

**GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
December 9, 2014**

7:00 p.m. EXECUTIVE SESSION – 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**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 two weeks 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 October 28, 2014, November 10, 2014 and November 25, 2014 Minutes
2. Project List
3. Appointment to Senior Center Advisory Board
4. Appointment to Traffic Safety Commission
5. Appointment to Library Board
6. Payment of Claims (Includes Claims Listed in City Council Packet and Claims Processed Between December 3, 2014 and December 8, 2014)

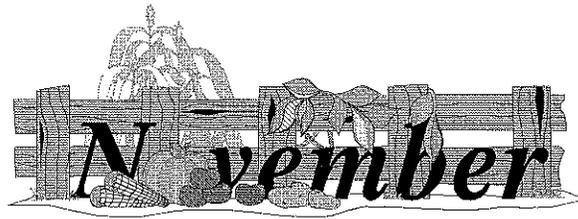
CORRESPONDENCE – None

REGULAR AGENDA

7. Appointment to Planning Commission (three applications received for one position)
8. Appointment to Budget Committee (three applications received for two positions)
9. Appointment to Park and Recreation Board (five applications received for three positions)
10. City Hall/Police Station Advisory Committee
11. Library District IGA Update
12. Payment of Claims Policy

BUSINESS FROM THE COUNCIL

ADJOURN



CONSENT AGENDA

GLADSTONE ADJOURNED CITY COUNCIL MEETING MINUTES of October 28, 2014

Meeting was called to order at 7:30.

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

STAFF:

Irene Green, Library Director; Scott Tabor, Public Works Supervisor; Jolene Morishita, Assistant City Administrator; Shane Abma, City Attorney; Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director

BUSINESS FROM THE AUDIENCE:

None

CONSENT AGENDA:

1. Approval of Oregon Liquor Control Commission Liquor License – McLoughlin Market Place:

Councilor Sieckmann had a couple of questions. On page 1-6, question 24 was marked "Yes," but there was no explanation, and he believes that anything that is marked "Yes" requires an explanation. Does that have any effect on us? The second question is that he did not see anything from the Police Department if there were issues that we should be concerned with.

City Administrator Boyce said that he had received word from the Police Department that there were no issues. As far as Question #24, he does not know what the reasoning behind the "Yes" is at this point. What the City has historically looked at when considering Liquor License Applications is whether in a Law Enforcement stand point, as in is this placing an undue burden on services, and what they are hearing from the Police Department.

Mayor Byers entertained a motion to approve the Consent Agenda. Councilor Nelson so moved. Councilor Busch seconded. Mayor Byers called for the vote. The Consent Agenda was approved unanimously.

REGULAR AGENDA:

2. Ringle Lawsuit Settlement:

Mayor Byers announced that this was a legal proceeding, and that it is still in process.

Mayor Byers asked if there was any other regular business to come before the Council. There was none.

WORK SESSION:

H

3. Water and Stormwater Master Plans/Rate Studies (additional information available on City's website):

City Administrator Boyce explained that the purpose for the work session was to hear Brown and Caldwell go through the Water and Stormwater Master Plans that they have provided for the Council. He explained that this an opportunity for the Councilors to ask questions and comment on the reports. They also have the rate studies included in the Council binders and we have a gentleman from FCS who did the rate study. He will be able to answer questions.

Tonight at a work session, Council is not able to take action. He would like to have the City Council accept the report in the November meeting – not asking for endorsement, just saying to accept the report as being complete. From that point, we will need to have discussion about how to move forward and how to proceed. There will be several meetings where this will be a topic. We will also have to get public input on the reports before we decide how we want to implement these plans. Tonight we are looking to you to take in the presentation, ask questions, and we will be discussing it further down the road. He turned the floor over to Brown and Caldwell.

Krista Roniga of Brown and Caldwell. She explained that the presentation is going to be in four pieces, and that she was going to try to keep her piece of it fairly brief. She is going to give more of an executive summary of the Water Master Plan and then do the same for the Storm Water Master Plan. She is assuming that the rates are going to be one of the big issues of interest and concern; John Giller from FCS is here to present the Water Rate Study and the Storm Water Rate Study.

- a. Water Master Plan – the last plan was completed in 1980. There have been many changes since then; population growth, new water source, new technologies to do master planning, and the system is aging. These are good reasons for updating the plan.

Some of the goals of the master plan were to document the state of the system, getting a good mapping system in place – that was phase 1, identifying where you have deficiencies now, and will any of those get worse with future growth that is planned or expected, and then to come up with capital projects to address those deficiencies and cost those out. In addition to capital projects, they looked at ongoing maintenance needs. That information that we came up with was then fed to John who performed the financial evaluation.

In terms of the study area, the primary water supply is the North Clackamas County Water District, and the source is the Clackamas River. There is supplemental water available through the Oak Lodge Water District, and there are three inter-ties to that system. Your water system distribution consists of three storage tanks, two pump systems, and lots of piping. You have an intergovernmental agreement with the North Clackamas Water Commission to obtain up to 2.5M gallons of water per day. In the current system staffing, we approximated at 1.5 Full Time Employees to maintain and oversee the system. Mayor Byers made an observation that should have been in the report that City of Gladstone has a 10% equity in that system that they are in the process of purchasing. In terms of study models, a hydraulic model was set up to simulate how the water gets through the system, so you set all these pipes into the model and basically what you do is they got records of the water that was supplied into the system, and then we have records of your current demands through your water users; you put those into the model to tell you how it is working.

We looked at this in three scenarios. We looked at it as how it is working now under current conditions. We looked at it as how it is anticipated to change under future

conditions, with a population growth of 0.3% per year. In the third scenario, we did a fire flow demand conditions, so that if there were a fire and the system is being taxed for that, how does the system perform.

Once you run the model, you look at the results and see how it meets some criteria that are sometimes regulated in the ORS, or sometimes in the Selected Desired Levels of Service. We look at how the system is performing, for example, what are the water pressures, what is the supply capacity, things like that.

What the results showed is that there are a significant number of fire flow deficiencies. We saw them at estimated 49 locations due to undersized pipes and lack of looping. There were a couple of areas where the water pressures were above the criteria we are supposed to meet. To have emergency storage available, which is a criteria selected by the city, you would need 2M more gallons of storage capacity.

We also saw deficiencies by just going out with your staff as they were working on the system and also the mapping activity that was done by Sisul Engineering. The first item is that you have about 17 miles of asbestos-concrete pipe, and that is an older type of pipe, which is a problem in a number of cities – it is a type that you don't want to be using anymore, and you don't want your workers working with it anymore. A lot of cities have ongoing programs to get that replaced.

Councilor Nelson asked if the asbestos, since it is so old, is it getting into our water system. Is some of the asbestos leaching into the water system? Krista answered not that she was aware of. The pipes are pretty well lined, but the problem is when it gets into the air when the workers are cutting on it or things like that. Councilor Martinez spotted someone from the audience who spoke up and said that they had been doing testing on the water and that there was no foreign material in it at this time.

A lot of the Pressure Reducing Valves that are required to maintain the proper pressures around the system are difficult to access because they are on private property or have just been covered over. That was another issue to have those located in places where maintenance could get at them.

At The Webster Pump Station, there is a backup pump that is unreliable. Data collection methods at the Webster Station are a chart recorder system, and it is an out of date system. It is difficult to get the kind of data you want in real time, so it makes it inefficient when the staff is having to run out and look at readings and things like that.

Leaky service connections exist in some areas. When we compared the amount of water coming into the system from your commission with all the demands on the system and there is a difference, that means that there is some non-revenue water out there. That can be from a leaky portion of the system. There was 16% of non-revenue water, so that is a little bit high – it seems like 10% is more of an average.

The Ranney System is still in place and it probably needs to be decommissioned. There is some property associated with the Ranney System, which if decommissioned; you could get rid of the property. It would just be good to remove that system.

As a result of those deficiencies, 18 capital projects were developed, and the total CIP costs of those projects is \$13.3M. Additionally, operations and maintenance needs related to that, put in an ongoing asbestos pipe replacement program, which if you are going to replace all 17 miles, will be about \$820,000 per year for the next 30 years.

When we planned for future growth, we looked out 20 years. When we saw how significant the costs were, we tried to distribute that over 30 years to buffer it a little bit.

One of the capital projects was to put in a Skada System to replace the data collection system. It seemed like the most efficient way to keep that going. An efficient way to keep that going is to have that service annually, which is \$2500. More staff would be need for the CIPs and oversight of the system. We estimated 2 Full Time Employees.

The leak detection survey is a one-time cost and we estimate it at about \$75,000. These kinds of surveys can be performed at costs in this ball park or range where you can go out and get a much better idea about where your system is starting to degrade at high risk rates and where you are getting leaks now so that you can really target your CIP dollars, and maybe put off replacement of some of the other areas for a longer portion of time.

She showed them the estimated CIOOP Cost Summary. She noticed that there was an error in it for which she apologized and pointed out some of the projects in the list.

Councilor Mersereau asked that in the \$13.3M, he is assuming that the replacement of the Asbestos-Concrete pipe is over and above that. She answered that it was. She explained that some of the capital projects included some of the AC pipe, but they had removed that from the total of the AC pipe. Councilor Mersereau said that it was more than \$13.3M. She replied, "Yes." Councilor Sieckmann observed that it was about \$40M over the 30 years. Councilor Sieckmann wanted to know if the addition of the 2M gallon storage tank is a something that they want to do, or if there were state standards that we are not meeting at this time. There is no state standard on that, so it is a little more subjective based on how much risk you want calculated on two times the daily use of water.

Councilor Mersereau said that he knows that some in the system believe that is needed. He noticed that in the report that it is not noted that in the summarization that is not listed as a high priority or a low priority. She replied that that is because it seems more like a policy decision and they would need more input from the Council or from the public stakeholders to make that determination of about what is an acceptable level. They did not feel that they could make that decision.

Councilor Sieckmann noted that in the back of the book, Appendix F it listed the storage tank, alternative, steel. Were there other alternatives that you looked at? Angela Wieland said that they had looked at steel and concrete alternatives, and that the relative cost difference was about 1 penny per gallon. It didn't seem to make a big difference, so they had gone with the lower cost option of steel for the purposes of pricing.

She explained the prioritization that they used in the summary.

- 1-4
- b. Storm Water Master Plan – there was no previous Storm Water Master Plan so the City did not have a Capital Improvement Plan in place. We reached a point in which there were some regulatory requirements to go into the plan – she said that she would go over later.

The goals of this plan were similar: to get a good handle on what the current system is, get the maps all updated in digital format, and to identify current and future system deficiencies for flood control, and also to look at water quality issues, identify capital projects and costs, and identify maintenance and operation costs and feed that into the evaluation, and complying with permit requirements was a layer on this one.

In terms of the regulatory requirements, you have what is referred to as a Phase 1 NPDES (National Pollution Discharge Elimination System), MS4 (Municipal Separate Storm Sewer System) permit, and under that permit you are required to have a Storm Water Management Plan. The Storm Water Management Plan has a lot of problematic activities, like public education, erosion control, getting rid of illicit discharges, and things like that. The Master Plan is more capital improvements. You have a Storm Water Management Plan to meet that permit requirement, and the permit gets renewed every five years, and the City got its last one in 2012. The last one had some fairly significant requirements in it that were not in the previous one. One of those requirements was individual to Gladstone, no other city had this requirement, was to develop a Storm Water Master Plan. The other was to develop a retrofit assessment. What that is that they feel like they have been regulating new development and asking new development to put in water quality facilities, but we have all the older systems where we are not addressing water quality issues. So now they are making this push to go into existing infrastructure and make retrofits for water quality from our existing development. So we are required to do an assessment of our system and where we have opportunities to do retrofits, and they want us to start working toward commitments to doing some retrofits.

Outside of the permit, the TMDLs (Total Maximum Daily Load) are a requirement for your streams. If you are exceeding water qualities in your streams, you basically get an allocation of pollutant loads that you have to reduce. You have a TMDL for the Willamette and Clackamas, and it is essentially a requirement for bacteria, temperature, and mercury. So when we develop a retrofit assessment, and a Storm Water Master Plan, those two should really be developed as one. We need to keep those things in mind and they are requiring us to document our pollutant load reductions and how we are continuing to try to meet those load allocations.

Councilor asked if we have any idea in this study where we are with that. She answered affirmatively and as far as where we are to meeting those load applications – not close. That is true for most everybody; these bacteria requirements for most of the water bodies are not very reasonable, and we argued with them to show that in complete open space, we would not be meeting the requirements. We have done some studies that show that most of the bacteria is from rats and birds, not humans. They are allowing us, and requiring us, and this is due for you guys next year, to put a report together to say can when you can meet that load allocation, even if it is 100 years from now, how you will attain it, how feasible is it, and how much will it cost. Some of the other jurisdictions are doing their assessments now, and we are kind of finding that we are not going to get there. She thinks it is just going to be a long process, but in the meantime, we will continue to do water treatment. Councilor Reisner asked if that was DEQ. She said that it was DEQ.

Temperature is an odd one. We have shading as a surrogate, so we have shading on all of our streams. That one is a little different in that we only have to provide a certain amount of shading on our streams. For mercury, they did not have enough monitoring data to give us load allocations. So we don't even have load allocations.

There is also this thing called the 303D list, where if they go out and monitor streams and find water quality expedencies, they put things on a 303D list, it is kind of like a waiting list to become a TMDL. There are more parameters on the 303D list, she thinks there is one in the Commissioners' reports, that will eventually become TMDLs for Gladstone too, so they are not going away. They are going to be looking for treatment and for you guys to show that you are continually making progress – they know you can't get there right away.

For study area characteristics, the city is identified as mostly occupied with only 10% of it identified as vacant; some of that is in parks and in public spaces that will remain in that condition. The City storm systems contain about 30 miles of conveyance, almost 300 manholes, and more than a thousand catch basins. So it is significant from a maintenance standpoint when those catch basins have to be cleaned out once a year.

We looked at pipe sizes of 12 inches or greater in your system and modeled 32 outfalls that discharge to the Clackamas, some to natural areas, and to natural areas adjacent to the Clackamas. Current staffing is estimated at about 1.5 Full Time Employees. Later John has a slide where we compare FTEs with other cities in the area so you can you look as compared to some of the others cities for FTEs and rates.

For study methods, they did another hydraulic model using the pipes 12 inches and greater. We did scenarios for 10 year, 25 year, and 100 year design events to see how the system performs. And if a system was discharging out of a manhole, but not into the streets, we did not call it a flooding problem. We only called it a flooding problem if it came out into the streets or if it overtopped a bank or something.

She showed a land use map to point out for future conditions, to show those areas that are vacant right now, but are zoned for residential or commercial so as the impervious from those areas increase, then the flow from those areas increase. The study results show that we did not meet some of the valuation criteria and we prioritize problems on whether or not it was flooding during the ten year storm. For the 25 year storms there were so many flooding problems, and these design storms are made to be a little conservative, and they are designed that way so that you have a factor of safety in there. So we ran the 25 year event and saw a lot of flooding problems, so we prioritized those that are showing up in a more frequent event, like a ten year storm. Then we compared the problems in the model, for instance how far it comes into the street and how long it stays in the street and how fast it drains. The best evidence is where you have been out there and seen flooding, and so those areas are ranked the highest.

She showed maps (and referred the Councilors to the maps in their packets) then explained that they show green pipes where there was flooding but it lasts less than two hours. She explained the color codes with the categories of the flooding.

In water quality, you do not really have a map to refer to for identifying retrofits. It is really opportunistic. So what you need to do is look at your higher pollutant generating areas. You want to achieve TMDL load reduction, and you want to address those areas that are not being treated now. We focused on infiltration facilities where you get the water into the ground because those are the most effective at reducing loads, and that is where EPA is really pushing in that direction. We also look for opportunity on public property because

that would be the easiest, not acquiring property. We also overlaid those with flood control CIPs to see where there are opportunities to do both at one location.

The process that was used was to look at your vacant lands, reviewed your land usage, used your soils for infiltration capacity. We looked at placement in the conveyance system, because even if it was in a really good spot, if it was in an upstream area, you wouldn't get that much drainage. We looked for available right-of-way, so it would be on public property, and then we overlaid these locations with those we found with flood control projects to see where they overlapped. We also looked at feasibility and practicality. This was more to get some idea where you could get some idea for a retrofit project.

Basically that came down to for water quality CIPS, we came down to 19 potential opportunity areas. We identified about 10 CIPs that included like rain garden type planters or detention or channel swell improvements. We also talked about green street projects where you are already going in and doing road improvements, for doing green streets for getting a water quality credit for a project that you are already doing.

For flood control, we had about 22 problem areas, 15 addressed with CIPs, and 13 ended up as CIPS, which are pipe upsizing, pipe replacement, channel improvements, and detention. So if you look at the integrated list where we overlapped them, we had 18 CIPs and one ongoing program, which is money for the green streets program. Eight of those were flood control and water quality, and five were overlapping flood control and water quality.

She pointed out the maps that showed where the CIPS are, where the pipe replacements are.

We kind of prioritized those top four projects on the list. This list came out to about \$13M as well. We also projected these out over 30 years to dampen it as much as possible. She opened the floor up for questions.

Councilor Mersereau said that in some places in the report you had to add people in Public Works. In the cost of doing that annual work in the lists, are the costs of labor included? She said that it did where they added 2 FTE for Water and 2.5 for Storm Water. He said that in the cost of the same water plan, there were two different methods that he saw: in one the contingency was 40% and in the other it was 30%. You also added that in the construction costs, 40% in one and 30% in the other. You also included in one, mobilization and demobilization cost by contractors. On the other you just used a contractor controlled standard. Why did you use different methods on each plan? She replied that it was a good question, but she didn't know if she had help on that one. Angela Weiland responded that the Storm Water Master Plan was developed first, and in that study we developed a 30% contingency, it seemed reasonable. For the Water System Master Plan, with the steel storage tanks and such, we used our estimating group and they could be more detailed on it. The 40% was on the Water System more in keeping with other Water Master Plans. On the Storm Water Master Plans, the 30% was more comparable to what the contingency was. Councilor Mersereau asked if they weren't doing the same kind of work in both projects, such as laying pipe and laying the system. Why is it so much less for one than it is for the other? Krista said that it was a very good question. It just seems that industry standard seem to be different for the two studies. She said that they got the costs from the cost estimators on the for the Water plan, whereas with storm water we had local bids and we have numbers that we share regionally with other jurisdictions. For the case of the difference in

the contingencies, it just seems to be the state of the practice. We can take it back and try to investigate that more and give you a better response.

Councilor Mersereau said that in the contractor standard for getting the equipment in and getting it out, on the Water plan it was 12% added, but on the Storm Water Plan, it was 14% added to the 30%, so when you are looking at the others, look at those too. Krista said that she would go back and investigate those and get better answers for them. Councilor Mersereau pointed out that it was a heck of a lot of money – it was over \$5M overall just on contingency and the contractor standards. Krista said that she had the feeling that the expertise of the two groups have just been going in separate directions. It could be that the type of construction needed for water systems is different.

Councilor Sieckmann pointed out that in the Storm Water System Survey, it talks about several manholes and inlets are on private property, or buried and not inspected due to lack of access, Appendix A mapping is still in progress. Krista said that that statement is outdated. Krista said that the mapping was complete; someone in the audience amplified that there was still some of them that they did not have access to, so they were not fully mapped. They are contacting those and getting permission to go on their properties and do the survey. There is still a small percentage that is still unknown. Krista said that when they started the survey, there was an estimation that there were only 12 outfalls, but as they did the survey they found that there were 32, so the system was outdated, common for older cities. The system was just much bigger, and we had to meet those regulatory guidelines, so we kind of gave up on those that we weren't getting access to. Councilor Sieckmann said that there is still mapping to be done yet. Krista said that there was, but it is pretty minor. Someone from the audience said that there is still a little to be done, but as they get the information, they can plug those into the digital maps to bring them up to date.

Public Works Supervisor Tabor said that one of the things that they are working this through, they are going to have to get TV cameras like we did with sanitation here on the east side. Some of those may be accessible through TV cameras put down through manholes or catch basins that they come to in hopes that they can get there. We can get cameras in there to get measurement to see how far they are on private property. One of the biggest problems that we had was in finding where our infrastructure is. It is going to be an ongoing event. We have the ability to plug that information into the maps, so it is ongoing. Councilor Sieckmann asked him if he had an estimate of how much of the mapping was completed. Public Works Supervisor said that it was about 99%. Councilor Sieckmann said that there is a list in the packet of the places that are not done, and he would think that within a year and a half, he would have gained access to those properties to do it. Krista thinks there were a couple that were not allowing us to do it. Public Works Supervisor Tabor said another problem that they have is the debris that gets into the drain pipes. He gave one example where there was a boulder and a large fence post that were blocking access for cameras getting into the pipe. He said that over by Glen Echo and Harvard, in that area it is a mess. Councilor Sieckmann reflected that it must be a high priority on the replacement list. When we do some of the capital improvement, we will be replacing those things and we will have an adequate idea where they are because we will have installed them. That will be taken care of. Councilor Sieckmann said that based on what he was reading, the mapping is not completed, but we are calling it done. Public Works Supervisor Tabor said he would say that.

Councilor Sieckmann said that back on the costs, basically the total costs that we are looking at for the Storm Water is about \$25M, including additional operations over what we have now. So we are looking at another \$25M for the storm sewers. Someone from the audience said that sounded about right, that we are looking at about \$700,000 per year in operations. We are getting real close to 2015 and all of these costs are based off 2013. John said that he will address that in his study. Councilor Mersereau asked if she said that they had escalated the costs for current costs. Krista answered that they had, for the rates. Councilor Mersereau asked then if this was in 2014 dollars for the estimate. Krista answered that should be in the rate study handouts that they were given. It was observed that the Storm Water estimates are at 2016 rates. Councilor Mersereau said that it does not say that anywhere that he saw.

Councilor Sieckmann said that on existing debts, you guys have it listed here and it looks like you have collected all of the bond information and stuff, we've got an existing debt service of just under \$200,000 per year. He said that he believes that expires in about 12 years. We are looking at a 30 year plan, did you figure that reduction in the forecasts? So did you figure any reductions since we will have that additional \$200,000 available per year in your cost estimates? Someone from the audience said that they did; they inputted the precise debt service when we put this in, but the problem is that when you get out that far, even as much as seven years, things become pretty speculative. Councilor Sieckmann asked if it was figured into the rate studies as well as the amount that they would have to come up with? He said that was twelve years into a 30 year plan – it could be a pretty sizable reduction. Someone in the audience said that he was not sure that they had even gone out that far in their analysis. He said that they went out ten years. Councilor said that it was based on a 30 year plan. John said that he will go into that in more detail in his presentation.

John Giller introduced himself as a principal with the FCS Group, they are a rate and financial firm. He said that he will go through it as Krista did, go through the Water findings in which we looked at forecasted rates, then transition to storm water. Storm water is quite different in that we are presenting what it would take to initiate a Storm Water Utility that the City does not currently have. So there are some policy recommendations for the Storm Water Plan that he will go through which relate to forming a utility and sound financial practices that go with that in addition to the rate study that you will see.

- c. Water - For that Water financial element, and this general framework applies to both, the key result that we are looking for is that gold box in the middle, the rate revenue requirement. What that rate revenue requirement tells us is how much money is needed from rates to meet all of the financial obligations needed to operate that utility. Operations, capital, fiscal policy... so you see our primary inputs at the top of this chart are the operating budget, and those include the additional FTE staffing needs and operating costs in both instances. They are both in those numbers, and the capital improvement plans for each utility. He pointed out that they had spun off the SDC analysis off to the side because a small portion of that capital improvement plan for water will be recovered in system development charges. Unfortunately it is a small portion. It is only the growth related portion of the capital project lists that you can recover in SDCs. If you go farther down, you can begin to look at the rate structure itself; the City of Gladstone has a fixed charge that varies by meters, meter size and then a volume charge for water. We did not look at changing the actual structure of the of the rates, so the percentage increases that you see in your report would be applied to your existing rate structure for water. Both the fixed

charges and the volume charges would go up by those percentages to get the recover the revenue that you need.

When we do any rate study, our goals are to make sure that the rates generate enough revenue of the utility; that they charge only for services that are provided – you can't make a profit on rates – use them for other things; they can only be used for the services that they are being applied for. You try to apply the rates so that they are equitable; that is one way that they are different from taxes. Ideally the people that are using the service pay more. There are other objectives you can work in there, like stable revenues; how you recover costs in the fixed portion of the rate versus the variable portion of the rate, can determine how stable the rates are in terms of generating revenue, meeting other fiscal objectives like meeting funding replacement, and keeping enough money in the bank to meet emergency needs.

He put up a chart and showed where the existing rates were indicated. He said that about 90+% of your customers at that ¾ inch size. He explained how the customers were charged by the fixed rate and how much they were charge for each 100 cubic feet of water. He explained how customers outside the city limits pay a multiplier to the inside city rates. Councilor Sieckmann asked that when he looked at that, did he look at any kind of average consumption. 90% of our residential customers are using ¾ in lines, that \$15.05 minimum monthly charge rate – is that what most customer paying or is that the customer is paying \$30 a month, so the \$15.05 is not indicative of the income that will be received. How does that work? Mister Giller said that they did not do that kind of analysis here, he would do it if they were going to do a cost of service analysis and rate structure change. Our focus was only on the revenue requirements. He said that he could tell you that 600 units of water is around the typical single family during the winter months. If Gladstone is like most communities, then that is what we are seeing. Most of the bills that you are putting out are at the base rate without any of the volume rate added at the \$1.75. They are at 600 and below, except during summer when you will see everyone over that usage. Councilor Sieckmann asked if Mister Giller understood that question. If it were over that amount, we would be gaining more revenue. Mister Giller said that what they are looking at is the revenue from both of those charges and forecasting that into the future without distinguishing, so we are not missing it.

They did run two scenarios, understanding that the City's charter requires a public vote to issue debt. In the first case, we looked at spreading the capital costs over just twenty years and looked at pay as you go cash funding from rates, and the results were worse that the rates that you are looking at in the report right now. We put together the 'debt-funded' scenario in case that might be an options - something that you might try to package to the community. It probably would not look like the one that we have here where we have the debt every year tracking with the capital projects, but the results would be similar. So we put together a scenario for which debt is assumed for all of the capital projects for which you do not have capital in the bank, which is by far, most of them.

Scenario two says there is no debt, and you cash fund from rates for projects. In both cases, the projects are spread out over 30 years. Their analysis only looked at the first 10 years, but in order to determine how much of the capital would go out in each of those ten years; it is essentially 1/30 of the whole project. That is how the thirty year plan was incorporated into the 10 year analysis.

110

Some of the key assumptions that they made for their analysis: they are escalating all of the expenditures and revenues over time for growth and inflation; they are making sure in their analysis that the water fund has at least 60 days of cash operating expenses as a minimum fund balance, this is sort of a rule of thumb; when we did use bonds, we assumed that you would not only have to recover the debt service in the rates, but a factor of half again over and above that which is what the market will require if you are able to use revenue bonds to finance any of these projects; and the interest rate that we used in the capital plan is for 30 years in both cases, though we are focusing on water now.

In the debt-funded scenario, a rate revenue under existing rates is \$1.2M in the current fiscal year (\$1,168,000). That is what the city is projected to bring in this fiscal year, 2015 is the fiscal year end of June 30, 2015. The cash operating expenses are a little over \$3M, that includes the staff additions and operating additions that Krista talked about. The existing debt service there is just a little over \$200,000, then you see new debt service escalating from year to year – they are associated with the execution of the project list in 30 years. So that is what we mean. You would bundle a number of those projects together, then in another few years later, do another one, but your results would not be that different.

