

**GLADSTONE CITY COUNCIL
WORK SESSION/ADJOURNED MEETING
CITY HALL COUNCIL CHAMBERS
January 6, 2015**

ADJOURNED MEETING

7:30 p.m. CALL TO ORDER – City Administrator

1. Request Seated City Councilors Select a Temporary Council Member to Run the Meeting Until Mayor Jacobellis takes the Oath of Office.

**ROLL CALL
FLAG SALUTE**

2. Oath of Office – Newly Elected Officials – Mayor Dominick Jacobellis, Councilors Kim Sieckmann, Steve Johnson & Patrick McMahon
3. Election of President of the Council

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

4. Resolution 1047 - A Resolution Authorizing Certain City Officials to Withdraw/Transfer Funds from Oregon State Treasury on Behalf of the City
5. Resolution 1048 – A Resolution Designating U.S. National Association as the City’s Designated Depository and Authorizing Certain City Officials to Withdraw Funds

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.

CORRESPONDENCE

6. Letter from Beery, Elsner and Hammond LLP, re: Charitable Donation in Lieu of Client Gifts
7. Letter from Oregon City to Tri-City Service District, re: Governance of Tri-Cities Service District

Recess to Work Session

WORK SESSION

8. Police Station/City Hall Advisory Committee

ADJOURN WORK SESSION

Return to Adjourned Meeting

REGULAR AGENDA

9. Police Station/City Hall Advisory Committee

BUSINESS FROM THE COUNCIL

ADJOURN

City of Gladstone Staff Report

Report Date: December 30, 2014
Meeting Date: January 6, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Election of City Council President

History/Background

Outgoing City Councilor Hal Bush has served as President of the Council necessitating selection of a President. Chapter IV, section 18 of the City Charter states, "At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council shall elect by ballot a president from its membership. Upon the mayor's absence from a council meeting, the president shall preside. Whenever the mayor is unable to perform the functions of his office, the president shall act as mayor."

Proposal

Staff proposes that the Mayor accept nominations from City Councilors for the position of President of the Council. Once nominations are received the Mayor should request City Councilors vote on the nominees thereby electing a new President of the Council.

Options

The Charter requires the election of a President of the Council.

Cost Impact

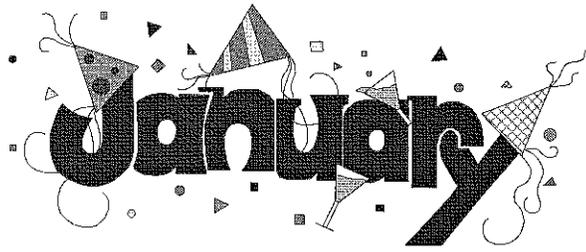
None.

Recommended Staff Action

Staff recommends City Council elect a new President of the Council.

Department Head:
Date:

Administration: Pete Boyce
Date: 12/30/14



CONSENT AGENDA

City of Gladstone Staff Report

Report Date: December 30, 2014
Meeting Date: January 6, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Resolution 1047

History/Background

The City of Gladstone uses the Oregon State Treasury as a designated tax depository. Resolution 1047 designates which city staff are able to transfer funds from the Oregon State Treasury. All transfers are authorized by the City Administrator.

Proposal

Staff proposes that City Council adopt Resolution 1047. The net effect is to allow the new Account Clerk to transfer funds from the Oregon State Treasury as authorized by the City Administrator.

Options

Options could include authorizing different city staff to manage the City's deposits with the Oregon State Treasury.

Cost Impact

None.

Recommended Staff Action

Staff recommends City Council adopt resolution 1047.

Department Head:
Date:

Administration: Pete Boyce
Date: 12/30/14

RESOLUTION NO. 1047

CITY OF GLADSTONE, OREGON

A Resolution Authorizing Certain City Officials to Withdraw/Transfer Funds from Oregon State Treasury on Behalf of the City

WHEREAS, the Oregon State Treasury is designated as a tax depository for City of Gladstone pool accounts, including account numbers 4472 (general) 4811 (state revenue sharing) and 4650 (urban renewal) accounts with City authority to accept or receive at any time; and

WHEREAS, it is necessary to authorize certain city officials to withdraw/transfer funds from the City of Gladstone pool-accounts.

