

GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
February 10, 2015

5:30 p.m.

EXECUTIVE SESSION – 192.660 (2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

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

EXECUTIVE SESSION – 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (no attachments)

EXECUTIVE SESSION – 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

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 (3) 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 January 6, 2015 and January 13, 2015 Minutes
2. Approval of Project List
3. Appointment to Budget Committee (one application received for one vacant position)
4. Payment of January Claims

CORRESPONDENCE

5. Letter from Macadam Forbes, Inc – Interest to Purchase City Property
6. Letter from Oregon City – Tri-City Service District Governance
7. Letter from Clackamas County Water Environment Service – Tri-City Service District Budget Committee

REGULAR AGENDA

8. Second Reading of Ordinance 1454 – An Ordinance Amending Chapter 17.52 of the Gladstone Municipal Code Relating to Signs in the Public Right-of-Way
9. Replacement of 800 MHz Public Safety Radio System
10. Police Station Seismic Upgrade Grant
11. Police Station/City Hall Advisory Committee
12. Change to Staff Seating in Council Chambers
13. Approval of Council Liaisons

BUSINESS FROM THE COUNCIL

ADJOURN



CONSENT AGENDA

**GLADSTONE ADJOURNED CITY COUNCIL & WORK SESSION MEETING
MINUTES of January 6, 2015**

Meeting was called to order by City Administrator Boyce. No time stamp provided.

City Administrator Boyce requested seated City Council members select a temporary Council Member to run the meeting until Mayor Jacobellis takes the Oath of Office.

Councilor Reisner made a motion that Councilor Mersereau be appointed to run the meeting. Councilor Nelson seconded. The motion passed unanimously.

ROLL CALL:

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

ABSENT:

None

STAFF:

David Doughman, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; Irene Green, Library Director; and Jim Pryde, Police Chief

OATH OF OFFICE - Judge Linda Beloof: New Mayor, Dominick Jacobellis, newly and re-elected City Councilors Kim Sieckmann, Steve Johnson and Patrick McMahon

ELECTION OF CITY COUNCIL PRESIDENT: *Councilor Reisner made a motion that Councilor Mersereau be appointed City Council President. Councilor Nelson seconded. The motion passed unanimously.*

BUSINESS FROM THE AUDIENCE:

None

CONSENT AGENDA:

4/5. Approval of Resolution 1047 & 1048:

Councilor Nelson made a motion that Resolution 1047 & 1048 be approved. Councilor Reisner seconded. The motion passed unanimously.

CORRESPONDENCE:

7. Letter from Oregon City to Tri-City Service District, re: Governance of Tri-Cities Service District.

Councilor Reisner requested a status report on issue.

City Administrator Boyce and Mayor Jacobellis met with the Oregon City, City Manager, one of their Attorneys and their Mayor Elect Dan Holloway a couple of weeks ago to talk about the items in the letter. They want input from the City of Gladstone on this.

Mayor Jacobellis and I have met since then and feel that the best course of action would be to invite them to a future City Council meeting and invite Clackamas County officials

as well. So City Council can get a sense of where the parties are and what makes sense for the City of Gladstone.

Councilor Reisner – I am still interested in an idea I brought forth several months ago, to have a meeting with all four entities, Oregon City, Clackamas County, West Linn and Gladstone, to discuss this and other issues they may be having with the sewer service.

City Administrator Boyce - That's something I could explore with the Mayor.

Mayor Jacobellis - City Administrator Boyce and I had talked about that, but his understanding was that Clackamas County and Oregon City were in a butting heads mode. His concern was that if we put this meeting together and they continued butting heads it could be a waste of time and nothing would be accomplished. Mayor Jacobellis suggested they sit down with the County Commission to get their version on what they are looking for that is contrary to what Oregon City wants, then knowing what both sides want, maybe Gladstone could try to mediate and come up with a solution that both sides can agree on. Then sit down with all 4 groups and come up with a plan they can all agree with.

Councilor Reisner - My concern is that if you have individual meeting with each entity, then that entity meets with another entity there may be different ideas completely and still not coming to a mutual conclusion. We're adults, and should be able act accordingly, and should all meet together to work it out.

City Administrator Boyce – How would the Council like to proceed? Councilor Reisner asked if it would be public or private and City Administrator Boyce stated that it would have to be public, it didn't fit into any exemption status. Councilor Reisner had gone to a West Linn function a couple of months ago and had spoken to a couple of their Council members about the four entity meeting idea and they were receptive to it.

Councilor Sieckmann - Both ways have merit and if the session went well, it could be more productive if they all came together to discuss it. Start a conversation about it to see how the other entities feel about the idea and if they are receptive to it, we should proceed with the 4 entity meeting.

City Administrator Boyce – I have received a request from Oregon City to have a meeting with them, President Mersereau and Mayor Jacobellis and that could be a way to discuss the 4 entity meeting as a possibility.

Mayor Jacobellis asked City Administrator Boyce what he felt the relationship was between the entities. City Administrator Boyce stated that the Tri-City Sewer District is currently suing Oregon City over the right-of-way fee ordinance. The governance is a different issue and they are all professional people and should be able to separate the two but the emotions from that could come into it.

Councilor Mersereau asked how many people would be involved in the meeting with all of the entities. Clackamas, West Linn and Oregon City Councils are all 5 Councilors each plus there would be City Administrators, there would likely be Lawyers as well. Councilor Mersereau asked if the meeting would be videotaped, and City Administrator Boyce answered that they are required to be public, and audio recordings made but it would depend on where they would find a room big enough for that meeting and whether

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or not it was outfitted for video. He also said that they could rent some video equipment for the night if they wanted to.

City Attorney, David Doughman asked if it would make more sense to start with a quorum group. Councilor Reisner said that they had requested that last summer, in onesie twosie, and he wasn't comfortable with that. To his knowledge, no one from Gladstone participated in that. His concern is that it could get out of hand and information wouldn't be as fluid in the smaller meetings.

City Administrator Boyce, with Council approval, will go ahead with the meeting requested by Oregon City with Mayor Jacobellis and Councilor Mersereau, and talk about the idea of bringing all of the parties together with certain representation and see if it plays with Oregon City, then contact Clackamas County and West Linn and see if we can make that happen.

Mayor Jacobellis asked for Councilor McMahon's opinion on the ideas presented. Councilor McMahon felt we should proceed with the Oregon City meeting and see how they feel about it, and feels that there are more urgent and immediate issues, especially the Library, that need to be taken care of prior to putting the big meeting with all of the entities together. This is about a long term rate increase over 5 years and doesn't have to be taken care right away.

Mayor Jacobellis asked for Councilor Johnson's input. Councilor Johnson's feels that Oregon City's concerns have merit and we should meet with them.

Councilor Mersereau would rather do the smaller meeting with Oregon City first because when you have 30 people or so in a meeting, many people won't give their input because they won't feel like they will be heard. So we should proceed with the Oregon City meeting to start and then go from there.

Mayor Jacobellis directed City Administrator Boyce to setup the meeting with Oregon City and then with Clackamas County then they will report back to the Council and go from there.

WORK SESSION:

8. Police Station/City Hall Advisory Committee:

City Administrator Boyce – We have been talking about facilities, in particular the City Hall and Police Station. The consensus was to put together a citizen's advisory committee and to figure out what that committee would look like and who should be on that committee. I have tried to reformulate the staff note to focus on the Councils previous requests, new construction and how it should be financed. We talked about a 9 citizen committee with some staff and others who can give support and help with input.

Knowing that we have three new people on the Council now, I would like to open it up to get their input on what the committee should look like and their scope of work, like what they should be focusing on and we need to discuss the timeline. We talked about shooting for the May election, which would mean that committee would need to complete its work by February 13th in order to get ballot language together for the City Council to consider in time. It's an aggressive timeline but I feel we should open it up and get the new opinions and try to come to consensus.

Councilor Nelson - There needs to be a representative from the Police Department, whomever they choose, that can bring their need forward. They need to be a part of this package. The Chief can choose who he would like to represent them.

Councilor Sieckmann asked City Administrator Boyce to give a run down on what they had discussed and agreed upon at the last meeting, so the new members will know what had been agreed upon and then they can give their input and we can adjust from there.

City Administrator Boyce – My understanding of the consensus at the last meeting was there would 9 citizens at large who comprise the advisory committee and they would be voting members. Others who would be at the meetings, in a support role would be someone from law enforcement who would be internal to our Police Department. We talked about someone representing the Court or City Hall, a Planning Commission member, someone from the Library Board, because part of the proposal could be to combine the City Hall or the City Hall and Police Department with the Library under one roof. We also talked about having a representative from the Fire Department on the committee, because the location of the Police Department could have some effect on Emergency Services.

Councilor Nelson – Those people really need to be on there to represent their needs because the citizens may not be aware of things that may be critical to those groups. They are important players in this.

Councilor Johnson – Were those 9 citizens the only voting members on the committee? So the others would be there purely in an advisory role? City Administrator Boyce – Yes, that was the consensus. They are there to provide information and support the committee in its duties. Councilor Johnson – There had been some talk about having someone from the School District, has that now been dropped? City Administrator Boyce – There wasn't much support from the Council on that, the reason I had initially included that in the first place was because they would have more experience in larger construction projects. Councilor Johnson – I agree with that but if it was found that they could be helpful, they could be added in the future right? City Administrator Boyce – Yes they could.

Councilor McMahon – I have a couple of questions and the timeline you have is not feasible if you wanted a report by February 23rd, the date you picked, when we don't have the committee yet, so I think we're starting down the wrong path.

Councilor McMahon – I wasn't at the December meeting but at the November meeting there was discussion and confusion on the double majorities. I think that there were differing opinions between you, the Attorney and the Mayor on the days and years? City Administrator Boyce – Yes. It's my understanding, and we have confirmed this with the City Attorney and we had asked staff at the County Elections office that if we hit the May election or November election, the double majority rule would not come into play. Councilor McMahon – I would just say we scrap the May election and shoot for the November one because of time constraints.

Councilor McMahon – We need to talk with the County to see if we have any time constraints on when we need to start work on the Library now that we've passed the ballot measure? City Administrator Boyce – Right now we are negotiating an IGA with

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Clackamas County regarding the new construction and their contribution towards that. No one has discussed a timeline yet. The current IGA doesn't have a timeline in it so it would be a new provision if it's brought up. I do know that Clackamas County does want to move forward on this. Councilor McMahon – I think we need to shoot for the November election in order to give us enough time to put a committee together and do a thorough job. Councilor Nelson – I think if you go for November you'll have a better complete package than if you hurry it and try to hit May and people may not vote for. But if you take your time, get all of the information in there, it's complete and it looks doable, then people might vote for it.

Councilor Sieckmann – Just for clarification, we've decided the committee is good as it stands? We kind of jumped onto something else there. So where are we with the committee, where do we stand, what was your understanding? City Administrator Boyce – I'm not hearing anyone asking for additional members to the committee, I'm hearing a consensus on the committee.

Councilor Johnson – How about the organization of that committee, is there going to be a chair person, how are they going to be organized? City Administrator Boyce – There was a suggestion at the last City Council meeting from one of the Councilors that they elect a chair person and I've included that in the staff notes so that's part of the proposal right now. Mayor Jacobellis – So to run through the group of people, there is someone from Law Enforcement, Court and/or City Staff, Planning member, Library, Fire, School District is still a question mark. City Administrator Boyce – We've ruled that out. What I have is a Planning Commission member, a Library Board member, someone from Administration, which could be from Court or City Hall staff, someone from the Police Department, and the Fire.

