterior walls. This work would also likely involve the addition of new drag struts tying the diaphragms to the walls and construction of new foundations and reinforcing the existing. The new drag struts would consist of horizontal wood beams or blocking nailed to the diaphragms with steel connections to the shear walls.
- Non-Structural Elements: Non-structural elements such as suspended ceilings and light fixtures, partition walls, mechanical equipment and electrical components, and fluid and gas piping should be braced and detailed in accordance with the code.
- Wall Cracks: During our site visit we observed numerous cracks in the exterior walls and these would be repaired using epoxy injection.

Summary:

The above list of anticipated work was developed based on our limited site observations, review of the available construction drawings, and our preliminary structural analysis. We anticipate that the cost of construction for the structural improvements, not including repair of building finishes, would be on the order of \$50 to \$60 per square foot or \$540,000 to \$640,000.00 based on an approximate calculated total building area of 10,700 square feet and including a contingency of approximately 20%.

This estimate should be considered as a 'range of costs' and should not be used for budgetary purposes. To obtain a more accurate cost estimate, additional analysis is required along with preparation of preliminary construction documents that could be used by a contractor or construction cost consultant is required.

Disclaimer:

The purpose of this report has been to assist you, our client, in making certain decisions regarding the building above described. Our discussion has been based on limited field inspection and experience and judgment of our office staff. No material inspection or material testing, soils investigation, or other work for hidden conditions was accomplished.

Due to limitations caused by visual inaccessibility to every structural detail or member, our office cannot assume responsibility for the original designer's assumptions or

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City of Gladstone
Page 4 of 4
January 5, 2012

decisions, nor can we assume responsibility for the structure's theoretical ability to meet current code or the code applicable at the time of construction.

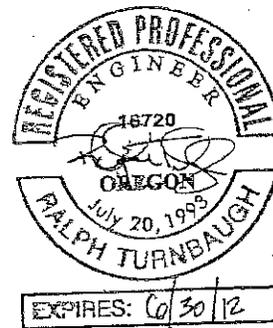
Because of the highly limited scope of our review and observation, our discussion should not be used as a principle basis for any decision relating to the building and the liability of our office and those of our employees are limited to the actual amount of fees that we have charged for our work.

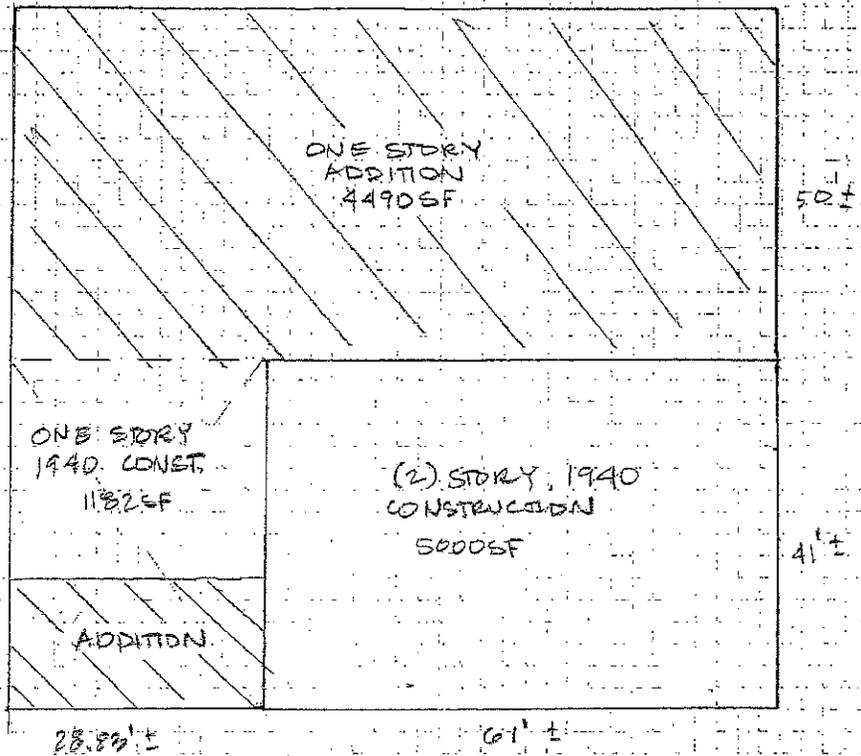
If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

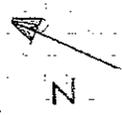


Ralph Turnbaugh, PE





TOTAL ≈ 10,700 SF



PLAN

1" = 20'

TMR TMRIPPEY
CONSULTING ENGINEERS

7650 S.W. Beveland St, Suite 100
Tigard, Oregon 97223
Phone (503) 443-3900

GLADSTONE CITY HALL
525 PORTLAND AVE.
GLADSTONE, OR

BY RWT DATE 11/3/12
CHK BY _____ DATE _____
JOB NO. 12005
SHEET 1 OF 1

9-35



January 10, 2012

Mr. Peter Boyce
City of Gladstone
525 Portland Avenue
Gladstone, Oregon 97232

**RE: CITY OF GLADSTONE / CITY HALL & POLICE STATION - EXTERIOR BUILDING ENVELOPE
PRELIMINARY ASSESSMENT**

Dear Mr. Boyce:

As requested, Professional Roof Consultants, Inc. (PRC) performed a preliminary assessment of the existing condition of exterior building envelope systems associated with the City Hall / Police Station, located in Gladstone, Oregon. The purpose for the preliminary assessment was to identify the existing conditions and provide budgetary estimates to redesign the building envelope to provide a long term weathertight performance.



Tasks Performed: PRC performed several tasks to obtain preliminary assessment information, which included the following:

- Visually inspect the interior and exterior of the building, including at roof level, to investigate existing conditions.
- Access exterior and interior walls to inspect and determine exterior building wall construction.
- Perform minor disassembly of window and exterior wall joints to view interior conditions hidden from view, and to trace current leak sources.
- Create field sketches of conditions to depict "as-built" construction.
- Photograph and document existing conditions pertaining to building envelope construction.
- Trace existing roof and building wall leak conditions.

EXISTING CONSTRUCTION

Based upon information provided to PRC by the City of Gladstone, the building was erected on or around 1940. The exterior structure consists of 6-inch thick unreinforced cast in place (CIP) concrete walls and is two stories tall. The building has taken on three major additions since original construction. The City Hall Building houses a multitude of offices and departments, including: City Officials offices, City Water offices, City Building Official office, City Court Room, City Judge office, and the City Police Station. Visual observations of existing conditions confirmed that the building was constructed and modified in a minimum of three phases.

The exterior building envelope utilizes two types of systems; both are considered "barrier" systems. The system utilizes sealant dependent details to weatherproof exterior windows and other wall penetrations. The exterior cladding was mostly constructed using cast in place concrete with a urethane coating. A small building addition utilizes a combination of cement plaster over concrete masonry units (CMU) and exposed CMU with a urethane coating.

INDEPENDENT CONSULTANTS FOR ROOFING | WATERPROOFING | BUILDING ENVELOPE SYSTEMS

1108 SE GRAND AVENUE, SUITE 300 PORTLAND, OR 97214 503 280-8758 FAX 503 280-8666 ProfessionalRoofConsultants.com

9-36

1. Exterior Walls: Original Construction and Police Station Addition: The exterior walls are constructed with varying thickness of unreinforced cast in place concrete walls. The exterior surface is protected with a urethane coating. The interior wall section utilizes 2x2 furring with an interior cement plaster finish.

City Hall Addition: The exterior wall is constructed from CMU with urethane coating. A section along the south facing wall also includes a stucco assembly installed over the CMU. The interior side of the wall is constructed with 2x2 furring with 2-inch expanded polystyrene and ½-inch gypsum sheathing.
2. Roof Systems: The roof systems were evaluated by PRC in the Fall of 2010. The evaluation concluded that all roof systems on all roof areas were at or near expiration. Substantial modifications will be required to improve roof slope, drainage, and flashings.
3. Window Systems: Window systems consist of single glazed glass panes seated inside wood frames. Window and door systems located at the main entrance and south entrance is extruded aluminum storefront assemblies which utilize a compression glazed system.

ASSESSMENT

- The exterior wall has developed cracks through the system at numerous locations that leak into the building primarily along the west and south facing wall. The exterior wall system could receive a new "rain screen" siding system installed over the cast in place concrete wall to provide a long term, weathertight assembly.
- The section of the building that utilizes a cement plaster system over the CMU walls has signs of deterioration and is recommended to be removed and replaced with a system that is better suited for the entire building exterior.
- The roof systems have expired and have had ongoing leaks for an extended period of time. Roof replacement is recommended. Ponding water is occurring due to limited roof slope that has continued to deteriorate the existing roof and create ongoing leaks. Modifications to the building have also created changes to the building exterior; however, the exterior modifications have been performed as "quick fixes" and have since deteriorated or resulted in additional repairs that will need to be performed in the immediate future. Substantial modifications will be required to implement a roof replacement project that will include upgraded drainage systems, slope changes, and HVAC modifications at a minimum to meet current building code requirements.
- The windows are outdated and are leaking at most locations. The windows are likely from original construction and have resulted in continued water damage through water intrusion as well as condensation. The storefront window and door assemblies are outdated and are not energy efficient compared to current standards.
- The building utilizes little if any insulation throughout the entire building. Only two inches of insulation was observed along a portion of the east wall and north walls. A majority of the roof areas and exterior walls were found to have no insulation.
- The main entrance exterior trellis and entrance canopy have deteriorated and are showing signs of potential collapse. The main entrance will require complete removal and replacement in an effort to avoid potential collapse.