The annual rate adjustment required to meet those obligations is 32% for 2015, followed by another double digit increase in fiscal year 2016. You can structure that a few different ways; in other words, you could do the second year full cumulative increase in the first year if you wanted to do it all in one increase for example. You see the average monthly bill at the bottom of the table, because as shocking as the percentages are, the dollars are not as bad. The average monthly bill under your current rate is \$22.05. Assuming the same amount of usage, the average bill would go up to \$29.20 – so about a \$7 increase monthly associate with that 32% increase. Councilor Sieckmann asked if that was figured monthly, because their billing is bi-monthly. Mister Giller said that the monthly is \$22.05. Councilor Sieckmann said that it would be double that for our billing purposes.

In applying those rates to the rate structure, the 2014 column is the current rate. The 2015 column is the 2015 rate with the 32% percent increase applied. In 2016, you see it with the additional 14%. After that, the increases are basically inflationary. In 2017, you see that inflationary increase applied.

Scenario 2 is for cash funding, in which no debt is assumed and a 30 year execution of the capital plan. In the Rate Funded CIP line, that is where all those capital costs appear every year. The reason it is lower in 2015 is because we are spending down what fund balance the City has so that there is not a dollar for dollar on the rates. It is well over \$1M per year starting in 2016. The required increases then: almost 60% in the first year and an almost 60% increase in the second fiscal year, then inflationary or lower after that. The average monthly bill that you see at the bottom here is between \$50 and \$60. The same thing here when you see the percentages applied to the rate structure, and perhaps more interesting, we tried to just show you graphically just how the patterns of increases differ between the two scenarios. The one with the initial jump is the cash funded scenario, the debt funded scenario is the lower bar, and we are just tracking the average monthly bill in each of these. I should have looked ahead to tell you when those lines cross, and they do, but because you are layering debt on debt, those rates don't go down for a long, long time. But in the cash funded scenario, they are basically level, and when you get done, you are done. Unfortunately that is in another 30 years, and if they were not replaced with a whole batch of capital projects, those rates would go down.

He explained that in one of the charts there was a comparison on there to cities of similar size to the City of Gladstone. Troutdale is on there because of their similar size. One of the things to remember about West Linn is that they had a charter amendment 20 years ago that prevents them from raising rates by more than 5% without a public vote. Their rates have been suppressed for a long time, and they have had some water service issues because of that. He changed slides and explained that it was the same information graphically. Krista talked about some program information that we have collected here. So here we have tried to come up with a comparable staff per thousand citizens. Gladstone, with its 1.5 FTE is almost unique in how lean the staffing is.

He said that he was ready to charge ahead with those system development charges if you have any questions about that rate information.

Councilor Sieckmann asked that when they figured the rating, currently the City does not have a Storm Water fee or plan. Right now it is being paid out of our Sewer program. I was told by staff that was about 30%. Did you figure on allotting any of what is in the current Sewer budget, 30%, being moved into a Storm Water project, since that is where it is being paid from now? Mister Giller said that some of the costs, the initial cost for the Storm Water Utility and that is still to come, came from the Sewer budget. Staff went through the efforts to try to figure out how much of the budget should be attributed to Storm Water. That is where the initial cost for Storm Water came from.

The second part of the finances for the Water is for the System Development Charges. Just to refresh your memories, the System Development Charges are one time fees paid at the time of new development, by new developments, or sometimes, redevelopments. If a site is redeveloping into something bigger, they will pay through an SDC, but existing development do not pay these – they are for capital only. We calculate a System Development Charge based on the cost of capital construction and the revenues can only be used for capital construction. We are governed very specifically by Oregon Law, ORS 223.297 through 223.314 in how you calculate a system development charge, how you use the money, etc. they usually include a piece to buy in to an existing facility if there is unused capacity and a forward looking piece based on planned capital projects. In this case, we are only looking at that future piece because there is essentially not unused capacity in the existing water system. That would be a basis for a reimbursement fee.

The calculation for an SDC is pretty straight forward, that reimbursement fee they did not calculate. Had we, the rules say that you have to isolate the cost of your unused capacity that is available for some future user. So, if you overbuilt your water system, and there is plenty of room for growth, that is the piece that would be in your reimbursement fee. You divide that by the growth that it will serve, and that will give you your reimbursement fee.

The improvement fee, which is the forward looking piece of and SDC, is based on that list of projects that Krista showed you. Starting with that list of projects, we have to go in and figure out how much of each project is increasing capacity that will be available for a future user. Only those capacity increasing pieces can form our improvement fee cost basis, divide them by growth, and that gives you your improvement fee and your SDC. The denominator in that calculation is growth. All of these calculations here tell me that we are expecting growth in the $\frac{3}{4}$ metering to increase in number by 256 in the next twenty years, which

takes us out to 2034, because the city is mostly built out. There is not a lot of growth that is going to help us pay for these projects.

That is going to be the denominator in the SDC calculations, this is the project list. This is the project list - we are about \$38M, that is because we are including the whole pipe replacement program of \$800K per year. None of that is recoverable in the SDC because all of that is strictly pipe replacement. There are a number of these projects in which we are saying they will be replaced with enough additional capacity to serve what growth the City does expect. So we have a small percent, that is that 5% - that is the growth portion of those replacement projects, a little bit more from the storage tank because some of that is redundancy and growth related capacity. So the total of that \$38M in projects, only \$1.4M is SDC eligible and growth related. So when we calculate the fee based on those numbers, our bottom line System Development Charge per meter is \$6,255. If you apply that by meter size, based on the flow capacity of the meters, so you probably have only a handful of meters over three inches, but in the case of major customers hooking up, they would pay SDCs by this schedule were you to adopt these charges.

He opened the floor up for questions. He apologized for not having comparable charts for this, but the rates run between about \$2500 to \$7K or \$8K is a typical rate for an SDC, so this would be on the higher end of that range. In some ways Gladstone is in the unenviable position of having some pretty significant infrastructure needs, with a broad customer base to spread the costs.

Storm Water – One of the significant parts of this effort that was different from Water, was the initial discussion with staff and with Brown and Caldwell in what some of these key policy issues are in the formation of a utility and what our recommendations are on each of them. The first one of them is that we discussed is what funding options are there out there.

A utility is their recommended approach because the other options out there are so much worse. It is continuing to take money out of the sewer fund, or it is using street fund money or general fund money. All of those funds have needs of their own, and one of the things that we are seeing is, because of the regulatory environment, the cost of storm water management are increasing to a point where they cannot be buried in another fund anymore. Most of the cities in Oregon and Washington have moved to a utility to handle storm water management for that reason.

We made recommendations about fiscal policies, establishing minimum fund balances, establishing an operating reserve, like we did for water, a separate capital reserve to fund capital projects, we did not recommend that you set aside replacement funding on an ongoing basis because the Capital Improvement Plan is full of capital improvement projects and you are going to have your hands full just funding those. You need a separate policy on top of that.

The rate structure that we proposed is an impervious surface based approach which is the standard now for storm water rates. You are charging for developed property, because that is what generates additional storm water runoff that requires management. We are recommending that you give credits for onsite mitigation that qualify – that means that if someone is willing to retain their storm water, and do so to the benefit to the cities system, they can get a partial rate credit. Because the city provides rate discounts to qualifying low

income customers for water and sewer, we think you should extend that practice to storm water without contradicting what your policy is with the other utilities.

In the implementation strategy, it is totally up to you with what you do with public outreach or trying to phase the rates in over time, what we've shown you the results if you take the recommendations in the plan and turn them in your rates in year one.

He introduced a little bit more about the utility concept, before he got to the numbers. A utility is a standalone business enterprise within the government. The rates are intended to recover the costs of that service and we hope to structure those rates equitably so that the people that are impacting the system more than others pay more in their monthly bills. Revenues can secure debt if you can issue debt. Because you can adjust the rates to respond to cost increases or decreases, you are well suited to meet regulatory requirements and programmatic requirements like Krista described. You do have to report revenues and expenses so that they are accountable to the public. They may make tax dollars or rate dollars for other uses, for example the sewer rates which have their own pressures from the sewer utility.

There are a lot more than this, these are just the Storm Water Utilities that already exist in Oregon that I could think of. There are dozens and dozens, if not hundreds, in the Northwest. So Washington would look more like this if not more. You see a lot of them in the Portland Metro area.

The impervious rate approach that he proposed looked like this. This is the approach that we have taken in the financial plan. The rate is set as a dollar amount of the equivalent residential unit, and every single family dwelling is treated uniformly and charged that rate. It is in non-single family residential where things get interesting. Typically you measure the impervious surface area in all of your non-residential customers. If you picture a big-box store as compared to a 7-11, their bills are going to be dramatically different, so you need to know what their impervious coverage is, then you divide that by the value of an ERU (equivalent residential unit), and that tells you what their monthly bill would be. So in this case, we estimated the amount of an ERU to be 3000 square feet of impervious surface area based on a sample of family residences that we looked around at the city. That means the footprint of the building plus the parking lot. That means any other impervious surface on the property.

In our rate credit evaluation, we do recommend providing credits for onsite mitigation, and qualifying low income customers. Publicly owned property and tax exempt property create runoff just like any other property, and we recommend that it be charged without a credit or exemption. The only real exemption you will see is for undeveloped property.

One of the real critical pieces of information that we need is information about the customer base. How many Equivalent Residential Units are there who are going to help recover those costs? In order to establish the amount of ERUs, we looked at the water utility data to determine the number of residential accounts and commercial accounts, measure the amount of impervious surface on a sample of the commercial customers, then estimated the impervious on the rest of the commercial customers. We have an estimate of the total ERUs in system, that is that 5763, but that is a very imprecise estimate. We want to make sure that we stress is that over the next couple of years, the City should endeavor to measure the remaining impervious surface areas on the non-residential customers, so they are being

1-14

charged for a better estimate of their actual amount of impervious surface. You might have some pretty far off from our approach. That can be a pretty decent effort. That 5763 is going to be the denominator in the rate calculation, divided by twelve to get us a monthly result.

We ran the same two scenarios for Storm Water that we did for Water in generating rates. The first one assumes debt funding in the capital assets, and the second one uses cash funding. \$13.09 per ERU per month would generate that \$900K needed to cover cash operating expenses, some of which came from Sewer Utility, and some of which include the FTEs and operating costs that come out of the plan. You can see that debt services and the additions required to meet the minimum, that is the reserve requirement – that minimum requirement that we are going to install so that you have a cash cushion for emergencies. So the rates in this case would start out at \$13.09 per ERU and then go up, so it will be a little over \$17 in 2020.

Scenario two, the cash funded scenario, one thing that you notice is that the rate funded CIP line – this is the annual capital expenditures needed to execute the capital plan over the thirty year period. The initial rate in this case would be \$19.16 going up to almost \$21 in 2020.

Similar chart. Those lines look like they are going to cross a little earlier that they did for water. But you see the rates hover between \$19 and \$22 in the cash funded scenario. The same sampling of comparable communities; Milwaukie has had a rate of over \$10 for a number of years now. We just did a study for the City of Troutdale, and recommended a significant increase from the \$4.27 which they have not yet adopted, but we know that they are going to need more than that. Portland is over \$20, though they are not really a comparable community. They are the only community over \$20 in the Metro area.

We were able to track down some information about staffing and population. In storm water staffing now, so you can see how those numbers look. Interesting that West Linn is better staffing wise than storm water. And Troutdale at the lower end there among these. He opened the floor for questions.

Councilor Reisner asked if they would be returning in a couple of weeks for the Regular Council Meeting. He said that they can, it was not something that they had talked about. Councilor Reisner said that they got all of this material on Friday afternoon.

Mayor Byers canvassed for questions of Mister Giller. No responses.

Mayor Byers announced that the next step would be that staff would provide an evaluation. City Administrator Boyce said that staff had reviewed the report and that everything they had requested was in the report. The next steps, I would like to talk about it at the next Council Meeting and these folks about attending. He thinks that the next step City Council should take is to accept the report if it is deemed complete. After that discussion, then we can discuss how to do public outreach and what-not, and consider how to implement the plans. Those are the next steps that he sees.

Mayor Byers said that one of the things that he would like to see is the background – the retirements for doing these things, mostly federal unfunded mandates. There is some sticker shock for people, and he can understand that. We didn't have a plan because 10 years ago,

nobody talked about storm water. It is a relatively new phenomenon of interest, so he thinks that part of this is that they show the origin of these requirements.

Councilor Reisner said that he did have one question about a graph that he held up. It has several red dots about public outreach. Are we now kind of here at the bottom? Krista answered that we are now kind of near the bottom. He asked what kind of public outreach had they used because it shows 5 or 6. Krista said that she thought the public outreach was up to the Council and staff. City Administrator Boyce said that is why one of our future steps is how to engage the public in this debate. Mayor Byers said that was kind of his point, was how the regulatory information got in the report. Individual citizens are not aware of that. What was the source?

Krista said that on the Storm Water side, the Water Quality piece is regulatory. The flood control piece is policy decision from the City standpoint, and depends on what type of protection you want to provide for the City.

This is the reason that Portland spent a Billion dollars on their big pipe. It was regulations from outside the city. Krista was quoting regulations in the background. It still was not a local requirement; it was a national requirement.

Councilor Martinez wanted to know what our alternative is. So if we don't do the federally mandated, not funded project for water quality, then we just don't care about our water quality. Is that what it is? At one point we did not know that much about water quality; now we do. We are kind of looking after things and we need to. Whether it is funded or not.

Krista said that on the Storm Water side, she actually took out all of the water quality projects to see what that would do, and to be honest, the water quality projects are the cheapest projects on the list. It is the larger flood control projects, in extending the capacity of the system that is pretty expensive. So the alternative is to provide a lower level of flood protection for your city and that is the alternative on the flood control side, and on the water quality side, is to risk violations of your permit and the chance to have extensive fines as well. On the Water side, it is providing the Fire Flow Demand for your city as well. So the other alternative is to really focus on priorities and extend the timeline for implementation. There is a little bit of subjectivity in the water quality piece of it. But when she was playing around with the numbers they were so much smaller that they just did not have much impact.

Mayor Byers recalled that several years ago that there were a hundred and something compounds that were discovered in water, and the local municipalities are supposed to keep them out. Some of them were naturally occurring – it was a nightmare. Most of that went away, some of it was prescription drugs, pharmaceuticals etc. Just because we can measure something does not mean it is a problem. Now we are measuring it in parts per billion, we used to measure it in parts per million. I think we need some explanation for the residents of Gladstone of how we got here and if we are looking at adding fees for these things, the residents should have an explanation. We are not creating this; it is being exacted on us. Krista added for the water quality portion of it. Mayor Byers said that it was in some of the other ones too.

1-16
Councilor Sieckmann said that on the storm water part of it, the water part of it was just old failing infrastructure. Mayor Byers said that was part of it, but it also still functions;

everybody is getting water. We are looking at expensive; twenty dollars a month twice is a lot of money. It is \$500 dollars a year.

Councilor Sieckmann said he thinks when it actually get imposed, you are going to find out it is a lot more than just \$20 per month. He said it will probably be more like \$30 per month. Mayor Byers said that is just where it starts. He doesn't remember what it was for Portland. Krista said that Portland was \$25 for storm. Mayor Byers asked if that covered the big pipe. Krista and someone else both answered that it does. Mayor Byers said that 10 years ago, nobody had storm water fees, maybe 15 years ago now, but now it was the new phenomenon. Someone in the audience said that there had been a few, but in that past few years they were getting common place. Mayor Byers said that they have relatively low rates now – our residents have come to expect that. One of the benefits of the plan is that it will allow you to look at your infrastructure in a more proactive manner. Mayor Byes said that this is a lot of information that we did not have. If we are going to be proposing \$20 times two, or as Councilor Sieckmann says it; more than \$20 per month, that will catch people's attention.

Commissioner Busch said that at least we are in a position to make an informed decision. In the past, we made a decision when something broke, now at least we can make some decisions going forward, that's the benefit of having the work in front of us. We don't have to make decisions just off our minds; we certainly have something to work with now. That is the benefit. Krista said that the public can see what they are buying and decide if they want that level of service. Mayor Byers said that is the one thing about our system, it is a pressure system, – people are still getting their water.

Mayor Byers said that he has heard that 10% water loss is common, that is not catastrophic. 25% to 30% is catastrophic. Councilor Sieckmann said that 15% or 16% is 50% more. Mayor Byers acknowledge that and then said it was still not catastrophic. Councilor Busch said that if you figure that we are pumping about 4 or 5 million gallons a day, which is 500,000 gallons a day, at \$13.05 per gallon. That is a pretty big number – that is lost revenue. Mayor Byers said that that was retail. Councilor Busch said that it is still lost income, and it is a large sum that cannot be sold – it is lost. So if you have that kind of loss in the system, and you add it up every day for over a year, at 365 days a year, it is a BIG number – and it is kind of getting bigger. Mayor Byers said that a lot of people are going to be asked to pay for something they will not get for 20 years – that could be a tough sale.

Councilor Sieckmann said that we are not done yet, we don't have the sewer yet either - or the street. Councilor Mersereau said that this is one chunk of information to know where we are at, and he would like to look at it like it is an area we need to improve, things look like they need to get better in a lot of spots. But I don't think we take it face value and say gee whiz, we need to spend, in this case \$26M or more. So let's just go do that. Things have got to be prioritized as you have shown us; there can be alternatives to doing things – we need to look at that closely and not just add the sticker shock to people and say, "Guess what. You are going to get to pay this much more." How do we figure out how to? But the report says that this is in 30 years – well I may not be around in 30 years. I'd like to see it getting done a lot quicker than that. What is real? The rates would indicate, "Can we go 40 years?" My thought is that I wouldn't mind seeing it done in 10 years. So if we keep our minds open, maybe that is possible.

Councilor Nelson said that he thought this is a good plan. He said that we have a lot of people in Gladstone on fixed income, and they are going to ask a lot of questions. We have

a lot of answers here about why we have to do this and what our plan is. They are not just going to take this point blank and say OK. They have very little money to live on, and if it means that they are going to have to go without food for a week to pay bills, you know that they are going to ask some serious questions from us as to why we decided to go this route. He told the Brown and Caldwell and FCS people that he thought they did a great job and that he appreciated it. We need to simplify it when we take this out to the public, but I think they will do it.

Councilor Sieckmann asked if everyone had a chance to go through this since we just got it on Friday. Councilor Nelson said that he got his on Saturday afternoon. Mayor Byers said that he did, but he is going to go through it again. Councilor Sieckmann said that the reason he is asking is because he thinks he knows what Pete (City Administrator Boyce) is looking for is to deem whether this is complete or not. If all the information is there, and his question is "Has everyone had a chance to get through it?" He said that he knows that there were things that were technically incomplete, but Scott says he is still working on some of it and it can be added. I think over all it is pretty much there; we may have some email questions back and forth. The public might have some questions that we can get faster than just thumbing through the books. Do we as a Council believe that we have had adequate time to go through it and make a decision as to whether it is complete or not. City Administrator Boyce said that they are not asking that question tonight. Tonight was just to hear the presentation and ask questions. That will be for a future meeting. Councilor Sieckmann said that he was glad that he clarified that then. Councilor Reisner said that he had not gone through it, but planned to in the next two week. That is why I was hoping that they can return to answer any questions.

Mayor Byers said that if there were not any more questions or comments on the study. If not we can move to Business from the Council.

BUSINESS FROM THE COUNCIL:

Mayor Byers solicited business from each of the Councilors:

- Councilor Nelson – nothing
- Councilor Mersereau – nothing
- Councilor Martinez – nothing
- Councilor Sieckmann – he said that he went to the Clackamas Cities Dinners. It was a nice event. He met with another couple of County Commissioners and got to know them. He thinks he is building good rapport.
- Councilor Busch - nothing
- Councilor Reisner – he said he had a couple of questions. He was curious if they had any overflows in the last week during any of the downpours. Someone in the audience indicated that we had not. We had a little wind on Saturday, did we experience any damage? Someone in the audience said just the regular outages and some cleaning up. He said that he went to the Clackamas Cities Association Dinner and they had a really good presentation from the Oregon Institute of Technology, where they partnering with community colleges, school districts, and manufacturers in trying to get people matched up with careers. He did not realize the extent of the partnerships that they had grown since they had moved to Wilsonville, mostly on the West side and down to Salem.
- Mayor Byers said that he and Kim had gone down to Lake Oswego/Tigard Water Project down at Meldrum Bar Park where it looked like they were beginning to pull pipe through, though it

looked more like they were pushing it than pulling it. They were inserting the 42 inch pipe through the bored tunnel. Scott told me that they didn't actually get started until 11:30 because they had to bring a big crane up there. There are four big cranes down there – it is proceeding. He said that he also had the opportunity to go to Somerset Lodge today to attend someone's 100 birthday celebration. It turns out that the woman name was Vera Benfield, and that she and his mom had been very good friends. By his observation she was in very good spirits and shape for someone a hundred year old. They had a cake with 100 candles on it – they had Mike and Jeff from the Fire Department come up and help blow out the candles. The Mayor told them that because Vera had enough breath to blow it out, they could cancel the second alarm. Nice lady; she has been up at Somerset for 12 years.

ADJOURN:

Mayor Byers adjourned the meeting at 9:23 pm.

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

Attest:

Mayor

Assistant City Administrator

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of November 10, 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 Reisner, and Mayor Byers

ABSENT:

Councilor Busch

STAFF:

Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Stan Monte, Fire Chief; Scott Tabor, Public Works Supervisor; Jeff Jolley, Police Lieutenant; and Irene Green, Library Director

BUSINESS FROM THE AUDIENCE:

None

CONSENT AGENDA:

Consent Agenda items:

1. Approval of September 9, 2014, September 23, 2014, and October 24, 2014 Minutes
2. Accept List of City Projects
3. Payment of October 2014 Claims

Councilor Reisner requested Item 1 be removed from the Consent Agenda. Councilor Sieckmann requested that Item 2 be removed.

Mayor Byers entertained a motion to accept Item 3 of the Consent Agenda. Councilor Nelson made the motion. Councilor Sieckmann seconded. Motion passed unanimously.

1. Approval of September 9, 2014, September 23, 2014, and October 24, 2014 Minutes
Councilor Reisner had errors to be addressed. First error on 1-8, sixth paragraph down "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..." He added that City Administrator had said they could not so that is why they were looking for a second one.

On page 1-9, paragraph starts out with "Public Works Supervisor Tabor..." but by the end of the paragraph he had been promoted to City Administrator.

Councilor Sieckmann pointed out page 1-13, second to the last line "anyone that is on light shift or day shift..." That should be "night shift."

2. Accept List of City Projects

Councilor Sieckmann pointed out that there are some goal completion dates missing. He knows that some of it is work in progress, but he would like to see a goal date, even if it is not met, just so we know what we are shooting for.

He said we had a couple of things that have completion dates of November 2014 – the first two on the list. He wanted to know if we are getting close. Will we make it by the end of the month? City Administrator Boyce responded that the first one is on the agenda for the night – discussion to amend the budget for an increase to the parks. He believes that the Library Credit Cards item is very close to completion. City Attorney Abma confirmed that it was close. He said that he would be happy to follow up on it, but he believes they are very close.

Mayor Byers entertained a motion to approve Items 1 and 2 of the Consent Agenda. Councilor Nelson made the motion. Councilor Reisner seconded. The motion passed unanimously.

CORRESPONDENCE:

4. Letter from Oregon Accreditation Alliance

Mayor Byers explained that the letter was discussing the Accreditation of Law Enforcement Agencies.

REGULAR AGENDA:

5. Accept Water and Stormwater Master Plan Reports/Rate Studies

City Administrator Boyce explained that Brown and Caldwell was here again to talk about what changes they are planning on implementing to the plan from the last City Council Meeting. He also wanted to address any questions that the City Councilors may have. He turned the floor over to Krista, of Caldwell and Brown.

She said that they also have answers to question that they received ahead of time, too. In general, they found errors in the document – a couple of typos and an extra digit in the Capital Cost Summary. One of the things they found was when they were describing the number of CIPs that were addressing water quality, it was not matching the actual number that we had. We addressed those in the slides last time, but those are a couple of changes, clean-up items, that they are going to be making.

One of the questions that we had at the last Council Meeting was why the contingency costs were so different between the Stormwater and Water CIP projects because they had a 40% contingency for Capital Projects for Water and 30% for Stormwater. She explained that contingencies for Stormwater and Water normally range from 10% to 50% of Capital Expenses. They are typically somewhat subjective and are assigned by the Cost Estimator based on their experience estimating cost for CIPs. That is all based on what they know about the system in terms of underlying utilities and geo-technical issues. For the water, it was higher because of that entire AC (Asbestos Concrete) Pipe that is in place, so it is more complicated when we do the replacement of those. A lot of the CIPs

151

included the replacement of the Asbestos Concrete Pipe. There are additional regulations about how that pipe is replaced. If it is just left in the ground, maybe the costs will be lower, but if it needs to be taken out, there are some regulations regarding the disposal because of the asbestos in the pipe. Also, just in general, the contingencies for Water run just a little bit higher than Stormwater because it is a little more complex to install. Stormwater does not have to be clean; it is a gravity system, so it is not under pressure. Basically, it is a little bit of a subjective thing and is based on the Cost Estimator's experience. She thinks the Asbestos Concrete pipe is the reason that the water is a little bit higher because it is water and not storm. She said that they plan to change the text in Section 7.3 of the plan to provide a little clarification as to just why those are different.

Another question that they got was about the text that says the permit requires us to develop a Master Plan, and identify CIPs in the Master Plan; the question was, "Does it also require us to implement those CIPs?" It is a little bit gray. The language in the permit that requires us to develop a Master Plan is right here (referring to the slide projection), and it talks about identifying Stormwater Controls to reduce the discharge of pollutants, and it may focus on the identification of Capital Improvement Projects for Stormwater quality. It does not say that you have to implement them. She said that she wants to caveat that because there was another section of the permit that is related to retrofitting the system. The Master Plan was due Jan 1, 2014. This (referring to the slide) is due July 1, 2015, and it is basically that you have to do a strategy to retrofit your storm system to address water quality. Given that they knew that was coming, that was incorporated into the Master Plan so that you won't have to do that again. That is Section 4 of the Master Plan – specifically the retrofits. Some of the CIPs in the Master Plan meet this requirement, and those do require some schedule for implementation.

There was a question about something that was just an error that got held over from the draft. It still said that staffing analysis and funding evaluation had not been completed yet. That was just an oversight that those did not get removed. Those will be updated to reflect that those have been completed.

There was a question about the LIDAR data; the LIDAR is like the topographic information that we get by flying over the area. They purchased that data in 2012 when they were working on the plan, and at that time was the most recent data at the time. There was a portion of your city that was from 2004, and another that was from 2007 – a little bit of a combination. That is very typical of Master Plans, and having this LIDAR data, which is more recent type of data, is so much more refined and sophisticated than what we used to have for open channel systems. It is super expensive to go out and get a bunch of cross sections when you want to model your open channel systems. To go out and survey all of those cross sections is very difficult, so this LIDAR data which is taken from an aerial flight shows you the terrain. While some of that does change over the years with erosion, and things like that, it is far better than some of the data we have used in the past, which is just taking photographs and estimating a trapezoidal channel. That is why we used that data and wasn't planning to make any changes to that in the plan. She also stated that three days of field work was done to verify the assumptions, at Rinearson

Creek, the wetlands along Portland Avenue, and some pipes where there were some questions along Oatfield Road.