Councilor Sieckmann – The question I have is, everyone else on this list is pretty much staff, should we have the Planning person be the City Planner rather than a Planning Commissioner? If this side is going to be staff and they are going to be feeding information to the committee to make decisions on, should that be a staff person also? Councilor Nelson – Why can't it be Chairman of the Planning Commission? Are you saying they are not qualified? Councilor Sieckmann – I'm just asking because if they are a citizen then they could be a voting member of it. City Administrator Boyce – I think the City Council could classify that person, if it were a Planning Commissioner, as a non-voting member. Having a Planning person, we contract with the County for that and we would have to pay that person to be there and we would have to schedule it at such a time that they can attend, but it is doable. My personal opinion is that we have one of the Planning Commissioners there, there are several who are very qualified and very knowledgeable about the Planning Code, the Zoning Code. Councilor Sieckmann – It had nothing to do with their qualifications, it had to do with them being a community member and if they are a community member, they may want a voting right on it rather than an advisory role. City Administrator Boyce – At this point there is nothing that would prevent a Planning Commissioner from submitting an application to be one of the nine Citizens at Large also.

Councilor Johnson – If they were on the committee, a Planning Commissioner and a Library Advisory Board member will part of that 9, would that mean fewer advisors that would be on the committee, or would we still need a Planning Commissioner and a

Library Board member? Councilor Sieckmann – You’re representing two different things, in my opinion. In one you are there to provide guidance and information. The other side of it, you are accepting information and making a decision based on the information. It’s similar to what we have here. We have the staff over there feeding us information and we are making decisions on it based on the input we receive. I see these as two different entities. City Attorney Doughman – I was just going to offer, in regard to the Planning Commissioner, this came up in the last go around as well, the one thing you want to be aware of is the ex parte contact issue, it’s very likely, it doesn’t mean they can’t come to and participate the meetings. What I would recommend if it’s going to be a Planning Commissioner, that in an advisory role, that we record audio, video or take copious notes. City Administrator Boyce – It depends on where we hold the meetings. When we had the Library Advisory Committee meeting we didn’t have any audio, just the minutes. If we have them at the Senior Center there is a pretty large expense involved in renting that recording equipment. Councilor Reisner – You would have better, faster and more accurate information if you have a professional Planner there. Councilor Nelson – They are working 40 hours a week and we would have to have all of our people having to adjust their schedules to accommodate him being here, that’s not fare either. Councilor Sieckmann – Is the Planning Commissioner considered staff? City Administrator Boyce – I don’t think they could be considered staff but they are considered experts in the field and provide advice in that capacity. Councilor Sieckmann – Then I would like to recommend that we allow the Planning Commission Chair to speak if she wishes because she may have some vital information on this exact thing we’re discussing.

Planning Commission Chair Stempel – If you have a Planning Commissioner on the committee then they could just recuse themselves from any vote that is related to Planning, so as long as you don’t have five Planning Commissioners on the committee that would be just fine. City Attorney Doughman – It has happened in the past so it’s not a big deal but we need to be aware of it. Planning Commission Chair Stempel – It has come up in the past in other instances and we do need to be aware of it but it is very important that there is a Planning Commissioner involved in this because we are at the point of where we are reviewing our codes and ordinances and if there are things we need to consider changing, that’s where this would be an important step. Councilor Nelson – If you have a question and are unsure of something, you can always fall back on Clay and ask him what you need. Planning Commission Chair Stempel – Don’t we need to be cognoscente of the cost though, it hasn’t been put up for vote yet and we are limited on what we can spend. City Administrator Boyce – City Attorney had interpreted the charter amendments but the intent is to keep the costs down and be able to give the voters enough information to make an educated decision. There is some play on what is reasonable to spend but we should cut the costs wherever we can.

Mayor Jacobellis – We have a 2 day retreat scheduled for all of us to give us a chance to really sit down, start fresh, and take some time to set some priorities, some goals and set some benchmarks and timelines. I would like to pump the brakes on this just a bit on this advisory committee because we already know it’s going to cost us a little money, who knows how much, and it’s going to cost us staff time. Who knows after those two days where this will be on the priority list, it may drop down, and we’re devoting a lot of staff time to get this up and running it would be nice just to give us a chance, it might be

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priority number two, who knows. I think we can agree that November is a better timeline than May. So we've got a little built in time, why don't we wait until after the two day retreat and we'll have a better feel for where we're at and we can talk about this more and then we can say, we're going to devote this amount of time to doing this, it's a commitment, it's number 3 priority on our list, let's get it done. That's kind of what I think.

Councilor Johnson – As of 2:30 yesterday afternoon there were six applicants for this committee. Out of those six applicants, there are two of them that, if appointed, would be on three different committees, which is something we've tried to avoid. One of the applicants is a City employee who is also a resident and that's never come up before and would probably require some more discussion. So that's what we're looking at as of 2:30 yesterday afternoon.

Councilor Sieckmann – I think there are a whole lot of pieces to this and I've said that since this committee was brought up. We're putting the cart before the horse because there's a whole lot of information that we don't have access to right now. We're requesting that information but it's not in. I don't have a problem with forming the committee and deciding who should be on that committee, and having procedure for it, because that's all going to fall into place later, no matter when we do this. If this project falls to priority 5, then as soon as we are done with number 4, if this portion is already done, we're going to have nine people on the committee, this is going to be the support staff, we've received applications from 6 to 60 people and we're going to pick these nine to do it. I think we should continue to take applications until we are actually ready to form a committee but I don't think it's wrong to have the guidelines and everything ready and in place so when we do form the committee and we do have the information for the committee, we're ready to go.

City Administrator Boyce – There is one more piece of information I need to give City Council. If you remember, there was a new grant that was out there to do seismic rehabilitation on Police Departments, we've been awarded that grant of \$380,000. I don't know the timeline for that but we either have to accept or reject it, and the money can't be used for new construction so it could only be used on the current Police Department. So that needs to also play into our thinking about the timeline. We have gotten away with patching the roof on this building. There will also be City expenses related to that if we take the grant and seismically upgrade the Police Department. So there may be a number of items that we would have to get with an engineer and figure out what would be the City cost and what would be covered under the grant.

Councilor Sieckmann – Please find out what the timeline is for accepting the grant and if we accept the grant and some months down the road we decide to build a new building for the Police Department, can we return the money at that point.

Councilor Nelson – This thing isn't going to happen overnight, it could be five years down the road, but I feel we should do the seismic upgrades so our Police are safe in the building they have to work in, no matter if it's a year or five years. Just like City Hall for your guys, you're in an unsafe building. I don't want to have to knock on someone's door and have to say, I'm sorry but your husband is dead because we didn't do anything to their building. I don't care how long or short the amount of time is.



Councilor Johnson – I think Councilor Sieckmann asks a good question. These grants often do have conditions on returns and I would like an answer on that as well, and what the penalties are for doing it.

City Administrator Boyce – We can get the Council a copy of the grant for next week.

Mayor Jacobellis – So getting back to the committee, where are we at, can we decide were going to have a committee and when are we going to start it, and we're going to keep taking applications to a due date, when are we going to close it then pick people?

Councilor Johnson – I think we should keep taking applications again for another month.

Councilor Reisner – When is the due date for applications? City Administrator Boyce –

The cutoff is this week so we could include them in the packet next week. So tomorrow.

We could open it up for another month. Mayor Jacobellis – So would there be a problem with that if we open it up for another month, we didn't fill our quota or get enough qualified people, or whatever it is, we're ok for another month? Is everyone ok with that?

Councilor Mersereau – Just one thing. I would advocate for the May election, and there was one reason for that. I want us to get something done so we could have some accomplishment in this year. I want the proceedings to go on perfectly if possible, to get a good advisory committee together. However, there's another piece of time we haven't mentioned here. We have to put an advisory committee together, we've got to have meetings, and we have to have them get some agreements and recommendations to us. But there's another piece of time and that's to help educate the public for the vote. So that's going to take some time too, so whether we say one month, two months, or whatever so I just want you to remember and think about it. Just educating the City is not too bad a deal. Councilor Johnson – We want to get to yes if we can, right?

Mayor Jacobellis – So how do we close this? We're going to agree that we're going to open it up for another month? City Administrator Boyce – Well in the Work Session we

can't make a decision but if we adjourn the Work Session and now go to the Adjourn Meeting, I have another agenda item on the same topic where City Council could make a decision. Mayor Jacobellis – So before I close the Work Session, is everybody ok with this? *Unanimous yes.*

Mayor Jacobellis – So I'm closing the Work Session and now we return to the adjourn meeting.

REGULAR AGENDA:

9. Police Station/City Hall Advisory Committee:

City Administrator Boyce – So we are back to the regular agenda so if the Council would like to vote, we can do so. Councilor Sieckmann – Does it require a motion? City Administrator Boyce – I don't think it does. I understand what the consensus of the Council is on the committee make up. The scope of work, it sounds like City Council wants to have some more discussion on that topic, and I think I understand the consensus as far as which election cycle we want to hit, November. So I don't know if there is a vote that needs to be taken. Council can take one if it so chooses.

Councilor Nelson made a motion to form the advisory committee as discussed, shoot for the November election and extend accepting applications for another month. Councilor Sieckmann seconded. The motion passed unanimously.

BUSINESS FROM THE COUNCIL:

Councilor Reisner – Actually I was going to ask, I saw that City Administrator Boyce had added an Executive Session next week, I'm assuming that is going to be before the regular session? City Administrator Boyce – I was planning on having the Executive Session at 7 pm. Councilor Reisner – Maybe we could start a little earlier if possible because we have new members on the Council, and the last couple of years it's taken Council seven or eight months to get your evaluation done so, if nothing else, even if just for discussion next week.

Councilor Sieckmann – I've got two things. There were some posts on public media sites in Gladstone talking about the Tigard, Lake Oswego water partnership site, where their putting in the building. So I went down there and took a quick look at it today, and I was on the Planning Commission when it was approved, and I was thinking, this just doesn't look right. So I went home and grabbed my old packets and books and started going through it and I found some things that I thought were discrepancies, in my opinion. I came down and talked to Assistant City Administrator Morishita and she called the City Planner and he sent me some documents and I reviewed them and highlighted some things in there and sent them back to him, along with some pictures, and he responded back to me that he would like to meet me down there at 10 am tomorrow to have some discussion. He already sent an email out to the person he was working with in the planning process asking, why doesn't this look like what you presented to the Planning Commission? Councilor Nelson – That was one of the things I was talking to one of the people about on the road project down there and she said they had told her that they were going to put the facade of the building so it would match the neighborhood, and it doesn't look anything like it, and it's not very pretty. Councilor Sieckmann – There are certain things in the design review that I'm going to discuss with Clay tomorrow. Councilor Nelson – Maybe when the gates up it might hide some of it. Councilor Sieckmann – I don't even have enough information to make a decision, there was just something, it didn't look quite right to me, so we're going to have some discussion, and I'm staying in contact with City staff on it, and we'll figure out what's going on and see if anything is going to happen on it or not.