CONCEPTUAL SCOPE

- Install rain screen siding assembly: Install spray applied vapor barrier over existing exterior walls. Install hat channel to offset new exterior siding system. Install stucco assembly over hat channels and standoffs.
- Install new 3-ply Styrene Butyl Styrene (SBS) roof assembly over all roof areas with tapered ridged insulation. Install new sheet metal flashings and low maintenance penetration flashings.
- Install new insulated aluminum framed block windows and new insulated storefront window and door assemblies.
- Insulate all exterior walls utilizing standoffs with spray applied insulation that would provide a continuous insulation to meet current code requirements.
- Remove and install new covered entry way.

Conceptual estimate: \$680,000.00 (Budgetary estimate includes a 20% contingency.)

Please feel free to call if you have any questions or concerns regarding this letter report, or if we may be of further assistance.

Sincerely,



Ronald P. Maine, RRO
SENIOR TECHNICAL SPECIALIST
PROFESSIONAL ROOF CONSULTANTS, INC.

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GLADSTONE
CITY HALL &
POLICE
DEPARTMENT

525 Portland Avenue

January 2, 2013

Prepared by

GROUP
MACKENZIE

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TAB 1

INTRODUCTION
PROJECT INTRODUCTION
GROUP MACKENZIE
PROJECT BACKGROUND
EXECUTIVE SUMMARY

INTRODUCTION

Project Introduction

The City of Gladstone contracted Group Mackenzie to evaluate the existing City Hall and Police building and prepare programming and space needs for the City of Gladstone's City Offices and Police Department. The investigation involved programming questionnaires filled out by key staff members; an existing site tour conducted by Chief Pryde with participation of City staff; and the development of a Space Needs Program created through input from both City Hall staff and the Police Department in conjunction with Group Mackenzie's professional experience on similar projects.

Key Participants

CITY OF GLADSTONE

Peter Boyce — City Administrator
James Pryde — Chief of Police

GROUP MACKENZIE

Jeff Humphreys — Project Principal
Brett Hanson — Project Manager
Jeff Matarrese — Architectural Designer

Group Mackenzie

Established in 1960 and based in Portland, Oregon, Group Mackenzie provides a range of professional design services including structural engineering, architecture, landscape architecture, civil engineering, land use planning, transportation planning and interior design. Group Mackenzie's Public Projects team specializes in civic and emergency response facility design, space needs evaluations, and bond campaign assistance. In the past decade, Group Mackenzie has worked on publicly funded projects in Oregon and Washington for more than 50 counties and municipalities, providing design and engineering services for more than 16 police facilities and six civic office buildings.

Project Background

The City of Gladstone's existing City Hall and Police Department building consists of a two-story, 9,918 square foot facility located on a 10,138 square foot site at the corner of E. Dartmouth Street and Portland Avenue. Originally built in the 1940s, the structure has undergone extensive renovations to accommodate its current occupants, is not designed to essential facility seismic standards and is in need of roofing replacement. Furthermore, the current facility shares off-street parking with the Gladstone Volunteer Fire Department, accommodating only five unsecured parking spaces for patrol vehicles. No permanent parking for City or Police Staff exists. In addition to the existing City Hall and Police Department building, the City of Gladstone Police utilize an off-site evidence storage building requiring Police personnel to commute between the two facilities.

Based on previous studies commissioned by the City of Gladstone and performed by Professional Roof Consultants, Inc. in January 2012 to evaluate the existing structural capacity of the building, it was determined that seismically upgrading the building to a Type IV seismic category, an essential facility construction standards would require substantial improvements and would amount to an estimated total cost of \$2,923,500, including a recommended full roofing replacement and exterior building envelope upgrades. As upgrade and replacement costs of the existing building mounted, the City of Gladstone sought design services to aid in evaluating the City's current space needs and provide recommendation for required space needs to accommodate existing City Hall and Police functions and equipment, as well as future projections to allow for growth. This report is a preliminary step toward identifying the current and future projected needs for the City of Gladstone and setting the stage for comparative cost analysis of a new facility to upgrade and ongoing repairs to the existing building.

Executive Summary

Under the scope of the space needs investigation, Group Mackenzie observed, documented, and evaluated existing deficiencies in order to provide the City of Gladstone recommendations for current space needs and projected growth requirements 20 years into the future. These efforts are intended to serve as the initial step in aiding the City in its goal of determining investment into the existing facility or pursuing next steps towards a new City Hall and Police Department for the City of Gladstone.

Group Mackenzie's experience, developed space standards, industry standards, and City input were used to identify and outline required needs. In conjunction, similar cities and comparable facilities were considered through the validation process. Through review and refinement of the space needs study, the projected growth identified indicates a 157% increase required to accommodate current and future needs. Examination and determination of these figures involved observation of the existing facility and operations, while furthering continued dialogue with users within the building as to the deficiencies of the existing building.

Primary deficiencies inherent to the existing building and operational conditions include:

- The existing building does not meet the necessary requirements of an emergency response facility as it pertains to its capability to withstand and continue operations following a seismic event as prescribed by current code for essential facilities.
- There are mounting deficiencies in many of the existing spaces, most prominently for Police as it pertains to necessary operational functions, such as equipment storage, restroom/locker facilities, physical training, suspect processing, and on-site evidence processing and storage.
- Current available space exhibits disjointed City Hall office functions, inefficient circulation, and lack of secure access within the City Hall offices. This was further observed with the potential safety hazards associated with municipal court staff and the judge sharing public functions, such as the restrooms, with defendants during court proceedings.
- Limited parking of Police vehicles results in unsecured, highly valued City property that is subject to vandalism and potential assaults on Police personnel, and potentially City and Court staff.
- The Police Department currently operates out of multiple facilities resulting in disjointed operations that reduce efficiencies, increase officer travel time, and offer additional security threats to multiple locations.
- The age of the building and building systems are reaching or, in cases, exceeding their lifespans and require costly repair or replacement.

Recommendation

Group Mackenzie has prepared and forecasted a comprehensive projection of required space needs for the City of Gladstone's 20 year growth. The existing facilities housing current City Hall and Police Department operations (including the 2,160 square foot evidence facility) total 12,078 square feet and do not meet current operational requirements of the City offices, Police Department, or public functions. Upon completion of this space needs examination Group Mackenzie found that the City of Gladstone is in need of a 19,008 square foot facility to both address current shortfalls and allow for future growth. Furthermore, based on the current expense of repair necessary of the existing facility, and its inability to meet projected growth and current seismic requirements of an essential facility. It is recommended that the City take additional measures and next steps towards evaluation and consideration of construction of a new facility to house City Hall, Municipal Court, and Police Department functions.