The City of Gladstone Resolves as follows:

SECTION 1. The City of Gladstone designates the Oregon State Treasury as a designated tax depository of this municipal corporation and the following listed individuals are authorized to sign, on behalf of the City orders for payment, transfers or withdrawal of money, when drawn against its accounts until such time as the City revokes this authority:

Pete Boyce, Gladstone City Administrator

Jolene Morishita, Gladstone Assistant City Administrator

Susan LeDoux, Gladstone Account Clerk

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

ADOPTED this 6th day of January, 2015.

Attest:

Dominick Jacobellis, Mayor

Jolene Morishita, Asst. City Administrator

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City of Gladstone Staff Report

Report Date: December 30, 2014
Meeting Date: January 6, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Resolution 1048

History/Background

The City of Gladstone uses U.S. Bank for checking account services. Resolution 1048 designates which city staff/officials are authorized to withdraw funds from the City of Gladstone checking accounts. Two signatures are required to withdraw funds.

Proposal

Staff proposes that City Council adopt Resolution 1048. The net effect is to authorize Mayor Jacobellis to sign checks in conjunction with other city staff.

Options

Options could include authorizing different city staff or elected officials to manage the City's checking accounts.

Cost Impact

None.

Recommended Staff Action

Staff recommends City Council adopt resolution 1048.

Department Head:
Date:

Administration: Pete Boyce
Date: 12/30/14

RESOLUTION NO. 1048

CITY OF GLADSTONE, OREGON

A Resolution Designating U.S. National Association as the City's Designated Depository and Authorizing Certain City Officials to Withdraw Funds

WHEREAS, the U.S. Bank National Association is hereby designated as a depository for City of Gladstone (tax identification number 93-6002170) checking accounts, the City of Gladstone Employee Pension Trust Fund and the City of Gladstone Municipal Court Fund accounts with authority to accept or receive at any time.

WHEREAS, it is necessary to change the authorization of certain city officials to withdraw funds from the City of Gladstone checking accounts, the City of Gladstone Employee Pension Trust Fund and the City of Gladstone Municipal Court Fund accounts;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Gladstone, that the US Bank National Association, at any one or more of its offices, is hereby designated banking depository of this municipal corporation and the following are authorized to sign, on behalf of this municipal corporation, orders for payment or withdrawal of money, when drawn against its checking accounts and the City of Gladstone Employee Pension Trust Fund account; such orders shall be signed by any two of the following officers or employees:

Dominick Jacobellis, Mayor

Peter Boyce, City Administrator

Jolene Morishita, Assistant City Administrator

Tami Bannick, Administrative Secretary

Such authority shall remain in force until revoked by written notice to said bank of the action taken by City Council.

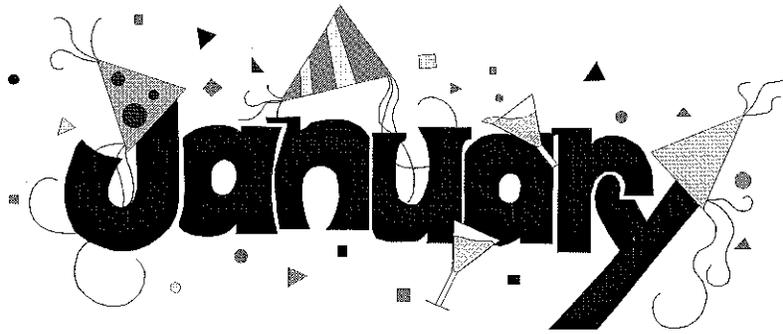
This Resolution adopted by the Gladstone City Council and approved by the Mayor this 6th of January, 2015.

Attest:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

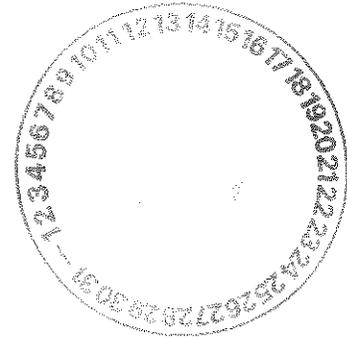
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CORRESPONDENCE



Beery Elsner
& Hammond LLP



December 12, 2014

SENT VIA FIRST CLASS MAIL

Pete Boyce, City Administrator
City of Gladstone
525 Portland Ave.
Gladstone, OR 97027

Re: Charitable Donation in Lieu of Client Gifts

Dear Pete:

It's that time of year, where we traditionally take the opportunity to show our appreciation to our valued clients with a holiday gift of food and treats.