Councilor Sieckmann – The new business license applications have come out and I've had a lot of feedback from local business owners. I've been called a lot of names, the fees went up considerably, not that they're not justified, and not that this doesn't bring it up to a reasonable amount, but there are a lot of people that I've talked to and I know that City staff have fielded several questions on them. So I mentioned, because a lot of times I hear, "as a business owner, what are we going to get for this?" So I may talk to City Administrator Boyce little bit and see if the increased money could be spent on something that would benefit the business owners. I don't know what that would look like. Councilor Nelson – What did that go from, to, what's the increase? Councilor Sieckmann – Well I've got a few examples, one example went up 12,000%. Councilor Nelson – No, I'm asking in dollars, what was the increase? Councilor Sieckmann – That example went from \$35 to \$450. That's not \$450 over a 12 month period is not that much money. But the way they look at is "I paid \$35 last year and now I am paying \$450." Councilor Nelson – Don't you think it's hard to

run a city on \$35? That just provides the city the money to operate. Councilor Sieckmann – I have spoken to these people at great length and explaining the breakdown but they are asking is how it benefits them, and they want to know if the money is just going into the city coffers. I just wanted to throw that out there and say it's something we are going to need to discuss in the future and it may need to go on our priority list but it's not probably number one. I just wanted to mention that because in the last month, there's been a lot of discussion out there.

Audience Member & Business Owner 1 – I would like to make a comment on that. I think just a notification would have been nice. I didn't know mine was going to go up. I've always thought that for years it should have gone up, it was inexpensive but mine went up 125%. It's still not a lot, but at least to know that it was going to go up to be aware. That was all, I opened it up and thought, wow, okay that's a little more than I anticipated but not in the realm of what it probably should have been for a while, but. Councilor Nelson – I think in the past we've been behind a lot of other cities. Audience Member & Business Owner – I agree, it's been the same for 20 years. Audience Member & Business Owner 2 – In West Linn we pay, our business license fee is \$40 and then we pay a street maintenance fee every month.

Mayor Jacobellis – I just wanted to mention that I got an email saying there will be a Police Officer Appreciation Day. The County is putting on some kind of deal, I don't know exactly what it is but I'll just mention it. I know we all do but when you see a Police Officer just shake their hand, thank them and let them know your care, and tell them to be safe. I want to thank everyone for coming.

City Administrator Boyce – Mister Mayor, I have something I want to pass around for the Council. It's something that the Council voted on and started last year and it's called Coffee with a Councilor. What it is, is trying to arrange public meetings with citizens who have concerns can talk to a Councilor. It has to be three or less Council members at the meeting. They can't take action on the items but they can listen and bring the items back to City Council if they think it warrants that. So we have a sign-up sheet with some dates so I wanted to pass that around. If you need to go home and look at your calendar, I'll email this out and you can get back to me that way to see which meetings you'd like to attend.

ADJOURN

Meeting was adjourned, no time given.

Approved by the Mayor this _____ day of _____, 2015.

Attest:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of January 13, 2015

Meeting was called to order at 7:37 pm.

ROLL CALL:

The following city officials answered roll call: Councilor Nelson, Councilor Mersereau, Councilor Johnson, Councilor Sieckmann, Councilor McMahon, Councilor Reisner, and Mayor Jacobellis

ABSENT: None

STAFF:

David Doughman, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; Irene Green, Library Director; Jim Pryde, Police Chief, and Scott Tabor, Public Works Supervisor

BUSINESS FROM THE AUDIENCE: None

CONSENT AGENDA:

1. Approval of December 9, 2014 Minutes – Typo's noted and emailed to Council
2. Approval of Project List – One small update to list and emailed to Council
3. Appointment to Citizens Committees:
 - a. Budget Committee (one application received for two vacant positions)
 - b. Senior Center Advisory Committee (one application received for two vacant positions)
4. Payment of Claims (includes Claims Listed in City Council Packet and Claims Processed Between January 8, 2015 and January 12, 2015)

City Administrator Boyce – Consent Agenda

1. December 9, 2014 Minutes – Councilor Sieckmann noted some typos in the December 9th, 2014 meeting minutes, notations were made and emailed out to Council.
2. Project List – There was one small change made, and it was emailed out to the Council.
4. Payment of Claims – Under outstanding invoices on page 2, there's a claim for Brown and Caldwell in the amount of \$2,138.00. The reason that is on there is that it is not on the Master Plans contract, this is for our separate contract we have previously discussed, it's in relation to our Stormwater Permit and what they've done on that. I've discussed it with the City Attorney and we don't have legal recourse to hold back that payment. So at this time I am requesting that the City Council authorize that payment, they are for services already rendered in relation to reporting on our annual Stormwater permit. The negotiations on the other item continue and I have a meeting tomorrow morning on the Master Plans. I wanted to point that out so there was no question on those since I am requesting that they be paid.

Stan Monte, Chief Gladstone Fire – I would like clarification on the motion made at the December 9th, 2014 City Council Meeting, as stated on page 10 of the minutes, regarding

“Half Day Office Closures Christmas Eve and New Year’s Eve”. City Administrator Boyce – It is to allow employees the choice to take a half day off, using their accrued time, on Christmas and New Year’s Eve. And if we have enough employees opting to work, to keep those offices open, we will do so, if not they will close for that half day.

Councilor McMahon made a motion that the Consent Agenda be approved with noted amendments. Councilor Mersereau seconded. The motion passed unanimously.

CORRESPONDENCE:

5. Letter from Susan High, Resident and Business Owner:

Mayor Jacobellis – We received a letter from a business owner regarding the license fee and I would like permission from the Council to call Miss High to have a conversation with her to let her know that we hear her, and we will probably have a discussion about this in February or March about fees and notifications to try and clean this up a bit. Councilor Reisner – I think it’s a great idea.

Councilor McMahon – I did a quick check and Oregon City charges \$120 for a non-resident, Gladstone was \$125, West Linn was fairly inexpensive at \$54, Milwaukie was \$121 and Happy Valley was \$100. Councilor Nelson – It was mentioned a couple of days ago that West Linn also charges a Street Fee. Councilor McMahon – What came out a couple of months ago was that our rates hadn’t changed in 25 years so they were probably surprised that it went from \$30 to \$125, but I think the fee is appropriate. Mayor Jacobellis – Like I said, we’ll discuss this in February or March and see where we are with it.

REGULAR AGENDA:

6. Appointment to the Planning Commission: (two application received for two vacant positions)

City Administrator Boyce – I would also like the Council to determine, if both are appointed, which applicant to appoint would be in which term, the positions have different expiration dates. Councilor Johnson – I would like to appoint the one who has lived here the longest to the longest term. Councilor McMahon – I would like to appoint the one who applied first, but I couldn’t tell here by the file, which was first. Councilor Mersereau – If I’m not mistaken, I believe that Veazey applied first, however they have both applied two or three times. City Administrator Boyce – Mr. DeAElfweald called and asked me to apologize on his behalf for not being here tonight. It wasn’t that he didn’t want to be, he had some personal business that he had to attend to.

Councilor Johnson made a motion to appoint Mr. DeAElfweald, who has lived here the longest to the term ending December 31, 2016. Councilor McMahon seconded. The motion passed unanimously.

Councilor Sieckmann made a motion to appoint Mr. Veazey to the Planning Commission, term expiring December 31, 2015. Councilor McMahon seconded. The motion passed unanimously.

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Councilor Sieckmann – I would like to thank both of the applicants for sticking with it and applying again. They have both applied for these positions several time and I just want to say congratulations and welcome aboard.

7. Ordinance 1454 – An Ordinance Amending Chapter 17.52 of the Gladstone Municipal Code Relating to Signs in the Public Right of Way:

City Attorney Doughman – Tonight we will have a hearing to consider Ordinance 1454. I'm going to read through some statements I have to make according to state law and then I'll get into the staff report and I will present that to you tonight such as it is. First I want to call for any abstentions, are there any Councilors that want to abstain for personal reasons from this matter tonight? Seeing none, I'll next call for conflicts of interest from any City Councilors, what I mean by that is whether any of you believe that this Ordinance could affect you in a financial way, either to your benefit or to your detriment. I'm going to present the Staff Report and once I am done with that I will call for any public testimony on the Ordinance, I'll do a brief recap based on any testimony and then I will ask the Council to either close or continue with the public hearing. We would discuss what you think about the Ordinance, then if we get to that point tonight I would ask that you call for, at least the first reading, and if that is a unanimous reading then you are also able to go ahead and call for the second and final reading tonight.

The Staff Report is fairly straight forward, at the beginning of the football season we had a request and it was from the Boosters for the Gladstone High School, and they were hoping to have some signs, basically that would be your classic sort of signs promoting Gladstone Football, along with Gladstone sports and put them on the PGE/utility poles along Portland Avenue. They went ahead and thought, that really isn't any big deal and got a little bit ahead of themselves and realized that, once they started talking to some City officials, that at that point, technically, the code didn't allow that to happen. It basically says that signs on utility poles were prohibited. So we talked about it and the Council expressed that they would like to have the Planning Commission to take a look at it and consider a text amendment to the code that would allow this. We had that hearing and the Planning Commission forwarded the recommendation that you amend the sign code to allow that to happen.

Basically it's not a huge amount of changes here, I've presented you with a copy of the marked up version of the code, and really the changes are on 7-6 and 7-7 of your packet. The main thing that it does is say on 7.7 that signs on utility poles are generally going to be prohibited unless the poles owner approves in writing and that the sign is otherwise allowed. There is another amendment on 7.6 that basically the only signs that are allowed in the right of way are those that are government owned, either it's ODOT (Oregon Department of Traffic) or the City or something like that. So this basically would expand the ability for the City to place such signs, on anybody's behalf, in this case would be on behalf of the Boosters but is not limited to that, I want to make that clear. On those poles as long as, in this case PGE has approved in writing to do that, and they could stay up indefinitely, they could stay up for a week, that's really up to you and whomever would be requesting the sign to go on those poles.

However, this is something I talked with the Council about and Planning Commission as well. Sign Codes are very tricky in Oregon, trickier than they are in most parts of the

country, and the biggest reason for that is the way that the Oregon Supreme Court has interpreted Oregon's Constitution and it's a guarantee of Freedom of Expression/Speech. In a nutshell we can't regulate placement of signs based on content and that's very broadly interpreted, so I can't write a code saying the School District gets to place signs promoting athletic events at the school. That's a content based distinction and that would be unconstitutional in Oregon. It's done in a manner, and again I want to make this clear, that is not limited to just those types of signs. You as the sort of the owner or controller of the right-of-way would obviously have the ability to say yes or no to a proposal, but it's not written in a way that the only thing that could ever be put on those signs would be things that would be affiliated with the high schools athletics. And that's just a reality of the law basically. So as I said, it's not terribly complicated, it's narrow in the changes that it makes, and it would allow, consistent with the direction we received from the former Council, to have those banners or signs on utility poles, for now, for next season. I can take any questions.

Councilor Sieckmann – I have a couple, one is just a comment. On future Staff Reports like this, could you help us just a little bit? We've got thirteen pages of this that I read through and I found four changes on two pages. It would help if in the Staff Report it would give us some sort of hint as to where to look. I do appreciate having the old code, though, the entire code so you can take it in context. So the other part of that is, without that, I was a little confused, because my assumption is anything with the strikethrough was removed, anything underlined was added. City Attorney Doughman – Correct. Councilor Sieckmann – And then all of the headings throughout the entire Chapter are underlined. City Attorney Doughman – There's a lot of underlining, you're right, good point. Councilor Sieckmann – So what I'm seeing in the proposal is, there's a vertical line on the margin where all of the changes are and there are four of them on those two pages and that is it. City Attorney Doughman – Correct.