Gladstone Space Needs Comparison

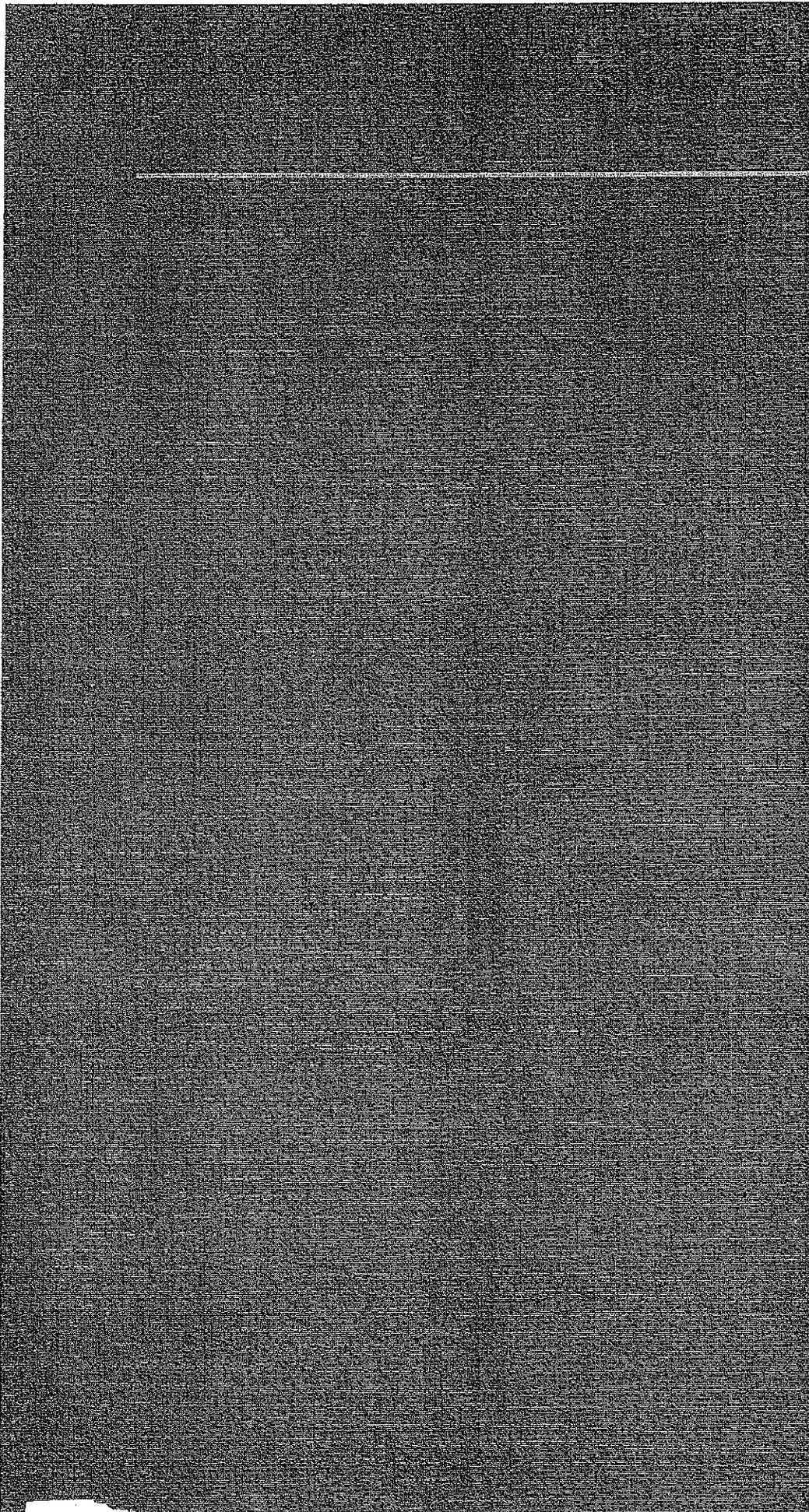
	EXISTING	2023	2033
<u>BUILDING AREA</u>	12,078 SF	17,582 SF	18,018 SF
<u>EXTERIOR AREA EXCLUDING BUILDING FOOTPRINT</u>	1,138 SF	16,130 SF	19,026 SF
<u>PUBLIC PARKING</u>	0 SPACES**	47 SPACES	47 SPACES
<u>SECURE PARKING</u>	0 SPACES***	22 SPACES	30 SPACES

*Includes existing City Hall/ Police building (9,918 SF) and evidence facility (2,160 SF).

**Public parking provided on-street.

***Three off-street police patrol vehicle spaces provided.

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TAB 2

EXISTING CONDITIONS

SITE MAP

EXISTING PLAN

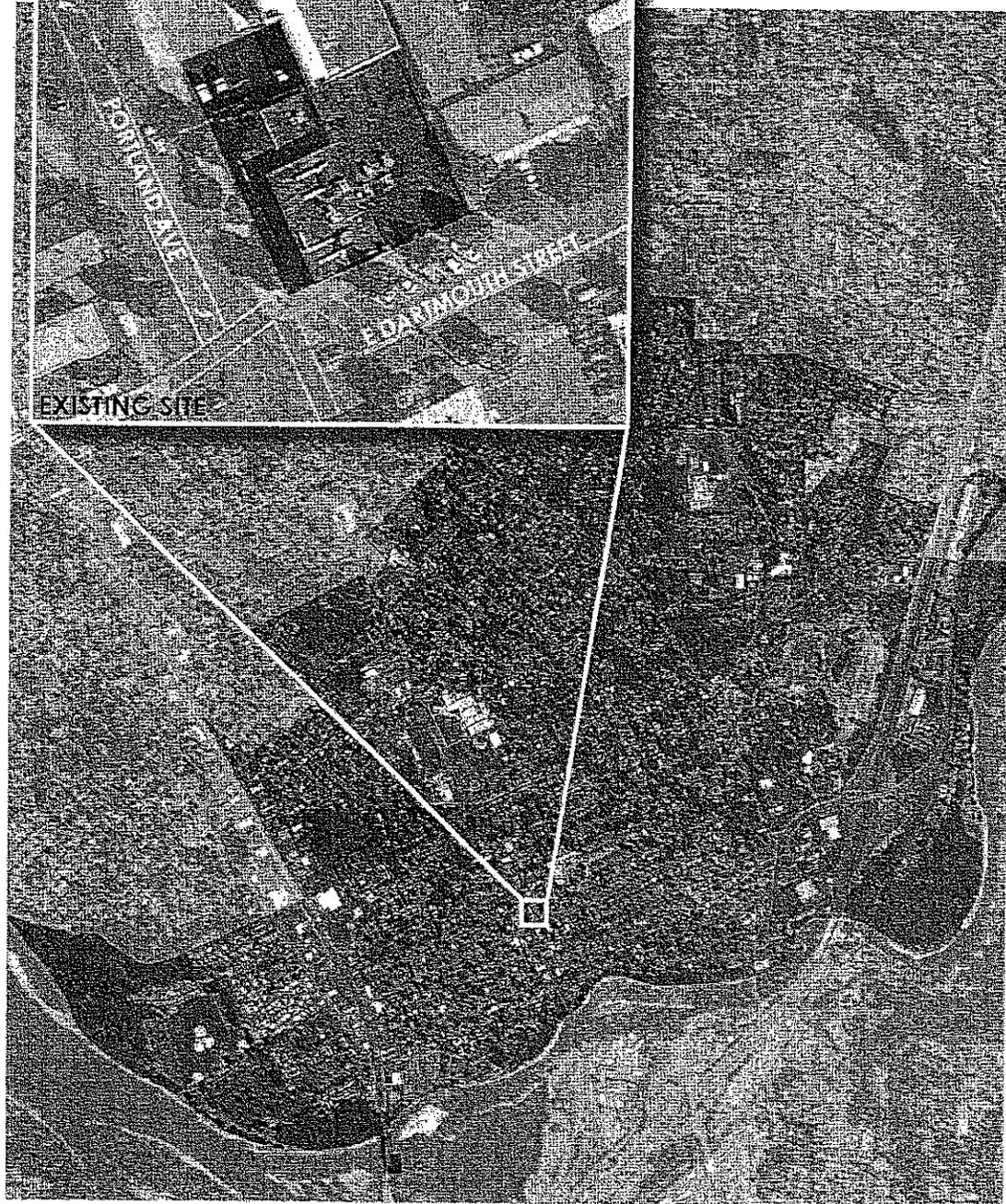
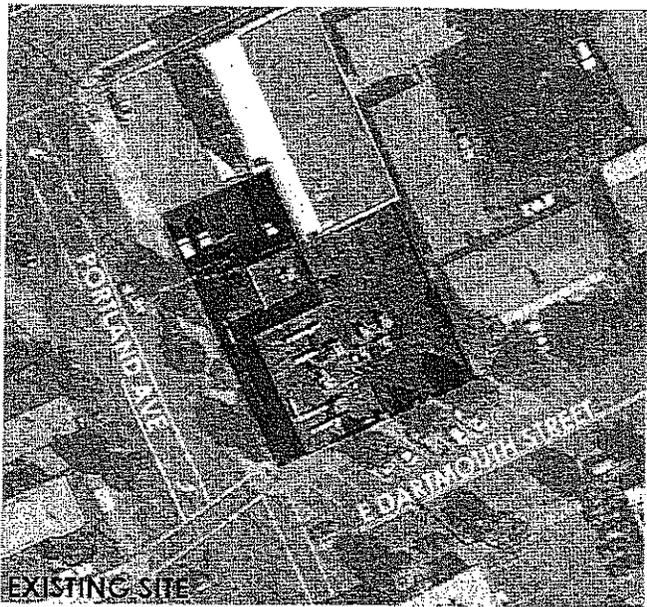
EXISTING CITY HALL