She said that when they designed the Water Quality Capital Projects in the Stormwater Master Plan, they described that they sized them for a water quality design storm, and that is what is required, and that is basically a one inch storm that represents 80% of the runoff. It says you have to design your treatment facilities at that level, and the question was "What does treatment really mean here?" The permit does not specify treatment from the standpoint that you have to get your pollutants down to a certain concentration. Treatment is required based on available technologies that are used, so when they require treatment, they are requiring you to use a certain kind of practice that is standard. They prioritize those; they first want you to use low impact development or green infrastructure, some planters – things that will infiltrate the water into the ground. They want you to prioritize that. If you can't do that; if your soils are bad or you don't have room, detention, retention, or swells are sort of the second level, and as a last resort, using sort of structural device that are in manholes or vaults to filter pollutants. For treatment, they are telling you to go out and use the best treatment technology that you can for storm water.

There was a question, and it was actually what caused one of the delays on their project, was the billing accounts were identified using the City Reference ID Numbers, and they got those ID numbers and were hoping to get the water usage in reference to those ID numbers and calibrate that with the model so that they can put the water demands into the model. It turned out that there are multiple account numbers. The reference number is associated with a property and there can be multiple accounts on that property. It could be several businesses or an apartment complex so that it has several people that are being billed for usage on that one property. They had to go back and get those individual account numbers unique to each person that is getting billed to get the right amount of usage for the model.

There was a question about a PRV (Pressure Reducing Valve) in the Water Master Plan in the system that was not located – it could not be found. The inventory that was conducted by Sisul, subcontractor who did all of the mapping and inventory, was confined to the right-of-way because that is typically where the system and PRVs would be located. There was not a scope off of the right-of-way and onto private property because that takes a lot more in terms of getting permission and access. Some of that was done on the storm water side because we really needed to find some things. That is something that will definitely need to be done – those PRVs are important, they need to be inspected probably every couple of months, especially if they are in poor condition. They could have leaking going on, so it important to find that and figure out if we need a public easement, if the PRV needs to be replaced, or moved into the right-of-way. She said that they had a CIP in the plan to address this – it was the Landon PRV CIP in the back of the document. The costs were included – she thinks the cost of that CIP was estimated at \$110K – it was hard to estimate, since we do not know the condition of the PRV. They assumed moving it.

1-23

Councilor Nelson said that since we do not know where the PRVs are located, so it has been a long time since they have been inspected, we can probably anticipate some repairs. Krista concurred, and then explained that the function of the PRV was to reduce the water pressure when coming from a high zone to a low zone. When they modeled the system, they modeled it on what it should be doing and it can have a big impact on what is happening. Councilor Nelson asked the question that we should have those in our system. Krista confirmed it. She said that was all the questions she had, then said that John was there to answer any financial questions for anything related to the rate.

City Administrator Boyce said that after the last meeting that Councilor Sieckmann had observed that the items in the Master Plan were in 2013 dollars, but the items in the Rate Study were in 2015 dollars. He asked if there was a way to reconcile the differences. Krista said that she did not recall that question, so maybe they could talk about it off line. John, in the background, said that he did recall that one, and that for the financial analysis it was pretty straight forward, that they wanted to give the answers in current dollars. It would be vital for every action that you take financially. So we anticipated everything from 2013 to 2015 so that any rate action you take would be effective for 2015. From that sense, the disconnect makes some sense, so we took the dollars that you gave us and escalated them for the year that they anticipated using them. Krista said that it was typical to have things out of sync like this because they did finish the Stormwater Master Plan a year ahead of the Water Master Plan. Whenever you are doing rates, you escalate them from whatever estimates you are given.

Councilor Mersereau said that the report said 2013; He heard at the last meeting that it was 2016, and he heard Krista say tonight 2015. He wants to know what dollars they are in, 2015 or 2013. John said that this was year 2016. Krista interjected that 2016 dollars start in 2015. John stated that we are right now in fiscal year 2015, but that he assumed a 2016 fiscal year in a 2015 calendar year implementation. Councilor Mersereau clarified that the dollars are in 2015 year. John confirmed it. Krista said that the dollars in the Master Plans were 2013 dollars, but when they gave them to John, he escalated them to fiscal year 2016 dollars. Councilor Mersereau asked what the CIPs were figured on - 2013 for the Stormwater Master Plan. John said that they were 2016 dollars. Councilor Mersereau said they were 2016 for the Rate Study, but wanted to know what they were for the Master Plans. He stated that the Stormwater Master Plan was for 2013. Krista added that the rate study for the Water Master Plan was for 2014, because that is when they completed the plan. That was the most current costs they had when they did the plan.

Councilor Reisner observed that the Water Master Plan had a list of problems or issues, and wanted to know if they were in any particular order of importance. Krista said that in the text they were not. In the table in the back of that section, they did prioritize somewhat, and she thinks that they prioritized on whether the CIP was a fire demand issue and if it had AC pipe replacement included in that because those are typically getting toward the ends of their life.

Councilor Mersereau said that they noted that there was \$820K for up to 30 years to replace the asbestos pipe, but in his mind it was not noted in the CIP; it was just a

comment in the report noted that it was \$820K per year. He knows that the Flow Rate Report did show that cost in there for the total. But when people look at the CIP Report, they don't really see the \$820K; the \$24.6M, so where you've got it in the \$13M range. Krista said that they looked at the CIPs as more of a one-time project, and we saw that more as an annual line item in your CIP, and if that is not clear, they can add different categories to the final CIP table to show that, if that makes it clear that it is an annual line item in your CIP. Councilor Mersereau said he did not know about anybody else there, but when you are showing the public the facts, \$24.6M is quite a bit. When their rates go up, they need to understand that, even though it is in the study. He said that in the Rate Study, he thinks that overall, if something can be done, it would be nice. Krista added that to present that better, they could add it in more of a table format at the end so that it is clear it is part of what the rate is. She said that they can make that change. We can make it in the Executive Summary as well. Councilor Sieckmann said that he thinks it will help for clarity and transparency, because you see \$820K, but it is really \$24M. He thinks that from our side of it, what is somebody trying to hide? He thinks it is really important that the big number is really there. She said that they can reformat that.

Councilor Sieckmann asked if all of the mapping that Brown and Caldwell is intending on doing is done, so any additional mapping will need to be done by the city. Krista said that is where they are at. They had done all of the mapping of what was in the right-of-way, and even beyond in some cases - from a contractual standpoint, "Yes."

Councilor Sieckmann said he had a question that he was not sure she had received, but that he and City Administrator Boyce had discussed. Mayor Byers asked last month for what part of this were unfunded Federal mandates that we have to do. He wanted to know if staff or Brown and Caldwell had come up with anything on that. She said that this was a kind of tricky one. We have three things here. We have flood control, and that is not an unfunded mandate, it is what you want to do to keep your city from flooding. So nobody is coming down to tell you that you have to protect your city from a 50 year flood event. It is a policy decision that you make as a city - at what level you want to protect your city from flooding. Most cities tend to land in the same spot - a ten-year storm, whatever it is.

She said that the Water Quality piece may be considered more on the unfunded mandate side. You have a permit for your storm system, and you have to address the water quality from your system. You do not have the ability to have policy discussions about that, but the permit has a clause in it that you are supposed to do that to the maximum extent practicable, so there is a little bit of leeway because they are not coming down and telling you that you have to do X, Y, Z. It is a tricky one, but you have to show that you are making progress toward reducing your pollutants loads over time, because our water quality standards are not being met. That portion, doing the Water Quality Capital Projects, would be the unfunded mandate part.

From the Water Master Plan standpoint, that is a service that you are providing for your city. Even most of the criteria that we used to evaluate most of the city are sort of policy decisions - how much emergency storage. There are some requirements about fire flow demand and what the fire pressure should be, so they did use those criteria. She guesses

that is a regulation that is forcing your system to provide a certain level of service. Councilor Sieckmann said it sounds like the majority of the unfunded mandates are the portion of our storm water. Krista injected Water Quality then confirmed what he had said.

City Administrator Boyce said that he had tried to put a number to that just trying to go through the Capital Improvement Plan, and there were some where it was just a mixed objective – both flooding and water quality. Making his estimates on the storm water side, it came to about \$1.4M for water quality. Krista concurred that it was a relatively small portion of the CIP as a chunk. They tried to incorporate water quality into the flood control projects as much as possible; you are already digging up the streets, let's do it there. That \$1.4M probably includes some of the money...City Administrator Boyce said that there were a couple of projects that talked about both, so basically, he split them in half, so it is a ballpark figure.

Councilor Nelson said that he would like to make a motion that we accept the reports as complete. Councilor Martinez seconded the motion.

Councilor Sieckmann asked City Administrator Boyce if he had any comments on it because the Councilor knew that he had been through it several times. City Administrator Boyce said that he was pretty happy with the quality of the report. Like the Council had discussed at the last meeting, the next steps are to conduct some public hearings, get public comment, elicit feedback, and have City Council make some policy decisions about how we implement and what we implement. He did acknowledge that there was a citizen present that might want to ask question, so he asked Mayor Byers if he wanted to entertain that now or hold it for future meetings. Mayor Byers said to deal with the motion, then if there were questions and people were here, that is fine. He said that it wasn't included in the motion, and it didn't need to be, but the staff recommendation is that City Council approve the reports as complete, and authorize staff to solicit public comment at a future public meeting, so that was the schedule that had been proposed. We received these reports and the City Staff has not given the Council an analysis of them yet, so that is the direction that we've been heading. Mayor Byers said let's address the motion first.

Mayor Byers called for a vote. The motion to accept the reports as complete passed unanimously.

Councilor Martinez said that she thinks it is more important that if we are going to have public comment, we do it all at the same time so that everybody hears it. This way, whatever they say tonight would not be available unless they wanted to read the minutes of the meeting to those people who are coming when we are scheduling public comment. It might make more sense to do it that way. Councilor Sieckmann said that his concern was that if there was something that they missed, that they may have considered incomplete in the report, we might not have accepted it if we had missed something. Mayor Byers pointed out that the Staff Review is the next step that they have proposed on this. Councilor Mersereau asked that if we are going to have public testimony, can we put

1-24

it in the newsletter. Mayor Byers answered yes, and said it would be well publicized. A short discussion ensued.

6. Public Works Update – Barclay/Howell Street, 2014 Paving and Cross Park ADA Access Ramp:

Public Works Supervisor Tabor told the Council that all those projects, with the exception of Cross Parks ADA, are completed at this time. He believes that they are just finishing up the financial ends with Clackamas County for the remainder of the payments for that. He said that he was pleased with how Barclay and Howell came out. After the torrential rains that we've had, he said that he went out there purposefully to make sure that drainage was good and everything is functioning properly. On that – it is working well. There were some questions about the paving on East Hereford Street; we went and verified that those are well within the state standards. He said that they are working on that. He said that he has to explain that the reason for how that did that was to merely remove the scab and put a Band-Aid on it for ten years – he said that was the cleanest way that he could state that. It was that all those layers were delaminating on that, so we had to grind it down, and some of the grinding went down right into the rock that was right underneath it, or gravel. There is very little sub-grade to those streets, so it was very difficult to keep those grades. He said that he has watched those streets during torrential downpours; the drainage is working. That is good news. Unfortunately, we have had someone replace a portion of their sewer line in the middle of the street. We did very well on that.

He said that when they dug up West Arlington Street that they found a portion that was not in good quality and that was the reason for it failing. They did make sure to put down the proper geo-tech material and put the proper aggregate in that area, and that should work very well on that patch. Oatfield road was a tremendously difficult project with the amount of times that we had to go up and grind out, dig up and repair different spots throughout that road that were failing. He feels that they were successful in that they got rid of those spots- and we can get some more life expectancy out of that road until we come to a major rebuild of that street itself. We are looking good on that. Considering the size and scope and area of those repairs, we received very few complaints. The one complaint that he did get, he made sure that the contractor understood that there were some complaints about the flagging and he made sure that they got on those right away, to make sure that the flaggers were respectful to our citizens and that there was clarity in the direction that they were supposed to go; after that it smoothed out very well. Councilor Nelson commented on the flaggers as having been great to work with on the project, since he lives near the area. Public Works Supervisor commented that it was a strenuous task in that you have to work with traffic from several side streets, through traffic with trucks doing their jobs and trying to get in there. It can be confusing and tempers can be lost; granted there were very few and he believes that they did very well. Councilor Nelson said that the biggest problem they had was with school kids coming up there on Glen Echo. The backup there was about 5 blocks long, and the flaggers were holding them back. Public Works Supervisor Tabor said that considering where they had to be, it was not taking a whole section and repaving it, but was in small sections but they got what they accomplished, they did the crack sealing to seal off the water and he thinks

1-27

they were successful in extending the life of that road. That is a very heavily trafficked road.

Public Works Supervisor referred the Council to their packets and explained that with the ADA ramp at Cross Park, he did give an extension and that was to make sure that once the concrete was poured for the pathway, we did get proper measurements for the iron railings required for the ADA specs on that project. Hopefully, he would know by the 15th whether or not he (the contactor) will make that deadline, and we will reevaluate that and keep you posted as to whether or not there are going to be delays, and if they are going to be acceptable or not. He turned it over for questions.

Councilor Sieckmann acknowledged that the final billings are not all in yet, but does it appear that this is going to be on budget. Public Works Supervisor Tabor said that they were very close to budget.

Councilor Reisner was curious to know if Sisul Engineering is on permanent contract with the city. Public Works Supervisor Tabor said that they did not have them on retainer, but they use them quite extensively. City Administrator Boyce commented that administration had been talking about that very fact, in that we are getting to the point now to where we probably need to put general engineering services out for bid because there are quite a few projects where they turn to Sisul Engineering just because they are close, but looking at the amount of dollars that are involved now, we probably need to go out to bid. Councilor Reisner said that their name had come up in the last presentation and...Public Works Supervisor said that Sisul had been contracted by Brown and Caldwell for that project. In addition he said that quality for work that they have done on major projects that were planned by Sisul Engineering, they have done very well. He said that he was very pleased to say that on the projects that they have worked on with them they don't have ponding; we don't have areas where there are huge amounts of water ponding up where there shouldn't be. He said that they are very good and that he agrees with the administrator that at some point of time, we should look at some form of retainage for an engineer; he finds it very easy to go in and get some things clarified using Sisul Engineering. City Administrator reiterated that we do need to put it up for bid. Councilor Nelson said that if we had other competitors; we could get a better price out of it, maybe other than just have one that handles all of our engineering... Public Works Supervisor Tabor said that engineering was key when you are looking at big projects like this; poor engineering shows itself and he can point to different projects around town. Councilor Nelson said that there were other good engineers out there, and he was sure... Public Works Supervisor said that one of the things that Council might want to look at in the long term, because of his shortness of tenure there, that his replacement should be of someone as a public works director with engineering skills that can be utilized within the city and not have to go out unless it is a specific type of large project. That is where he relies on going to the engineering firm because he wants to make sure it is done right. Councilor Sieckmann said that this could be a whole new agenda item for another time. Councilor Reisner said that he just want sure that we stay within the rules and laws...Public Works Supervisor said per project, yes. City Administrator Boyce said that we have to look at it in the aggregate also.

1-28

7. Budget Amendment Update:

City Administrator Boyce addressed Mayor Byers and the Council and said that a while back City Council had directed Staff to look into increasing expenditures in the Parks budget equal to an amount received from the Lake Oswego/Tigard Water Project for temporary construction easements. Looking into the logistics of how to make that happen, we found that because the majority of the revenue was received prior to July 1st, the beginning of this fiscal year, about 90% of it was received last fiscal year. We are not able to amend this year's budget because it is revenue that we had already received; it is still sitting in the General Fund. If it had come in after July 1st, we could have done a supplemental budget. Since it came in before July 1st, we are not able to do that. It is part of the cash balance of the General Fund right now. We are getting ready to gear up for the process for next fiscal year. What he is suggesting is that we remember that going forward into this budget process, increase Park Expenditures for the amount indicated. It will be a matter of timing when those funds can be expended. That is how he suggested moving forward at this time.

Councilor Reisner said that between now and the end of the year, the Parks Board decides that they would like to spend some or all of that money on a play structure or multiple projects, that money would be available there to do that. Is that correct? If the Park Board suggested to spend it in this fiscal year, Council would have an option where it could do a line item transfer from contingency – we have about \$300K of contingency in the General Fund, so you could use some of that money to recover that cost. What we would not be able to do is just increase the expenditures in the Park Budget at this time without having to do a line item transfer. That is another way to go about it. If Council is comfortable in using the contingency that we have set aside and appropriated, it could be done with a line item transfer. That is another option. Because Council was not specific about what that money should be spent on other than parks, get a recommendation from the Parks and Recreation Committee to get recommendations from them to know how to proceed, and then come back to Council. Councilor Nelson said or to find out what they need it for. City Administrator Boyce said that they will be talking to them about the budget in general shortly. We will find out what priorities they have and what they recommend, and try to work some of those recommendations into the budget.

Councilor Sieckmann said that we have a great deal of parks in our city; we should probably be looking at a Parks Master Plan as well. Councilor Reisner said or dust off the current one we have. Councilor Mersereau said another thing that he and City Administrator Boyce had talked about was the possibility of having a reminder regarding that, of which the project list could be a place to put that. City Administrator Boyce said that he would place it on the projects list so it is out there and we can look at milestones and get in there to complete that. Councilor Reisner said that he and City Administrator Boyce had talked a couple of weeks ago and had discussed about getting the budget together in January. He was wondering if City Administrator Boyce had looked into that yet. City Administrator Boyce said that he did not have a date as of yet. He said that he was already looking at having a work session for that fourth Tuesday in January to have a discussion on Code Enforcements. He suggested that they do the midterm budget review

on a different date. At City Councils' suggestions about what will work for them, he will send an email out; maybe propose two or three dates when the City Council and the rest of Budget Committee. We need to do it sometime in January.

8. Discussion Regarding Library Ballot Measure

City Administrator Boyce said that as probably everyone is aware, the ballot measure regarding the construction of the new library has passed. There are some next steps that we need to jump into right away. One is completing IGAs with Clackamas County and the Library District regarding the new financial contribution that Clackamas County is going to make, and make sure those provisions are drawn out. Secondly, Council had also had a request that we attempt to negotiate a guaranty that the Library District funding would continue to flow until debt service is retired. That IGA is more of an uphill battle in that we will need to amend the first the IGA that set up the district and amend the distribution formula for the tax revenues received by the Library District. To do that, he believes that two thirds of the cities and entities involved with the library service would have to agree with that. That is something that we need to jump on right away and complete as soon as possible. The first IGA that he mentioned regarding the County financial responsibility should be fairly quick to get done. The other one, because there are more entities involved, will take a little more time.

The second thing that he suggested that we get on right away is looking at acquiring property to site the facility. The ballot measure stated that the facility would be placed in the Portland Avenue area, so that will be the general area of our search. It will be a priority to identify property as soon as possible. We know the County Election Building could be in play. We need to decide if that is a piece of property the City wants to acquire or does it not fit into our plans. It is his understanding that it could be up for sale very soon. If we want to get in on that, we need to make some decisions fairly quickly.

Councilor Martinez asked if we knew what the size of that property was. Mayor Byers said that it was essentially 100 x 100 feet. Councilor Nelson asked if they have previously been talking about acquiring the property just north of that. City Administrator Boyce said that anywhere we acquire property along Portland Avenue; we will have to acquire multiple pieces of property for the facility. Councilor Nelson said that if they go north, all we have to do is buy land and not a structure, unless we took the dance studio, but we wouldn't really need that. City Administrator Boyce said that he did not want to get into too much detail about location because there are negotiations that will have to take place. We will advise Council, most likely in executive session, of the specifics of how we want to proceed.

Councilor Martinez asked about the size of the building that we are considering for the library. City Administrator said it was about a 13,000 to 16,000 square foot facility. Councilor Martinez observed that it probably would not fit on a 10,000 square foot lot. Councilor Nelson said that was what he was saying earlier about having to get additional property – unless we went up two stories.

Councilor Sieckmann asked if, without being property specific, could City Administrator Boyce say what he thought the Portland Avenue area is. City Administrator Boyce said that if the Councilor was asking what his personal interpretation of this was, he would say one block on either side of Portland Avenue. We did also identify in the ballot measure that it would be between the high school and the Clackamas River. He said that he thinks the wants of the community and the advisory committee was to have it as close, if not on, Portland Avenue as possible. Councilor Nelson added that it was centrally located and a location that had good accessibility.

Councilor Sieckmann said that he had questions on this. In your proposal you are asking for some needs analysis. Haven't we already spent enough money on needs analysis? We know that we are going to be restricted to size, he said that he has quite a bit of confidence in our city staff, the library director in knowing that we have a building this big, figuring out how to do something with it without spending another \$7000 to tell us we need another library. Councilor Martinez said that if he read the sentence, it doesn't say anything about the library; it says a needs analysis to determine if it is beneficial to construct the City Hall with the library. So is that not the question here?

City Administrator Boyce said that they had completed a space needs analysis on City Hall and the police department. The reason for that statement in the proposal was to get a better estimate basically of where the opportunities are to share space: restrooms, utility rooms, break rooms, common areas like that. Multipurpose programs in the city Council Chambers, what not. He said he had a discussion with Councilor Sieckmann earlier in the day, and if council is more comfortable with an estimate that doesn't take into account some of those areas where space could be saved, technically you'd be using a more conservative number because the square footage that they were estimating in all likelihood would be reduced once that design exercise takes place. So if City Council is comfortable understanding that the initial square footage estimates that we have to estimate costs will most likely go down. He could not say how much they would go down without that exercise. We could proceed forward without engaging the consultant on that.

Councilor Mersereau said that he agreed with Councilor Sieckmann at this point. Everything is still up in the air. We have talked about City Hall being merged with the library, but there are other possibilities that could happen also, but until we know what those are, and in fact know what properties are out there, he thinks spending that money is a little bit early at this point. Before he designed the library once, we've got some thoughts about City Hall. If it will save us a bunch of time, then great, but he doesn't think that is the case. City Administrator Boyce said that really the benefit would be that you would have a better understanding of what space could be shared, but again, that can happen later in the process.

Councilor Sieckmann said that he would think that the architects could help with that. We are going to have to hire architects to design the building anyway. He thinks working with City Hall staff and library staff, they could probably lay out a pretty good plan with a professional architect.

131

The other thing that we haven't talked about is depending on how the available property information comes back. He thinks it would also help on costs and sizing if we could incorporate the police department in on this as well if the property was available. He thinks that is something that we should consider because we are going to have to have a new police department by 2022, he believes, if that is the date. Councilor stated that that was a Federal mandate.

Councilor Martinez asked if we have any estimation at all about the size of City Hall and the police department. City Administrator Boyce said that they did a space needs analysis and he believes it came to 17,000 to 18,000 square feet, but that was for both. That was incorporating the evidence function which is now at public works, which is about 2,000 square feet. So we do know that, and we can make some general estimates.

Councilor Nelson said that he knows that the police department wants to stay with the fire department since they work together on a lot of different issues. To move them away from the fire department would be a kind of disadvantage to them, but if that is what we have to do. He said that he would prefer to see those two entities together however we do it. Councilor Sieckmann said that there were numerous fire departments and police departments that are separated. Councilor Nelson said that he knows that, but they are together now, and they work well together, why not keep them that way if we can? Councilor Sieckmann said that one of the things he was looking at is that property costs are probably less than construction costs. You can probably build one building cheaper than you can build two. Councilor Nelson said that if you build a library and then build a police department, and then a City Hall, you've got to have a heck of a lot of parking available for all of them, plus you have to have secured parking for the police department. Councilor Sieckmann pointed out that it was what he was saying, depending upon the property analysis that we get back about what is available. If there is nothing available, then there is no reason to even look at it. If there is property available, then we might want to take a look at it; we might want to talk to staff to get their thoughts on it. He stated that that was all of the questions that he had on it.

Mayor Byers said that the one thing that staff was looking for them to do tonight was for City Council to authorize staff to complete the IGA with Clackamas County. He entertained a motion to that effect.

Councilor Sieckmann made the motion. Councilor Reisner seconded. The motion passed unanimously.

9. Discussion of City Hall – Police Station Proposal

City Administrator Boyce said that a lot of the information that the Mayor and Councilor had seen before, Council had asked him to come up with a proposal regarding City Hall and the police station. We addressed it before we knew the results of the election; we talked about bringing it back after we knew the results. Again, a part of that proposal was to combine the library with City Hall. We also see what we just discussed about have a consultant do a needs analysis. He thinks consensus is that we do not want to do that now. His proposal still stands and he is open for suggestions like Councilor Sieckmann

suggested if we want to look at an option where we try to do all of the facilities under one roof. Again, we will be using a rough ballpark figures based on the estimates that we currently have. We won't be sourcing a consultant to refine those numbers.

He also wanted to indicate that the numbers that we do have for construction estimate for City Hall and the Police Station are property specific. One of the estimates looks at building it right at this current spot; the other looks at the Webster property. His assumption moving forward is that they would prefer it on Portland Avenue or the Portland Avenue area. That is where he is going to move. What we will need to do is come to some consensus as to what option we want to look at and he didn't know if the Council needed more information about what land is available on Portland Avenue, or what may become available before they make that decision. He said that he would encourage us to two or three options to do the analysis; there are a million different ways we could do this, but we are going to need to focus our efforts on two, maybe three options.

Councilor Sieckmann wanted to know if we waited for some sort of property availability, that we just approved you go and find, would it put City Administrator Boyce too far behind time wise. He said that he would really like to see that information before Council told him to move forward, and then find out something different and it was wasted time. City Administrator Boyce said that they were going to move full speed ahead on the property search because that was integral and they have some potential property coming up for sale with the County Elections Building. He said that they will be able to get some preliminary information for the Council, but as far as negotiating specific deals, it all depends. It could take a little while to have that happen; it depends on the willingness of the property owners to sell, and we need to find properties that are adjacent to each other.

Councilor Sieckmann asked how that would affect this proposal if we do delay it until then. City Administrator Boyce said that he did not think it is going to have a large effect. If we are going to move forward with such a project as this, our charter now requires that we go to a vote. He would want to consider the May election as a date we would try to hit, as far as getting ballot approval if City Council decides this is what we need to do to move forward. This means that several months before that, we will need to have a plan in place: ballot language and what not. We will need to do public outreach on this project also. He said that he was not sure if the City Council was satisfied with the advisory committee that they set up for the library project. We could do another such committee if the Council would like. We should give them several months for them to complete their work.

Mayor Byers said that to work backward from the May election that work would need to be done in March. City Administrator confirmed it, and then said that time is of the essence, which is why we need to get a feel for what property is available on Portland Avenue as soon as possible.

Councilor Nelson said that there was some comment a couple of months ago that the structure where Napoleon's was – it is a different company name now – that they were

moving from that location so that property would possibly be available; it would be almost a full block. City Administrator Boyce said that was a possibility. The recommended staff action was to see if City Council was comfortable accepting the proposal and to authorize Staff to hire the consultant. We talked about not needing the consultant at this time. But what he would still recommend that we do is maybe set up a calendar as far as what we think needs to happen when to make a decision. He said that he had also listed some options in the Staff Note: Option 1 was to replace the roof and repair the building envelope for a price range of \$600K. Option 2 is to bring the entire building up to code; we got an estimate for that at \$2.9M. Option 3 is new construction. He thinks we will soon need to decide if we want to invest in this building or if we want to construct new. If we decide to construct new, there could be a couple of options: everything under one roof, city hall and police station by itself, or the hybrid of the city hall/library together and the police station on the current location as he is proposing now.