Councilor Sieckmann – Is there a reason, it looks like on 7-6, you added F, but it appears to be the exact same thing as the B above it. Is there a reason we added a complete new, rather than just adding the rest of that paragraph to that sentence, to B? City Attorney Doughman – It could be done that way, I wanted to make it very clear that, because if you read the beginning of Sub Section 1, these signs don't require a permit but they otherwise have to conform to the Chapter standards. So one of the things we discussed, the Planning Commission, we even sort of anticipated before that even, was just that we have a number of restrictions about number, signs and duration, with respect to signs. And I wanted to make it clear that, with respect to signs that are government owned and in the right-of-way, those matters are off the table. It could be put under B, you're right, and I don't have any problem with that, we can certainly make that change administratively. Councilor Sieckmann – I don't really care, I was just asking. City Attorney Doughman – The reason I put it separately was to make it, in my mind, and the way I read code, I wanted to make it abundantly clear that, for those types of signs, there are still certain code criteria that would apply, like height, lighting, etc. But with respect to size, number, and location, they aren't applicable, I just thought I called it out a little bit better but I have no problem moving it to B. It applies to every one of them so there's no reason to have it separate.

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Councilor Sieckmann – The only other question I had is, we've used the word government in here. I believe we're trying to keep control of signs so we can chose when they go up and when they come down, would City be a better word than government, because government could be about anybody? City Attorney Doughman – The biggest reason for keeping it a little broader than City is just to clarify that the County could have a role in signage in the right-of-way, basically public entities are who I believe have the right to place signs in the right-of-way. That wouldn't necessarily be limited to the City, you could have ODOT on McLoughlin. Councilor Sieckmann – Haven't they always had that though? City Attorney Doughman – Well they do, but they would claim that since it's our right-of-way we can do anything we want. We actually advocated, not in Gladstone but in other communities, that that is true, you have the right to control the right-of-way, the spacing standards and access standards, but when it comes to something like signage, the city has a role in regulating that. So the reason I've used government is to make it clear. When we went through this process back in 2005 there wasn't a strong desire to have the City getting involved in the minutia of what ODOT might want to do with a sign on McLoughlin, but we did want to make it clear that it's public entities that have the right to do that. So I would keep it as government maintained, it provides us a little more flexibility and you're not just limiting it to just one entity, but rather, several. Councilor Sieckmann – I was coming at this from, this came about from the Boosters wanting to hang some signs. If we start hanging banners from signs down our main street, another government entity may decide, well we want to hang banners on those poles as well and the City wouldn't have any control of any government banners that went up. That was the only reason I was questioning it, because if it said City in this section, would it make a difference where if it was City owned, maintained, then the City would have the right to say we're going to put it up for this long, then we're going to take it down and we're going to replace it with something else. City Attorney Doughman – The only difference is if it said City instead of government in Sub Section F, then City owned signs wouldn't be subject to number, size or location, and it wouldn't affect any of the rights of those other entities to put up signs if they want. Personally I don't feel it's much of a risk, but if this Council feels strongly about it then we certainly could make some tweaks to that. I just thought that to keep it consistent with how the code currently reads, then what's good for us should be good for government entities that we work with.

Councilor Johnson –I was on the Planning Commission when this came before it, and I asked this question so I would like to ask it again. Does anything here or does any of these changes limit our ability to enforce our sign code anywhere else, especially our commercial areas? City Attorney Doughman – No, I don't think it will. For those who don't remember or don't know, in 2005 we had to rewrite our sign code because of a case that was brought by a billboard company, attacking the old sign code. So there was a question in that case asking if the old sign code operated to just permit a certain class, a certain amount, specifically permit signs, and then prohibit all the rest, or did it operate in the reverse and say only those things prohibited, you can't do and all that aren't prohibited you could do. The reason for that is because there was some confusing language in different sections that seemed to indicate both things. So we've written this and expressly say it, that if it isn't specifically allowed in this code then you can't do it. So with this again, I've tried to make it tight to say we're only talking about signs in the right-of-way and they've got to be government owned, and furthermore you have to have

written authorization from the owner. So even in the commercial zone, if they got written authorization from the owner we could say it's in the right of way and we don't allow non-government signs in the right-of-way.

City Attorney Doughman – So I would like to open it up for any public testimony. Doesn't sound like there is any public testimony. So staff recap, I don't think there is any need for that. My recommendation for tonight is that you would close the public hearing, talk about it to the extent you want to discuss either changes or concerns you have and then have a call for the first reading, if that vote is unanimous then you can call to have the second reading tonight as well, and then the amendment would be effective in 30 days.

Councilor Reisner made a motion to close the public hearing. Councilor McMahon seconded. The motion passed unanimously.

Open for Council Discussion:

Councilor Sieckmann – I like it. I think it's a great opportunity for us to be able to do it. Councilor Reisner – I agree. Councilor Mersereau – I have had questions and comments from residents, especially when I was on the Planning Commission about the code being difficult for people to understand so I would like to take B out. It just raises another question as in, what's the difference between this and that. City Attorney Doughman – Instead of taking B out, I would merge F into B. B sort of establishes the authority of the City to have signs in the right-of-way, and F says, with respect to signs, these things don't apply. It's important to have that language, whether it's B or F that the "government owned or maintained signs in the public right-of-way", and I'm fine with that. I don't really care which way but I can merge F into B and that would get rid of F. Councilor Mersereau – That would make me feel better. Councilor Sieckmann – I think it would be less confusing to the general public.

City Attorney Doughman – So what I would recommend is that tonight you only have the first reading and then I will make the changes and at the next meeting you can call for the second reading. You don't need to make a motion or anything, just have the second reading and it will be the amended when you have the second reading. Councilor Reisner – So should I make a motion to approve the first reading as amended? City Attorney Doughman – Yes.

Mayor Jacobellis – I will entertain a motion to approve the first reading of the Ordinance with the proposed amendment. Councilor Sieckmann so moved. Councilor Reisner seconded. The motion passed unanimously.

8. Meldrum Bar Of-Leash Dog Park Fencing Quotes:

City Administrator Boyce – Mister Mayor, I'm going to call Scott Tabor, Public Works Supervisor, to the mic shortly. Just to give some background, several months back the Council had asked the Park and Recreation Committee to look for a new and better suited location for an Off-leash dog park within Gladstone. They've identified a piece of property on the opposite side of Dahl Beach Road from the Community Gardens in Meldrum Bar Park. The next step was to maintain bids to move the fencing from the previous site in Valley View to here and I will have Public Works Supervisor, Scott Tabor present those to you.

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Scott Tabor, Public Works Supervisor – I requested an estimate from a contractor to remove the existing fencing from the Valley View site and also approximately 1,000 additional feet of fencing to complete the fencing within the suggested dog park site. That quote came in at over \$10,000 so we put out bids to three different companies to get competitive bids from Ricks Custom Fencing, McDermott Fence & Construction and Pacific Fence. Ricks Custom Fencing did not submit a bid. McDermott Fence & Constructions bid was \$35,014.39 and Pacific Fences bid was \$17,595.00. This is also the most logical location for an off-leash dog park. If we choose not to accept the bid then we probably shouldn't even have an off-leash dog park at all because you can't have an off-leash dog park without a fence. It is the most requested site for people who have talked to our Parks and Recreation Committee, and they all endorsed it. I hope you will accept this bid. I'll take any questions. Councilor Reisner – You said in your report and also just now that we need to have it fences to have an off-leash dog park, but West Linn doesn't. Scott Tabor, Public Works Supervisor – I think of the liabilities because of the multi-use of Meldrum Bar Park with cars going by the road. I'm not familiar with West Linn but being closely adjacent to a road from Meldrum Bar to Dahl Beach Road, the traffic generated by the Community Gardens and just daily users, I would not want to be responsible to have a dog park without a fence, especially off-leash. I think it's a courtesy to the animal that they are fenced and confined.

Councilor Nelson – The question I have is that I've been with this thing from the start, I think all of us have. Originally, we promised the guy that we had the problems with, that we would put a buffer fence in. He asked twice and it never did go in and he finally said, get it out of here. Scott Tabor, Public Works Supervisor – That was my bad. Councilor Nelson – What would happen if we put a buffer fence in now? I know it was because of his children. Scott Tabor, Public Works Supervisor – It's not so much a buffer fence as it is land use, because it is a single family dwelling. That is the reason we could not continue with the offer. It was my bad on both parts, I made the assumption and I should have done more research before I made the offer. It has been a great learning experience and I would like to see an end to it with an off-leash dog park in its proper place.

Mayor Jacobellis – I wasn't here but I've heard about this, and maybe someone can educate me on this. In order to not get bit again, have we done our homework, because you always hear, what it is going to do on waste and run off, etc. Scott Tabor, Public Works Supervisor – That question was brought up by Councilor Mersereau in the initial talks of the Meldrum Bar Park conversations. There's not going to be that much. We provide bags for people to pick up after their dogs and people are very good about picking up their dogs waste, so that's an important thing. In order for there to be any waste going into the river there would have to be a tremendous amount of dogs to do that. Mayor Jacobellis – I agree with that, I think it's one of the best policed places around, it's confined so people want to make sure it clean. My concern is that somewhere down the road someone says, hey you didn't do EPA studies, you didn't do this, and you didn't do that. Have we reached out to any of those organizations that do that and said, here's what we're thinking about doing and is this good, not good, or do you want to look at it? Scott Tabor, Public Works Supervisor – We wouldn't fit into any of those categories unless we were in water. If we were in water then we would have to go to Division of State Lands for permission to do that. Yes it's in the Flood Plain but there's not going to be any structure there. There is no other jurisdiction we would have to answer to for utilizing

that park in that manner. Mayor Jacobellis – Let me state this another way. We may not have to answer to any of those but, those are the answers we need to have in our hip pocket. When someone comes to us in the future and asks us, we can come right back and say EPA, no issues, DEQ no issues, etc. so we can solve it right away once and for all, instead of having to now shut it down and bring them out. That's all I'm saying. Scott Tabor, Public Works Supervisor – The only issue with DEQ at Meldrum Bar would be the recycling area that we utilize, because we are taking sweepings from the street, leaves from the street and putting it in there. We're looking at engineering a plan right now that we will fulfill all of the needs and requirements for DEQ. The last time I talked to DEQ about the park down there, they thought we had an excellent sight down there. I would suspect we would hear the same even if the dog park was over there because there's not any running off into a stream or waterway, because it percolates into the ground and the solid waste is hopefully picked up by the owner. Councilor Johnson – That's just an opinion, we need to ask specifically. Mayor Jacobellis – Just a phone call or two to alleviate that issue for later on. Scott Tabor, Public Works Supervisor – DEQ Corps of Engineers or? Mayor Jacobellis – Anyone you can think of that can check a box and say I talked to so and so at such and such a place and they signed off on it. That's my only concern. Scott Tabor, Public Works Supervisor – I can talk with Doug Drake who we report to in those areas and ask him those questions on that. If I get a good response, would it be too much to ask that the Council would want to approve that and a negative response then we can cancel the Dog Park or do you want to wait till the next meeting for that? Mayor Jacobellis – I think that if they say it's good or, we need to move the fence back 40 feet then we are good with that.