EXISTING POLICE DEPARTMENT

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EXISTING CONDITIONS

525 Portland Avenue
Gladstone, Oregon+

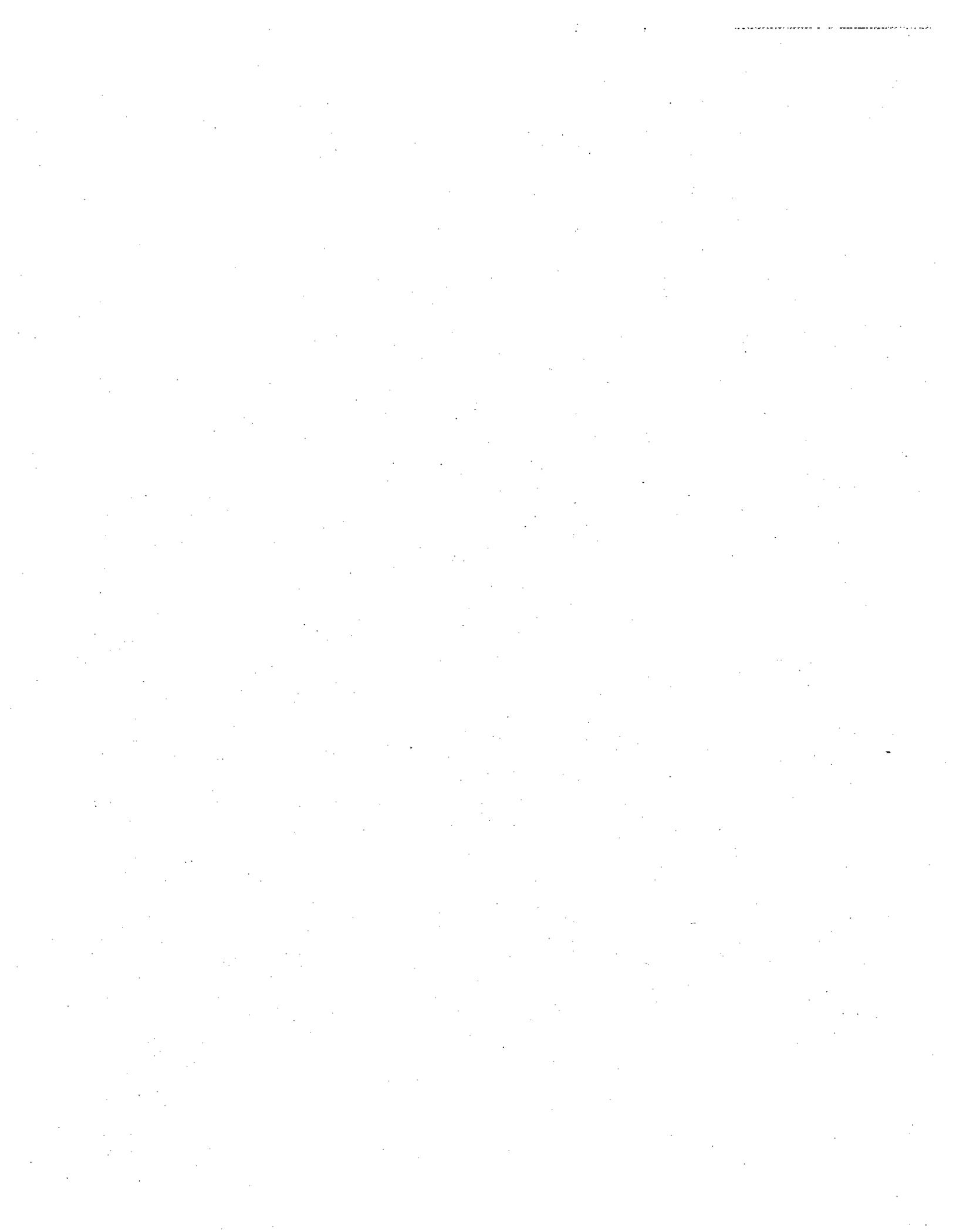


CITY OF GLADSTONE



GLADSTONE CITY HALL & POLICE DEPARTMENT

9-46

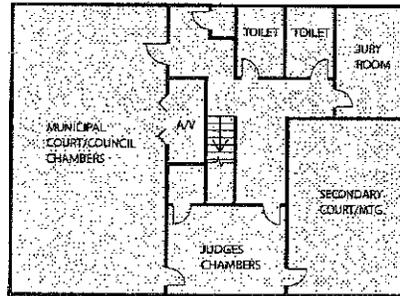


EXISTING CONDITIONS continued

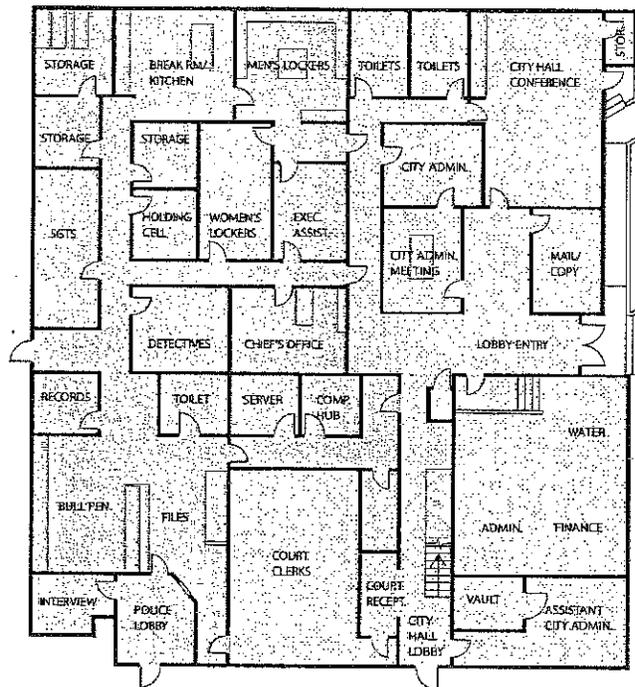
Existing City Hall and Police Facility Plan

LEGEND

-  CITY HALL
-  POLICE



← SECOND LEVEL



← GROUND LEVEL

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Existing City Hall and Police Building

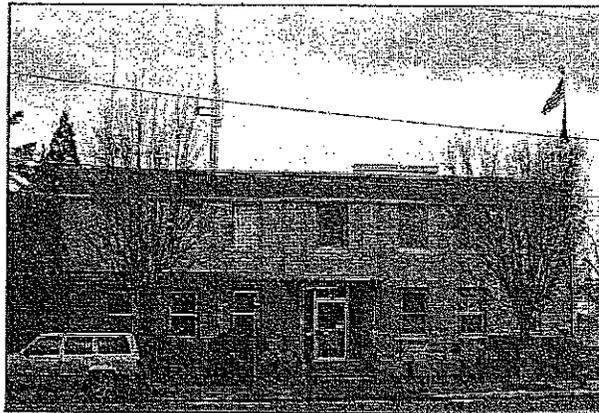
The existing City Hall and Police Department currently occupy a 9,918 square foot, two-story facility at 525 Portland Avenue in Gladstone Oregon, while the Police Department also has a stand alone 2,160 square foot evidence building at a separate location. The City Hall and Municipal Court functions occupy the south half of the first floor and the entire second floor of the building. The Police Department occupies the north half of the first floor only. Each entity has a separate entrance from the public street. The Police Department maintains 5 off street, unsecured parking stalls (FIG T), while the City Hall, Municipal Court, remaining Police, and public must utilize on-street parking. In addition to the space deficiencies, safety, and privacy concerns, the existing configuration of the rooms within the building have been found to layout inefficiently with additional space dedicated to circulation in lieu of usable rooms. As part of this layout, many office spaces are located internally resulting in limited to no natural light to occupied space.

As part of examination and observation of the existing building, the following was observed:

The building currently suffers from a significant lack of public space and inefficiencies associated to circulation throughout the building. Each entity has a separate disconnected entry that does not present a formalized civic entrance into the building (FIG A).

These separate entrances do not offer clear way finding to the particular City functions and further do not provide for a secure reception lobby and counter for the City Hall staff (FIG B). Clear way finding within the building does not exist and it was observed that visitors had unobstructed access to City office functions, while City staff further share public restrooms with visitors and court.

The City Council and Municipal Court functions are currently inadequate for the required uses and have experienced overcrowding. Within the court waiting space, cueing for court is inefficient and additionally prone to overcrowding. Additional security concerns surround shared public space with the judge and court staff. Currently the judge and jury space must share restrooms with defendants awaiting court.



The Police entry is secure, however uninviting to the public and does not allow secure access to the interview room (FIG J). The existing Police operations space is undersized and not properly dedicated to specific functions due to lack of space, which can result in reduced operational efficiencies and present safety and security concerns. The Police records and bull pen (FIG K) serves both Patrol Officers, as well as Records Staff, which can present competing functions. Detectives Offices were observed to be undersized with limited storage availability (FIG L). Between Detectives and Patrol an internal interview room does not exist for secure use limiting interviews to only occurring off the public lobby or within the secure portion of the department. Locker facilities for both men and woman are undersized and often used for ancillary storage space due to unavailability of alternative space (FIG R), while internal secure restrooms dedicated for police staff is limited to a single stall (FIG S), forcing police staff to share facilities with the public.