Councilor Nelson said that he does not know how they can keep the current building; it is going to have to be earthquake proofed and that means that they are going to have to tear the inside out of it. It has a roof that is leaking, it has water in the walls, you have a foundation that is cracked; there are so many negatives concerning this structure that to take it and repair it to bring it up to today's code, it would cost three times what it is worth. After that, you still may not be there – you still have an old building.

Councilor Sieckmann said that he would agree with Councilor Nelson; Option 3, new construction, is our best bet. We are going to need to do something similar to the library ballot measure and educate the voters on why it is needed and how this is in their best interest as a citizen of the city. His opinion is that this is the direction that we need to head. Councilor Nelsons added that if you present it to the voters, it is a safety factor for the people that work in this building, both health wise and safety wise. This is not the best building in which to work in case there is a major disaster. Councilor Reisner added or to visit – he was with Councilor Nelson. Councilor Mersereau said that he also supports new construction.

City Administrator said that just as a reminder that in the staff analysis it talked about city and urban renewal resources that may be available at this point. We have over \$800K dollars in state revenue sharing funds that the city has been saving over time. Those can be used for any general government purpose. The Urban Renewal Fund right now has a cash balance of about \$4M which, if it is located in the urban renewal district, could be used for the project. So there are some resources that the City has on hand to limit the amount of money we would have to borrow. Again, there is always the subject about competing projects, but there are some resources there that we can use. For the next meeting, he will put some estimates together for an all in one facility, library, city hall, and police station; the numbers on city hall combined with the police station being rebuilt here; and financial scenarios with both. Parallel with that they will be embarking on the property search and as soon as they have information to relay back to City Council as to what property is available, we will do that.

Councilor Reisner asked if that would also include a timeline. City Administrator said yes, that he had talked about putting a calendar together with decision dates and actions that we will have to take in order to meet that May election. Councilor said he thinks we need to sit down and have more meetings to discuss this and work these things out; we don't meet very often, except for Council meetings. He said he thinks we need some more work sessions to hammer this out so that we are on the same track – going the same direction and an extra couple of meetings isn't going to hurt anybody. Mayor Byers asked if he meant in addition to the adjourned meetings, because we have had adjourned meetings in all but one month for the past six months. He asked if Councilor Nelson wanted something in addition to the adjourned meetings. Councilor Nelson answered yes. Mayor Byers said okay. Councilor Nelson said that we are getting to a point where we need to do that. Mayor Byers said that there were other roles for adjourned meetings as well.

City Administrator Boyce said that they would base it on the timing of the information produced by Staff and the input received from the property owners on Portland Avenue. Mayor Byers said that he thought Sherry was there and that she may be able to clarify, if the election is next May, an election that does not require a double majority. Sherry replied no from the audience, and referred to odd number years. Mayor Byers said that the first election that we could pass something is in May 2016. Councilor Reisner said that we are not going to be asking for taxes...Councilor Martinez asked if they were planning to build a new building – more than a \$1M dollar police and city hall. Sherry said that you can increase the taxes by including in red writing on the envelope that it would increase your tax. Councilor Reisner said that we are not. Councilor Sieckmann said that it would fall under one, if not two, of the ballot measures. It wouldn't fall under the financing if we don't finance it, but it is still building a public building over \$1M and it would still have to be voted. Councilor Reisner explained that he was talking about the double majority. Sherry said that she had misspoken; that double majority would not be required in an even numbered year, but would in an odd numbered year. Councilor Reisner asked if that was for any measure. Sherry confirmed it Mayor Byers said that there only two elections in an even year in which a double majority is not required. Sherry said that there is an election in March, May, September, and November, and May and November have the best turnout usually. Councilor Sieckmann said that we should shoot for May and see what we can do. Mayor Byers said that the process has got to start. Sherry said that it would have to be complete by about the middle of March for the mail out. Mayor Byers said that was pretty aggressive.

BUSINESS FROM THE COUNCIL

Councilor Nelson said that on the 15th of October they had an Emergency Management Meeting and Terry Pullock from Clackamas County Engineering Management gave an update as far as what the county is doing as far as their emergency management program. He said that last Friday he had gone to the police academy in Salem, and we have a new officer; Officer Lee Gilliam had graduated from the 16 week academy and he is now ready to hit the streets. It was really great to see him down there. Jan Johnson, who is on our Emergency Management Team here had tried

1-35

three times in the S-Fab, and in the physical test she didn't make three times in a row, and she went down to Lincoln City and took it down there and passed it and graduated Friday. It was nice to see our officer and Jane graduate.

Councilor Mersereau said that the only thing he had was he would propose to the group that they schedule an annual retreat as close as we can in January, or as early as we can in the year to get things going for next year. Mayor Byers said that they had done that most years. Councilor Mersereau said that was okay, now let's do it again. Councilor Nelson said that they should continue it. Councilor Mersereau said that he didn't think they did it most years but they did do it last year, but it took until March or so for it to happen.

Councilor Sieckmann said he had a couple of things. We have Board appointments coming up and a lot of times City Administrator Boyce comes to City Council wanting to know about request publishing them. He thinks we want to jump on that right away – that we get them published so that maybe we can get people in and get them appointed and get them ready to go to work. Mayor Byers said that it was always in the November Newsletter. Councilor Sieckmann said that he knows a couple of times it didn't make a newsletter because he wanted to bring it Council and say, "Hey, do you want to do this?" City Administrator Boyce said that it was on track this year. Mayor Byers said that the annual one has always been in the newsletter. Councilor Nelson said that maybe we should do it for two months in case they miss it the first time. Councilor Sieckmann said it is almost two months now, because it is 30 days after it is publicized, so the 30 days is after the next meeting. So it is almost two months before we get to see the applications and get to pick somebody. Councilor Nelson said that there are a lot of good people out there that really should have the opportunity if they get the time.

Councilor Sieckmann said that the other thing is that they were talking about the IGA earlier, we've got a number of cities that need to be approached with this. He had talked with City Administrator Boyce earlier and he is going to start the process, but it might help at a later date if some elected officials meet with some of the elected officials of the other cities if need be to make the process a little smoother and a little quicker.

Councilor Reisner wanted to know the status on the policy on bids and purchasing. City Administrator Boyce said that it was still ongoing. They have work to do on that. He said that he asked for some assistance from the CPA we hired to help with the financial transition that we are going through with personnel. She has given him a couple of model plans that she thinks would be close to what Gladstone would need. That is still coming; there is still work we have to do so they are probably still a couple of months out. Councilor Reisner said that the football team had avenged themselves for a loss from about 6 or 7 years ago where we played Sisters in the snow. He announced results of the game, and then announced games that are coming up in the weeks that follow.

Mayor Byers said that he also had the Boards and the Commissions on his list. Speaking of the high school, last Tuesday they had their annual veterans' event which he has gone to for quite a few years, and they do a tremendous job of recognizing veterans; it is a full assembly with the student body. He said that he is always particularly appreciative of the students who are very involved in the event, and he knows that some of it is because they can't have their cell phones

and things like that with them. The choir sings and the band plays and they have a speaker. He said that he would encourage everyone to look at this next year. It is usually publicized in the school newsletter. He said that he was very proud that our school district has that function every year for the student body. There were a couple of WWII veterans there. There are not a whole bunch of those left. He said at his Rotary Club that day, they had a program taking veterans to Washington DC to see the memorial. A few years ago, 10,000 WWII veterans a day were dying, but now that is down to a few hundred a day because so many have already passed away. They said that there were 16 million people that served in the armed forces in WWII and now there are only about a million left. He said that we had lost a lot of great people, and it is always important to him to honor the veterans.

Councilor Nelson said that when he was headed to Hawaii a couple of months ago, probably 30 or 40 of them came in on an airplane, and they had flag bearers with an honor guard. Some were in wheelchairs, some were walking, but there was a huge number of them that were coming home from Washington DC. Councilor Martinez said so it was a flight from whatever flight they call them – some kind of national program. Mayor Byers said that they were Honor Flights.

ADJOURN

Meeting was put into recess and Mayor Byers said that they were going to have an executive session.

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

Attest:

Mayor

Assistant City Administrator

1-37

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of November 25, 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 Reisner, Councilor Sieckmann, and Mayor Byers

ABSENT:

Councilor Busch

STAFF:

Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Jeff Jolley, Police Lieutenant; and Irene Green, Library Director

BUSINESS FROM THE AUDIENCE:

Mike Madler, the President of Gladstone Fire Department Members Association & Christmas Committee, thanked the Council for last year's support and donation for food and toys. He asked for \$500 donation to help provide food and toys to those in need this year, and they are expecting approximately 155 families this year.

Councilor Martinez made a motion to make a donation of \$500 to the Fire Department and Christmas Committee. Councilor Nelson seconded the motion. Motion passed unanimously.

Councilor Martinez asked, if audience members wanted to make donations, where they should take them, and who the checks should be made out to. Mr. Madler said they would have several donation bins around the city and there would also be one in the Fire Department office. Checks should be made out to the Gladstone Fire Department Members Association, with Christmas or Toy Drive in the note.

Councilor Nelson asked if the Fire Department would also be in Oregon City. Mr. Madler said they will have events at K-Mart and hopefully Target. Other events will be Santa & The Mack, and one at Burgerville. They will also make a donation to a Bingo game at the Card Room.

Kirk Stempel, PIO (Public Information Officer) for Gladstone Fire Department, was asked to announce that toys could also be donated at the next Business Owners meeting on December 10th.

His main reason for addressing the council was to make the council to aware of and to highlight the actions of a local Police Officer. There was an incident at High Rocks this morning where a gentleman went into the river thinking he could swim across the river. It was a poor decision and Sgt. Travis Hill actually saved his life. Sgt. Hill tied a rope to a life vest and threw it out to the man. He was successful at getting it to him and pulling him to shore. Had Sgt. Hill not been there, the outcome would have been very different.

CONSENT AGENDA:

None

CORRESPONDENCE:

None

REGULAR AGENDA:

1. Library/City Hall/Police Station Proposal

City Administrator Boyce, has amended his proposal and would like authorization to form a citizen advisory committee to look at the options listed in the staff note, and find ways to finance those options. He would like to limit the committee to no more than 15 people.

He would like to have a goal date set for the completion of the work.

If the council would like to shoot for the May election, the information needs to be ready by February 27th for the ballot measure. City Attorney said February 27th is a soft date and March 19th is the hard date. Reason being, if there are any protests to the measure, it would allow time for resolution prior to the elections. Anything beyond that date could derail the entire ballot measure and it would have to wait for a later election.

There are four election dates next year: March 10th, May 19th, September 15th and November 3rd. March 10th and September 15th elections require double majority to pass a ballot measure, the May 19th and November 3rd do not.

Councilor Nelson made a motion to approve the formation of an advisory committee of 15 members. No second, needs more discussion. Motion died.

Councilor Sieckmann agrees that they should authorize the formation of the advisory committee but would like the council to create parameters for the committee prior to them meeting and starting their duties. Feels they should start accepting applications right away.

Councilor Reisner – What would the makeup of the committee be?

City Administrator Boyce – Representatives from City Council, the school district, law enforcement background, budget committee, library and 10 from the community at large.

Tammy Stempel, Planning Commission Chairperson – Would like someone from the Planning Commission to be on the committee because they know all of the codes, ordinances and would be able to shed some light on things.

City Administrator Boyce asked for legal counsel to see if there would be any conflict of interest before adding a planning person to the committee.

City Attorney Abma – There would be no conflict unless someone was getting paid and there was financial gain. As long as they announce that at the meeting or they could abstain if they felt it was a conflict. There is no actual conflict unless there is money involved.

1-39

Councilor Mersereau feels the committee could be beneficial, and with the right guidelines in place, they could be a big help. If the committee comes up with their recommendations and the council doesn't agree with them, the council wouldn't have to follow their recommendations.

Councilor Sieckmann – It will take time to come up with the guidelines, and at the earliest, it would be January before the committee could be formed. They have to get the word out and start collecting applications, so that would give the council time to work on the guidelines. He would like council Nelson to restate his motion and then revote.

Councilor Nelson remade a motion to approve the formation of an advisory committee of 15 members. Councilor Sieckmann seconded. Motion passed unanimously.

Councilor Sieckmann – The second part you were looking for was on the election date, is that correct Pete? City Administrator Boyce – Yes, some guidance on the election date. Councilor Sieckmann – Our understanding is that the May 19th and November 3rd would not require a double majority, is that correct? City Attorney Abma – That's the advice we have from the county election office at this time. Councilor Sieckmann – I think there are differing opinions on that. Can you double check and confirm that for us? City Attorney Abma – Sure.

Councilor Sieckmann – My thought on that is to make a goal for the May 19th election date. Mayor Byers – May 19th isn't the goal, it's February 27th. The committee would have to have a minimum of three to four meetings to be able to come up with anything. They don't have to have everything lined out but there has to be a substantial framework together by February 27th so that a ballot title and those things can be prepared and it allows the people an opportunity to contest the ballot. Councilor Sieckmann – My concern is, if a goal date of November 3rd is set, we won't start on it till May, I've seen it happen over and over again. They work backwards from the target date to find a start date. We need to start today and get on this. Mayor Byers – I don't agree, no matter what the date is, if we have until November 3rd, that's not very much time either. Councilor Martinez – Not if you want to do a good job. Mayor Byers – Right. Councilor Sieckmann – That's just my thoughts on it. Mayor Byers – We don't have to set a date on it now. Pete has some work to do and can advise us on what looks like it's going to work. City Administrator Boyce – I think, if at the time we make the appointments, we have the goal date in mind of which election we're going to hit, that would be sufficient.

Mayor Byers – Let's say we make appointments January 9th, and call a meeting for the next Monday in January, we could get 3 or possibly 4 meetings before the February deadline. City Administrator Boyce – I think it will be critical that we get the scope of work done for the committee so there is no time wasted.

Councilor Sieckmann – That being said, where are you with the IGA and the property search? City Administrator Boyce – We are working on the IGA, I've had some discussions with the county staff and both of the IGA's need to be amended. The main item on IGA number 2 has to do with the county contribution to the project. It should be pretty straight forward and I anticipate being able to tie that up quickly.

If you recall, before the election the city council talked about attempting to negotiate some sort of guaranty that the library district revenue would flow at the same level till any debt service that's obtained, is retired. In order to do that we need to amend IGA number 1, which sets up the district and deals with the distribution formula for revenues received through the library district. That one is tougher to amend. Two thirds of the parties of that agreement need to agree to the change. That includes, not only Gladstone and Clackamas County, but the other library service providers in the library district. I'm trying to sell it by asking them, "this provision could be there for any library in the district, so if you're going to go out and construct a new library, wouldn't you want the same assurances we are asking for, that revenue be guaranteed until the debt service is retired?" Soon I may need to have the city council members reach out to other city council members within the district.

Councilor Sieckmann – Can you tell us which districts you have already reached out to, which ones are in favor ...? City Administrator Boyce – I want to be very careful, because there are many moving parts to the negotiation. Some of the city managers haven't discussed this with their city councils. I believe Oregon City is farther along in their process and I believe they are in favor so far, but I don't want to talk about negotiation positions until they have had a chance to discuss it more fully with their elected bodies. Councilor Sieckmann – Will you have more information for us by our next meeting and can let us know how we can help? City Administrator Boyce – Yes.

Councilor Sieckmann – Where are we on the property search? City Administrator Boyce – We are talking with property acquisition professionals with Clackamas County but it's been difficult to reach them. Some home owners have contacted me and are willing to sell to us but they are high, yet negotiable. Councilor Sieckmann – Are there other acquisition specialists we can contact? Time is of the essence. City Administrator Boyce – Yes and we will be calling them. Councilor Sieckmann – Will you have a plan and timeline put together for us by next meeting? City Administrator Boyce – Yes, I will. Councilor Sieckmann – I made a commitment to Clackamas County commissioners, and I'd like to give them a timeline as to when we will know whether or not they should put the elections building back on the market or if we are interested in purchasing it.

BUSINESS FROM THE COUNCIL

Councilor Martinez wanted to discuss the library. When she was a young child she would go to the library. In their small town, the library, police station and jail were all in the same building, and the jail was straight across the hall from the library and it was scary for her. Please don't put the jail and library in the same building. Mayor Byers – Only one location has a jail in Clackamas County and that is Lake Oswego, we rent space at their jail but we will never have our own. We don't want one here.

Councilor Sieckmann has four items.

1. Last Meetings Consent Agenda

Payment of Claims was not removed from floor discussion, there was an item on their desks titled Payment of Claims as a new submittal. We approved the Consent Agenda as it was written but the payment of claims was not on the agenda so bills may or may not have been paid, with or without our approval.

1-41

City Administrator Boyce – I went over your question with City Attorney Doughman, and it was his opinion that they were properly authorized. However, he suggested that a policy be drawn up so there is no question on how that will work. I am developing a policy to make it transparent and clear on how this process works so we have a consensus from the city council and the public can look at it and understand it too.

2. *New Councilors coming in January*

Should we direct them to have training on the legalities on our position?

City Administrator Boyce – We have a video, provided by our insurance company, with that training on it and we are planning on showing it on the fourth Tuesday of the month. City Attorney's office can provide training on public meeting law. If there are specifics that need to be covered, let me know. I've also invited the newly elected to attend a boot camp, put on by PSU (Portland State University), happening a week from Saturday, December 6th. If they are able to attend, the city will pay the admission fee to get in.

Councilor Reisner – There are four to seven videos on the website that they can access as well.

City Attorney Abma – At our office, we have been discussing putting on a seminar for all of our clients as a courtesy, because so many of them have new councils coming on board in January, so we are looking at early February for that.

Councilor Reisner – He and Councilor Mersereau attended the PSU boot camp 2 years ago, it was very well done and he highly recommends it.

3. *Very valuable information needed*

In the Packets, on 1-56, 1-57, and 1-58, there is some very valuable information they will need in the future as we start laying out the game plan for the committee that we'll be forming. A lot of it is unreadable, both in the packet and online.

City Administrator Boyce – I'll make some clearer copies

4. *High School Football Team*

Loren Watts is planning a big celebration Saturday night, probably at about 8:30 pm till 10 pm, at Watts Heating and Cooling.

Mayor Byers – Gladstone High School football team is playing for the 4A State Championship on Saturday night at 5 pm at the Hillsboro stadium. They are rated number 1 in the state and are undefeated. Gladstone had several of their teams go to the playoffs for their sports, including the dance team. They should all be very proud.

Last Friday there was a memorial service for Bob Stephan who was a long time insurance agent and a kid's baseball coach for 30 years. He was also the Sunday morning disc jockey at KMHD for 30 some years. The last couple of years he was no longer able to drive, so his son would get up every Sunday and take his dad down to the radio station in Gresham at 6 am so his dad could spin records for 2 hours.

ADJOURN

Meeting was adjourned at 8:15 pm.

1-42

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

Attest:

Mayor

Assistant City Administrator

1-43

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
<u>Current & Ongoing Projects</u>											
PB						JP/JM	Police Dept.	Misc. Projects	June 2014	Jan 2015	Restricting number of key fobs to PD and Court to essential personnel only. Determining if fob system needs upgrade. Will receive bids on fob system by end of December. Decision how to proceed in January.
PB						JM/PB	Admin	Misc. Projects	June 2014	June 2015	Chart of Accounts goal date February 2015. Electronic Timesheet and Adjustment of Pay Period June 2015.
PB						PB	City Hall	Capital Projects	2013	September 2015	RFP to City Council by second meeting in January. Award contract March 2015.
PB			CC			PB	City Hall	Capital Projects	08/14/12	On Going	Proposed construction 2015. Engaging advisory committee. Report to city council by Feb. 13th. Council consider ballot measure Feb. 24th. Election May 19, 2015
PB			CC			PB	City Hall	Misc. Projects	On Going		Implementing New Fee Schedule with Supporting Ordinances
PB	CS		CC			PB	City Hall	Misc. Projects	On Going	On Going	Completing as needed

21

Current City Project Status

Responsibility (R1-R3) & Authority (A1-A3)		Project Type	Department	R3 - Project Leader	A3- Advisory Committee	A2 - City Council	A1 - Voters	R2 - City Staff	R1 - City Admin. / ACA	PROJECT	START DATE	GOAL COMP. DATE	STATUS
										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.
		Support	Public Works- Park & Recre.	ST	AC	CC			PB	Dog Park	04/12/11	March 2015	Council adopted site in Meldrum Bar Park. Public Works developing plan to put up fencing and signage.
		Support	Public Works- Park & Recre.	ST		CC		CS	PB	Sanitary Sewer Master Plan		November 2015	RFP approved by City Council. Award bid February 2015.
		Master Plan	Public Works- Sewer	ST		CC			PB				
		Council Requirement	Senior Center	RB		CC			PB	Senior Center Operations and Public Policy Plan.	11/12/13	February 2015	Policy submitted to Administration for review. Changes needed.
		Admin	Admin	JM					PB	Implementing New Springbrook Software	Jan 14	April 2015	Implementing software upgrade. Effects finance, payroll, utility billing and business licenses
										Completed Projects			
									PB	Amend Budget to Increase Expenditures in Parks Department	July 2014	Nov. 2014	City Council requested budget change. There was not legal authority to make the change this fiscal year. Adjustment will be made next fiscal year.

23

City of Gladstone
Staff Report

Report Date: December 3, 2014
Meeting Date: December 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Senior Center Advisory Board

History/Background:

Please be advised three (3) three-year terms on the Senior Center Advisory Board expire 12-31-2014. Terms are currently held by Elaine Hermens, Katie Ellerby and Colette Umbras.

The Senior Center Advisory Board consists of nine (9) members, a minimum of five of whom must be city residents and five must be 55 or older. Board members are appointed to three year terms by the Mayor with approval of the Council.

Duties of the Senior Center Advisory Board include:

- ◆ Advise the City Council and Senior Center staff on matters affecting programs and policies.
- ◆ Provide for educational, recreational, nutritional, social and cultural needs of older citizens, and promote friendliness between individuals and groups who participate in Senior Center activities.
- ◆ Ascertain the needs of older persons, coordinate and mobilize public and private resources, and develop and maintain such programs.
- ◆ Develop opportunities for volunteer involvement by all individuals.
- ◆ Assure cooperation with the city and other agencies to provide enhanced senior services.
- ◆ Authorize the spending of any funds donated to or earned by the corporation for any purpose consistent with Senior Center policies and Oregon law.
- ◆ Advise the Senior Center Manager regarding the management and use of the Senior Center facility, its programs and tram policies.

Notice of Board vacancies was advertised in the October and November newsletters, on the city's website and in the Oregonian and Clackamas Review. Applications to the Senior Center Advisory Board have been received from the following:

- Katherine "Katie" Ellerby, 18322 Portland Avenue, has lived in Gladstone for 37 years and is a retired. She volunteers at West Linn Lutheran Church, a current member of the Gladstone Senior Center Advisory Board, previous volunteered at St. Stephen's Lutheran Church and Providence/Willamette Falls Hospital, CampFire & John Wetten Elementary. She is applying for re-appointment.

- Collette Umbras, 7515 Ridgewood Drive, has lived in Gladstone for 32 years and is a retired Human Resources Manager. She is a current member of the Budget Committee, Senior Center Advisory Board and Gladstone Public Library Foundation and has served on the New Library Planning & Design Committee. She is applying for re-appointment.

Proposal:

Appoint two applicants to terms on the Senior Center Advisory Board that expire December 31, 2017.

Options:

Do not appoint Senior Center Advisory Board members.

Cost Impact:

No impact.

Recommended Staff Action:

Staff recommends City Council appoint the two applicants to terms on the Senior Center Advisory Board and continue to advertise for applications to fill the one vacant position.

Department Head: Pete Boyce
Date: 12/03/2014

Administration: Pete Boyce
Date: 12/03/2014

3-2



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Katherine "Katie" Ellenby

ADDRESS: 18322 Portland Ave, Gladstone OR 97027

TELEPHONE: (HOME) 503-655-0042 (WORK) retired

EMAIL: KKellenby@hotmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 37 years

OCCUPATION/EMPLOYER (state your specific line of business): Social Service Settings, St Stephen Luthera Church, Willamette View Manor, Rose Villa, Clackamas County, Campfire, Work Clackamas School District, Brainerd State Hospital (Minnesota), St. Paul Luthera Church (Portland),
DESCRIBE YOUR ACTIVITIES Care Centers, BS Degree Recreation Leadership / Administration
AND INTERESTS:

Family, gardening, local regional national news, internet, cooking
friends, church, walking, Senior Center, reading

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Volunteer current west 4th n

Luthera Church, Gladstone Senior Advisory Bd (2014), previous Volunteer

St. Stephen Luthera Church (Gladstone), Previous Providence Willamette Falls Hospital, Camp Fire USA, John Wetten Elementary School

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

If yes, when? January 2014 What Committee? Senior Center (Gladstone)

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).
Promote Senior Center programs including use of Volunteers, Cultural, recreational, educational, social and health resources, foster friendliness and welcome for newcomers and potentially interested seniors in our community; Support Gladstone Seniors Foundation and Center staff

SIGNATURE: Katherine Ellenby DATE: 11-30-2014



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: COLETTE UMBRAS

ADDRESS: 7515 Ridgewood Dr, Gladstone

TELEPHONE: (HOME) 503-650-0195 ^{cell} ~~(WORK)~~ 503-680-7209

EMAIL: Cumbras@hotmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 32 years

OCCUPATION/EMPLOYER (state your specific line of business): retired Human Resources Manager

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: travel, reading, gardening, cooking

Interested in improving the quality of life for Gladstone residents

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: New library planning +

design committees, GPL Foundation; Alternate Budget Comm. member; Sr Center Adv. Bd member; ~~Sr~~ Sr Center volunteer

Have you ever applied for a Committee Position Before?

YES NO

If yes, when? 2013 What Committee? Budget + Sr Center

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish).

It has been a privilege to serve on this board + I would like to continue helping programs + services provided by our Sr. Center.

SIGNATURE: Colette R Umbras DATE: 11-18-14

City of Gladstone Staff Report

Report Date: December 3, 2014
Meeting Date: December 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Traffic Safety Commission

History/Background:

Please be advised there are three (3) terms on the Traffic Safety Commission that expire 12-31-2014. Terms are currently held by Ray Geigle, Linda Cosgrove and Kirk Stempel.

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

Duties of the Traffic Safety Commission include:

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

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

- Linda Cosgrove, 190 W. Dartmouth, has lived in Gladstone since 1977 and is a retired. She is a current member of the Traffic Safety Commission, Park & Recreation Board and Library Foundation. She is applying for re-appointment.
- Kirk Stempel, PO Box 972, has lived in Gladstone for 15+ years and is employed in the Gladstone Fire Department. He is a current member of the Planning Commission and Traffic Safety Commission. He is applying for re-appointment.
- Linda Neace, 730 Riverdale Drive, has lived in Gladstone for 4.5 years and is a business owner. She is or has served on the Economic Development – WL – Past President – WL Chamber – Fundraising – Committee Tourism – Clackamas Women's Services.

Proposal:

Appoint the three applicants to terms on the Traffic Safety Commission that expire December 31, 2017.

Options:

Do not appoint Traffic Safety Commission members.

Cost Impact:

No impact.