Mayor Jacobellis – The other part I wanted to talk about is the dog park thing, the \$17,000 for the fence is an expense. I think that this is an opportunity to mobilize, if I remember right, when it was originally at Valley View it took a lot of signatures to get a dog park in. Could we not take this opportunity to mobilize this volunteer force and cut the labor cost out of the equation, and just deal with material, which we would greatly reduce the price of this thing. Make it an event, it gives them ownership of this thing, they help construct this thing, bring City workers in to supervise this thing to make sure everything is done properly, and it could be their dog park, and we've saved virtually two thirds of the cost in labor. Councilor Nelson – It's kind of like the play structure at the park, we brought fifteen guys in and in one day we put the whole thing in. Scott Tabor, Public Works Supervisor – There's also staffing on my end of that, I've got 6 people, two are in the park but if you're looking at after hour work and weekend work on that one, I'm not disagreeing on that one, I just want to make sure I have clarity on it. Mayor Jacobellis – And we'll talk to City Administrator Boyce about that, that's why I bring it up. This is what we're going to get to if we want to get to some of these parks or nicer things that we can't afford we should mobilize people that want to be involved in it. And if that means we've got to pay \$3,000 in overtime to have your guys come in and work on the weekend, it's a lot cheaper than to pay another \$7,000 or \$8,000 to pay to get it done. Scott Tabor, Public Works Supervisor – I can reach out to a lot of volunteer groups out there. Mayor Jacobellis – It's just an idea, rather than saying this is an either or proposal, maybe this is a middle ground to make it happen. Scott Tabor, Public Works Supervisor – I will do whatever the Council instructs me to do. Mayor Jacobellis – What do you guys think? Councilor Nelson – I think it works, I used it for the Max Patterson

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Park and it worked well. Councilor Sieckmann – Do you know anything about the fencing around the gardens? Scott Tabor, Public Works Supervisor – That is a private Garden's fence, they paid for that out of their own pockets, we have nothing to do with that. Councilor Sieckmann – I was just wondering if you knew who did theirs. Scott Tabor, Public Works Supervisor – They did it all in house. They had a work weekend, or several work weekends. We stored their stuff at the shop for some time and then when they were ready they came and got it. Councilor Sieckmann – So it sounds like they did what you're kind of talking about Mayor Jacobellis. Scott Tabor, Public Works Supervisor – I can certainly contact Wilderness International, Solve and other groups that are down there and see if I can't get some sort of mobilized force.

Mayor Jacobellis – If we coordinate with City Administrator Boyce and use us and you and whoever wants to be involved, we just set a date. Once we line up the material, and equipment to drill the holes, we just say May the 15th is Dog Park Day. We get down there and get whatever we need to get and people get involved and it's their park. Councilor Sieckmann – There was lots of public testimony as you mentioned, and we can comb through the records and see who testified on it. City Administrator Boyce – I believe we had a petition of some sort that had contact information on it. Councilor Nelson – So is the dog park a done deal? Councilor Sieckmann – Well this is the time for staff questions, then we'll take public testimony, and then we'll have discussion among Council.

Dave Cruise 17350 Crown View Drive, Gladstone – I spend my Monday and Wednesday mornings in Mary S. Young Park and I coordinate all of the volunteer activities. That sense is absolutely necessary, all of the problems we have at Mary S Young Park are because there is no fence, and it's the poop problems the whatever. The biggest expense is buying the supplies for the poop bags. Having a dog park without a fence is all kinds of problems.

Councilor Sieckmann – I think we need to have some more discussion. I've got several questions, we've got BMX talk about the park, the dog park and I agree that that is the best place for a dog park. My question, is that the best use of the park space? I really think that before we go spending \$17,000 here, \$17,000 there, I think we need to direct City staff to get our parks master plan on the books, get it started and get it completed, so when we do spend the money, we're spending it with a purpose of an end goal, and we know what that end project is going to be. I've seen piecemeal year after year and let's just do this and let's just do that. I don't know if there are any financial reasons we couldn't start a parks master plan right away and I don't know if there are logistics reasons that we couldn't. But I would like to ask staff if we could get started on a parks master plan right away and find out what the downside would be, so we can spend our money with purpose. City Administrator Boyce – We would have to issue a request for proposals, obtain those, get those back to Council for a selection, and negotiate a contract for the work. I haven't priced out a parks master plan so at this time I don't know what a ballpark fee might be. There could be some general funds available to do that, it is possible to move forward with a master plan. Councilor Sieckmann – Do you believe we have a need for it? City Administrator Boyce – It's on the list of master plans that we need, it's just a little farther down the list, but it is important. Scott Tabor, Public Works Supervisor – I agree with City Administrator Boyce on that. If Council chooses to look at

a master plan, I have been a proponent on this for many years. Meldrum Bar Park is a regional park, 62,000 voters a year use that facility. We do get compensation from the State Marine Board but there's a lot of revenue we could generate if they're looking at some sort of a day's fee for that area. I would like Council to consider that if they are going to look at a master plan so we can take a lot of the burden out of the General Fund for park maintenance and maybe be self-sufficient. I don't have all the answers, but I think it's a very viable way of generating revenue. It doesn't have to be a lot, it could be easily implemented but I think it's one of the things we should look at when we're looking at a master plan for our parks. Councilor McMahon – I think that on a master plan we should wait till the Council Retreat at the end of the month and see where that fits into our budgets and priorities and stuff. As City Administrator Boyce said, it's a little farther down than the sewer master plan, or getting the City Hall and Police Station done. I think that's something we need to wait until the end of the month, get our agendas and priorities all figured out and go from there. Councilor Sieckmann – I wouldn't argue with that, as far as this proposal tonight, I don't want to push things off but I think that until we decide I would like to wait on making a decision on this. Councilor McMahon – I don't think we are going to decide on this till next month anyway, because City Administrator Boyce has to get the information and bring it back to us.

Councilor Johnson – I am concerned that Meldrum Bar Park has become a catch all for all kinds of things and I'm not sure they all mix well, not sure they are all appropriate uses of a city park. I would like to see, whether it's a master plan or something else, more thought put into what exists there now. A dog park and whatever else, I know the Fire Department wants to put a hose clean out area down there, and it's just one of the many things that've been talking about. I think that we should look at that in a more holistic way and not piecemeal. I would like to put this off until we have a better understanding of it.

Councilor Mersereau – To talk for some of the people who want the dog park, just a reminder to the Council, does the Council know when this project started? March 2011, so we can have a few more meetings before we decide. Mayor Jacobellis – I can address that because I've had this discussion and we're kind of caught in this place and I don't like putting things off myself. But in light of what we know we're trying to do with our retreat, I guess a little leeway from the people and everyone else involved, to let us get our legs under us and come up with some of the ideas. Putting this off till we have the priorities and goals set and see if we want to spend money on a park master plan, fee based entry, just give us a little bit of time. I'm all for a park, I'm all for a dog park but just give us a minute and I know it's been dragging on for a while but I can assure you that I'm not, and I don't think any of us are at this point, trying to put this off to just drag it out longer because that doesn't do anything for anybody. Does everyone agree with that, putting this aside till we get back from our retreat, maybe on the agenda for February or March and see what we come up with at the retreat? Unanimous yes.

9. Public Works Organizational Study:

City Administrator Boyce – As many of you know, after going through the master plan exercise plan on stormwater and water, everyone has a sense of the investment that the City has in its infrastructure. Beyond that we also have sewer, roads, parks and even facilities. What I am recommending to the City Council is we engage in a public works

organizational assessment. That assessment would look at everything from departmental management, staffing, the use of engineering services, preventative maintenance practices, and capital project management, and if at all possible, I would also like to fold facility management under the public works umbrella and have whatever group we hire take a look at that also. The pros to the approach includes identifying best practices. We're getting pressure from our insurance company and from the general public to do more preventative maintenance, from the insurance side it's more about preventative maintenance on the sewer. There's a lot of money wrapped up in equipment that we need to look at. Preventative maintenance might include vactoring sewer lines. A vactoring truck costs in the range of \$300,000. We have very old street sweepers that are going to need to be looked at, at some point. There is a lot of money wrapped up into this whole situation. When you look at other organizations of like size or a little bit bigger, we are in a class by ourselves the way we're operating. I believe some of it went back to the previous administrations philosophy; let's fix a pipe when it brakes. We are getting to the point now where we need to be more proactive. We need to make sure that our investments in the infrastructure are going where they need to go and we need to insure that we are planning out capital projects, not just one year into the future but several years into the future. I am recommending that the City Council consider my proposal to authorize such an organization assessment to be done. I'm looking for feedback from the Council to see what you think is important and what it should cover, should it even be done? I would like to have that discussion now.

Councilor Sieckmann – One of the questions I have is timing. Several years ago the discussion started about a public works director, and I would assume that in our organization assessment they're going to say we need a public works director, with an engineering degree or background, and quite a few things. So if we do this assessment and hire a public works director, and that director didn't agree with the organizational assessment, and wanted to turn around and do another assessment.... Would it make more sense to look for a public works director and then have them work with a consultant for organizational structure, to build a team rather than to build a team and then bring a coach in? City Administrator Boyce – There could be value in having a qualified person that we have vetted and believe has the experience to guide the City in this manner. First of all the Council would need to decide if we want a public works director. My discussions with Scott Tabor, Public Works Supervisor, I think we're in agreement that best practices indicate that most Cities of our size do have an engineer at the helm of the public works department and that would be a good idea. I would like to hear input from the other Councilors on their thoughts on that option.