This year we have again determined that economic conditions warrant a change in this practice; for this reason we will, instead, be donating on your behalf to a local charity. After considering the many needs and organizations worthy of support, we determined that the cold weather is presenting a significant concern. For this reason, we chose to support the Oregon HEAT/Energy Assistance Program, as we did last year. This program shares warmth with 436,000 low-income Oregon households who are at risk of losing access to heat or electricity in their homes this year, affecting kids at school, parents at work, and the health and well-being of the elderly and very young.

Your donation to Oregon HEAT/Energy Assistance Program will help thousands of struggling families stay warm all over the state; donations from your area of the state are returned to the same area from which they came to help your "neighbors" stay in warm and well-lit homes (*Neighbor Helping Neighbor*). At least 90 cents of every dollar donated to Oregon HEAT is used to bring warmth and light to those who need it most.

Thank you again for your continued business and support throughout the last year.

Sincerely,


David F. Doughman
DFD/ch

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December 19, 2014

Chair Ludlow and Commissioners
Clackamas County Board of Commissioners
Serving as the Tri-City Service District Governing Body
150 Beaver Creek Road
Oregon City, OR 97045

Re: Governance of Tri-Cities Service District

Dear Chair Ludlow and Commissioners:

Please accept this letter as a formal request for collaboration to change the governance structure of the Tri-City Service District ("TCSD"). This is a topic that's been discussed before, but recent developments have made it clear that this issue merits immediate attention.

The recent announcement of proposed rate increases over each of the next five years of up to 25% per year as well as the future of other service districts have prompted us to focus our attention on changing the management structure of TCSD. Oregon City is gravely concerned about, and opposed to, TCSD taking on additional debt without our citizens having influence in such an expensive public undertaking. Oregon City believes that local control of the TCSD will allow ratepayers – almost all of whom reside within cities – to have a greater voice in the administration of this essential service. Our efforts at collaboration also include outreach to West Linn and Gladstone.

We have heard from members of the Clackamas County Commission that management of urban services are best left to cities, and we agree. For example, Chair Ludlow was quoted in an October 14 article in the *Portland Tribune* as follows:

"It's a bone of contention that we have to act like a city to provide the services that they want and need," Ludlow says. "We hope that more and more of unincorporated Clackamas County will continue to be annexed and be a city, and better represented as a city rather than rural."

The October 14, 2014 article also noted Commissioner Savas' comment that some areas can be better served by a municipal government. Ultimately, Oregon City agrees with the comments of Chair Ludlow and Commissioner Savas – sewer service is a quintessential urban service and should be provided by cities.

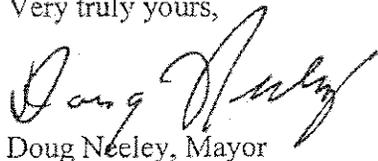
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In addition, the geographic disparity between the County and TCSD highlights another issue – none of the current members of its governing body (the BCC) appear to reside within the district, and are not directly affected by its actions or its rate increases.

In prior discussions, County staff has informed us that without statutory changes, the cities cannot conduct governance of the TCSD. Therefore we respectfully ask that Clackamas County help ease the transition by supporting any changes to statute that may be needed.

We are not set on a particular new governance structure; it may take any number of forms, whether an intergovernmental agreement under ORS Chapter 190, an entirely new entity similar to the highly successful South Fork Water Board, or some other course. The critical issue is to ensure that TCSD is governed as any other provider of urban services and for and by the people who live within the district. Accordingly, Oregon City respectfully requests that you, as the current governing body for TCSD, assist us in making this happen.

Very truly yours,



Doug Neeley, Mayor

cc: West Linn and Gladstone City Council members
Tri-City Advisory Committee members
Oregon City Commission members

WORK SESSION

City of Gladstone Staff Report

Report Date: December 30, 2014
Meeting Date: January 6, 2015
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. At its December 9, 2014 meeting City Council requested a work session to discuss the proposed advisory committee in more depth.

Proposal

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

- 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.
- 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.

City Councilors have suggested the advisory committee be comprised of 9 citizens voting members and that once formed the committee should elect a chair person. The committee will be supported by a member of the Planning Commission and Library Board. The City will also provide support from administration, police, library and fire. Other staff may be included as necessary.

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. It is proposed that 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 consider the above proposal and offer suggestions. City Council may not take action during the work session. There is also an agenda item during the adjourned meeting if City Council would like to act.

Department Head:
Date:

Administration: Pete Boyce
Date: 12/30/14

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