Recommended Staff Action:

Staff recommends City Council appoint the three applicants to terms on the Traffic Safety Commission.

Department Head: Pete Boyce
Date: 12/03/2014

Administration: Pete Boyce
Date: 12/03/2014

4-2

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Linda M. Cosgrove

ADDRESS: 190 W Dartmouth, Gladstone OR 97027

TELEPHONE: (HOME) 503-557-0796 (WORK)

EMAIL: cosgrove.glad@comcast.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: since 1977

OCCUPATION/EMPLOYER (state your specific line of business): Retired

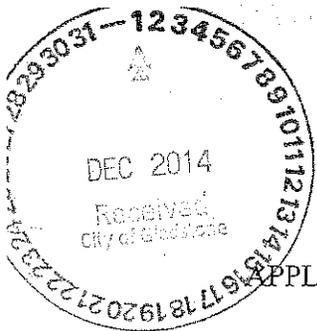
DESCRIBE YOUR ACTIVITIES AND INTERESTS: gardening, gym, sewing, knitting,

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Traffic + Safety, Parks + Recreation, Library Foundation

Have you ever applied for a Committee Position Before? X
YES NO
If yes, when? What Committee? see above

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).
I am concerned regarding the quality of living in Gladstone.

SIGNATURE: Linda M. Cosgrove DATE: 10-23-14



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: KIRK STEMPEL

ADDRESS: PO BOX 972 GLADSTONE, OR 97027

TELEPHONE: (HOME) 503 710 1444 (WORK) _____

EMAIL: STEMPEL@CI.GLADSTONE.OR.US

HOW LONG HAVE YOU LIVED IN GLADSTONE: 15+ YEARS

OCCUPATION/EMPLOYER (state your specific line of business): GLADSTONE FIRE DEPARTMENT

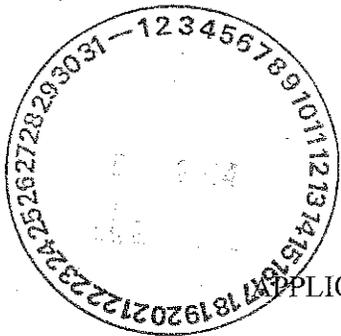
DESCRIBE YOUR ACTIVITIES AND INTERESTS: OUTDOOR ACTIVITIES

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: GLADSTONE TRAFFIC SAFETY, GLADSTONE PLANNING COMMISSION

Have you ever applied for a Committee Position Before? YES NO
If yes, when? TRAFFIC & PLANNING CURRENT What Committee?

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).
I FEEL THAT WITH MY EXPERIENCE WITH PUBLIC SAFETY, I HAVE KNOWLEDGE TO MAKE A POSITIVE OUTCOME

SIGNATURE: [Signature] DATE: 11/27/14



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Linda Neace

ADDRESS: 730 RIVERDALE DR

TELEPHONE: (HOME) 503-913-4473 (WORK) 503-913-4473

EMAIL: lneace26@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 4 1/2 yrs

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner

DESCRIBE YOUR ACTIVITIES AND INTERESTS:

CC Tourism - CC WOMENS SERVICES
Past President - OF SOBORTIMIST Educate - on
Sex Trafficking - DOMESTIC VIOLENCE

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

Economic Development -
WL - Past President - WL Chamber - Fundraising -
Committee Tourism - CLACKAMAS WOMENS SERVICES

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

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish)
I feel I can bring leadership - open mindness -
development - new prospective to the community

SIGNATURE: Linda Neace DATE: 12/3/2014

City of Gladstone Staff Report

Report Date: December 3, 2014
Meeting Date: December 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Library Board

History/Background:

Please be advised there is one term on the Library Board that expires 12-31-14. This position is currently held by Natalie Smith.

The Library Board is unique among city advisory boards and commissions in that it may make recommendations to the City Council about appointments to the Library Board. Notice of committee appointments was advertised in the City's newsletter, on the city's website and in the Oregonian and Clackamas Review. As of this date applications to the Library Board have been received from:

- Natlie Smith, PO Box 616, has lived in Gladstone for 14 years and is employed as an Office Manager for LB Day & Company, Inc. – Consulting Business. She is currently a member of the Library Board and is involved in the Library Advisory Committee, Gladstone Business Onwers and Gladstone Cultural Festival. She is applying for re-appointment.

RECOMMENDATION from the Library Board: On December 2, 2014 the Gladstone Public Library Board selected Natalie Smith to a term to expire 12-31-18.

Proposal:

Appoint the applicant to a term on the Library Board that expires December 31, 2018.

Options:

Do not appoint Library Board members.

Cost Impact:

No impact.

Recommended Staff Action:

Staff recommends City Council appoint the applicant to a term on the Library Board.

Department Head: Pete Boyce
Date: 12/03/2014

Administration: Pete Boyce
Date: 12/03/2014

5-2



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Natalie Smith

ADDRESS: PO Box 666

TELEPHONE: (HOME) 503-473-9710 (WORK) 503-226-4184

EMAIL: nsmith_1159@yahoo.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 14 years

OCCUPATION/EMPLOYER (state your specific line of business): Office Manager
L.B. Day & Company, Inc. / Consulting Business

DESCRIBE YOUR ACTIVITIES AND INTERESTS:

Swimming, Reading, movies, art, Culture
my community and being involved.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

Library Board,
Library Advisory Committee, Gladstone Business
Owners, Gladstone Cultural Festival (3 yrs)
Board of Director

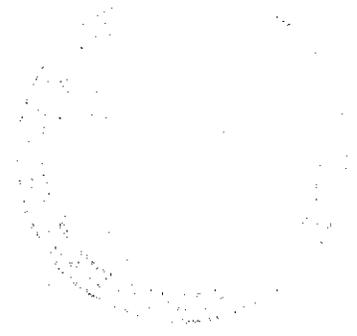
Have you ever applied for a Committee Position Before?

If yes, when? 2014 What Committee? YES NO Library Board
Library Advisory

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).

To serve my community & give back to it,
for future growth & stability.

SIGNATURE: Natalie L. Smith DATE: 11/10/2014



City of Gladstone

Month: November 2014

Payroll

11/28/14	Payroll Checks	#77471 - 77504	\$25,649.82	Payroll
11/28/14	Payroll Direct Dep.		\$149,584.08	Payroll
			175,233.90	Total

Manual/ Month End Checks

11/5/14	A/P Checks	#77320 - 77321	6,605.46	Misc AP
11/19/14	A/P Checks	#77439 - 77470	53,207.80	Misc AP
10/15/14	A/P Checks	#77505 - 77519	202,039.62	Misc AP
			261,852.88	Total

Urban Renewal Checks

11/12/14	Check	#5474	\$2,000.00	
			\$2,000.00	Total

Outstanding Invoices

Preliminary			\$85,804.45	
-------------	--	--	-------------	--

NOVEMBER 2014

\$524,891.23

Total

Council Approval

Payroll

G/L Distribution Report

User: sledoux

Batch: 00001.11.2014 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
Section 2 000			
001-000-140000	71,426.52	0.00	CASH IN BANK
001-000-290000	0.00	149,584.08	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	30,050.46	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	39,811.64	SOCIAL SECURITY W/H
001-000-290003	0.00	17,263.72	STATE TAX W/H
001-000-290004	0.00	250.72	WBF WORKDAY ASSESS
001-000-290005	0.00	1,821.45	UNEMPLOYMENT
001-000-290007	0.00	1,883.10	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	56,127.98	HEALTH INS W/H
001-000-290104	0.00	1,978.74	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	40,701.49	RETIREMENT/PERS
001-000-290112	0.00	2,807.05	RETIREMENT
001-000-290114	0.00	750.00	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
Section 2 Total:	71,426.52	358,901.44	
Section 2 021	GENERAL ADMINISTRATION		
001-021-100000	9,311.13	0.00	CITY ADMINISTRATOR
001-021-100500	7,160.63	0.00	ASSISTANT CITY ADMINSTRATOR
001-021-101500	4,839.89	0.00	ADMIN SECRETARY/REC COORDINATO
001-021-102000	4,516.90	0.00	ACCOUNT CLERK (FINANCE)
001-021-102500	12,447.04	0.00	PAYROLL COSTS
Section 2 Total:	38,275.59	0.00	
Section 2 022	MUNICIPAL COURT		
001-022-102500	2,446.33	0.00	PAYROLL COSTS

Account Number	Debit Amount	Credit Amount	Description
001-022-120500	4,695.88	0.00	MUNICIPAL COURT CLERK
Section 2 Total:	7,142.21	0.00	
Section 2 024	POLICE DEPARTMENT		
001-024-102500	46,668.67	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	7,362.84	0.00	POLICE SERGEANT
001-024-141000	7,259.45	0.00	POLICE SERGEANT
001-024-141500	5,889.26	0.00	POLICE ACTING SERGEANT
001-024-142000	6,278.65	0.00	POLICE DETECTIVE
001-024-142300	6,425.23	0.00	POLICE DETECTIVE
001-024-142500	5,296.44	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	5,554.40	0.00	POLICE OFFICER
001-024-146200	5,543.63	0.00	POLICE OFFICER
001-024-146400	5,526.11	0.00	POLICE OFFICER
001-024-146500	2,051.91	0.00	MUNICIPAL ORDINANCE SPECIALIST
001-024-150000	3,689.36	0.00	POLICE RECORDS CLERK
001-024-151500	345.48	0.00	HOLIDAY PAY
001-024-152500	8,409.40	0.00	OVERTIME
001-024-152600	2,536.20	0.00	TRAINING OVERTIME
Section 2 Total:	143,475.61	0.00	
Section 2 025	FIRE DEPARTMENT		
001-025-102500	5,948.13	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	16,659.41	0.00	ON-CALL FIREFIGHTERS
Section 2 Total:	30,325.14	0.00	
Section 2 026	PARK DEPARTMENT		
001-026-102500	3,165.56	0.00	PAYROLL COSTS
001-026-190000	665.70	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	4,872.92	0.00	UTILITY WORKER, JOURNEY
Section 2 Total:	8,704.18	0.00	
Section 2 028	SENIOR CENTER		
001-028-102500	5,333.56	0.00	PAYROLL COSTS
001-028-208500	5,892.32	0.00	SENIOR CENTER MANAGER
001-028-209500	1,702.41	0.00	TRAM DRIVER
001-028-210000	1,389.16	0.00	CENTER ASSISTANT

Account Number	Debit Amount	Credit Amount	Description
001-028-210500	2,595.65	0.00	NUTRITION CATERER
Section 2 Total:	16,913.10	0.00	
Section 2 029	LIBRARY		
001-029-102500	11,939.78	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	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-222500	4,421.63	0.00	LIBRARY ASSISTANT II
001-029-222800	4,062.36	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	575.35	0.00	LIBRARY AIDE
001-029-223500	458.87	0.00	ON CALL LIB ASSISTANT
001-029-223600	1,222.23	0.00	REFERENCE LIBRARIAN SUNDAY
Section 2 Total:	42,639.09	0.00	
Section 1 Total:	358,901.44	358,901.44	
Section 1 003	SEWER FUND		
Section 2 000	LIBRARY		
003-000-140000	0.00	16,012.21	CASH IN BANK
Section 2 Total:	0.00	16,012.21	
Section 2 003	SEWER DEPARTMENT		
003-003-102500	4,639.28	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	5,153.16	0.00	UTILITY WORKER
003-003-301200	1,544.62	0.00	ACCOUNT CLERK
Section 2 Total:	16,012.21	0.00	
Section 1 Total:	16,012.21	16,012.21	
Section 1 004	WATER FUND		
Section 2 000	SEWER DEPARTMENT		
004-000-140000	0.00	23,576.94	CASH IN BANK
Section 2 Total:	0.00	23,576.94	
Section 2 004	WATER DEPARTMENT		
004-004-102500	7,617.40	0.00	PAYROLL COSTS

Account Number	Debit Amount	Credit Amount	Description
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	5,265.16	0.00	UTILITY WORKER, JOURNEY
004-004-401200	1,544.60	0.00	ACCOUNT CLERK
004-004-401500	4,807.52	0.00	UTILITY WORKER, JOURNEY
Section 2 Total:	23,576.94	0.00	
Section 1 Total:	23,576.94	23,576.94	
Section 1 005	ROAD & STREET FUND		
Section 2 000	WATER DEPARTMENT		
005-000-140000	0.00	10,765.20	CASH IN BANK
Section 2 Total:	0.00	10,765.20	
Section 2 005	STREET DEPARTMENT		
005-005-102500	3,777.47	0.00	PAYROLL COSTS
005-005-501500	1,664.28	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	5,323.45	0.00	UTILITY WORKER, JOURNEY
Section 2 Total:	10,765.20	0.00	
Section 1 Total:	10,765.20	10,765.20	
Section 1 008	POLICE/COMMUNC LEVY FUND		
Section 2 000	STREET DEPARTMENT		
008-000-140000	0.00	38,062.38	CASH IN BANK
Section 2 Total:	0.00	38,062.38	
Section 2 008	POLICE/COMMUNC LEVY DEPT		
008-008-102500	12,594.79	0.00	PAYROLL COSTS
008-008-800500	5,903.40	0.00	SCHOOL RESOURCE OFFICER
008-008-801000	4,302.41	0.00	POLICE OFFICER
008-008-801500	5,294.23	0.00	POLICE OFFICER
008-008-802500	2,051.94	0.00	MUNICIPAL ORDINANCE SPECIALIST
008-008-802700	4,399.89	0.00	EXECUTIVE ASSISTANT
008-008-803000	3,515.72	0.00	OVERTIME
Section 2 Total:	38,062.38	0.00	
Section 1 Total:	38,062.38	38,062.38	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		

Account Number	Debit Amount	Credit Amount	Description
Section 2 000	POLICE/COMMUNC LEVY DEPT		
009-000-140000	0.00	8,659.61	CASH IN BANK
Section 2 Total:	0.00	8,659.61	
Section 2 009	FIRE/EMERG SERVICES DEPT		
009-009-102500	2,805.78	0.00	PAYROLL COSTS
009-009-900500	5,476.25	0.00	FIRE COORDINATOR
009-009-901500	377.58	0.00	SEASONAL HELP
Section 2 Total:	8,659.61	0.00	
Section 1 Total:	8,659.61	8,659.61	
Report Total:	455,977.78	455,977.78	

Clearing House

Distribution Report

User: sledoux
 Printed: 11/24/2014 - 3:23PM
 Batch: 00028.11.2014



Account Number	Debit	Credit	Account Description
001-000-140000	0.00	149,584.08	CASH IN BANK
001-000-290000	149,584.08	0.00	DIRECT DEPOSIT LIABILITIES
	<u>149,584.08</u>	<u>149,584.08</u>	
Report Totals:	<u>149,584.08</u>	<u>149,584.08</u>	

Accounts Payable

Check Detail

User: sledoux
Printed: 12/03/2014 - 9:50AM



Check Number	Check Date		Amount
01893g - Comcast			
77320	11/05/2014		
Inv	725743		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/12/2014	Comcast		232.97
Inv 725743 Total			232.97
			<hr/>
77320 Total:			232.97
			<hr/>
01893g - Comcast Total:			232.97
08802 - US Bank			
77321	11/05/2014		
Inv	4300 0027		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/15/2014	US Bank Credit Card		1,793.02
10/15/2014	US Bank Credit Card		777.74
10/15/2014	US Bank Credit Card		125.57
10/15/2014	US Bank Credit Card		1,172.00
10/15/2014	US Bank Credit Card		2,360.16
10/15/2014	US Bank Credit Card		144.00
Inv 4300 0027 Total			6,372.49
			<hr/>
77321 Total:			6,372.49
			<hr/>
08802 - US Bank Total:			6,372.49
			<hr/>
Total:			6,605.46
			<hr/>

Accounts Payable

Check Detail

User: sledoux
 Printed: 12/03/2014 - 10:07AM



Check Number	Check Date	Amount
00444 - Anderson Roofing Co. Inc.		
77439	11/19/2014	
Inv 1141439		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/05/2014	Anderson Roofing	179.83
Inv 1141439 Total		179.83
77439 Total:		179.83
00444 - Anderson Roofing Co. Inc. Total:		
		179.83
00616 - Baker & Taylor Inc		
77440	11/19/2014	
Inv 4011031544		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2014	Baker & Taylor	555.99
Inv 4011031544 Total		555.99
Inv 4011034210		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/29/2014	Baker & Taylor	430.06
Inv 4011034210 Total		430.06
Inv 4011037482		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2014	Baker & Taylor	352.67
Inv 4011037482 Total		352.67
Inv 4011040102		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2014	Baker & Taylor	193.40
Inv 4011040102 Total		193.40
Inv 4011041065		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/05/2014	Baker & Taylor	253.41

Check Number	Check Date	Amount
Inv 4011041065	Total	253.41
Inv	4011041115	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/04/2014	Baker & Taylor	13.74
Inv 4011041115	Total	13.74
77440 Total:		1,799.27
00616 - Baker & Taylor Inc Total:		1,799.27
00640 - Bateman Senior Meals		
77441	11/19/2014	
Inv	GL1013114	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2014	Bateman	131.60
Inv GL1013114	Total	131.60
Inv	GLCKL1013114	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2014	Bateman	152.09
Inv GLCKL1013114	Total	152.09
77441 Total:		283.69
00640 - Bateman Senior Meals Total:		283.69
01893 - Comcast Cable		
77442	11/19/2014	
Inv	0000048	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2014	Comcast	6.30
Inv 0000048	Total	6.30
77442 Total:		6.30
01893 - Comcast Cable Total:		6.30
02256 - Demco		
77443	11/19/2014	
Inv	5443226	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
10/28/2014	Demco		225.72
	Inv 5443226 Total		225.72
77443 Total:			225.72
02256 - Demco Total:			225.72
03151 - General Tree Service			
77444	11/19/2014		
	Inv 512778		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/13/2014	General Tree		294.00
	Inv 512778 Total		294.00
77444 Total:			294.00
03151 - General Tree Service Total:			294.00
03333p - Green, Irene			
77445	11/19/2014		
	Inv Reimbursement		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/07/2014	Green reimbursement		80.98
11/07/2014	Green reimbursement		25.41
	Inv Reimbursement Total		106.39
77445 Total:			106.39
03333p - Green, Irene Total:			106.39
04606 - Local Gov't Personnel Institut			
77446	11/19/2014		
	Inv 11407		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/31/2014	LGPI		369.00
	Inv 11407 Total		369.00
77446 Total:			369.00
04606 - Local Gov't Personnel Institut Total:			369.00
04770 - McCoy Electric			

Check Number	Check Date		Amount
77447	11/19/2014		
Inv	210039		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/31/2014	McCoy Electric		199.70
Inv 210039 Total			199.70
77447 Total:			199.70
04770 - McCoy Electric Total:			199.70
04900 - Midwest Tape			
77448	11/19/2014		
Inv	92272871		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/21/2014	Midwest Tape		23.49
Inv 92272871 Total			23.49
Inv	92283196		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/24/2014	Midwest Tape		147.84
Inv 92283196 Total			147.84
Inv	92289857		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/27/2014	Midwest Tape		28.64
Inv 92289857 Total			28.64
Inv	92291132		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/27/2014	Midwest Tape		53.28
Inv 92291132 Total			53.28
Inv	92291134		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/27/2014	Midwest Tape		71.98
Inv 92291134 Total			71.98
Inv	92291135		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/27/2014	Midwest Tape		106.56
Inv 92291135 Total			106.56

Check Number	Check Date	Amount
Inv 92301357		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/30/2014	Midwest Tape	50.99
Inv 92301357 Total		50.99
Inv 92304389		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/30/2014	Midwest Tape	101.56
Inv 92304389 Total		101.56
Inv 92304411		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/30/2014	Midwest Tape	53.49
Inv 92304411 Total		53.49
Inv 92311967		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2014	Midwest Tape	12.64
Inv 92311967 Total		12.64
Inv 92322692		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/06/2014	Midwest Tape	22.99
Inv 92322692 Total		22.99
77448 Total:		673.46
04900 - Midwest Tape Total:		673.46
04955s - Mr. Belvedere's Janitorial		
77449	11/19/2014	
Inv 1416		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2014	Mr. Belvedere	475.00
Inv 1416 Total		475.00
77449 Total:		475.00
04955s - Mr. Belvedere's Janitorial Total:		475.00
05675 - Office Depot		
77450	11/19/2014	

Check Number	Check Date	Amount
Inv 736928395001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2014	Office Depot	42.71
Inv 736928395001 Total		42.71
Inv 736928396001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2014	Office Depot	34.98
Inv 736928396001 Total		34.98
Inv 737509924001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/28/2014	Office Depot	5.99
Inv 737509924001 Total		5.99
Inv 737511203001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2014	Office Depot	47.08
Inv 737511203001 Total		47.08
Inv 738956869001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/06/2014	Office Depot	138.81
Inv 738956869001 Total		138.81
77450 Total:		269.57
05675 - Office Depot Total:		269.57
05679 - Office Max		
77451 11/19/2014		
Inv 268635		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2014	Office Max	80.37
Inv 268635 Total		80.37
Inv 268724		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2014	Office Max	218.36
Inv 268724 Total		218.36
77451 Total:		298.73

Check Number	Check Date	Amount
05679 - Office Max Total:		298.73
05683m - Ogden, Martha B		
77452	11/19/2014	
Inv	Oct 2014	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/29/2014	Ogden, Martha	333.20
Inv Oct 2014 Total		333.20
77452 Total:		333.20
05683m - Ogden, Martha B Total:		333.20
05706 - One Call Concepts Inc		
77453	11/19/2014	
Inv	4100370	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2014	One Call Concepts	93.44
Inv 4100370 Total		93.44
77453 Total:		93.44
05706 - One Call Concepts Inc Total:		93.44
06148 - Oregon Patrol Service		
77454	11/19/2014	
Inv	2188	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2014	Oregon Patrol Svc.	592.00
Inv 2188 Total		592.00
77454 Total:		592.00
06148 - Oregon Patrol Service Total:		592.00
06587 - Pacific Office Automation		
77455	11/19/2014	
Inv	43230818	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2014	Pacific Office	600.00
Inv 43230818 Total		600.00

Check Number	Check Date	Amount
77455 Total:		600.00
06587 - Pacific Office Automation Total:		600.00
06640 - Paramount Pest Control Inc		
77456	11/19/2014	
Inv	70431	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/05/2014	Paramount	48.00
Inv 70431 Total		48.00
77456 Total:		48.00
06640 - Paramount Pest Control Inc Total:		48.00
07021 - Portland General Electric		
77457	11/19/2014	
Inv	483900 3	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	PGE	5,370.05
Inv 483900 3 Total		5,370.05
77457 Total:		5,370.05
07021 - Portland General Electric Total:		5,370.05
07060M - Portland Windustrial Co		
77458	11/19/2014	
Inv	99390 00	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/11/2014	Portland Windustrial	919.20
Inv 99390 00 Total		919.20
77458 Total:		919.20
07060M - Portland Windustrial Co Total:		919.20
07280 - Rackspace Email & Apps		
77459	11/19/2014	
Inv	2778557	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2014	Rackspace	667.00

Check Number	Check Date	Amount
Inv 2778557 Total		667.00
77459 Total:		667.00
07280 - Rackspace Email & Apps Total:		667.00
07510m - Ricoh USA Inc		
77460	11/19/2014	
Inv 93538402		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/05/2014	Ricoh	411.37
Inv 93538402 Total		411.37
77460 Total:		411.37
07510m - Ricoh USA Inc Total:		411.37
07553 - RMS Pump Inc		
77461	11/19/2014	
Inv 14RO5125		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2014	RMS Pump	1,600.00
Inv 14RO5125 Total		1,600.00
77461 Total:		1,600.00
07553 - RMS Pump Inc Total:		1,600.00
07873 - ServiceMaster of Oregon		
77462	11/19/2014	
Inv 154059		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2014	ServiceMaster	1,013.00
Inv 154059 Total		1,013.00
77462 Total:		1,013.00
07873 - ServiceMaster of Oregon Total:		1,013.00
07905 - Sierra Springs		
77463	11/19/2014	
Inv 13891887		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
11/17/2014	Sierra Springs		36.00
	Inv 13891887 Total		36.00
77463 Total:			36.00
07905 - Sierra Springs Total:			36.00
08205 - Stein Oil Co. Inc.			
77464	11/19/2014		
	Inv CL06116		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2014	Stein Oil		85.55
11/15/2014	Stein Oil		126.32
11/15/2014	Stein Oil		79.38
11/15/2014	Stein Oil		75.55
11/15/2014	Stein Oil		427.66
	Inv CL06116 Total		794.46
77464 Total:			794.46
08205 - Stein Oil Co. Inc. Total:			794.46
08261T - Sturm Elevator Inc			
77465	11/19/2014		
	Inv 3014		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/11/2014	Sturm Elevator		310.00
	Inv 3014 Total		310.00
77465 Total:			310.00
08261T - Sturm Elevator Inc Total:			310.00
08402 - Thayer, J Co.			
77466	11/19/2014		
	Inv 14894		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/06/2014	Thayer		57.68
	Inv 14894 Total		57.68
77466 Total:			57.68

Check Number	Check Date	Amount
08402 - Thayer, J Co. Total:		57.68
08743m - Ungar, Arwen		
77467	11/19/2014	
Inv	Reimbursement	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2014	Ungar, Arwen	62.81
11/10/2014	Ungar, Arwen	45.93
Inv Reimbursement Total		108.74
77467 Total:		108.74
08743m - Ungar, Arwen Total:		108.74
08799 - USA Blue Book		
77470	11/19/2014	
Inv	494887	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/06/2014	USA Blue Book	247.75
Inv 494887 Total		247.75
Inv	495353	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2014	USA Blue Book	166.20
Inv 495353 Total		166.20
77470 Total:		413.95
08799 - USA Blue Book Total:		413.95
08802B - US Bank National Assoc		
77469	11/19/2014	
Inv	789913000	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/29/2014	US Bank - Bond Pmt	33,414.82
Inv 789913000 Total		33,414.82
77469 Total:		33,414.82
08802B - US Bank National Assoc Total:		33,414.82
08830 - United States Postal Service		
77468	11/19/2014	

Check Number Check Date Amount

Inv Nov newsletter

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/18/2014	USPS Nov Newsletter	1,244.23

Inv Nov newsletter Total 1,244.23

77468 Total: 1,244.23

08830 - United States Postal Service Total: 1,244.23

Total: 53,207.80

Accounts Payable

Check Detail

User: sledoux
Printed: 12/03/2014 - 10:20AM



Check Number	Check Date		Amount
00734 - Beloof & Haines			
77508	11/25/2014		
Inv	00734-11302014		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/20/2014	Beloof		3,000.00
Inv 00734-11302014 Total			3,000.00
77508 Total:			3,000.00
00734 - Beloof & Haines Total:			
			3,000.00
00977 - Brix Paving Co.			
77509	11/25/2014		
Inv	51039-2		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/10/2014	Brix Paving		121,423.42
Inv 51039-2 Total			121,423.42
77509 Total:			121,423.42
00977 - Brix Paving Co. Total:			
			121,423.42
01339 - CIS/EBS Trust			
77510	11/25/2014		
Inv	Dec 2014		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2014	CIS Insurance Dec 2014		49,356.62
11/15/2014	CIS Insurance Dec 2014		6,771.36
11/15/2014	CIS Insurance Dec 2014		23.49
11/15/2014	CIS Insurance Dec 2014		115.72
11/15/2014	CIS Insurance Dec 2014		959.12
11/15/2014	CIS Insurance Dec 2014		276.97
11/15/2014	CIS Insurance Dec 2014		16.17
11/15/2014	CIS Insurance Dec 2014		25.41
Inv Dec 2014 Total			57,544.86
77510 Total:			57,544.86