EXISTING CONDITIONS continued

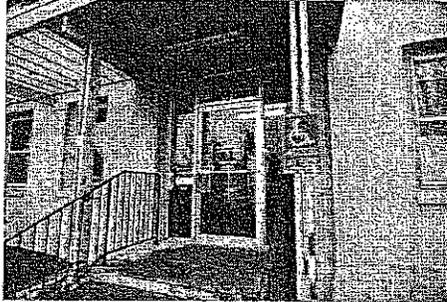


FIG A. ENTRY



FIG E. COPY/MAIL ROOM



FIG B. LOBBY

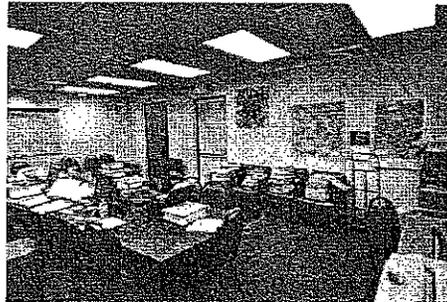


FIG F. CONFERENCE ROOM

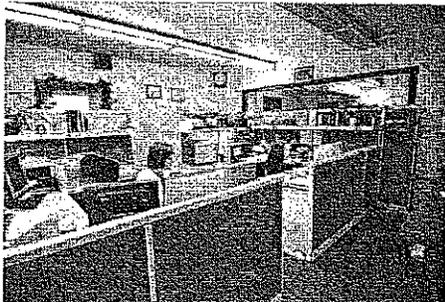


FIG C. COURT CLERKS' OFFICE



FIG G. COUNCIL CHAMBERS



FIG D. WATER, FINANCE, & ADMINISTRATION

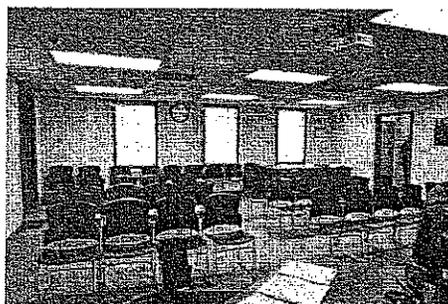


FIG H. COUNCIL CHAMBERS



FIG I. HUB ROOM

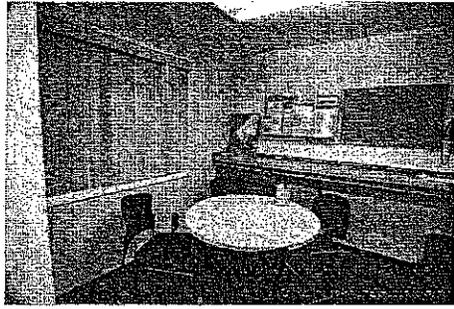


FIG M. INTERVIEW ROOM

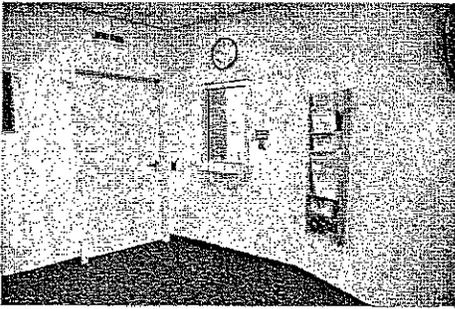


FIG J. POLICE LOBBY

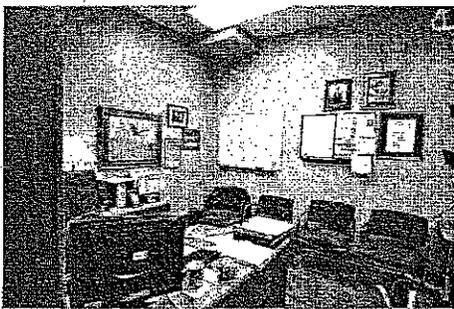


FIG N. CHIEF'S OFFICE



FIG K. BULL PEN

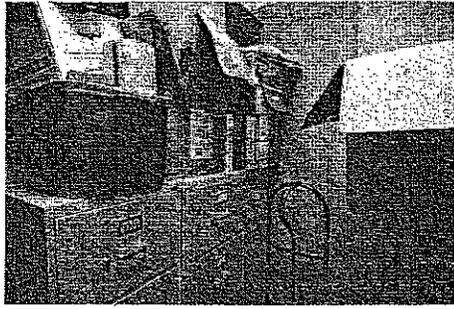


FIG O. STORAGE



FIG L. DETECTIVES OFFICE



FIG P. EQUIPMENT STORAGE

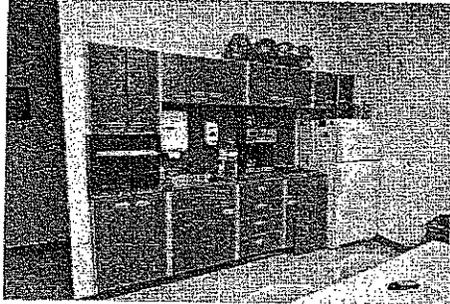


FIG Q. BREAK ROOM

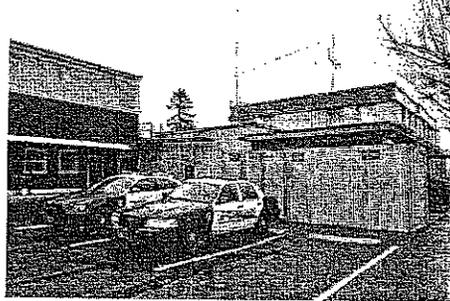


FIG T. POLICE PARKING

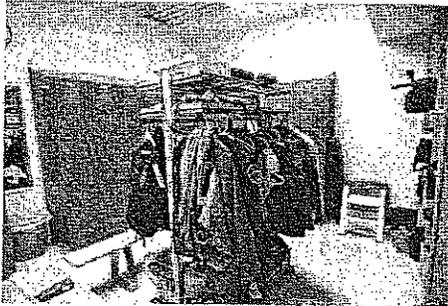


FIG R. MENS' LOCKER ROOM



FIG U. EVIDENCE FACILITY

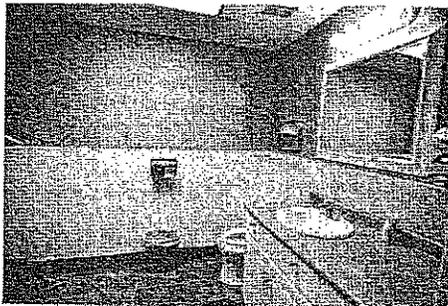


FIG S. RESTROOM

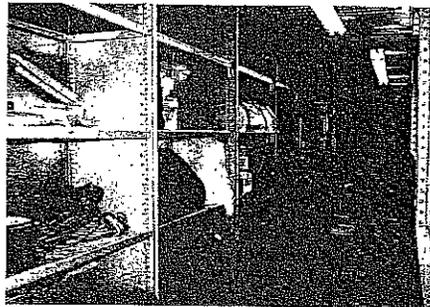
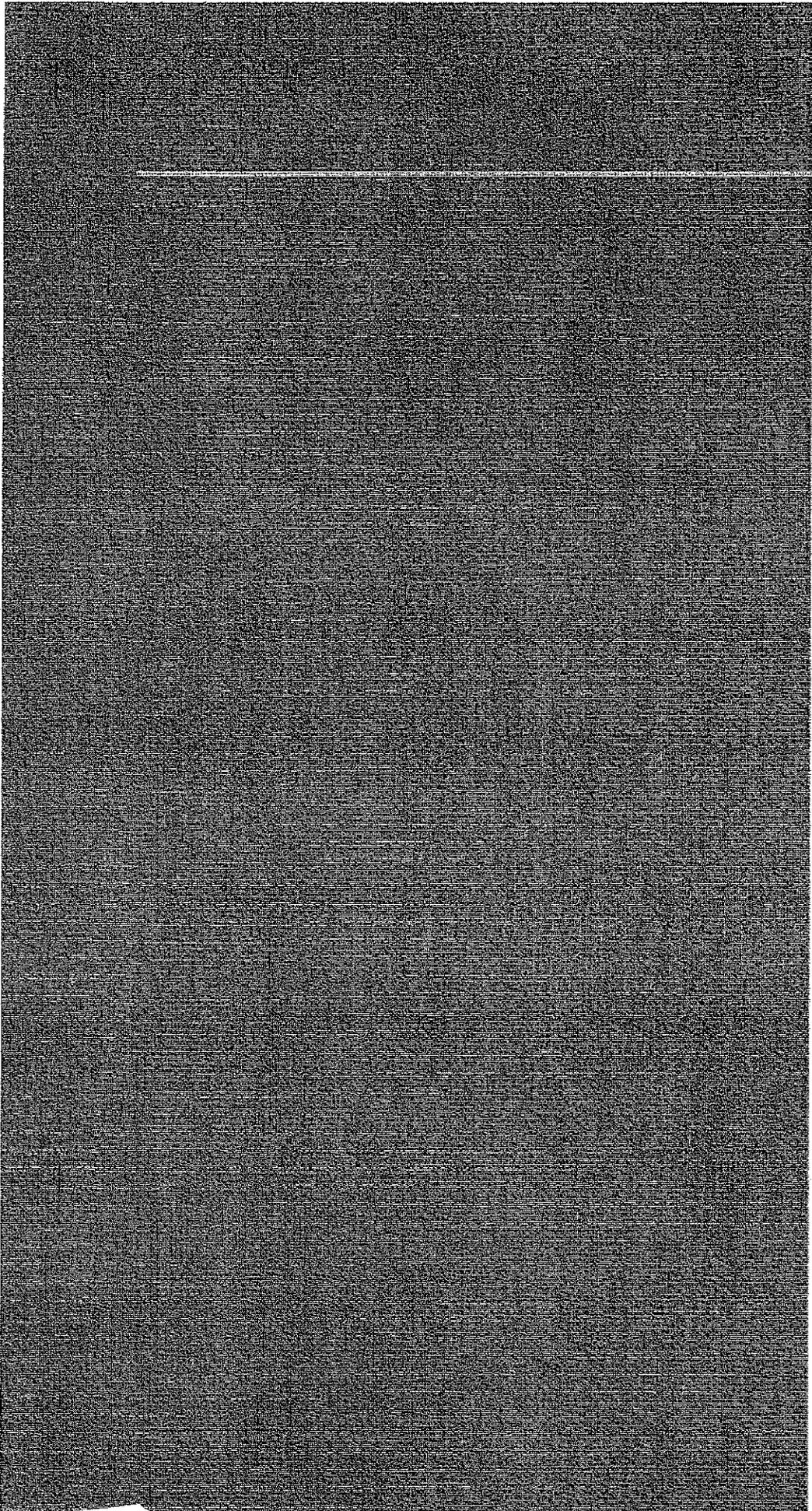