Councilor Johnson – What is a salary range for a public works director? City Administrator Boyce – I don't know that at this time. If we want to pursue this, the first step is to look at other jurisdictions to see their position descriptions and salary ranges to see what the market is. Councilor Johnson – Where would the funds come from to pay that salary and do we have a place in the budget for that right now? City Administrator Boyce – It is not budgeted right now. We are about to start working on next year's budget, the salary would come out of the separate Public Works funds, such as sewer and stormwater, water, parks, and street, it would be shared among those different funds. Again, I don't know what that salary and benefit package would be financially at this point. There would be some offset too, we contract out a lot of engineering services at

this point. If we hire an engineer to run the Public Works Department I don't think we would get rid of all of our contracted engineering services but there are a number of items that could offset that salary. Mayor Jacobellis – Do you have any idea what that means in dollars, let's say we alleviate 60% of the work we farm out? City Administrator Boyce – I don't have those numbers right now. I would like to run a financial analysis and then report back. Councilor Reisner – I think it would be to our advantage. Scott Tabor, Public Works Supervisor is looking at retiring in a couple of years. If we could bring someone on board sooner than later that would give them more time to work together for a smoother transition, with his knowledge of having worked here for a couple of years. That would be a benefit to the director and the City. City Administrator Boyce – I agree with you. Scott Tabor, Public Works Supervisor has a huge amount of institutional knowledge, I think we just gave him his 35 year certificate for being with the City. As some of you know and some will find out as you do departmental tours, he can walk down the street and tell you what pipe is in the ground, how big it is and what issues we've had with it in the past. Public Works Supervisor, Scott Tabor – I agree with City Administrator Boyce, even if you hire a Director you are still going to have to do a reorganization of Public Works. A brief history, when I started, right after the wheel was developed, that was a joke, there were fourteen working people at public works, not including the foreman, mechanic and director of public works. I'm not saying that Public Works needs that but what Public Works needs is to be re-departmentalized so that you have specific people working these departments. When you are looking at investing a large sum of money into a vactor of \$350,000+, you want that machine working all of the time, and you want the people responsible for that machine in those departments so it's always cared for. We've had a long record of having long lived equipment at Public Works, and we still have a 1970 F650 that we still use. But we have to look at putting people in those departments so that they're responsible and can do a complete maintenance and preventative maintenance for our infrastructure. Right now we are just a knee jerk reaction, if it's broke we'll fix it, we do very basic maintenance, we need to develop more on that. And I think that's what we need to look at for a redevelopment of Public Works. Councilor Nelson – So on man power, you had thirteen plus 3 administrative people. What do you have now, half of that maybe? Public Works Supervisor, Scott Tabor – I have 6 full time staff members, for the entire staff for city streets, sewer, and parks, we are everywhere. When leaf season is here, two thirds of my staff are out picking up leaves. If something happens in the middle of the night, we do respond quickly, we try to get as much of it as we can but, if it's during the day we have to stop everything else and focus our attentions on that emergency. We cover emergencies very well. I'm very proud of my crew; they are very talented. I think that at one time I estimated at that we have over 130 years of experience between all of us down there. They are very knowledgeable about the infrastructure in town and what goes on. It can be improved. Councilor Nelson – We are very quick to criticize what your guys do, but when we look at how far they are spread out and how they are trying to share jobs, they're doing a good job with what they have available. Public Works Supervisor, Scott Tabor – I have a very talented group of people there, but we can do better. I think if we redevelop the priorities and re-departmentalize Public Works and have those people in those Departments to focus on them and not just everywhere else, you're going to get more bang for your buck.

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City Administrator Boyce – So I'm looking for direction from Council. We've heard the idea of the preliminary work for the Works Director, is that consensus, would you like me to do that and report back? Councilor Nelson – I think they had a Director many years ago, what happened to that director? Public Works Supervisor, Scott Tabor – He had a disagreement with Leonard Strobel and he was fired.

Mayor Jacobellis – I don't think there's any disagreement that with what we are doing infrastructure wise, we need a Public Works Director. I'm in agreement with bringing in a Director and then moving on to the consulting and they can say, this is what we see happening and this is how we can reorganize. Then I guess he would be responsible for all of the big projects that may be coming up.

City Administrator Boyce – I would propose that I bring back a financial recap, a position description, a salary grid that looks like it's in the market, and some analysis of what engineering services we are contracting out now and what the potential savings might be. I will prepare that for you and will have that at the first meeting month in February.

We have a meeting scheduled for the fourth Tuesday if we can have a quorum. I'd like to hold a work session talking about code compliance, code enforcement and we also have an instructional video from our insurance company for new Councilors that may be beneficial at this point in time. So we would like to meet on that fourth Tuesday if at all possible. A heads up, I will also be sending out an email to the Council to identify a date for a Budget Committee Meeting to do our mid-year budget review.

Public Works Supervisor, Scott Tabor – Since we are on the budget, I have contacted NCCWC, our water provider, and have set a date of January 27th at 10 am for a tour of the facility where we get our water and we could have our new Councilors or anyone who hasn't been there for a while, come out for the tour with us. I am also trying to get a tour scheduled for our Water and Environmental Treatment Facility across the river there and they are willing to meet with us. If we can get a consensus on a time, I can get that scheduled and we can get a full tour of that facility. I think it's important, you need to know where we get our water from, and where it goes when we're through with it. I will send City Administrator Boyce an email with that information and if you can come up with a date and time I'll get that scheduled.

Mayor Jacobellis – So can everyone be here January 27th, the fourth Tuesday?
Unanimous yes.

10. Gladstone Public Library Policy Manual:

City Administrator Boyce – I'm going to ask Library Director, Irene Green to come forward and address the Council on this item. She has been working long and hard on this and I'd like to have her do the presentation.

Library Director, Irene Green – I met with Councilor Sieckmann and he did have a few changes of the Policy Manual. We are required by the Oregon Library Association to have a policy set to the new standards so we have been going through the standards step by step and making sure that all of the policies are covered and also to give clarification to staff. They have been operating for the past number of years with that, really good guidelines to go by in working with the public. I think it gives really good structure, its good public service and its good communication with the public. So they can have the

guidelines of what the Library does require. These Guidelines, this Policy is also required by the Oregon Library Association to be posted on the Library's website so the public will have access to it. I don't know if any of you have reviewed it, I'll go over some of the changes. There were a couple of changes that Councilor Sieckmann went over with me and one of those was on page 10-9 with the number of trustees. This was actually taken and copied paragraph by paragraph from the bylaws of the Library Board. We agreed that it would make more sense to make it continuance and instead of Trustee to just make it Board Member so I would like to make that change in there. And where it says Officers, is also how it was stated in the bylaws of the Library Board and there was a change in there, we thought it should be more clear. Where it says "Officers of the board shall be Chair or Treasurer" will be changed to read "Officers of the board shall be a Chair or a Treasurer". Another thing he pointed out was that the Library Committee is the only one that recommends who is appointed to the Library Board. On most Boards the Council gets the applications and you choose who is appointed, so that may be a conversation you might want to have if you want to make any changes.

On page 10-21 he made a recommendation for a definition of what Lucky Day Book collections are in our libraries. It is standard throughout Clackamas County. They are a book or DVD that contain new and bestselling titles with specific limitations, and those would be that there are only two titles you can check out. The loan periods for these are two weeks for a book and one week for a DVD and you can't place holds or renewals on it. It's something that you come in and see it and if it's a best seller or DVD that was just released the day before you can check it out.

He also mentioned on page 10-23 referring to 6.3.2 under Lost Materials Charges, where it says "late fee", we're going to change that to be consistent to read "overdue charges" so the customers don't get confused.

On page 10-31 it states that "the Library reserves the right to inspect an individual's belongings ..." and that may be something you want to check with legal counsel on. It's my understanding that when you are at a store, if they suspect you of shoplifting they can ask to inspect your parcels but once you leave they cannot. We wanted to get legal clarification on that.

In the Behavior Policy, we wanted to adopt Clackamas County's Policy and when we did, we replaced all occurrences of "Clackamas County Board of Commissioners" with "Gladstone City Council", "County Library" replaced with "City Library, "County Staff" replaced with "City Staff", "Clackamas County" replaced with "City of Gladstone", "Clackamas County" replaced with "Gladstone Public Library", "County Administrator" replaced with "City Administrator", and the "County" replaced with "City" throughout the Ordinance. So it will be rewritten with those changes.

Councilor Sieckmann – So you wouldn't be adopting Clackamas County's Ordinance, you would be creating our own Ordinance with the changes you described? Library Director, Irene Green – Correct. Councilor Mersereau – Has anyone told you how good a job you did? It's notable, it's a lot of work! Director, Irene Green – Thank you, yes it was. There is a lot of detail and trying to pull information from the County and other sources but trying to make it fit us. It is a great resource for the staff to go to, we have been using it as a draft for a while now. Councilor Mersereau – Great job, in my opinion!

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Councilor Reisner – I agree. So besides us, who else has reviewed it, I know Library staff has of course but who else? Library Director, Irene Green – The Library Board has reviewed it several times and has approved it. I am waiting for approval from the City Council too but I have to make the changes first, the City Attorney would also have to review it. We did have City Attorney Abma look through it initially and made several suggestions and we did incorporate a lot of that in there, but it would need a final legal review.

Councilor Johnson – Since you brought it up, can you go over again the differences of how people are appointed to the Library Advisory Board and what the purpose of those differences are? Library Director, Irene Green – I can't tell you the purpose of it, I just know it's in the bylaws. They post it, just like any other committee, people apply for it, the applications are given to the Library at the Board meetings, they review the applications and make a suggestion to City Council as to who should be nominated. Councilor Johnson – So does City Council see all of the applications or do they only see the ones you recommend? City Administrator Boyce – I believe we include all of the applications. Library Director, Irene Green – We recommend one of the applicants. Councilor Mersereau – Typically, the Board has recommended to the Council one applicant and which the Council usually accepts their recommendation, but we can look at all of them and disagree totally and choose somebody else. Councilor Johnson – I was just wondering if it might limit applicants because they don't know you or know the Board, they might have something to offer but they don't apply because they may feel they have to be recommended to the City Council. Library Director, Irene Green – I guess that's something the Council would have to look at and amend in the bylaws. Councilor Johnson – If that were changed at some point, what would your opinion of that be? Library Director, Irene Green – I'm fine, I like continuity throughout the City.

Councilor Sieckmann – I would like to echo Councilor Mersereau' comments. This was a lot to read, I couldn't even imagine being the one that wrote it. I think with very minimal changes, you're going to have a great document here, I think you did a great job!

Councilor McMahon – One question here, it talks about the Library either being essential, enhanced, or exemplary, then there are several pages of standards. Is that something that is going to at some point be filled out, or what is the purpose of this? Library Director, Irene Green – The Library Association approved this in 2014, it is a new document compared to the other standards they used. They didn't want to have Libraries set at, depending on what the economic levels, to never meet certain criteria. This is something they need, to see if the library meets the essential standards, just like a checklist. These are the essential standards every library should have, and if you go to the next level it will include the previous requirements and then go into more definition. Councilor McMahon – Where does the Library meet now? Library Director, Irene Green – Pretty much a mixture right now, now that we're getting a lot of these in there, I think we're hitting most of the essential requirements and we do have a few exemplary.

11. Gladstone Public Library Operations Manual:

Library Director, Irene Green – I wanted to thank Police Chief Pryde, he really did give us a lot of guidance in trying to formulate this policy and Councilor Mersereau has also

given a lot of guidance, we were pretty much lost in the beginning of where to go with it. The Senior Center was a good stepping stone for it.

I hope I did cover all of the areas in it. I do know there was one area in number five on Administration, under number four where Councilor Sieckmann thought we should have defined what some of the relationships are with the City Council and the City Administrator. I did work on that a little bit today actually and a lot of that was taken from the Council guidebooks, so I do have that written down, but I will add that to it.

Councilor Mersereau – I've got one comment on page 11-18, Item 9 B. "The Gladstone Public Library provides safe, comfortable, friendly, and inviting facilities conducive to library use." I'm sure that's what you want it to be, that's the goal and I'm sure it probably is but I feel we should put the word "goal" or "requirement" or something other than the fact that it is wonderful. Library Director, Irene Green – We're not quite there yet. Councilor Mersereau – The goal is to get it there. Other than that I thought it was great.