Check Number	Check Date	Amount
--------------	------------	--------

01339 - CIS/EBS Trust Total: 57,544.86

01663 - Clackamas Cty Benevolent Foundation

77511 11/25/2014
 Inv Nov 2014

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	CCPO Benevolent	50.00

Inv Nov 2014 Total 50.00

77511 Total: 50.00

01663 - Clackamas Cty Benevolent Foundation Total: 50.00

01726 - Clackamas Fed. Cred.Union

77512 11/25/2014
 Inv Nov 2014

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	Credit Union Withholding	5,139.00
11/25/2014	Def Comp/Lavador	100.00
11/25/2014	GPA 543124003	1,065.68

Inv Nov 2014 Total 6,304.68

77512 Total: 6,304.68

01726 - Clackamas Fed. Cred.Union Total: 6,304.68

02657 - Axa Equi-Vest

77505 11/25/2014
 Inv AXA Def Comp WH

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	AXA Def Comp WH	5,958.33

Inv AXA Def Comp WH Total 5,958.33

77505 Total: 5,958.33

02657 - Axa Equi-Vest Total: 5,958.33

02659 - Axa RIA

77507 11/25/2014
 Inv AXA Retirement

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	AXA Retirement	2,612.99

Check Number	Check Date	Amount
Inv AXA Retirement Total		2,612.99
77507 Total:		2,612.99
02659 - Axa RIA Total:		2,612.99
02661 - Axa EVLICO		
77506	11/25/2014	
Inv	UL Premiums	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	AXA UL Prem	194.06
Inv UL Premiums Total		194.06
77506 Total:		194.06
02661 - Axa EVLICO Total:		194.06
03271 - Gladstone Fire Department		
77513	11/25/2014	
Inv	House Dues	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	GVF House dues	750.00
Inv House Dues Total		750.00
77513 Total:		750.00
03271 - Gladstone Fire Department Total:		750.00
03958 - Integra Telecom		
77514	11/25/2014	
Inv	12505039	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/11/2014	Integra Telecom	655.68
11/11/2014	Integra Telecom	150.25
11/11/2014	Integra Telecom	99.01
11/11/2014	Integra Telecom	32.29
11/11/2014	Integra Telecom	99.01
Inv 12505039 Total		1,036.24
77514 Total:		1,036.24
03958 - Integra Telecom Total:		1,036.24

Check Number	Check Date	Amount
04975m - Mold Testing Service of Oregon		
77515	11/25/2014	
Inv Testin		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2014	Mold Testing Svc	500.00
Inv Testin Total		500.00
77515 Total:		500.00
04975m - Mold Testing Service of Oregon Total:		500.00
05396 - Sprint		
77519	11/25/2014	
Inv 345122314-156		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/18/2014	Sprint	319.33
Inv 345122314-156 Total		319.33
77519 Total:		319.33
05396 - Sprint Total:		319.33
05521 - Northwest Natural		
77516	11/25/2014	
Inv 148922-8		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2014	NW Natural	414.36
Inv 148922-8 Total		414.36
Inv 149733-8		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2014	NW Natural	158.75
Inv 149733-8 Total		158.75
Inv 363279-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2014	NW Natural	219.54
Inv 363279-1 Total		219.54
77516 Total:		792.65
05521 - Northwest Natural Total:		792.65

Check Number	Check Date	Amount
--------------	------------	--------

05681m - Office Of The Trustee

77517 11/25/2014

Inv 11-39851-tmb13

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	11-39851-tmb	640.00

Inv 11-39851-tmb13 Total

640.00

640.00

77517 Total:

640.00

05681m - Office Of The Trustee Total:

640.00

05746 - Oregon AFSCME Council #75

77518 11/25/2014

Inv Nov 2014

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2014	AFSME dues	913.06

Inv Nov 2014 Total

913.06

913.06

77518 Total:

913.06

05746 - Oregon AFSCME Council #75 Total:

913.06

Total:

202,039.62

Accounts Payable

Checks by Date - Summary by Check Date

User: sledoux
Printed: 12/3/2014 10:33 AM

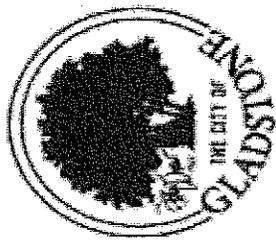


Check No	Vendor No	Vendor Name	Check Date	Check Amount
5474	04810	Merina and Company LLP	11/12/2014	2,000.00
Total for 11/12/2014:				2,000.00
Report Total (1 checks):				2,000.00

Accounts Payable

Outstanding Invoices

User: sledoux
 Printed: 12/3/2014 - 12:00 PM
 Date Range: ? to ?
 Date Type: Current



Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00367a				Amazon				
001-029-229600	111.71	197000905391	10/08/2014	Amazon				12/10/2014
001-029-230500	52.82	079530205502	10/10/2014					12/10/2014
001-029-230500	102.87	079538885779	10/11/2014					12/10/2014
001-029-230500	56.31	079538558408	10/13/2014					12/10/2014
001-029-230500	49.62	079538028078	10/16/2014					12/10/2014
001-029-230500	33.72	279195617117	10/17/2014					12/10/2014
001-029-230500	40.90	279196201970	10/17/2014					12/10/2014
001-029-230500	33.67	279192217433	10/17/2014					12/10/2014
001-029-230500	44.47	279191788374	10/18/2014					12/10/2014
001-029-230500	213.34	279192444608	10/18/2014					12/10/2014
001-029-230500	23.04	279191106882	10/19/2014					12/10/2014
001-029-230500	37.89	279191776131	10/21/2014					12/10/2014
001-029-229500	9.53	069822394044	10/23/2014					12/10/2014
001-029-229500	16.21	134047320469	10/23/2014					12/10/2014
001-029-229500	31.99	069826601211	10/23/2014					12/10/2014
001-029-229500	6.74	069828553954	10/23/2014					12/10/2014
001-029-229500	22.00	276147501363	10/23/2014					12/10/2014
001-029-229500	16.20	252663364310	10/23/2014					12/10/2014
001-029-230500	225.90	078335697703	10/26/2014					12/10/2014
001-029-229500	246.71	069820185744	10/27/2014					12/10/2014
001-029-225000	167.09	168653334564	09/22/2014					12/10/2014
001-029-225000	-142.02	168653904691	09/22/2014					12/10/2014
Vendor Total:	1,400.71							
Vendor 00438				Alexin Analytical Laboratories				
004-004-408000	288.00	20128	11/20/2014	Alexin Labs				12/10/2014
Vendor Total:	288.00							
Vendor 00616				Baker & Taylor Inc				
001-029-230500	50.06	4011058095	11/19/2014	Baker & Taylor				12/10/2014
001-029-230500	423.03	4011047799	11/11/2014					12/10/2014
001-029-230500	83.42	4011055886	11/18/2014					12/10/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-230500	281.67	4011058129	11/19/2014					12/10/2014
001-029-230500	187.18	4011049266	11/11/2014					12/10/2014
001-029-230500	159.19	4011044884	11/07/2014					12/10/2014
001-029-230500	37.55	4011055911	11/18/2014					12/10/2014
001-029-230500	33.35	4011051502	11/13/2014					12/10/2014
001-029-230500	181.79	4011051452	11/13/2014					12/10/2014
Vendor Total:	1,437.24							
Vendor 00736				Beck Electric				
001-021-115500	14,878.00	18741	12/01/2014					12/10/2014
Vendor Total:	14,878.00							
Vendor 01621				Clack Co.				
001-025-181900	7,190.33	41465	12/01/2014					12/10/2014
Vendor Total:	7,190.33							
Vendor 01628				Clackamas District				
001-025-176500	100.00	14-007	11/20/2014					12/10/2014
Vendor Total:	100.00			Clackamas Dist Fire Defense Board				
Vendor 01839m								
004-004-408500	68.78	15906	11/30/2014					12/10/2014
001-025-178000	82.98	12163	11/30/2014					12/10/2014
Vendor Total:	151.76							
Vendor 01893				Comcast				
005-005-507000	135.10	229 0732582	11/21/2014					12/10/2014
Vendor Total:	135.10							
Vendor 01916				Community News				
001-021-116500	108.00	264939	11/30/2014					12/10/2014
Vendor Total:	108.00							
Vendor 02256				Demco				
001-029-225500	84.13	5455493	11/11/2014					12/10/2014
Vendor Total:	84.13							
Vendor 02510g				Eastside Paving				
005-005-515000	4,250.00	11201403	11/20/2014					12/10/2014
Vendor Total:	4,250.00							
Vendor 02536				EBSCO				
005-005-515000	4,250.00			EBSCO Information Services				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-227000	2,866.29	0475462	11/07/2014					12/10/2014
001-029-227000	-135.01	Stmt	08/31/2014					12/10/2014
Vendor Total:	2,731.28							
Vendor 02540				Ed's Mower				
003-003-303000	56.95	74508	11/17/2014					12/10/2014
001-025-175500	14.95	74483	11/13/2014					12/10/2014
Vendor Total:	71.90							
Vendor 02813H				Fastenal				
005-005-507000	111.80	ORCAN40792	11/26/2014					12/10/2014
Vendor Total:	111.80							
Vendor 02818				Feigson				
004-004-406500	29.98	3171309	11/24/2014					12/10/2014
Vendor Total:	29.98							
Vendor 02915				Union Sec Life				
001-024-160000	6.74	Dec 2014	12/01/2014					12/10/2014
001-025-177000	156.55	Dec 2014	12/01/2014					12/10/2014
Vendor Total:	163.29							
Vendor 03000				Funk reimbursement				
001-025-175500	9.20	Reimbursemen	11/07/2014					12/10/2014
Vendor Total:	9.20							
Vendor 03151				General Tree				
001-026-196000	109.00	515464	12/01/2014					12/10/2014
Vendor Total:	109.00							
Vendor 03765				Dr. Houston				
001-025-180500	800.00	Nov 2014	11/30/2014					12/10/2014
Vendor Total:	800.00							
Vendor 03818				Honey Bucket				
001-026-195500	93.00	2-1073129	11/13/2014					12/10/2014
001-026-195500	480.44	2-1073076	11/15/2014					12/10/2014
001-026-195500	93.00	2-1068387	11/05/2014					12/10/2014
001-026-195500	336.22	2-1065717	11/03/2014					12/10/2014
001-026-195500	85.00	2-1078416	11/20/2014					12/10/2014
Vendor Total:	1,087.66							

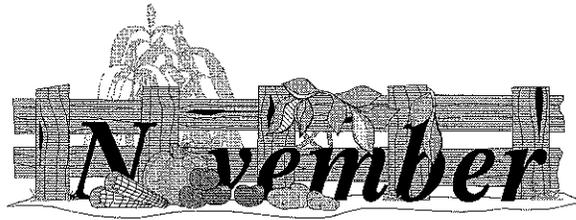
Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 04142				Robert Johnson				
001-029-225000	550.25	329	11/17/2014					12/10/2014
Vendor Total:	550.25							
Vendor 04261M				Prosecuting Atty				
001-022-123000	3,000.00	Monthly	11/25/2014					11/25/2014
Vendor Total:	3,000.00							
Vendor 04561p				Life Assist				
001-025-180000	825.40	693725	11/17/2014					12/10/2014
Vendor Total:	825.40							
Vendor 04753				Maverick Welding				
005-005-507000	22.50	00897721	11/30/2014					12/10/2014
Vendor Total:	22.50							
Vendor 04900				Midwest Tape				
001-029-231500	22.64	92332666	11/07/2014					12/10/2014
001-029-231500	33.99	92353536	11/14/2014					12/10/2014
001-029-231500	53.54	92353538	11/14/2014					12/10/2014
001-029-231500	26.64	92358641	11/17/2014					12/10/2014
001-029-231500	43.49	92358643	11/17/2014					12/10/2014
001-029-231500	21.64	92345157	11/13/2014					12/10/2014
001-029-231500	63.49	92332669	11/07/2014					12/10/2014
001-029-231500	26.64	92332668	11/07/2014					12/10/2014
001-029-231500	16.19	92330198	11/07/2014					12/10/2014
001-029-231500	26.64	92353700	11/14/2014					12/10/2014
001-029-231500	80.92	92353609	11/14/2014					12/10/2014
001-029-231500	49.19	92353607	11/14/2014					12/10/2014
001-029-231500	33.49	92325647	11/06/2014					12/10/2014
001-029-231500	44.49	92325646	11/06/2014					12/10/2014
001-029-231500	105.56	92325645	11/06/2014					12/10/2014
001-029-231500	130.20	92325643	11/06/2014					12/10/2014
Vendor Total:	778.75							
Vendor 04904				Millars Hiway Tire				
001-025-173000	362.10	1033155	11/19/2014					12/10/2014
Vendor Total:	362.10							
Vendor 05046				Municipa Emerg Svc				
001-025-181700	379.00	572882 SNV	11/05/2014					12/10/2014
001-025-181700	109.40	575157 SNV	11/12/2014					12/10/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-025-181400	120.00	577839 SNV	11/20/2014					12/10/2014
Vendor Total:	608.40							
Vendor 05432				North Clack Water				
004-004-405500	19,829.49	NCCWC15-75	11/13/2014					12/10/2014
Vendor Total:	19,829.49							
Vendor 05521				NW Natural				
001-029-224500	64.44	2643701-2	11/19/2014					12/10/2014
001-025-177500	83.25	148988-9	11/19/2014					12/10/2014
Vendor Total:	147.69							
Vendor 05675				Office Depot				
001-021-113000	2.81	740727129001	11/14/2014					12/10/2014
001-021-113000	98.16	740726875001	11/14/2014					12/10/2014
001-025-173500	20.99	1734327607	11/19/2014					12/10/2014
005-005-507000	239.98	1735471010	11/24/2014					12/10/2014
Vendor Total:	361.94							
Vendor 05679				Office Max				
001-021-113000	20.97	482380	11/25/2014					12/10/2014
001-025-175500	37.82	482380	11/25/2014					12/10/2014
Vendor Total:	58.79							
Vendor 06030				OHA - Mott renewal				
004-004-404500	40.00	Renewal	11/12/2014					12/10/2014
Vendor Total:	40.00							
Vendor 06495				Pacific Auto Trim				
001-025-173000	300.00	10354	11/16/2014					12/10/2014
Vendor Total:	300.00							
Vendor 06587				Pacific Office Automation				
001-029-226500	240.43	43528920	11/15/2014					12/10/2014
Vendor Total:	240.43							
Vendor 06640				Paramount Pest Control Inc				
001-021-110500	48.00	70421	11/17/2014					12/10/2014
Vendor Total:	48.00							
Vendor 07021				Portland General Electric				
005-005-508000	26.06	804537 5	11/24/2014					12/10/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-021-109500	739.86	358308 1	11/21/2014					12/10/2014
004-004-406000	14.75	822837 7	11/19/2014					12/10/2014
005-005-508000	33.17	525777 5	11/24/2014					12/10/2014
001-026-193500	121.09	512776 2	11/25/2014					12/10/2014
Vendor Total:	934.93							
Vendor 07027				Portland Habilitation Center				
001-021-108500	403.74	85677	11/30/2014					12/10/2014
Vendor Total:	403.74							
Vendor 07051				Portland State University				
001-021-114500	550.00	11441	12/03/2014					12/10/2014
Vendor Total:	550.00			PSU - Boot Camp/Jacobellis, Sieckma				
Vendor 07060M				Portland Windustrial Co				
004-004-406500	459.60	99390 01	11/26/2014					12/10/2014
Vendor Total:	459.60							
Vendor 07282				Raco Industries				
001-029-225500	606.46	IN427323	11/10/2014					12/10/2014
Vendor Total:	606.46			RACO				
Vendor 07482				Reserve Account				
001-021-113000	290.00	35861780	11/30/2014					12/10/2014
001-022-125000	290.00	35861780	11/30/2014					12/10/2014
001-024-157000	120.00	35861780	11/30/2014					12/10/2014
001-029-225500	10.00	35861780	11/30/2014					12/10/2014
004-004-403000	280.00	35861780	11/30/2014					12/10/2014
001-025-173500	10.00	35861780	11/30/2014					12/10/2014
Vendor Total:	1,000.00			Pitney Bowes Reserve Acct				
Vendor 07510m				Ricoch				
001-025-173500	13.99	93526330	11/23/2014					12/10/2014
Vendor Total:	13.99							
Vendor 07518				Righteous Clothing				
001-025-174500	1,190.48	62918	11/20/2014					12/10/2014
Vendor Total:	1,190.48							
Vendor 07780				SeaWestern				
001-025-175000	1,024.19	180435	11/19/2014					12/10/2014
001-025-181700	236.62	180252	11/11/2014					12/10/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-025-181700	112.63	180465	11/20/2014					12/10/2014
001-025-181700	-94.00	Stmt	07/31/2014					12/10/2014
Vendor Total:	1,279.44							
Vendor 07873				ServiceMaster				
001-029-225500	103.70	152799	05/01/2014					12/10/2014
Vendor Total:	103.70							
Vendor 07960				Sisaut Eng.				
003-003-306000	150.00	SGL14-035-05	11/03/2014					12/10/2014
005-005-509000	3,240.00	SGL14-029-06	11/03/2014					12/10/2014
001-026-197500	2,074.20	SGL13-025-13	11/03/2014					12/10/2014
005-005-509000	2,719.70	SGL13-002-19	11/03/2014					12/10/2014
005-005-509000	11.50	SGL12-037-14	12/02/2014					12/10/2014
005-005-509000	600.00	SGL13-002-20	12/01/2014					12/10/2014
005-005-509000	420.00	SGL14-029-01	12/01/2014					12/10/2014
001-026-197500	330.00	SGL13-025-14	12/01/2014					12/10/2014
Vendor Total:	9,545.40							
Vendor 08022				Smith reimbursement				
001-025-175500	55.52	Reimbursemen	11/20/2014					12/10/2014
Vendor Total:	55.52							
Vendor 08205				Stein Oil				
001-025-173000	447.96	CL06104	11/15/2014					12/10/2014
001-026-194000	327.85	CL06635	11/30/2014					12/10/2014
004-004-407000	78.08	CL06635	11/30/2014					12/10/2014
005-005-504000	148.39	CL06635	11/30/2014					12/10/2014
Vendor Total:	1,002.28							
Vendor 08558				McLoughlin Chevrolet				
001-026-194000	55.00	108876	11/26/2014					12/10/2014
Vendor Total:	55.00							
Vendor 08652				TVFR				
001-025-178500	379.14	3124	10/30/2014					12/10/2014
001-025-173000	2,146.33	571341	11/20/2014					12/10/2014
001-025-178500	450.00	49001	11/25/2014					12/10/2014
001-025-173000	330.69	3180	11/21/2014					12/10/2014
001-025-173000	68.40	3178	11/21/2014					12/10/2014
001-025-173000	42.63	3179	11/21/2014					12/10/2014

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	3,417.19							
Vendor 08745								
001-029-225500				United Parcel Service				
	29.08	W704F1434	10/25/2014	UPS				12/10/2014
Vendor Total:	29.08							
Vendor 08799								
004-004-408500				USA Blue Book				
	248.68	505432	11/20/2014	USA Bltrebook				12/10/2014
Vendor Total:	248.68							
Vendor 08802								
001-024-155000				US Bank				
	136.25	4300 0027	11/14/2014	US Bank Credit Card				12/10/2014
001-024-156000		4300 0027	11/14/2014					12/10/2014
001-024-156500		4300 0027	11/14/2014					12/10/2014
001-024-161000		4300 0027	11/14/2014					12/10/2014
010-010-904100		4300 0027	11/14/2014					12/10/2014
001-024-158700		4300 0027	11/14/2014					12/10/2014
Vendor Total:	2,557.83							
Vendor 08943								
005-005-507000				Verizon Wireless				
	40.01	9735706333	11/19/2014	Verizon				12/10/2014
Vendor Total:	40.01							
Report Total:	85,804.45							



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: December 3, 2014
Meeting Date: December 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Planning Commission

History/Background:

Please be advised there is one four year term on the Planning Commission that expires 12-31-14. The term is currently held by Les Poole.

Section 2.28.020 of the GMC requires the seven members of the Planning Commission be residents of the city and appointed by the City Council on the basis of their qualifications to serve in such capacity.

Section 2.28.080 of the GMC, "*Consideration of qualifications for membership*", states:

- 1. In selecting individuals for membership on the Planning Commission, the City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade or prior or present governmental service.*
- 2. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit.*
- 3. No more than two voting members shall be engaged in the same kind of business, trade or profession.*

Current Planning Commission members:

Patrick McMahon. Patrick is a Problem Solver for the City of Portland Bureau of Fire, has lived in Gladstone for 14 years, was appointed to the Planning Commission in 2011, currently serves on the city's Budget Committee and was a Gladstone Volunteer Fire Captain from 1998 to August 2010.

Kirk Stempel was first appointed December 2008, has lived in Gladstone for 13 years, is employed by Gladstone Fire Department, President of the Gladstone Fire Association and a current member of the Traffic Safety Commission.

Kevin Johnson was appointed in 2014, has lived in Gladstone for 47 years and is employed in Property Management (JMP, Inc.) and has served on the Gladstone Education Foundation Board for 3 years and the Gladstone Junior Baseball Board for 2 years.

Tamara Stempel has lived in Gladstone for 23 years and is an Adapt Engineering Director of Green Building Services. Tamara has served on the Planning Commission, Budget Committee, Traffic Safety Commission, Clackamas Economic Development Committee, Clackamas Development Liaison Committee, Clackamas Transportation Advisory Committee. Tamara was originally appointed in

2005, re-appointed in 2006 and 2009 and 2014.

Les Poole was appointed in October 2014, has lived in Gladstone for 2 years and is self employed: Sales Mgr, "Points for Profit" Land use specialist.

Steve Johnson was appointed in 2014, has lived in Gladstone for 23 years and is employed in IT Consulting, small business owner/Western Systems, Inc.

Michele Kremers. Michele is a Marylhurst University College Professor, has lived in Gladstone for 11 years and is a member of the New Library Design and Library Arts Committees. Appointed in 2012.

Notice of the Commission vacancy was advertised in the City's newsletters, on the city's website and in the Oregonian and Clackamas Review. As of this date applications for appointment to the Planning Commission have been received from:

- Malachi deAElfweald, 730 E. Gloucester, has lived in Gladstone for 4 years and is a self-employed software engineer. He has served on the Library Advisory Committee.
- Elliott Veazey, 6650 Parkway Drive, has lived in Gladstone for six months and is employed in Construction Program Management at Nelson Capitol CPM, LLC. He has served on the City of Portland Adjustment Committee and has previously applied for the Planning Commission.
- Les Poole, 18340 Cornell Place, has lived in Gladstone for 2 years and is a self/contracting and rural property specialist. He currently serves on the Planning Commission and Citizen's Library Advisory Committee. He was appointed to the Planning Commission in 2014 and is applying for re-appointment.

Proposal:

Appoint one applicant to a term on the Planning Commission that expires December 31, 2018.

Options:

Do not appoint Planning Commission members.

Cost Impact:

No impact.

Recommended Staff Action:

Staff recommends City Council appoint one applicant to a term on the Planning Commission and recommend applicants not appointed to re-apply in January for vacancies that will occur in January with election of Patrick McMahon and Steve Johnson to the City Council.

Department Head: Pete Boyce
Date: 12/03/2014

Administration: Pete Boyce
Date: 12/03/2014



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Malachi de AElfweald

ADDRESS: 730 E Gloucester St, Gladstone, OR 97027

TELEPHONE: (HOME) 503-307-1597 (cell) (WORK) 503-307-1597 (cell)

EMAIL: malachid@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 4 years

OCCUPATION/EMPLOYER (state your specific line of business): Software Engineer / Self-employed

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Software, Education, Science and Technology

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Library Advisory Committee (Gladstone),

Community Adolescent Parent Services (CA), Jefferson Public Radio (Ashland), Ashland Teen Center (Ashland), Tualatin Valley Television (Beaverton),

Nextdoor, Kickstarter, Children International, ACLU, EFF, WikiMedia Foundation, OEIS Foundation

Have you ever applied for a Committee Position Before?

If yes, when? 20 Jan 2014 What Committee? Library Advisory Committee

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).

I want to assist in the improvement of the city for the benefit of all residents of Gladstone.

SIGNATURE: Malachi de AElfweald DATE: 28 Nov 2014



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: ELLIOTT D. VEAZEY

ADDRESS: 6650 PARKWAY DRIVE Gladstone, OR 97037

TELEPHONE: (HOME) 801.656.9550 (WORK) - SAME -

EMAIL: elliottveazey@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: SIX MONTHS (Home Owner)

OCCUPATION/EMPLOYER (state your specific line of business): Construction Program Management, Nelson Capital CPM, LLC

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Construction Management, Real Estate, Community Service/Involvement/Policy. I enjoy meeting & working with others. My family, travel, outdoors, faith, Country.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: City of Portland Adjustment Committee Member. We hear & approve/disapprove Type II Appeals to the City of Portland Building Code.

Have you ever applied for a Committee Position Before? YES NO
If yes, when? August 2014 What Committee? PLANNING COMMISSION

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
I would like to be of service to my community and the City of Gladstone. I believe my experience & skillset would be an asset to the Commission.

SIGNATURE: ELLIOTT D. VEAZEY DATE: 11/26/14

Elliott D. Veazey

6650 Parkway Drive Gladstone, OR 97027
(801) 656-9550
elliottveazey@gmail.com

Experienced industry leader who creates and maintains effective, lasting business relationships. Proficient in qualifying, selecting and managing team members, contractors, and vendors. Expert in tracking and managing all phases of construction projects and personnel.

Experience

Senior Project Manager, Nelson Capitol CPM, Portland, OR

- City of Portland, Project Manager. Manage multiple projects/work activities at Veteran Memorial Coliseum on behalf of Portland City.
- Portland Metro, Project Manager. Manage multiple projects on behalf of Portland Metro.
- Oregon Housing & Community Services, Project Manager. Inspect and report on housing projects in various cities throughout Oregon. Perform and provide Capital Needs Assessments on individual housing facilities.

Project Manager, ICON Venue Group, Greenwood Village, CO

- Rio Tinto Stadium, Sandy, UT. \$110M. Manage overall budget, contracts, and project funding on behalf of ownership. Coordinate work with various stakeholders; owner, architectural team, general contractor, local municipalities, code officials, buildings inspectors, team operations, and concessionaire. Oversaw change order negotiation, subcontractor selection, and approval of contingency usage.
- JELD-WEN Field Renovation Project, Portland, OR. \$40M. Manage overall budget, contracts and funding on behalf of ownership. Facilitate city design commission approval process, Coordinate all work with owner, architectural team, stakeholders and city officials.
- Providence Health & Services TI, Portland, OR \$2M. Manage concurrently with stadium renovation. Coordinate design and construction of Physical Therapy Clinic on stadium property. Direct all work, contracts, funding procedures, and schedule.