FIG V. EVIDENCE FACILITY



TAB 3

PROGRAMMING
SPACE NEEDS CONSIDERATIONS
SPACE NEEDS PROGRAM

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PROGRAMMING

Space Needs Considerations

Police facility design is unique in that the building and all its functions are tools integral to effective and efficient operation of a policing agency. The way in which a facility is designed focuses on functionality and stringent requirements associated with protection of the building, its staff, and the public it serves. Requirements defining this particular building type are driven by jurisdictional, state, and federal criteria for safety, security and operational procedures. These criteria ensure the facility not only operates effectively on a day-to-day basis, but is also capable of resisting and responding to the forces of natural events and terrorism, all the while maintaining the stature of a civic building.

Similar to a police facility, the design of a City Hall is focused on the protection of the building and its staff. A City Hall also needs to maintain an open and welcoming visage to the community it serves. A City Hall provides a civic building that can be used for public gatherings and assist community functions.

Beyond the building program requirements, there are important site elements and considerations that must be taken into account for these types of facilities. These program elements include public parking; secure parking for city staff, police vehicles, and equipment; emergency power; building threat protection; and access to and from the site. The most challenging consideration, for any site, stems from public and secure parking requirements. These are governed by jurisdictional requirements, as well as department growth projections and space requirements for vehicles and equipment.

The following program summary outlines the overall categories and square footages for each departmental function within the building.

Program Summary

Space / Room Use	Staffing Requirements		Space Requirements		Space Size		Total Required Square Footage			Comments		
	Exist	2023	2033	Exist	2023	2033	W	L	Area		Exist	2023
Department: Gladstone City Hall and Police Department												
Public Functions & Facility Core	1	1	1							755	1318	1318
City Hall	8.5	8.5	8.5							5601	5623	5623
Police Department	21	22	35							5822	10640	11077
TOTAL BUILDING SQUARE FOOTAGE	30.5	31.5	44.5							12078	17582	18018

Space / Room Use	Staffing Requirements		Space Requirements		Space Size		Total Required Square Footage			Comments		
	Exist	2023	2033	Exist	2023	2033	W	L	Area		Exist	2023
Department: Gladstone City Hall and Police Department												
Public Functions & Facility Core	1	1	1							755	1318	1318
Administration	5	5	5							2628	2134	2134
City Council / Municipal Court	3.5	3.5	3.5							2873	3298	3298
Support Functions	0	0	0							0	182	182
Police Records / Administration	3.5	4.5	6							914	1469	1545
Police Operations	17	17	28							1588	4730	5090
Police Support Functions	0.5	0.5	1							2160	2129	2129
Police Support Functions	0	0	0							1161	2312	2312
TOTAL BUILDING SQUARE FOOTAGE	30.5	31.5	44.5							12078	17582	18018
TOTAL EXTERIOR REQUIREMENTS										1168	36190	19026
TOTAL SITE REQUIREMENTS (SINGLE STORY)										13246	21192	19944
TOTAL SITE REQUIREMENTS (TWO STORY)										24924	26835	37962

GLADSTONE CITY HALL & POLICE DEPARTMENT

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Space Needs Program

The programming information presented on the following pages represent current and future staffing counts, required spaces, sizes, functions, and general use. Future needs have been projected for a twenty-year growth and calculated based on future projections of crime, population, and city growth estimated by the City of Gladstone.

To begin the space needs evaluation process, the existing facility was toured, and current staff count, program, and space sizes documented within the program for comparative analysis.

In conjunction with existing facility documentation, the City Manager, Chief, and key City staff participated in discussions regarding their department and division work philosophy, current deficiencies, and required needs. This information was utilized in conjunction with architectural space standards and examination of recently built Police stations/City Halls in communities of similar size and demographic makeup to prepare and validate the space needs analysis on the following pages.

The program is organized into primary building elements, departments, and divisions to facilitate in identifying and assigning ancillary program needs to particular spaces unique to a civic facility. Total space size for each division is tabulated and an interior circulation factor of 20% assigned to cover primary hallways, stairways, elevators, mechanical space needs, and miscellaneous circulation needs typically required in civic facilities.

Space / Room Use	Staffing Requirements		Space Requirements			Space Size		Total Required Square Footage			Comments		
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist		2023	2033
Department: Public Functions & Facility Core													
Public Functions													
Entry Vestibule				0	1	1	8	10	80	0	80	80	811 phone
Public Lobby Waiting Area / Foyer				1	1	1	15	20	300	80	300	300	Open lobby for Police and City Hall, 4-5 people
Lobby Information				0	1	1	2	10	20	0	20	20	Includes forms, information.
Display Area				0	1	1	2	10	20	0	20	20	Historical display space, PD and City Hall to confirm contents.
Report Taking Room				1	1	1	10	12	120	70	120	120	Dual access from Police Reception, 4-6 people camera & microphone.
Public Restrooms / Men's & Women's				4	2	2	10	20	200	340	400	400	
Group Total										1480	1640	1640	
Facility Core													
Janitor				1	1	1	6	6	36	55	36	36	Additional (1) required for two-story facility.
Stairway				1	0	0	9	20	180	100	0	0	Required for two-story facility.
Elevator				1	0	0	6	8	48	30	0	0	Required for two-story facility.
Elevator Equipment Room				0	0	0	5	6	30	0	0	0	Required for two-story facility.
Mechanical Shaft				0	0	0	5	10	50	0	0	0	Required for two-story facility.
Server Room	1	1	1	1	1	1	10	15	150	80	150	150	1x staff space, room for storage.
Electrical Room				0	1	1	10	15	150	0	150	150	
Sprinkler Riser Room				0	1	1	6	7	42	0	42	42	
Group Total										265	378	378	
SUBTOTAL										755	1318	1318	
GENERAL CIRCULATION (20%)										151	264	264	
TOTAL SQUARE FOOTAGE (Public Functions & Facility Core)										755	1318	1318	

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Department: City Hall Administration													
Administration													
Public Reception (Service Counter)				0	1	1	6	12	72	0	72	72	
Account Clerk	1	1	1	1	1	1	8	8	64	64	64	64	Open office.
Administrative Assistant	1	1	1	1	1	1	8	8	64	64	64	64	Open office.
Utilities Clerk	1	1	1	0	1	1	8	8	64	0	64	64	Open office, secure filing cabinets.
City Administrator	1	1	1	1	1	1	10	18	180	308	150	180	Office.
Assistant City Administrator	1	1	1	1	1	1	10	16	160	228	160	160	Office with window overlooking open office.
City Hall Conference Room / Jury Room				1	1	1	20	34	680	589	680	680	Seating for 20, dividable.
Volunteers	0	0	0	0	0	0	0	0	0	0	0	0	Two Volunteers, shared open office space.
Planning Counter				0	1	1	4	12	48	0	48	48	Work space for County Planner.
Parks Staff	0	0	0	0	0	0	0	0	0	0	0	0	3 seasonal staff.
Parks Storage				1	1	1	10	10	100	28	100	100	
Administrative Storage				1	1	1	6	8	48	60	48	48	Secure.
Copy/Print/Mail Center/Work Room				1	1	1	10	10	100	168	100	100	Copier, postage machine, form storage -- accessible to clerks.
Files				0	1	1	10	15	150	0	150	150	Compact shelving, includes planning, files.
Supply Storage				1	1	1	6	8	48	23	48	48	
Group Total										2126	1778	1778	
SUBTOTAL										2126	1778	1778	
GENERAL CIRCULATION (20%)										502	356	356	
TOTAL SQUARE FOOTAGE (City Hall Administration)										2628	2134	2134	