Councilor Sieckmann – At some point we're going to need to have a discussion on whether or not we want to make all Boards consistent on how they are run, do we want to change all of the other Boards or do we want to leave the Library's separate and different. The other thing I think we might want to discuss is we're working on several public policies but this is only the second public policy that we've seen. The first one has some verbiage in it, and I don't remember exactly what it is, that has to do with contact for the Councilors with all levels of the department. Library Director, Irene Green and I talked about this a little bit and it's kind of a Council decision because we do have a Council administrator process that we work under where we deal with the administration the administration deals with the departments. We've got one policy that is encouraging access by all Councilors to all levels and I asked her about that and she said I don't know if we're supposed to be doing that or if we're not, that should be a Council decision. That would be a second part of this that we need to make a policy decision on whether we want that in our policies or not. Councilor Johnson – It's here in the organizational structure already though, maybe not just written, that the City Council works through the City Administrator that works with the Library Director. Councilor Sieckmann – I understand that and that would be the way this policy is but that's different from the Police policy we already approved. So once again, back to the consistency thing, how do we want our policies to be? So I just wanted to bring that up to the Council for a later discussion, not tonight. Library Director, Irene Green – Some of that is addressed in the Council Packet, because I was copying information today and in the Council Packet it does say, "The City Administrator is the City Liaison for the City Council and staff other than general informational requests. The primary function to staff are to ask Council policy actions and to keep the Council members informed. Library staff is to take guidance and direction only from the City Administrator." So that is in the Council bylaws. Councilor Sieckmann – So we want to stay consistent, is my only thought so maybe have some discussion on that at a later date.

Mayor Jacobellis – So can we approve both of these tonight or do we have to wait for the corrected versions. City Administrator Boyce – We still need some legal review to be done, but we wanted get the Councils reaction to them to see if this is going the right way and apparently it is.

12. Update -- Gladstone Public Policy on Policing:

Police Chief, Jim Pryde – Councilor Nelson was the only sane Councilor in 2010 when the initial Public Policy on Policing was enacted after a lot of work. City Administrator Boyce and I have been in discussions for some time now that it's time to go through another process as our community continues to evolve, to see if it is all still applicable, what needs to be changed, as noted in the Staff Report I prepared for you. The plan would be to use a similar process that we used previously. It's a three legged stool, it's the community, the staff, and it's City Council. The objective is to create alignment in terms of what we want out of the Police Department.

Right now we have ten principals that guide how we do our work, it's been five years and we want to see if we want to make any changes to it. I have preliminarily formed an initial committee of people who represent different communities in Gladstone and we have not met yet, because I wanted to meet with Council first and get any input or marching orders from you. I also know that you are having a retreat later this month, in which this may or may not be a topic of conversation.

One of the members I asked to join the Committee is Dave Kruse. For your information, Councilor Nelson as our Police Liaison, I have asked him to serve to take a look at the Policy. Sherry Hall, Steve Leitz from the business community, Brian Early one of our Police Department Chaplains from Gladstone Baptist Church, Gladstone High School Principal Natalie Osborn and one of her Leadership Students so we have a youth contingent there, and I would also like to use a GBD staff member yet to be named. So that's the initial group going into this. I'll have this committee take a good hard look and get their input on it and go to each member of the Department and see what their opinion is on it and then go out to the community and community forums, have it on our website and Facebook page, community meetings and see who comes. One of the meetings we had last time we had four people show up and it was well advertised. This time we may get a very different draw but the point is we make the attempt because this process is very important as you know.

Police Chief, Jim Pryde – I'm here to answer your questions or hear your thoughts. Mayor Jacobellis – Well you are right on the money because I talked to some others here and the retreat thing again: I would just ask everybody's patience on this. It's not that we're putting everybody off, especially dealing with the Policing Policy, just give us a chance to give you our thoughts, our concerns, what we agree on, then you can take that and start working that into your Policy. So you've got some clear direction on where we'd like to see it go and some ideas we have and then work it up and involve them and then bringing it back to us. I would say awesome, we're going to get on it but just give us till after the retreat and we'll have some concrete stuff, City Administrator Boyce will have it and can say, hey here is what we discussed and what we'd like to see. And certainly come in any time and say, hey let's talk about this, this idea is kind of out there or whatever. I don't know how that happens but I'm sure City Administrator Boyce can figure it out. That would be my suggestion.

Councilor Reisner – I have two questions regarding the cost impact. You stated that "there will be significant staff time dedicated." I was hoping for more clarification on this and the overtime since you are going to revamp what's already there. Police Chief, Jim

Pryde – So I've been through this twice in two different jurisdictions so I've seen it from the inside out. In the background, that is very invisible to the organization, there is a lot of logistical work, planning, and preparation, conducting the meetings, speaking at service clubs, editing the document as we go forward, and having an officer or civilian staff member at the meetings so they are hearing what the community members are saying. That's what I'm talking about.

13. Discussion Regarding City Council Retreat:

City Administrator Boyce – As I have reported to you, we have had a very generous offer by Mr. L. B. Day, a professional Facilitator who is willing to facilitate this meeting, and Natalie Smith has put us in contact, but before I meet with him and set an agenda, I wanted to discuss with the City Council what the Councilors want to address at this retreat. Include the people who should be included and don't spend a lot of time on items that may not be as important to Council.

The proposal is very loose at this point, but because we have new Council Members we do need to touch on our Mission, Vision, and Values Statements. I'm getting input that not much time needs to be devoted to that, but personally I do want to give the opportunity to those new to the Council to say I'm good with this or let's talk about changes.

I think a large part of it is going to be identifying goals and prioritizing some of those projects that are deemed important by Council. Mr. Day also recommended some team building activities but some of the Council feel it is not be a priority for them but I would like feedback from the Council as a whole. Originally we had envisioned department heads participating in that meeting but I'm getting some feedback that this retreat should focus on the Council and we can schedule a meeting at a later time with department heads once the Council has had the opportunity to identify its priorities. So I'm looking for a consensus on whether or not to include the department heads as a participant.

Mr. Day was recommending, and I believe all of the Councilors have said they could attend, a two day retreat the afternoon of Friday, January 30th from 1 pm to 5 pm, and I need to discuss the duration of the meeting on Saturday the 31st with Mr. Day, but the input I'm receiving from Council is that it should be a full day.

I've also had input from the Councilors that it take place somewhere other than the Council Chambers. There are a couple of options at the Senior Center. Right now the new addition at the High School, called the Activities Room, is available at little to no cost. The other option we looked at was the Holiday Inn next to Safeway and a conference room could be rented for two days for \$600. We have contacted the School District and asked for the use of that facility but I want the Council to have some say on where this is.

Councilor Nelson – I think the School District is the way to go and it's got lots of parking. I have been to several conferences in the new wing at the High School, it works out really well and you're never interrupted there. If staff were there it would be close for them but if there not it's still got lots of parking available and it's close for all of us. Councilor Sieckmann – Is Friday afternoon going to be a problem with the kids being in school? Councilor Nelson – It shouldn't be there, all of the classrooms are upstairs. City Administrator Boyce – Jolene Morishita, Assistant City Administrator contacted the

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School and they had no problem with it whatsoever. So I'm hearing consensus on the location? Councilor Reisner – Are we talking just for Friday? City Administrator Boyce – And Saturday but I will be meeting with Mr. Day and get the times for Saturday and go over all that we've discussed tonight. There may be small tweaks to the schedule but we're shooting for 1 pm – 5 pm on Friday.

Councilor Sieckmann – I think it's ok to review our Mission, Vision, and Values Statements, I think they are written broadly enough that we will be able to work under that umbrella to do pretty much anything we need to do. Some of the Councilors may have never seen them so that is important. We do need to spend the majority of our time on identifying and prioritizing our goals and projects.

I have some real concerns about the team building activities. It's interesting, we've got someone who is really respected in his field and he's recommending some team building activities and he's not charging us for his time. I'm sure on a day and a half seminar he would normally charge us quite a bit. If we're accepting his expertise in his field, we're expecting him to lead us, I'm not going to have any trouble doing Team building activities. They can make us feel a little silly and sometimes embarrassed but we're asking for his expertise, I don't think we need to spend a lot of time on it unless we get there and realize we really do need the team building exercises. City Administrator Boyce – When we first met we were planning on the department heads being there and I don't know if his recommendation was based on building a team between the Council and department heads or not, so I will ask his opinion on that. Councilor Sieckmann – As far as the department heads, I think we're going to have plenty to work on and I think there's a lot that we can do with department heads as well, but I think the Council needs to work on getting us all going the right direction as one unit first and then we can incorporate them into it. City Administrator Boyce when you meet to go over and set the agenda, I would suggest that the Mayor and the Council President are present. Maybe the three of you can work with the Facilitator, I don't know if that will be acceptable to them or not and don't know if it's acceptable to the Council but that is my suggestion.

Councilor McMahon – I agree with Councilor Sieckmann, we will have enough going on without the City staff and department heads there as well. And the School District.

Councilor Reisner – I would like to have a presentation by Susan, our Accounting Clerk, as to the reports we get, also from staff on what kind of accounting information we're supposed to get that we have to approve on a monthly basis. We get a list of check numbers and amounts, Accounts Payable with check detail, we get Accounts Payable Outstanding Invoices, so they're Accounts Payable with different information but there might be other reports that might be different from this that we might want to see that might help us. Mayor Jacobellis – I think for the purposes of the retreat, I don't think we have Susan there, it's the department heads. City Administrator Boyce – I think this is something we could do even outside of the retreat. I can give you all of the reports we generate that have public information, so they would be Budget vs Actual, Budget vs Revenue, General Ledger, there are a number of reports we generate on a monthly basis that we could share with Council. I just know that there are so many projects that we want to get to with the Council. Maybe those could be starting point. Councilor Reisner – Two reasons I wanted to do this. Unless you've taken some accounting classes this is a bunch of numbers on a piece of paper, and names and invoices. It doesn't make sense,

it's just like going through our Attorney's bill the last couple of years. I've had to ask three or four times because it's in a different language. We've got, in essence, four new members and it wouldn't hurt me also. Then maybe another Work Session. City Council asked over a year ago for a Work Session in regards to Code Enforcement which hasn't happened yet. Granted we've got a new Council, we have a tendency of not getting some things done. Mayor Jacobellis – When we come to this, besides the goal setting, priorities, and the list, it will be transportable if you want to present it. I think that some of the deficiencies and frustrations will be presented and maybe we can come to some sort of plan on where we're going with that. How did this fall through the cracks for years, and how can we fix it, that is part of the whole goal for this thing. I think we should just talk and get this all out and come up with a plan to fix it. That's why this retreat is such a big deal. Councilor Reisner – I agree, thank you!

Councilor Johnson – In regards to the team building idea, my experience in the corporate world has been that team building exercises have been to bring shy people out of their shells, and aside from Councilor Sieckmann, we don't have any of that, so I would ask that we don't spend a whole lot of time on that. I would also point out that in the City Council's last retreat, they beat the Mission, Vision, and Value Statements to death so maybe we could skip it this year and look at it next year and not spend a lot of time on that either. I want to make sure we have enough time to talk about goals, and talk about ideas, and be able to float them around and make sure we don't spend too much time on extraneous stuff. I would also like to ask that as the agenda develops, maybe even if it's a draft, that we could see that and not be surprised on Friday afternoon with, this is the agenda, this is all we're going to do. I would like to have some input on helping that evolve.

Councilor Mersereau – Regarding the Mission, Vision and Values Statements, I've noticed the Council have asked several questions tonight, which are actually answered, for most of those, in the City Council Guidebook. That's one of the reasons I helped the group put that together, because there were always questions about, how do we do things and so on. So regarding the Library Board, the statements and such which are by the bylaws and such, there's a note with the actual bylaw number in there. Regarding the Senior Center, any Board and such, also the Mission Statement is in there, so you can review those beforehand. I would like not to spend so much time reviewing that however, the new members and I can read those and if we have a problem with it we can bring it up. Other than that, the Council retreat has a couple of main missions; to get us together to talk, learn our likes and dislikes, get us working together as a team, which the team building exercises may not be totally out of the question; and to set the goals and objectives that we would like to agree upon, I'm hoping in a team manner, sometimes team exercises can help that to happen.