Construction Manager, Parsons Infrastructure & Technology, Salt Lake City, Utah

- McGuire AFB TLF/VQ Project, Cookstown, NJ. \$35M. Manage overall budget, negotiate subcontractor agreements, direct subcontractor activities, assemble local management staff.
- Pope AFB Entry Gates Project, Spring Lake, NC. \$4.3M. Complete subcontractor selection, manage overall budget, oversee onsite architectural staff, and coordinate work with the local Air Force representatives.
- Dover AFB Entry Gates Project, Dover, DE. \$6.5M. Manage subcontractors, schedule, and budget. Negotiate and coordinate work activities with local Air Force Civil Engineering team.

Superintendent/Project Manager, Bird Construction Inc., Holladay, Utah

- U.S. Customs and Border Protection Ports of Entry, Lancaster, MN. \$4.25M. Onsite management responsible for all aspects of the work. Manage all sub-contractors during course of construction. Coordinate work and design decisions with architectural team, contractors, local municipalities, building inspectors, code officials, DHS and GSA on a daily basis.

Project Manager/Project Engineer, Layton Construction Company Inc., Sandy, Utah

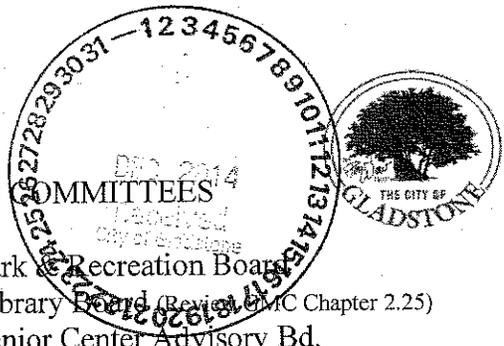
- Souplantation Restaurant, Valencia, CA. Project manager overseeing all aspects of the project.
- 2002 Winter Olympics, Salt Lake City, UT. \$50M. Utah Olympic Speed Skating Oval and test event/temporary venues.

Education

Bachelor of Science: Construction Management, Business Management Minor, Brigham Young University, 1999

CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



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

NAME: LES K. POOLE

ADDRESS: 18340 CORNELL PLACE

TELEPHONE: (HOME) 503-659-1683 (WORK) 503-954-0074

EMAIL: elpee5440@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: OVER 2 YEARS

OCCUPATION/EMPLOYER (state your specific line of business): SELF/ CONTRACTING AND RURAL PROPERTY SPECIALIST

DESCRIBE YOUR ACTIVITIES AND INTERESTS: FAMILY IS VERY IMPORTANT. I ENJOY WORKING WITH PEOPLE, PHOTOGRAPHY, AUTO AND BUILDING RESTORATION, AND GLADSTONE FOOTBALL!

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: CITIZEN'S LIBRARY ADVISORY COMMITTEE; PLANNING COMMISSION, YOUTH BASKETBALL COACH

Have you ever applied for a Committee Position Before? YES NO
If yes, when? 2014 What Committee? P. COMMISSION

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
WORKING TO MOVE THE CITY FORWARD, AND APPLYING MY SKILLS WHEREVER NEEDED. I HAVE EXPERIENCE THAT WILL BE A GOOD ASSET ON THE COMMISSION

SIGNATURE: Les K. Poole DATE: DEC. 2, 2014

City of Gladstone Staff Report

Report Date: December 3, 2014
Meeting Date: December 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Budget Committee

History/Background:

Please be advised there are currently two (2) terms on the Budget Committee that expire 12-31-2014. The terms that expire 12-31-14 are currently held by Tamara Stempel and Sean McDonnell.

The Budget Committee is a requirement of Chapter 294 of Oregon Revised Statutes and consists of the City Council and an equal number of electors of the municipal corporation. Citizen members are appointed by the City Council and serve terms of three years. The current Budget Committee includes an alternate member. Terms are staggered so that about one-third of appointments end each year.

Notice of the committee vacancy was advertised in the October and November newsletters, on the city's website and in the Oregonian and Clackamas Review. As of this date applications to the Budget Committee have been received from:

- Linda Cosgrove, 190 W. Dartmouth, has lived in Gladstone since 1977 and is retired from Kaiser. She currently serves on the Traffic Safety Commission, Park & Recreation Board and Library Foundation.
- Malachi deAElfweald, 730 E. Gloucester, has lived in Gladstone for four years and is employed as a self-employed software engineer. He has served on the Library Advisory Committee.
- Elliott Veazey, 6650 Parkway Drive, has lived in Gladstone for six months and is employed in Construction Program Management at Nelson Capitol CPM, LLC. He has served on the City of Portland Adjustment Committee and has previously applied for the Planning Commission.

Proposal:

Appoint two applicants to terms on the Budget Committee that expire December 31, 2017.

Options:

Do not appoint Budget Committee members.

Cost Impact:

No impact.

Recommended Staff Action:

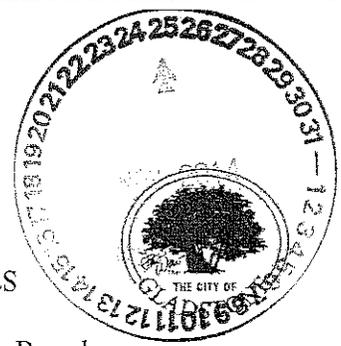
Staff recommends City Council appoint two applicants to terms on the Budget Committee and recommend applicant not appointed to re-apply in January for vacancies that will occur in January with election of Patrick McMahon and Steve Johnson to the City Council.

Department Head: Pete Boyce
Date: 12/03/2014

Administration: Pete Boyce
Date: 12/03/2014

8-2

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Linda M. Cosgrove

ADDRESS: 190 W Dartmouth, Glad, Or 97027

TELEPHONE: (HOME) 503-557-0796 (WORK) Ø

EMAIL: Cosgrove.glad@outlook.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: since 1977

OCCUPATION/EMPLOYER (state your specific line of business): retired Kaiser

DESCRIBE YOUR ACTIVITIES AND INTERESTS: gardening, knitting, sewing, travel

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: T+S, Parks, Library Foundation

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

If yes, when? see above What Committee? T+S, Parks, Library Foundation

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
I am interested in the financial affairs, and the quality of living in Gladstone and promotion of quality of life

SIGNATURE Linda M. Cosgrove DATE: 11-25-15



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Malachi de AElfweald

ADDRESS: 730 E Gloucester St, Gladstone, OR 97027

TELEPHONE: (HOME) 503-307-1597 (cell) (WORK) 503-307-1597 (cell)

EMAIL: malachid@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 4 years

OCCUPATION/EMPLOYER (state your specific line of business): Software Engineer / Self-employed

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Software, Education, Science and Technology

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Library Advisory Committee (Gladstone),

Community Adolescent Parent Services (CA), Jefferson Public Radio (Ashland), Ashland Teen Center (Ashland), Tualatin Valley Television (Beaverton),

Nextdoor, Kickstarter, Children International, ACLU, EFF, Wikimedia Foundation, OEIS Foundation

Have you ever applied for a Committee Position Before? YES NO
If yes, when? 20 Jan 2014 What Committee? Library Advisory Committee

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).

I want to assist in the improvement of the city for the benefit of all residents of Gladstone.

SIGNATURE: Malachi de AElfweald DATE: 28 Nov 2014



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: ELLIOTT D. VEAZEY

ADDRESS: 6650 PARKWAY Drive Gladstone, OR 97027

TELEPHONE: (HOME) 801.656.9550 (WORK) - SAME -

EMAIL: elliottveazey@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: SIX MONTHS (Home Owner)

OCCUPATION/EMPLOYER (state your specific line of business): CONSTRUCTION PROGRAM MANAGEMENT, NELSON CAPITOL CPM, LLC

DESCRIBE YOUR ACTIVITIES AND INTERESTS: BUSINESS, CONSTRUCTION MANAGEMENT, FISCAL RESPONSIBILITY, FAMILY, TRAVEL, EXERCISE & NUTRITION. I ENJOY MEETING AND WORKING WITH PEOPLE/BUSINESSES.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: CITY OF PORTLAND ADJUSTMENT COMMITTEE MEMBER. THE COMMITTEE IS RESPONSIBLE FOR TYPE II APPEAL HEARINGS RELATED TO THE CITY BUILDING CODE.

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

If yes, when? AUGUST 2014 What Committee? PLANNING COMMISSION

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish). I WOULD LIKE TO BE OF SERVICE TO THE CITY AND CITIZENS OF GLADSTONE. I HAVE THE APPROPRIATE SKILLSET TO BE AN ASSET TO THE COMMITTEE.

SIGNATURE: ELLIOTT D. VEAZEY DATE: 11/26/14

Elliott D. Veazey

6650 Parkway Drive Gladstone, OR 97027

(801) 656-9550

elliottveazey@gmail.com

Experienced industry leader who creates and maintains effective, lasting business relationships. Proficient in qualifying, selecting and managing team members, contractors, and vendors. Expert in tracking and managing all phases of construction projects and personnel.

Experience

Senior Project Manager, Nelson Capitol CPM, Portland, OR

- City of Portland, Project Manager. Manage multiple projects/work activities at Veteran Memorial Coliseum on behalf of Portland City.
- Portland Metro, Project Manager. Manage multiple projects on behalf of Portland Metro.
- Oregon Housing & Community Services, Project Manager. Inspect and report on housing projects in various cities throughout Oregon. Perform and provide Capital Needs Assessments on individual housing facilities.

Project Manager, ICON Venue Group, Greenwood Village, CO

- Rio Tinto Stadium, Sandy, UT. \$110M. Manage overall budget, contracts, and project funding on behalf of ownership. Coordinate work with various stakeholders; owner, architectural team, general contractor, local municipalities, code officials, buildings inspectors, team operations, and concessionaire. Oversaw change order negotiation, subcontractor selection, and approval of contingency usage.
- JELD-WEN Field Renovation Project, Portland, OR. \$40M. Manage overall budget, contracts and funding on behalf of ownership. Facilitate city design commission approval process, Coordinate all work with owner, architectural team, stakeholders and city officials.
- Providence Health & Services TI, Portland, OR \$2M. Manage concurrently with stadium renovation. Coordinate design and construction of Physical Therapy Clinic on stadium property. Direct all work, contracts, funding procedures, and schedule.

Construction Manager, Parsons Infrastructure & Technology, Salt Lake City, Utah

- McGuire AFB TLF/VQ Project, Cookstown, NJ. \$35M. Manage overall budget, negotiate subcontractor agreements, direct subcontractor activities, assemble local management staff.
- Pope AFB Entry Gates Project, Spring Lake, NC. \$4.3M. Complete subcontractor selection, manage overall budget, oversee onsite architectural staff, and coordinate work with the local Air Force representatives.
- Dover AFB Entry Gates Project, Dover, DE. \$6.5M. Manage subcontractors, schedule, and budget. Negotiate and coordinate work activities with local Air Force Civil Engineering team.

Superintendent/Project Manager, Bird Construction Inc., Holladay, Utah

- U.S. Customs and Border Protection Ports of Entry, Lancaster, MN. \$4.25M. Onsite management responsible for all aspects of the work. Manage all sub-contractors during course of construction. Coordinate work and design decisions with architectural team, contractors, local municipalities, building inspectors, code officials, DHS and GSA on a daily basis.

Project Manager/Project Engineer, Layton Construction Company Inc., Sandy, Utah

- Souplantation Restaurant, Valencia, CA. Project manager overseeing all aspects of the project.
- 2002 Winter Olympics, Salt Lake City, UT. \$50M. Utah Olympic Speed Skating Oval and test event/temporary venues.

Education

Bachelor of Science: Construction Management, Business Management Minor, Brigham Young University, 1999

8-6

City of Gladstone
Staff Report

Report Date: December 3, 2014
Meeting Date: December 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Park & Recreation Board

History/Background:

Please be advised there are currently three (3) terms on the Park and Recreation Board that expire 12-31-14. The terms are currently held by Martha Wooldridge, Stephen Dorner and Michael Villanti.

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

Duties of the Park and Recreation Board include:

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

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

- Stephen Dorner, 19605 River Road, has lived in Gladstone since 1989 and is self-employed. He currently serves on the Park & Recreation Board and is applying for re-appointment.
- Jessica Veazey, 6650 Parkway Drive, has lived in Gladstone for six months is a stay at home mom. She is a Utah Certified Master Gardner.
- Michael Villanti, 295 E. Arlington, has lived in Gladstone for 1 year and 17 years in Jennings Lodge. He is a Police Officer. He currently serves on the Park & Recreation Board and Traffic Safety Commission and is applying for re-appointment.
- Martha Wooldridge, 1100 Clayton Way, has lived in Gladstone for 33 years and is retired. She has served on the Chautauqua Festival Committee, annual Easter Egg Hunt, assists a teacher at John Wetten Elementary and is a current member of the Park & Recreation Board. She is applying for re-appointment.

- Linda Neace, 730 Riverdale Drive, has lived in Gladstone for 4.5 years and is a business owner. She is or has served on the Economic Development – WL – Past President – WL Chamber – Fundraising – Committee Tourism – Clackams Women’s Services.

Proposal:

Appoint three applicants to terms on the Park and Recreation Board that expire December 31, 2017.

Options:

Do not appoint Park and Recreation Board members.

Cost Impact:

No impact.

Recommended Staff Action:

Staff recommends City Council appoint three applicants to terms on the Park & Recreation Board.

Department Head: Pete Boyce
Date: 12/03/2014

Administration: Pete Boyce
Date: 12/03/2014

9-2



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Jessica Veazey
 ADDRESS: 6650 Parkway Drive Gladstone, OR 97027
 TELEPHONE: (HOME) 801-699-6380 (WORK) _____
 EMAIL: Jessicaetaff@hotmail.com
 HOW LONG HAVE YOU LIVED IN GLADSTONE: 6 months
 OCCUPATION/EMPLOYER (state your specific line of business): stay @ home mom

DESCRIBE YOUR ACTIVITIES AND INTERESTS: 4 year old and 1 year old children's activities consume most of my days. I also enjoy gardening, reading, travel and the outdoors.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Utah Certified Master Gardener

Have you ever applied for a Committee Position Before? YES NO
 If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee?
 (Attach additional materials or information if you wish).
I am interested in becoming a part of, and helping to improve, my new community. I am excited to meet other members of the community. I feel it is important to be involved in our future.
 SIGNATURE: Jessica Veazey DATE: 24 Nov 14



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: MICHAEL VILLANTI

ADDRESS: 295 E. ALLINGTON STREET

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

EMAIL: V24200@GMAIL.COM

HOW LONG HAVE YOU LIVED IN GLADSTONE: 1 YEAR & 17 YEARS IN JENNINGS LODGE

OCCUPATION/EMPLOYER (state your specific line of business): POLICE OFFICER

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: FISHING, HUNTING, YARD WORK,
WALKING THE DOGS, HOME IMPROVEMENT,
HANGING OUT WITH MY WIFE & KIDS

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

COMMUNITY OF
PARKS & REC. & TRAFFIC SAFETY COMM.
FACEBOOK FOR GHS. FORMER CHAIR POLICE
MUSEUM. ESTACADA ROD & GUN CLUB.

Have you ever applied for a Committee Position Before?

LAST YEAR
If yes, when? PARKS & TRAFFIC What Committee? PARKS & TRAFFIC

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish).

I HAVE ENJOYED THE OPPORTUNITY TO GET INVOLVED
IN MAKING OUR PARKS BETTER & SAFER. I
WOULD LIKE TO CONTINUE WORKING WITH CITY OFFICIALS
& COMMUNITY MEMBERS TO MAKE MORE IMPROVEMENTS.

SIGNATURE: [Signature] DATE: 11/03/14



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Martha Wooldridge

ADDRESS: 1100 Clayton Way

TELEPHONE: (HOME) 503-657-8048 (WORK) _____

EMAIL: _____

HOW LONG HAVE YOU LIVED IN GLADSTONE: 33 yrs

OCCUPATION/EMPLOYER (state your specific line of business): Retired

DESCRIBE YOUR ACTIVITIES AND INTERESTS: ATVs Camping

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Chautauqua, Park board, Easter Egg Hunt, Helping a teacher at JWE

Have you ever applied for a Committee Position Before? YES NO
If yes, when? current member What Committee? Park Board

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
I enjoy serving the community.

SIGNATURE: Martha Wooldridge DATE: 11-19-2014

9-6



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Linda Neace

ADDRESS: 730 RIVERDALE DR

TELEPHONE: (HOME) 503-913-4473 (WORK) 503-913-4473

EMAIL: lneace26@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 4 1/2 yrs

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner

DESCRIBE YOUR ACTIVITIES AND INTERESTS:

CC Tourism - CC WOMENS SERVICES
PAST President - OF SCROPTIMIST Educate - on
Sex Trafficking - DOMESTIC VIOLENCE

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

Economic Development -
WL - PAST President - WL CHAMBER - Fundraising -
Committee Tourism - CLACKAMAS WOMENS SERVICES

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

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish).
I feel I can bring leadership - open mindness -
development - new prospective to the community

SIGNATURE: Linda Neace DATE: 12/3/2014

City of Gladstone Staff Report

Report Date: December 3, 2014
Meeting Date: December 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

City Hall/Police Station Advisory Committee

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. At its November 25, 2014 adjourned meeting city council requested staff to outline parameters for an advisory committee.

Proposal

Authorize an advisory committee to be established in order to advise city council on the following items:

- Should the City repair the current City Hall/Police station or consider new construction?
- If the repair option is suggested which option should be implemented:
 - Repair Option A: Replace the roof and repair the building envelope.
 - Repair Option B: Bring entire building up to current building code.
- If new construction is recommended what combination of facilities should be proposed?
 - New Construction Option A – New construction of a city hall combined with the library. Police station to be rebuilt on current city hall/police station site.
 - New Construction Option B - New construction of a police station/city hall.
 - New Construction Option C - New construction city hall/police station/library in one development.
- If new construction is recommended how should the construction be financed?

- 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.

Staff is proposing the advisory committee be comprised of 15 people including, 9 citizens, a city council member, planning commission member, library board representative, school district representative and an individual with law enforcement experience.

The frequency of the meetings should be based on the goal election. With the May 19, 2015 election the committee would need to complete its work by February 13th in order to allow time to draft a ballot measure and present it to city council for consideration on February 24, 2015. The proposal is the committee would meet every two weeks completing its work by February 13th.

Options

Options could include changing the number or makeup of the committee members. Council could also change the scope of consideration for the committee.

Cost Impact

The cost impact would include staff support for the committee. Staff is not recommending a facilitator.

Recommended Staff Action

Staff recommends City Council accept above proposal.

Department Head:
Date:

Administration: Pete Boyce
Date: 12/3/14

City of Gladstone Staff Report

Report Date: December 3, 2014
Meeting Date: November 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Update Library District/Clackamas County IGA's

History/Background

The City of Gladstone entered into two intergovernmental agreements (IGA's) in association with the library district. The first IGA set up the district and was executed in 2009. Parties to this agreement include Gladstone, Barlow, Canby, Estacada, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Rivergrove, Sandy, West Linn, and Wilsonville. This agreement identifies how the Library District will distribute tax moneys to cities, obligations of the district and obligations of the cities. Gladstone entered into a second IGA with Clackamas County in 2011. This second IGA outlines the structure of a capital payment to assist the city to construct a new library that would also serve a large portion of the unincorporated Oak Lodge Library service area.

With the voter approved library construction project certain amendments to both IGA's are desired by the City of Gladstone. City Council has expressed an interest in amending the 2009 IGA to guarantee that library district revenue would continue to be based on the service area at the time debt is incurred to construct the library. This may require a change to the IGA's distribution formula. Such a change may require the participant cities to unanimously endorse the amendment. Clackamas County would also like to make an amendment to this agreement. The County would like to specifically state outright that the library district funds may be used for construction projects. The 2011 IGA will also need to be amended to include a larger contribution from Clackamas County.

The City has communicated these requested amendments to the parties of these agreements and is continuing to engage the jurisdictions to gain consensus.

Proposal

Continue to negotiate changes to the IGA's as listed above. The goal for reaching agreement on the proposed changes to the 2011 IGA is the end of January 2015. The goal for reaching agreement on the 2009 IGA changes is March 2015. Staff is seeking a new attorney to represent the City. Beery, Elsner and Hammond may have conflicts with regard to the 2009 IGA as they provide city attorney services for other parties to the IGA. Staff anticipates having another attorney retained no later than next week to provide advice on the 2009 IGA.

Options

N/A City Council has already requested changes to the IGA's.

Cost Impact

There will be an expense associated with staff time and legal review. The expense amount will be directly associated with the time involved with the negotiation and is largely dependent on the willingness of other parties to make the proposed changes.

Recommended Staff Action

N/A City Council has already requested changes to the IGA's.

Department Head:

Date:

Administration: Pete Boyce

Date: 12/3/14

RECORDING MEMO

X	New Agreement/Contract
	Amendment/Change Order Original Number _____
	Policy, Reports, _____

ORIGINATING COUNTY
DEPARTMENT: Business and Community Services, Library

PURCHASING FOR: N/A

OTHER PARTY TO
CONTRACT/AGREEMENT: The City of Gladstone

BOARD AGENDA DATE: April 7, 2011

AGENDA ITEM NUMBER: D.1.

PURPOSE: Intergovernmental Agreement (IGA) between
Clackamas County and the City of Gladstone for
Capital Contribution.

Clackamas County Official Records
Sherry Hall, County Clerk
Commissioners' Journals
Agreements & Contracts

2011-3400

04/12/2011 03:52:28 PM

Please return to County Library, Debbie Smith after recording.
Thank you.

113

COOPERATIVE INTERGOVERNMENTAL AGREEMENT
BETWEEN
CLACKAMAS COUNTY
AND
THE CITY OF GLADSTONE

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this "Agreement"), is entered into this 7 day of April, 2011, by and between the Clackamas County (the "County") a political subdivision of the State of Oregon, and the City of Gladstone, a municipal corporation (the "City").

WHEREAS, the County has formed the Library District of Clackamas County (the "District"), a county service district dedicated to supporting the provision of library services within its boundaries; and

WHEREAS, as part of the preparatory process for the formation of the District, the Board of County Commissioners proposed a one-time contribution from the County general fund to each city providing library services in the District for the sole purpose of capital improvements to the libraries therein (the "Capital Contribution"); and

WHEREAS, the City and other cities within the District have entered into a separate intergovernmental agreement dated August 20, 2009 with the District for the distribution of District funds for the purposes of operating, maintaining and enhancing services at the libraries within the District (the "District IGA"); and

WHEREAS, the County is entering into similar intergovernmental agreements with city library service providers ("Library Cities") for their respective Capital Contributions; and

WHEREAS, the parties desire to enter into this Agreement to reflect the terms of the Capital Contribution by the County;

NOW, THEREFORE, the County and City each covenant and agree to the following:

Section 1 Obligations of the County

- 1.1 County Capital Contribution. The County shall provide a one-time capital contribution of Two Million Five Hundred Thousand and No/100 Dollars (\$2,500,000.00) to the City for the purposes set forth in Section 2.2 (the "Capital Contribution"), which will be distributed in one or more distributions pursuant to Section 1.3 hereof. The goal of distributing such capital funds is to assist libraries in meeting the Service Standards as defined in the District IGA. The Capital Contribution shall consist of \$1 million from the County general fund as with all other Library Cities as defined in the District IGA, \$1 million

11-4

from the County Library Capital Fund originally intended for capital improvements to County-operated libraries, and \$500,000 from anticipated savings in County Library operations.

- 1.2 Library Capital Trust Fund. The County shall allocate a guaranteed amount per fiscal year to a County-managed dedicated library capital trust fund (the "Capital Fund") as scheduled and set forth in Exhibit A (the "Disbursement Schedule").
- 1.3 Capital Fund Distribution. The County shall disburse the Capital Contribution from the Capital Fund to the City and other Library Cities based on the Disbursement Schedule. The County shall make distributions up to the maximum available amount for that fiscal year. Such distribution will be made by the County no earlier than January of such fiscal year and no later than 60 days after the City submits to the County a capital plan identifying how the City will use the Capital Contribution. If requests for distributions in a given fiscal year are for a total amount less than the total amount in the Capital Fund, the County shall carry forward such balance to the next fiscal year for distribution as requested. The Parties intend that City shall receive its disbursement in February 2011.
- 1.4 Changes In Capital Fund Disbursement Schedule. To the extent the City desires a change in the schedule of disbursement, the City shall meet with representatives of the other Library Cities as constituted by the Library District Advisory Committee or otherwise and arrive at a mutually agreeable reordering of the Disbursement Schedule, which shall then be presented to the County Board for its approval. The City hereby consents to an alteration of the Disbursement Schedule without requiring the adoption of a specific amendment upon presentation of a resolution agreed to by a majority of the representatives of the Library Cities consenting to such change and upon approval of the requested change by the Board of County Commissioners.
- 1.5 Library Network. The County currently funds and operates the Library Network of Clackamas County (the "Network") to support the provision of services by the libraries in Clackamas County. The County shall fund the Network to provide the following services at an overall service level at least equal to that being provided by Network in fiscal year 2008/2009:
 - 1.5.1 Automated library system and related telecommunications and technical support;
 - 1.5.2 Courier services;
 - 1.5.3 Administration;
 - 1.5.4 Database management services including creating/acquiring MARC format bibliographic records;
 - 1.5.5 Inter-library loan services;
 - 1.5.6 Inter and intra-regional cooperative library planning;

- 1.5.7 Shared online databases for public use; and
- 1.5.8 Internet Service Provider for member libraries.

The County shall not be financially or otherwise responsible for the provision of new services requested or added to Network at the request of the City. To the extent the City or Library Cities generally request new or additional services, such requesting provider(s) will be billed back on separate contracts initiated as services are added. Such agreements shall not modify or restrict the covenants and agreements of the parties hereto.

Section 2 **Obligations of the City**

- 2.1 Capital Fund Disbursement. The City shall receive its Capital Contribution pursuant to Sections 1.3 and 1.4 hereof.
- 2.2 Use of Funds. The City shall expend the Capital Contribution solely for library purposes such as library construction, remodel, expansion, building and site improvements, library construction bonded debt service, and/or collection development.
- 2.3 Proof of Use. After distribution, the County may monitor the use of the Capital Contribution to ensure that these County general funds are used for purposes permitted by Section 2.2. Upon request of the County the City shall provide a certification that the Capital Contribution has been so used to the head of the Business and Community Services Department of Clackamas County or his or her designee.
- 2.4 Library Board Representation. The City shall provide for fair representation of served library patrons on the City's Library Board, including patrons from unincorporated Clackamas County.

Section 3 **Term and Termination**

- 3.1 Term. This Agreement shall commence on July 1, 2010 and automatically renew annually thereafter, unless otherwise terminated as set forth herein.
- 3.2 Termination. This Agreement shall terminate upon the agreement of both parties, or upon one hundred eighty (180) days prior written notice from one party to the other.
- 3.3 Amendment. This Agreement may be amended at any time upon the agreement of both parties.

- 3.4 Failure of the City to use Capital Contribution for Library Purpose. If the City at any time uses the Capital Contribution other than for purposes permitted in Section 2.2., the City will be in material breach of this Agreement and shall promptly repay to the County that portion of the Capital Contribution not so used plus accrued interest on such sum calculated from the date of disbursement to the date of repayment at a rate of 6% per annum.