Department: City Council / Municipal Court													
Support Functions													
Court/Council Chambers				1	1	1	35	50	1750	1432	1750	1750	Shared Council and Court chambers. Seating for 50-70.
Court Clerk	1.5	1.5	1.5	0	1	1	12	18	216	540	216	216	Lead court clerk & court clerk, shared office adjac. lobby/park for 3 w/ counter mailboxes.
Court Records				0	1	1	10	12	120	0	120	120	Secure.
Jury Room				1	0	0	16	28	448	135	0	0	Combined with City Hall Conference Room.
Judges Chambers	1	1	1	1	1	1	14	18	252	223	252	252	Guest seating.
Prosecutor	0.5	0.5	0.5	0	1	1	0	0	0	0	0	0	Interview room will double as council conference.
Indigent Defense	0.5	0.5	0.5	0	1	1	0	0	0	0	0	0	Interview room will double as council conference.
EOC Storage				0	1	1	10	15	150	0	150	150	Secure, access by police only. Emergency Power.
Chair / Table Storage				0	1	1	10	10	100	0	100	100	Secure.
Police Training Storage				0	1	1	8	10	80	0	80	80	Secure.
AV Room / Closet				0	1	1	8	10	80	0	80	80	
Group Total										2900	2748	2748	
SUBTOTAL										2900	2748	2748	
GENERAL CIRCULATION (20%)										580	550	550	
TOTAL SQUARE FOOTAGE (City Council / Municipal Court)										3480	3298	3298	

GLADSTONE CITY HALL & POLICE DEPARTMENT

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PROGRAMMING continued

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Department: City Hall Support Functions													
Support Functions													
Unisex Toilet Room				0	1	1	8	10	80	0	80	80	1x vanity, 1x toilet.
Supply Storage				0	1	1	8	10	80	0	80	80	Misc storage requirements.
Group Total	0	0	0	0	2	2	16	20	160	0	160	160	
SUBTOTAL										0	0	0	
GENERAL CIRCULATION (20%)										0	32	32	
TOTAL SQUARE FOOTAGE (City Hall Support Functions)										0	192	192	

Department: Police Records / Administration													
Records													
Public Reception (Service Counter)				0	1	1	6	12	72	0	72	72	Secure w/ bullet resistant glazing & ADA counter.
Records - workstations	1	1	2	1	1	2	8	8	64	80	64	128	Open work station adjacent to reception counter.
Code Enforcement Officer	0.5	0.5	1	0	1	1	8	8	64	0	64	64	
Chief of Police	1	1	1	1	1	1	14	20	280	192	280	280	4x Conference, private office.
Lieutenant / Captain	0	1	1	0	1	1	10	16	160	0	160	160	Private office.
Executive Assistant	1	1	1	1	1	1	10	12	120	130	120	120	Private office.
Volunteers / Interns	0	0	0	0	1	1	6	6	36	0	36	36	Open workstation adjacent to Exec. Assistant 6-10 volunteers.
Confidential Records				0	1	1	8	8	64	0	64	64	Internal investigations, personnel documents.
Supply Storage				1	1	1	8	8	64	65	64	64	
Copy/Print/Mail Center/Work Room				0	1	1	10	15	150	0	150	150	Shared with court.
Records Files				0	1	1	10	15	150	222	150	150	Compact shelving with window.
Group Total	3.5	4.5	6	1	6	6	52	62	689	1224	1288	1288	
SUBTOTAL										3.5	4.5	6	
GENERAL CIRCULATION (20%)										0	245	245	
TOTAL SQUARE FOOTAGE (Police Records / Administration)										3.5	1469	1546	

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	AV	IT	Area	Exist	2023	2033	

Department - Police Operations													
Operations													
Patrol - Sergeants	3	3	4	1	3	4	10	12	120	194	360	480	Private offices.
Patrol Officers	10	10	13	0	0	0	0	0	0	0	0	0	0 Space included in report writing.
Reserve Officers	2	2	8	0	0	0	8	8	64	0	0	0	0 Space allocated in patrol room/patrol officer work stations.
Detectives	2	2	3	1	2	3	10	10	100	168	200	300	Bull pen office, adjacent to patrol.
Report Writing				1	1	1	18	20	360	300	360	360	Bull pen, 6x shared work stations.
Briefing / Conference Room				0	1	1	20	30	600	0	600	600	Equipped with audio/video equipment.
Interview Room				1	2	3	8	10	80	80	160	240	
Storage - Detectives				0	1	1	8	10	60	0	80	80	
Radio / Equipment Storage - Patrol				1	1	1	6	8	48	80	48	48	Located in report writing.
Group Total	17	17	28	3	7	7	52	60	822	822	1806	2706	

Inventory / Equipment Storage													
Armory/ammunition/weapons				1	1	1	12	14	168	80	168	168	
Ammunition Storage				0	1	1	8	8	48	0	48	48	
Weapons Maintenance				0	1	1	0	0	0	0	0	0	0 Included within Armory.
Equipment Storage / Issuance				0	1	1	10	15	150	150	150	150	
Group Total	0	0	0	1	4	4	30	37	426	426	426	426	

Booking													
Custody Processing				0	1	1	12	20	240	127	240	240	Includes officer workspace.
Temp Holding Cell				0	2	2	8	10	80	80	160	160	Equipped w/ audio/video equipment, separate male and female cells.
Hard Interview / Intox Room - small				1	1	1	10	12	120	0	120	120	AV requirements, audio/visual, Lockable Cabinet for Intoxifier.
Unisex Toilet				0	1	1	6	8	48	0	48	48	
Access Vestibule				0	1	1	0	0	0	0	0	0	0 Weapon lockup area, sq. ft. within circulation.
Storage				0	1	1	8	10	80	0	80	80	
Sally Port				0	1	1	28	40	1120	0	1120	1120	Single car garage, pull-in.
Group Total	0	0	0	1	7	7	38	80	1208	207	1768	1768	
SUBTOTAL	17	17	28	4	11	11	90	137	1258	1258	3942	4242	
GENERAL CIRCULATION (CMA)									329	739	849	849	
TOTAL SQUARE FOOTAGE (Police Operations)									1587	4731	5090	5090	

GLADSTONE CITY HALL & POLICE DEPARTMENT

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PROGRAMMING continued

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Property / Evidence													
Evidence Processing - Officer				0	1	1	10	15	150	220	150	150	Temp lockers, evidence lockers, work area space included for tag/bag supplies/equipment.
Evidence Technician - Workstation	0.5	0.5	1	0	0	0	0	0	0	0	0	0	Open to work room, single staff member shared with Code Enforcement Officer.
Evidence Technician Work Room				0	1	1	10	15	150	220	150	150	Evidence Tech Processing area.
Evidence Storage - General				0	1	1	20	30	600	640	600	600	High density compact shelving.
Evidence Storage - Drying Room				0	1	1	8	10	80	0	80	80	
Refrigerated Storage				0	1	1	6	3	18	0	18	18	Refrigerator.
Narcotics Storage				0	1	1	6	8	48	0	48	48	Access from General Storage.
Cash Storage				0	0	0	0	0	0	0	0	0	Vault within General Storage.
Weapons Storage				0	1	1	6	8	48	0	48	48	Access from General Storage.
Oversized Item Storage				0	1	1	4	20	80	0	80	80	Open shelving, within General Storage room.
Vehicle Garage				0	1	1	20	30	600	720	600	600	
Bicycle Storage - Impound				0	0	0	0	0	0	0	0	0	Exterior, Covered, Secure, 50x bicycle capacity.
Group Total	0.5	0.5	1	0	1	1	10	15	150	1800	1774	1774	
SUBTOTAL	0.5	0.5	1	0	1	1	10	15	150	1900	1774	1774	
GENERAL CIRCULATION (20%)										437	358	365	
TOTAL SQUARE FOOTAGE (Property / Evidence)										2337	2129	2139	

Department: Police Support Functions													
Police Restrooms/Shower													
Unisex Toilet / Shower Room				0	3	3	9	10	90	0	270	270	1x Shower, 1x vanity, 1x toilet each.
Unisex Toilet Room				1	1	1	8	10	80	80	80	80	Adjacent to records.
Quiet Room				0	1	1	8	10	80	0	80	80	Adjacent locker rooms.
Men's Locker Room				1	1	1	20	26	520	256	520	520	30 Lockers.
Women's Locker Room				1	1	1	10	20	200	185	200	200	10 Lockers.
Group Total	0	0	0	1	3	3	17	16	170	521	1150	1150	

Shared													
Mud Room Vestibule / Ready Room				0	1	1	8	14	112	85	112	112	Access from secured parking w/ auto side doors, includes 15x equipment storage cubbies.
Supply Storage				0	1	1	5	5	25	81	25	25	Misc storage requirements.
Break Room				1	1	1	12	16	192	216	192	192	Room for 2-4x people, 1 RF, 2 MW, 1 DW, 1 GD, 1 RG, adjacent to Council Chamber.
Physical Training Room				0	1	1	20	20	400	0	400	400	Shared with City Hall.
Laundry Closet				0	1	1	6	8	48	0	48	48	
Group Total	0	0	0	1	1	1	33	33	382	382	1327	1327	
SUBTOTAL	0	0	0	1	1	1	33	33	382	803	1827	1827	
GENERAL CIRCULATION (20%)										258	385	385	
TOTAL SQUARE FOOTAGE (Police Support Functions)										1161	2212	2212	

Space/Room Use	Staffing Requirements		Space Requirements			Space SIZ		Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	

Department: Exterior Requirements													
Public Parking													
Public Parking - City Hall				0	30	30	9	18	162	0	4860	4860	
Public Parking - Police Department				0	5	5	9	18	162	0	810	810	
Staff Parking - City Hall				0	12	12	9	18	162	0	1944	1944	
Bicycle Parking				0	10	10	4	6	24	0	240	240	
Group Total				0	47	47				0	2954	2954	

Secured Parking													
Police Personal Vehicles				0	8	12	9	18	162	0	1296	1944	
Squad Vehicle Parking / Patrol				5	6	8	10	20	200	810	1200	1600	Covered.
Detectives' Vehicle Parking				0	2	3	10	20	200	0	400	600	Covered.
Sergeant Vehicle Parking				0	1	1	10	20	200	0	200	200	Covered.
Chief's Vehicle Parking				0	1	1	10	20	200	0	200	200	Covered.
Code Enforcement Parking				0	1	2	10	20	200	0	200	400	Covered.
Admin Vehicle Parking				0	1	1	10	20	200	0	200	200	
Radar Trailer				0	1	1	10	20	200	0	200	200	
K-9 Parking				0	1	1	10	20	200	0	200	200	
Emergency Generator				1	1	1	15	25	375	100	375	375	includes 4'-0" clearances, concrete pad required.
Trash/Recycling				0	1	1	10	20	200	0	200	200	Verify trash requirements with provider.
Bicycle Storage / Impound				0	1	1	20	20	400	0	400	400	50x bicycles, covered.
Group Total				5	22	30				810	5874	6519	

SUBTOTAL										910	8065	9518	
GENERAL CIRCULATION (100%)										228	8065	8313	
TOTAL SQUARE FOOTAGE (Exterior Requirements)										1138	16130	16026	

GLADSTONE CITY HALL & POLICE DEPARTMENT

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GROUP
MACKENZIE

January 15, 2013

City of Gladstone
Attention: Peter Boyce, City Administrator
525 Portland Avenue
Gladstone, OR 97027

Re: **Gladstone City Hall and Police Department**
Preliminary Cost Analysis
Project Number 2120509.01

Dear Mr. Boyce:

Following completion of the Gladstone City Hall and Police Department Needs Assessment Report, and upon your request, we have prepared and provided the following high level cost projections for two possible scenarios for new construction of an approximately 18,000 square foot City Hall and Police Department facility. Note that these scenarios are preliminary in scope and reflect Group Mackenzie's professional experience with comparable facilities completed within the past ten years. These preliminary costs have been projected as a low and high range for each option to allow for construction, design, and unforeseen project variations and are being provided for preliminary planning only.

As it pertains to the Options A and B, the following assumptions have been taken into account in the development of each option:

Construction Cost:

- Scope includes construction for the building and site improvements.
- General conditions, bonds and insurance, overhead and profit, and design contingencies are included in the general construction cost.
- Construction duration is anticipated to take 10 to 12 months for Option A. 8 to 10 months for Option B.
- Construction type for each option is anticipated to consist of a masonry exterior envelope, structural steel framing, high performance glazing and roofing systems, and high efficiency mechanical, plumbing, and electrical systems.

Consultant Cost:

- Scope includes Architectural and Engineering (A/E) design and construction fees, owner's project manager fees, and allowances for marketing materials, topography, and boundary surveys, special inspections, and geotechnical services.
- A/E fees are assumed at 8-10% of construction costs and include reimbursables at 10% of the design fees.

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- Environmental services, hazardous material surveys, commissioning, and arborists services are excluded.

Owner Cost:

- Scope includes fixtures, furniture and equipment, Police duty lockers, compact shelving, moving allowance, and/or temporary facilities costs.
- Furniture, Fixtures, and Equipment includes costs for furniture, appliances, and signage.
- Permit fees have been excluded at the request of the City.
- LEED, commissioning, environmental impact charges, Bond fees, and off-site improvements are excluded.

Land Cost:

- Both options are on City owned property resulting in no additional cost.

The Low / High Estimate assumptions include:

- 10 % / 15% design contingency
- 1 % / 2% of construction cost for the owner's project manager
- 4 % / 6% contractor general conditions
- 1 % / 2% construction escalation

Option A: Existing City Hall and Police Department Site

Option A revolves around the evaluation of the existing 9,918 square foot, two-story City Hall and Police Department located at 525 Portland Avenue. The site itself is limited to the building foot print and five adjacent surface parking stalls currently utilized for police patrol vehicles. City Staff, Police, and the public are required to utilize street parking.

Based on the January 2, 2013 Needs Assessment Report, this option has been evaluated for a 18,000 square foot combined facility that would consist of demolition of the existing building and construction of a new facility. Due to the site constraints the new facility would comprise of a two and a half to three story structure over one level of surface parking that would be utilized to provide secure parking for police patrol and operations vehicles. Due to city zoning restriction for height allowances to exceed 35 feet would require a variance or exception. Based on the approximate size of the site and dependent on design developments, it is anticipated that the site could potentially house 15 to 20 parking stalls.

As part of this option the existing building would be demolished to allow for new construction. Due to the age of the existing facility it is highly probable that hazardous construction materials exist and would require remediation at the time of demolition. In addition, during demolition and construction of the new facility, City and Police staff and operations would be required to relocate and operate out of temporary facilities for duration of approximately 10 to 12 months.

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Advantages to maintaining City services at the existing site include the following.

- The site is City owned
- Maintaining City services within the downtown core
- Preserving community way finding for City services
- Site is flat and requires minimum site development
- Site contains required utilities necessary
- Site is located on a corner and is visually prominent
- Police emergency facilities are directly adjacent the Fire Department

Disadvantages to maintaining City services at the existing site include the following.

- The site is limited in size and cannot support the required parking needs of Police, City Staff, or the public without building on top of parking.
- Site restraints will require construction of a two and a half story facility to accommodate projected square footage growth, which increases construction cost.
- In order to accommodate and secure a portion of Police operational vehicles, the ground level will need to consist of below structure parking. This would begin to segregate Police and City functions with the upper stories and reduce effective public engagement, while increasing construction costs.
- The available floor plate size would require that the Police Department be split between floors, which can negatively affect operations.
- City staff and police operations would have to relocate and operate out of temporary facilities during demolition and construction. This will increase owner expenditures, while also disrupting public interaction.

Option A: Preliminary Costs

	<u>LOW</u>	<u>HIGH</u>
Construction Costs:	\$5,535,799	\$6,518,432
Consultant Costs:	\$603,234	\$931,241
Owner Costs:	\$381,188	\$542,344
Land Costs:	\$0	\$0
Total Project Costs Range:	\$6,520,221	\$7,992,017

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Option B: Webster Site

Option B revolves around the evaluation of the City owned property located at North of 18275 Webster Road. The site itself appears to be large enough to support a single story facility with surface parking. Dependent on continued development for the library, there may be opportunities to co-locate facilities within the single site and share staff and public parking demands.

As with Option A, this option has been evaluated for 18,000 square foot combined facility that would consist of new construction of a new City Hall and Police Department. Due to the available site it is recommended that a single story facility with surface parking be evaluated to reduce development costs. It is recommended that the site, if further considered, be master planned to house the City Hall, Police Department, and Library on a single site. As part of this option, development of a new building on the Webster site would allow existing City Hall and Police Department operations to continue uninterrupted during construction.

Advantages to development on the Webster site include the following.

- The site is City owned
- Site is undeveloped and allows for optimized design and site development options
- Size of site can allow for a single story facility with surface parking, which reduces development costs.
- If the library is maintained on the site and co-located, there would be an opportunity to create a civic center with shared parking
- City and Police operations can be maintained during the construction duration at current location

Disadvantages to development on the Webster site include the following.

- Relocation of City Hall and Police Department functions to the Webster site removes city functions from the city core.
- Prior library design development has progressed to a level that may require design modifications to allow for co-location of City Hall and Police Department onsite.
- Based on preliminary data provided on the site, the site will present construction challenges and potential cost premiums due to existing bedrock.
- The site is home to areas of substantial topography, which will limit development opportunities and potentially increase construction costs.

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Option B: Preliminary Costs

	<u>LOW</u>	<u>HIGH</u>
Construction Costs:	\$4,329,446	\$5,198,726
Consultant Costs:	\$481,725	\$756,351
Owner Costs:	\$311,672	\$443,834
Land Costs:	\$0	\$0
Total Project Costs Range:	\$5,122,843	\$6,398,911

We are pleased to provide continued assistance to the City of Gladstone. If you have any questions or require further assistance please don't hesitate to request our services.

Sincerely,



Jeff R. Humphreys, Architect
Associate Principal