Section 4 General Provisions

- 4.1 Indemnification. Each party shall release, defend, indemnify and/or hold harmless the other, its officers, commissioners, councilors, elected officials, employees, and agents, from and against all damages, claims, injuries, costs, or judgments that may in any manner arise as a result of the party's performance under this contract, subject to Oregon Tort claims limitations.
- 4.2 Governing Law. This Agreement shall be construed and governed in all respects in accordance with laws of the State of Oregon, without giving effect to the conflict of law provisions thereof.
- 4.3 Savings. Should any portion of this Agreement or amendment thereto be adjudged by a Court of appropriate final jurisdiction to be in violation of any local, state or federal law, then such portion or portions shall become null and void, and the balance of the Agreement shall remain in effect. Both parties shall immediately renegotiate any part of this Agreement found to be in such violation by the Court and to bring it into compliance with said laws.
- 4.4 Reasonable Attorney's Fees. In the event any action is brought to enforce, modify or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys fees and costs incurred in connection with such action or on appeal or review; said amount to be set by the court before which the matter is heard.
- 4.5 Notices. Formal notices, demands and communications between the Parties shall be deemed given three (3) business days after being sent by registered or certified mail, postage prepaid, return receipt requested to the principal offices of the Agency and the City as designated herein. Such written notices, demands and communication may be sent in the same manner to such other addresses and to such other persons and entities as either party may from time to time designate by mail as provided in this section. Notices shall be sent to the addresses shown below and to the attention of the person indicated.

The principal offices and mailing address of the Parties are:

Clackamas County
Attn: Board of County Commissioners

March 2011

2051 Kaen Road
Oregon City, Oregon 97045

With a copy to:
Clackamas County Libraries
Attn: Doris Grolbert, Library Director
150 Beavercreek Road, 4th Floor
Oregon City, OR 97045

City of Gladstone
Attn: Pete Boyce, City Administrator
525 Portland Avenue
Gladstone, Oregon 97027

- 4.6 No Personal Liability. No member, official, agent, or employee of the County or any City shall be personally liable to the other or any successor-in-interest thereto in the event of any default or breach by such entity.
- 4.7 No Agency. Neither anything in this Agreement nor any acts of the parties hereto shall be deemed or construed by the parties hereto, or any of them, or by any third person, to create the relationship of principal and agent, or of partnership, or of joint venture, or of any association between any of the parties to this Agreement. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- 4.8 Entire Agreement. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties or the predecessors in interest with respect to all or any part of the subject matter hereof. All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the party granting such waiver.
- 4.9 Further Action. The parties hereto shall, without additional consideration, acknowledge, execute, and deliver from time to time such further instruments as a requesting party may reasonably require to accomplish the purposes of this Agreement.
- 4.10 Non-Waiver of Rights. The failure of a party to insist on the strict performance of any provision of this Agreement or to exercise any right, power or remedy upon a breach of any provision of this Agreement shall not constitute a waiver of any provision of this Agreement or limit the party's right thereafter to enforce any provision or exercise any right.
- 4.11 Time is of the Essence. A material consideration of the parties entering into this Agreement is that the parties will perform all obligations under this Agreement

11-8

in a timely manner. Time is of the essence as to each and every provision of this Agreement.

- 4.12 Restricted Assignment. No party hereto may assign its rights, responsibilities or obligations hereunder to another party, by operation of law or otherwise, without (i) seeking and receiving an amendment of this Agreement and (ii) having said party join this Agreement on the terms, conditions and covenants herewith.
- 4.13 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.
- 4.14 Library Authority. Clackamas County operates public libraries pursuant to a board order creating public libraries for all Clackamas County residents dated July 9, 1938, as amended and updated pursuant to Board Order 85-1221 dated October 31, 1985. The Library Cities operate or in future plan to operate public libraries under state law within their boundaries. Under the District IGA, the Library Cities have agreed to provide public library services in unincorporated areas of the County as well as within City boundaries. Clackamas County nonexclusively delegates the authority to operate public libraries for the benefit of incorporated and unincorporated residents of Clackamas County to the City.

Section 5 **Transition of Oak Lodge Library**

- 5.1 Transfer of Operations. The County currently operates the Oak Lodge Public Library for the benefit of unincorporated residents in the Oak Lodge Service Area as defined in the District IGA. The City operates the Gladstone Public Library for the benefit of its citizens and a number of unincorporated residents in the surrounding area. Upon completion of a new Public Library located at 18235 Webster Road, the Oak Lodge Library will close and the City's service population will change as specified in the District IGA to include areas of the Oak Lodge service population. The City shall provide for fair representation of served library patrons on the City's library board, including patrons from unincorporated Clackamas County to comply with Section 2. .4.
- 5.2 Transfer of Employees. County employees of the Oak Lodge Public Library may be transferred to the employ of the City pursuant to ORS 236.605-640. No later than ninety (90) days before the opening of the new public library both parties agree to enter into a separate agreement regarding the transition of materials, resources and labor from the Oak Lodge Public Library to the new Public Library.
- 5.3 Transfer of Assets. The County will transfer or assign, as appropriate, to the City all assets of the Oak Lodge Public Library desired by the City as agreed by

March 2011

the parties. No later than ninety (90) days before the opening of the new public library both parties agree to enter into a separate agreement regarding the transition of materials, resources and labor from the Oak Lodge Public Library to the new Public Library.

[Signature Page Follows]

11-10

{00112430; 4 } 7

Exhibit A**Disbursement Schedule**

	Year 1 2009/10	Year 2 2010/11	Year 3 2011/12	Year 4 2012/13	Year 5 2013/14	TOTAL
Annual Distribution	3,500,000	3,000,000	2,500,000	2,000,000	1,250,000	12,250,000
Prior Year Carryover	--	1,350,000	350,000	850,000	--	
Total Funds Available	3,500,000	4,350,000	2,850,000	2,850,000	1,250,000	
Library Cities:						
<i>Canby</i>				1,000,000		1,000,000
<i>Estacada</i>	1,000,000					1,000,000
<i>Gladstone</i>		2,500,000				2,500,000
<i>Happy Valley</i>		2,000,000				2,000,000
<i>Lake Oswego</i>			1,000,000			1,000,000
<i>Milwaukie</i>				1,000,000		1,000,000
<i>Molalla</i>	150,000			850,000		1,000,000
<i>Oregon City</i>		1,000,000				1,000,000
<i>Sandy</i>			1,000,000		250,000	1,250,000
<i>West Linn</i>	1,000,000					1,000,000
<i>Wilsonville</i>					1,000,000	1,000,000
Total						13,750,000
Carryover:	1,350,000	350,000	850,000	--	--	

March 2011

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers or representatives as of the day and year first above written.

THE CITY OF GLADSTONE	CLACKAMAS COUNTY
By: <u>Wade Byers</u>	By: <u>Charlette J. La</u>
Title: Mayor	Title: Chair
ATTEST: <u>[Signature]</u>	ATTEST: <u>Mary Raetnke</u> 4-7-11 D.I

112

RECORDING MEMO

X	New Agreement/Contract
	Amendment/Change Order Original Number _____
	Policy, Reports,

ORIGINATING COUNTY
DEPARTMENT: Business and Community Services, Library

PURCHASING FOR: N/A

OTHER PARTY TO
CONTRACT/AGREEMENT: The City of Gladstone

BOARD AGENDA DATE: August 20, 2009

AGENDA ITEM NUMBER: VI. 1.

PURPOSE: Intergovernmental Agreement (IGA) between
Library District and the City of Gladstone for
District revenue.

Clackamas County Official Records
Sherry Hall, County Clerk
Commissioners' Journals
Agreements & Contracts

2009-4169

08/24/2009 09:20:03 AM

Please return to County Library, Debbie Smith after recording.
Thank you.

11-13

COOPERATIVE INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE LIBRARY DISTRICT OF CLACKAMAS COUNTY
AND
MEMBER CITIES

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this "Agreement"), is entered into this ____ day of _____, 2009, by and between the Library District of Clackamas County (the "District") a county service district formed under ORS Chapter 451, and each of the Cities of Barlow, Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Rivergrove, Sandy, West Linn, and Wilsonville (each, a "City" and collectively, the "Cities").

WHEREAS, voters approved formation of the District to provide financial support to the library service providers of Clackamas County (the "Library Cities"); and

WHEREAS, the Parties desire to work in a cooperative manner to support and provide library services to their residents; and

WHEREAS, many of the Cities participate in the Clackamas County-supported Library Network of Clackamas County, which is discussed in an intergovernmental agreement by and between the participating Cities and Clackamas County; and

WHEREAS, the Cities desire funding by the District and to provide the levels of service described herein;

NOW, THEREFORE, the District and Cities each covenant and agree to the following:

Section 1 Obligations of the District

- 1.1 District Board. The Board of County Commissioners acting under the provisions of ORS 451 is the governing body of the District and shall be known as the District Board.
- 1.2 District Advisory Committee. The District Board shall organize and appoint a District Advisory Committee consisting of one nominee from each Library City consistent with the policies and procedures of Clackamas County and/or the District for advisory committees. The District Board shall appoint the individual nominated by the Library City governing body to fill the service area's representative seat. The District Advisory Committee shall be responsible for meeting at least annually to consider: (i) the evaluation reports of participating libraries as submitted pursuant to Section 2.3, (ii) any proposed changes to this Agreement pursuant to the amendment process described in Section 3.3, and (iii) any impact of the annexation or withdrawal of territory from the District pursuant to Sections 3.4 and 3.5 hereof.

- 1.3 District Budget Committee. State law also requires that the District constitute a Budget Committee consisting of the members of the District Board and an equal number of citizens, who may be nominated pursuant to existing County budget committee procedures. The role and responsibilities of the Budget Committee shall be as set forth in the applicable statutes.
- 1.4 District Revenue. The District has a permanent tax rate of \$0.3974 per \$1,000 of assessed value, collected from all parcels of real property in the District.
- 1.5 Distribution of Revenue. Revenues generated by the District permanent rate, including delinquent taxes, are allocated, appropriated and expended pursuant to the budget adopted by the District Board. The District Board agrees to allocate, appropriate, and distribute the funds of the District pursuant to the formula as defined on Attachment A (the "Formula") for the service areas as shown on the maps included as Attachment B ("Service Area Maps"). The Formula may be reevaluated as necessary by the Parties to this Agreement. Any change to the Formula shall occur as an amendment to this Agreement.
- 1.6 Transition Payments. The parties hereto acknowledge and agree that the District shall distribute funds to Clackamas County for the operation of the Clackamas Corner and Oak Lodge Libraries pursuant to the alternative Service Area Maps described on Attachment B until such time as the City of Happy Valley and the City of Gladstone construct facilities sufficient to serve such area. During the term of such distributions, the Parties anticipate that the County libraries will be operated in a manner consistent with the Service Standards. Upon completion of such facilities, distributions shall be made based on the indicated Service Area Maps. To the extent the annual distribution of funds to Clackamas County is greater than the annual need to operate such libraries, the District shall retain such funds in trust for the Cities of Gladstone and/or Happy Valley, respectively, for distribution at such time as such City is constructing new library facilities.
- 1.7 Library Authority. Clackamas County operates public libraries pursuant to a board order creating public libraries for all Clackamas County residents dated July 9, 1938, as amended and updated pursuant to Board Order 85-1221 dated October 31, 1985. The District has received a delegation of such authority from Clackamas County to operate as a public library for the benefit of incorporated and unincorporated residents of Clackamas County pursuant to an Intergovernmental Agreement. To the extent necessary to insure the legal and effective functioning of the public libraries of Clackamas County but in no way intended to limit or otherwise restrict the powers or abilities of the City service providers to operate public libraries, the District hereby delegates such authority to operate public libraries for the benefit of incorporated and unincorporated residents of Clackamas County to each City service provider a party hereto or as may join this Agreement from time to time.

Section 2 Obligations of the Cities

- 2.1 Use of Funds. The Library Cities will use District revenue to provide public library service, and shall expend the entire library revenue paid under this Agreement in accordance with the purpose for which it was provided by implementing a plan to achieve the Service Standards. For the purposes of this Agreement, "Service Standards" shall mean (i) the standards described on Attachment C, (ii) the provision of services to all District residents on the same terms, and (iii) the proper expenditure of funds as described in this Section 2.1. District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or administrative costs are directly related to the provision of library services and/or the operation of a public library. It is the intention of the parties to work cooperatively in helping each city make progress in meeting the Service Standards.
- 2.2 Library Management. Library Cities retain administrative control over the library and library services in its service population. Each such City is responsible for developing library services based on the needs of its service population and the available revenue. The Library Cities will cooperate with the District Advisory Committee to assist in the review of library services to District residents.
- 2.3 Cooperation and Reporting. Each Library City will cooperate to the maximum extent practicable with other participating Cities to form standardized rules, procedures, and programs that affect the District and the provision of library services in Clackamas County as a whole. Each Library City will provide the District with (i) copies of its annual report to the State of Oregon regarding the provision of library services, (ii) a report on its efforts to meet OLA Threshold Standards as defined on Attachment C, and (iii) any supplemental reports that the District through both the District Advisory Committee and the District Board may require.

Section 3 Term and Amendment

- 3.1 Term. This Agreement shall commence on July 1, 2009 and continue until terminated as set forth herein.
- 3.2 Termination. This Agreement shall terminate upon the dissolution of the District.
- 3.3 Amendment. Except as specifically provided in Section 4.14, this Agreement may be amended at any time upon the agreement of the District and two-thirds of the Library Cities; *provided, however*, that any amendment that would amend that portion of the Formula providing for the return of one hundred percent (100%) of revenue collected within a City service provider's boundaries to such City service provider shall require the unanimous consent of all Cities serving on the District Advisory Committee.

- 3.4 Changes in District Territory. The parties hereto recognize that during the term of this Agreement changes in the District territory may occur, such as (i) territory outside the District may annex into the District, (ii) territory currently in the District may withdraw by annexation into a non-participating City, or (iii) unincorporated territory currently in the District may annex into a participating City. The District shall inform the District Advisory Committee of any such changes, and the District Advisory Committee shall review the Service Area Maps and the Formula and recommend any amendments to this Agreement necessary to adjust for such changes.
- 3.5 Incorporation of a City within District Boundaries. Should an unincorporated area within the District choose to incorporate during the life of the District, the District Advisory Committee shall make a recommendation to the District Board of whether the newly-incorporated city qualifies as a service provider as such term is generally used in this Agreement, and if so to what extent the Formula should be adjusted to allow for a distribution to such new service provider. If the newly-incorporated city does not qualify as a service provider, the District Advisory Committee shall make a recommendation to the District Board regarding the impact, if any, of the new city on the provision of library services. Any proposed changes shall be addressed as an amendment to this Agreement.

Section 4 General Provisions

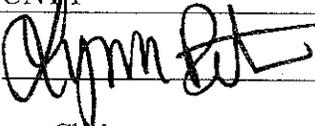
- 4.1 Indemnification. Each party shall release, defend, indemnify and/or hold harmless the other, its officers, commissioners, councilors, elected officials, employees, and agents, from and against all damages, claims, injuries, costs, or judgments that may in any manner arise as a result of the party's performance under this contract, subject to Oregon Tort claims limitations.
- 4.2 Governing Law. This Agreement shall be construed and governed in all respects in accordance with laws of the State of Oregon, without giving effect to the conflict of law provisions thereof.
- 4.3 Savings. Should any portion of this Agreement or amendment there to be adjudged by a Court of appropriate final jurisdiction to be in violation of any local, state or federal law, then such portion or portions shall become null and void, and the balance of the Agreement shall remain in effect. All Parties shall immediately renegotiate any part of this Agreement found to be in such violation by the Court and to bring it into compliance with said laws.
- 4.4 Reasonable Attorney's Fees. In the event any action is brought to enforce, modify or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys fees and costs incurred in connection with such action or on appeal or review; said amount to be set by the court before which the matter is heard.

- 4.5 Notices. Formal notices, demands and communications between the Parties shall be deemed given three (3) business days after being sent by registered or certified mail, postage prepaid, return receipt requested to the principal offices of the party hereto, or upon confirmation of receipt via facsimile, electronic transmission, or hand delivery. Such written notices, demands and communication may be sent in the same manner to such other addresses and to such other persons and entities as either party may from time to time designate by mail as provided in this section.
- 4.6 No Personal Liability. No member, official, agent, or employee of the County, the District, or any City shall be personally liable to the other or any successor-in-interest thereto in the event of any default or breach by such entity.
- 4.7 No Agency. Neither anything in this Agreement nor any acts of the parties hereto shall be deemed or construed by the parties hereto, or any of them, or by any third person, to create the relationship of principal and agent, or of partnership, or of joint venture, or of any association between any of the parties to this Agreement. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- 4.8 Entire Agreement. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties or the predecessors in interest with respect to all or any part of the subject matter hereof. All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the party granting such waiver.
- 4.9 Further Action. The parties hereto shall, without additional consideration, acknowledge, execute, and deliver from time to time such further instruments as a requesting party may reasonably require to accomplish the purposes of this Agreement.
- 4.10 Non-Waiver of Rights. The failure of a party to insist on the strict performance of any provision of this Agreement or to exercise any right, power or remedy upon a breach of any provision of this Agreement shall not constitute a waiver of any provision of this Agreement or limit the party's right thereafter to enforce any provision or exercise any right.
- 4.11 Time is of the Essence. A material consideration of the parties entering into this Agreement is that the parties will perform all obligations under this Agreement in a timely manner. Time is of the essence as to each and every provision of this Agreement.
- 4.12 Restricted Assignment. No party hereto may assign its rights, responsibilities or obligations hereunder to another party, by operation of law or otherwise, without (i) seeking and receiving an amendment of this Agreement, (ii) having said party join this Agreement on the terms, conditions and covenants herewith, and (iii) with a demonstration that such new party has the capability and

durability to meet or exceed the levels of library service currently being provided by the party seeking to assign. The District Advisory Committee shall evaluate any request for assignment and make a recommendation to the District Board regarding the granting or denial of the same based on the above criteria, including the District Advisory Committee's determination of criteria (iii) above.

- 4.13 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.
- 4.14 Enforcement of Terms. The Parties hereto recognize that the District is relying on the good faith and commitments of the Library Cities to utilize the funding provided by the District in the promised manner. The Parties expect that to the extent there is any noncompliance or breach of this Agreement, the Parties will discuss such noncompliance or breach in the District Advisory Committee and encourage an effort towards compliance. If discussions and encouragement do not remedy the continued failure of a party to meet the Service Standards or other term of this Agreement, then the District Advisory Committee shall meet to consider an amendment to this Agreement to create incentives for compliance, including but not limited to withholding of District funds, reallocation of unincorporated residents to neighboring service areas, or other such actions as may be deemed appropriate. The Parties hereto agree that in an event of a material breach of this Agreement by one of the Parties, an amendment proposed to specifically address such breach shall require a two-thirds vote of the Library Cities, including but not limited to any amendment which would reduce the breaching City's 100% return on assessments within such City's boundaries, either via a Formula amendment or otherwise.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers or representatives as of the day and year first above written.

CLACKAMAS COUNTY BOARD OF COMMISSIONERS, AS THE GOVERNING BODY OF THE
LIBRARY DISTRICT OF CLACKAMAS COUNTY
By: 
Title: Chair
ATTEST: 

8-20-09 VII.1

THE CITY OF BARLOW	THE CITY OF CANBY
By: _____	By: _____
Title: _____	Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF ESTACADA	THE CITY OF GLADSTONE
By: _____	By: <u>Wade Byers</u>
Title: _____	Title: <u>Mayor</u>
ATTEST: _____	ATTEST: <u>[Signature]</u>

THE CITY OF HAPPY VALLEY	THE CITY OF LAKE OSWEGO
By: _____	By: _____
Title: _____	Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF MILWAUKIE	THE CITY OF MOLALLA
By: _____	By: _____
Title: _____	Title: _____
ATTEST: _____	ATTEST: _____

02

THE CITY OF OREGON CITY	THE CITY OF RIVERGROVE
By: _____	By: _____
Title: _____	Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF SANDY	THE CITY OF WEST LINN
By: _____	By: _____
Title: _____	Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF WILSONVILLE	
By: _____	
Title: _____	
ATTEST: _____	

Attachment A

1. For the purposes of this Agreement, the "Formula" shall be calculated consistent with the following concepts:

a. The District rate is \$0.3974 per \$1000 of assessed value.

b. Each year the District will receive the amount collected for the year plus delinquent taxes recovered from the previous year. The District will distribute funds when received using the formula described below and shown in the example.

2. The Formula has two components:

a. City Assessed Value Component: The annual distribution to a Library City for properties within its boundaries shall equal the assessed value of such Library City's properties, as established annually by the Clackamas County Assessor, divided by the total assessed value of all properties in the District. This determines the Assessed Value Percentage Rate for each Library City. Each Library City will receive funds equal to the Assessed Value fund amount multiplied by its individual Assessed Value Percentage Rate.

b. Unincorporated Population Served Component: After calculation of each Library City's Assessed Value fund amount, the District shall calculate the remaining funds to be distributed (the "Remainder Amount") and distribute those funds based on the Unincorporated Population Served Percentage Rate based on the Service Area Maps attached to this Agreement as Attachment B. The term "Unincorporated Population" will also include residents of those cities that do not provide library services.

The Unincorporated Population Served Percentage Rate is determined by the number of unincorporated residents served by each City as allocated on the Service Area Maps divided by the total number of unincorporated residents within the District. Each Library City will receive funds equal to the Remainder Amount multiplied by its individual Unincorporated Service Area Percentage Rate.

3. Prior year recovered delinquencies and interest earned: Recovered delinquent taxes combined with any interest earned will be distributed to Library Cities based on the distribution percentage allocations calculated in the previous tax year.

11-22

Below are examples of the distribution of funds based on 2008 assessed values and population figures. The spreadsheet assumes the new Gladstone/Oak Lodge and Happy Valley libraries have not yet been constructed.

Library District Distribution Formula

<i>Assessed Value 2008</i>		
Total County Assessed Value (AV)	\$32,936,836,893	100%
Less: Non-Participating City AV	\$(1,239,770,249)	-4%
Equals: Total Library District AV	\$31,697,066,644	96%
Participating Cities:	Assessed Value	
Canby	\$999,941,295	6%
Estacada	\$179,662,976	1%
Gladstone	\$635,886,719	4%
Happy Valley	\$1,508,430,197	9%
Lake Oswego	\$4,756,391,295	28%
Milwaukie	\$1,467,817,328	9%
Molalla	\$409,821,923	2%
Oregon City	\$2,002,572,357	12%
Sandy	\$551,473,814	3%
West Linn	\$2,655,549,376	16%
Wilsonville	\$1,652,437,025	10%
Total Participating Cities AV	\$16,819,984,305	100%
Total Library District AV	\$31,697,066,644	100%
Less: Participating Cities AV	\$(16,819,984,305)	-53%
Equals: Unincorporated AV in District	\$14,877,082,339	47%

<i>Unincorporated Population Served 2008</i>		
Canby	10,221	6%
Estacada	16,802	9%
Gladstone	8,506	5%
Happy Valley (Town Center)	32,373	18%
Lake Oswego	3,305	2%
Milwaukie	10,756	6%
Molalla	15,001	8%
Oregon City	28,015	15%
Sandy	22,236	12%
West Linn	5,691	3%
Wilsonville	3,421	2%
Oak Lodge	28,036	15%
	184,363	100%

<i>Example Distribution Calculation Assuming \$12 million in tax receipts</i>		
Total District Tax Receipts		
Total Tax Collected	\$12,000,000	100%
City Assessed Value	\$6,367,776	53%
Unincorporated Population Served	\$5,632,224	47%

City Distribution of Receipts				
	<i>Assessed Value</i>	<i>Pop Served</i>	<i>Total</i>	
			\$	%
Canby	\$378,562	\$312,248	\$690,810	6%
Estacada	\$68,018	\$513,295	\$581,313	5%
Gladstone	\$240,736	\$259,855	\$500,592	4%
Happy Valley (Town Center)	\$571,067	\$988,984	\$1,560,051	13%
Lake Oswego	\$1,800,693	\$100,967	\$1,901,660	16%
Milwaukie	\$555,692	\$328,592	\$884,284	7%
Molalla	\$155,152	\$458,275	\$613,427	5%
Oregon City	\$758,142	\$855,848	\$1,613,990	13%
Sandy	\$208,779	\$679,302	\$888,081	7%
West Linn	\$1,005,348	\$173,858	\$1,179,206	10%
Wilsonville	\$625,586	\$104,510	\$730,096	6%
Oak Lodge	\$-	\$856,490	\$856,490	7%
	\$6,367,776	\$5,632,224	\$12,000,000	100%

11-04

Attachment B

Service population maps are included as Attachment B.

1. The maps divide Clackamas County into library service areas. These areas are based on distance, roads, rivers, travel patterns, etc. and are intended to define where people are most likely to receive library service, and to give a Library City the ability to meet the library threshold standards in Attachment C. Each Library City's service area has been constructed by assigning Census tracts into library service areas. Based on census data compiled every 10 years, the population in each census tract will be verified and then the total unincorporated population within each service area will be used to calculate the Formula.
2. For the continuation of library service to the citizens in the Oak Lodge and Clackamas Corner areas, the service area boundaries and population served totals will not change until the new Happy Valley Library is open and the new Gladstone/Oak Lodge Library is open. As each new facility is opened to the public, the service population will be adjusted to the new agreed-upon boundaries found in this Attachment. The population service area changes and resulting increase in payments for unincorporated population served will take place in the fiscal year following the library opening.

[See attached maps]

Attachment C
Service Standards

The Parties agree that all library service providers shall strive to meet OLA Threshold Standards, with a particular emphasis on:

STAFFING: Provide qualified staff employed by the library as outlined in the table below:

Population Served	Threshold Staffing Level
0 - 2,499	0.5 FTE, with high school diploma
2,500 - 4,999	0.35 FTE/1,000 served. Director has B.A.
5,000 - 9,999	0.35 FTE/1,000 served. Director has B.A.
10,000 - 24,999	0.35 FTE/1,000 served. Director has MLS.
25,000 - 49,999	0.35 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.
50,000 - 499,999	0.33 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.

MATERIALS: Provide the number of volumes in the library's total collection as spelled out in the table below:

Population served	Threshold Materials
0 - 49,999	Material collection of 5,000 items or two items per capita, whichever is greater.
50,000+	Material collection of two items per capita.

ACCESS: Provide and post open hours which fit the community's need, including evening and weekend hours, and provide the minimum standards listed in the table below:

Population served	Threshold
0 - 4,999	20 hours
5,000 - 9,999	30 hours
10,000 - 24,999	40 hours
25,000 +	50 hours

NOTE: Total staffing levels and material volumes may be constrained by current facility size limitations. The Parties understand and agree that a strategic plan that recognizes such size limitations and adjusts staff and material goals accordingly is an acceptable implementation of this standard.

11-216

City of Gladstone Staff Report

Report Date: December 3, 2014
Meeting Date: December 9, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Payment of Claims Policy

History/Background

City Councilor Sieckmann has brought up questions regarding the claims payment process. City Attorney Doughman has been consulted and indicated that the City claims have been authorized as paid by City Council at the regular November meeting. Claims appear in the City Council meeting packets. There are additional claims that are processed from the time the packet is produced until the day prior to the council meeting. These claims are e-mailed to counselors the day before the meeting.

Proposal

Staff proposes creating a claims payment policy. This policy would outline and clarify procedures so councilors and staff have a clear understanding of expectations. Policy would be presented to City Council at its first meeting in January.

Options

Another option could be to not adopt a policy and continue with the current practice.

Cost Impact

Cost impact would be minimal. Staff time to write the policy.

Recommended Staff Action

Staff recommends City Council authorize staff to develop a claims payment policy.

Department Head:
Date:

Administration: Pete Boyce
Date: 12/3/14