City Administrator Boyce – I just want to remind you that this is a public meeting so the public may attend. We have to record audio and will be renting audio equipment to make that happen. We'll be bringing in lunch on Saturday and we'll have water, coffee, and things like that at the location.

Mayor Jacobellis – To close on this, I agree with what everybody said, the whole idea was to get some ideas and thoughts out there, to get some priorities set, some housekeeping rules, and on the team building I have seen that go on and on. To answer

Councilor Sieckmann's question, I would be happy to go and meet with Mr. Day and City Administrator Boyce to get his take on all this if it is what the Council wants.

Natalie Smith, 345 W. Dartmouth Street – Just to put your mind at ease, the Team Building exercises don't usually last more than 30 minutes, they are generally 15 minutes, they're not very long. In regards to the agenda, that's the only way the man operates because everything has to be very precise on how much time each item is allotted for each individual thing you are going to go through and want to achieve during the sessions. He's been doing it for 38 years so he won't do one without an agenda so everything is very timed and precise.

Mayor Jacobellis – Well, I have to admit that I'm a little concerned that we may only have 15 minutes to talk about the Policing Policy and 30 minutes to talk about Water and Sewer. City Administrator Boyce – I believe that the agenda will be broader than that, like developing goals, and prioritizing goals. Natalie Smith – Strategic Planning sessions can go on from 4 to 6, sometimes 8 hours depending on how large, like are we looking at 5 years out or 10 years out. Councilor Sieckmann – I had requested that both the Mayor and President meet to work on the agenda, are we ok with that? Mayor Jacobellis – Is the Council good with that? Unanimous yes. Councilor Mersereau said he could attend. On the agenda, we have all discussed at least what I would like to see and I think we were all in agreement so if everyone is ok with this, I will get together with City Administrator Boyce and write down what I would like to see and he can put it together and shoot it out to everyone and then you can send back your feedback. City Administrator Boyce – That would be fine, I would ask everyone to send all of their responses to me and I will get everything out to the Council as a whole, I just don't want to get engaged in a meeting. Mayor Jacobellis – We will get that done by Friday, we can do that can't we? City Administrator Boyce – I think what we should do is write down what we would like to accomplish, put it into a rough draft form and then go to the meeting Friday with that and finalize it at that point. Mayor Jacobellis – Ok so we have everything figured out on the retreat, the meeting Friday is at 11:30 am. City Administrator Boyce – I don't know if we want to meet there, it's at the office across from the DMV.

14. City Council Meeting Considerations:

Mayor Jacobellis – What this was originally about was starting the meetings earlier, at 6:30 pm and if we have an Executive Session it will come earlier, it gives the staff the ability to just hang out, and when we have 14 items on the agenda we don't go till 10:30 pm or 11 pm. It's been pointed out that it may take some time to do a code amendment, we'll have to look at that. There are some other ideas we will talk about at the retreat, like time limits on input, and some other housekeeping things having to do with Council meetings. We can't change the time tonight, we'll have to amend Code 2.04.010. City Attorney Doughman – I would suggest changing it to read "a time of the Councils choosing". Councilor Sieckmann – Right now while we're working on that, I suggest it states "the fourth Thursday is reserved for Council Adjourn Meeting and Work Sessions". We've got a lot of work to do and I would rather just make it a regular meeting and meet twice a month, so that's something we can discuss as well. We've got a lot of business to go over the next several years, so instead of waiting till Tuesday to see if we're going to have a meeting, I think we should just schedule it out for the next four years so I know that the second and fourth Tuesday I'm going to be tied up. Just

something to think about. Mayor Jacobellis – We can talk about that at the retreat and see what we want to do.

BUSINESS FROM THE COUNCIL:

- Councilor Nelson – Reminded Council that this coming Thursday, January 29th, is the Reception for Former Councilor Hal Busch, from 6 pm to 8 pm at the Senior Center.
- Councilor Nelson – What time is the Adjourn Meeting next Tuesday, January 27th? City Administrator Boyce stated that the meeting starts at 7:30 pm.
- Councilor Johnson – Per a discussion I had with City Administrator Boyce, and it's been ongoing with Councilor Sieckmann and others, it appears that the Tigard Water Pumping Station does not meet the Design Review from our Planning Commission, where they agreed to have a structure that looked residential in nature and has other limitations, and I know that Councilor Sieckmann has looked into this further. I want to express that I think it is so far off that a Stop Work Order would be justified, and would be fine with this.
- Councilor Johnson – We had our first Coffee with a Councilor yesterday and I was surprised there was such a great turn out, and many people came. I noted four topics of concerns; requiring garbage service; outdoor burning of yard debris and trash; perpetual garage sales; and lots of discussion about Dog Leash Laws.
- Councilor Reisner –The Oregon Legislature went into session yesterday and I met with Allen Olson and Brent Barton and they are looking forward to coming before us, likely later than sooner, but they are receptive to any needs we might have of them and would like to work with us in partnership in what comes up.
- Councilor Reisner – Expressed his thanks to City Attorney Doughman for his generous holiday gift.
- Councilor McMahon – At Christmas time I'm always involved with the Fire Department and with my own Fire Engine. This was the eighth year of Santa and The Mac, and through the 3 nights they collected about 250 pounds or 5 ea. 55 gallon drums of canned food and toys that we took up to the Gladstone Food Bank. I know that last November or December the City Council donated \$500 to the Gladstone Fire Department for their Food Drive and they were able to help about 120 families and they also had a lot of toys and canned goods left over that they also ran up to the Gladstone Food Bank at the Adventist Camp. Thank you Stan, it was a very good year.
- Councilor Sieckmann – I want to reiterate what Councilor Johnson said, and felt that Coffee with a Councilor was a great success. There were several items brought up and the one thing I saw was the entire demeanor of the people that were there. They came in, they had complaints, but they expressed them in a very calm manor. They were very happy that someone would listen to them. It wasn't a Council Meeting and there were no notes taken so we need to be really careful what we're saying. The one thing I did, per City Administrator Boyce's request was, I wrote down the date and time of the meeting, and made a list of topics discussed and turned that into City Administrator Boyce. If someone can do that at each meeting, then we will have a running spreadsheet of topics so that once a quarter, every six months or whenever we chose, the Council can take a look at the spreadsheet and review it to see what has been discussed, are there topics being

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brought up over and over again, and figure out what needs to be addressed. Councilor Mersereau asked if there had been a sign in sheet for the meeting. Councilor Johnson stated that there wasn't, but it should be done in the future.

- Mayor Jacobellis thanked those who attended and adjourned the meeting.

ADJOURN - Meeting was adjourned, no time given.

Approved by the Mayor this _____ day of _____, 2015.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

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	PROJECT	START DATE	GOAL COMP. DATE	STATUS
								Current & Ongoing Projects			
								Project list will be updated to include new City Council retreat directives upon completion of meeting notes.			Notes under review by facilitator
PB							Master Plan	Park Master Plan	Feb 2015	December 2015	Present Directive to Park and Recreation Committee in February
PB							Misc. Projects	Update Public Policy on Policing	Dec 2014	June 2015	Council discussed at retreat.
PB							Misc. Projects	Reevaluating Non-Dept. Personnel Access to PD and Court	June 2014	March 2015	Court access issue remains. City Hall staff require access to court. Bid received for secure door between court and PD. Options being considered certify City Hall staff with LEDS or install security door.
PB							Capital Projects	Managing Rinearson Pond Project	2013	September 2015	Proposed construction 2015. Continuing to meet with Cascade and HOA. Preparing land use applications.
PB								Chart of Accounts	June 2014	June 2015	Chart of Accounts goal date under review. CPA requested remote access to server which was denied due to security concerns. Staff has reviewed proposed changes with CPA.

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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				
PB					PB	Admin	Electronic Timesheet/Adjustment of Pay Period	June 2014	June 2015	Continuing to meet with unions regarding adjustment of pay periods
PB			CC		PB	City Hall	Developing Update for the Transportation System/Pavement Master Plan		Nov 2015	RFP to City Council by second meeting in February. Select proposal in March 2015.
PB			CC		PB	City Hall	Reviewing Options for City Hall/Police Facilities - On Going	08/14/12	March 2015	Advisory Committee still under review. City awarded grant for seismic upgrade of Police Department.
PB			CC		PB	City Hall	Inter-Government Agencies:- Negotiating IGA with Oak Lodge Sanitary District		April 2015	Activley discussing provisions with Oak Lodge.
							Inter-Government Agencies:- Negotiating IGA with Clackamas County		February 2015	Planning, Building Inspection, Erosion Control. Considering development of an RFP. Oregon City has indicated a willingness to submit a bid.
PB			CC		PB	City Hall	Fire Department Operations and Public Policy Plan.	11/12/13	June 2015	Initial stages of developing policy.
PB			CC		MF	Fire Dept.	New Library Design and Construction Project.	November 2014	January 2016	Ballot measure passed. Complete IGA, search for property and consider consolidating city hall.
PB			CC		PB	Library	2009 IGA	November 2014	May 2015	Received two proposals. Hired new attorney to aid in negotiation.
PB			CC		PB	Library	2011 IGA	November 2014	February 2015	Negotiating with County.

City of Gladstone
Staff Report

Report Date: February 4, 2015
Meeting Date: February 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Budget Committee

History/Background:

Please be advised there is currently one (1) vacant term on the Budget Committee, term to expire 12-31-15.

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 city's newsletter, 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:

- Doreen Utz, 445 E. Exeter, has lived in Gladstone for 28 years and is employed as a Disability Analyst for the State of Oregon. Ms. Utz indicates she has the time to contribute to the community and sees budget issues in our future (such as infrastructure) and would like to be active in the process.

Proposal:

Appoint the applicant to a term on the Budget Committee that expires 12-31-15.

Options:

Do not appoint Budget Committee member.

Cost Impact:

No impact.

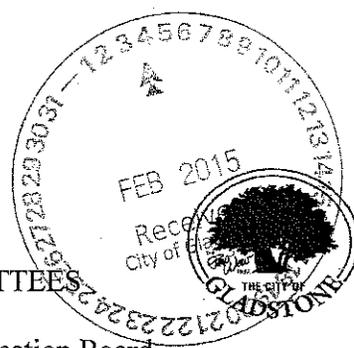
Recommended Staff Action:

Staff recommends City Council appoint the applicant to a term on the Budget Committee that expires 12-31-15.

Department Head: Pete Boyce
Date: 02/04/2015

Administration: Pete Boyce
Date: 02/04/2015

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: DOREEN WITZ

ADDRESS: 445 E. EXETER

TELEPHONE: (HOME) 503 975 2207 (WORK) 503 986 4890 EX 64890

EMAIL: doreenwutz@yahoo.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 28 years

OCCUPATION/EMPLOYER (state your specific line of business): Disability Analyst
with State of OREGON

DESCRIBE YOUR ACTIVITIES AND INTERESTS: SPORTS, ART, CRAFTING

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

Children are grown so I have no local activities

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 now have the time to contribute to the community.
I see budget issues in our future (such as infrastructure) and would like to be active in the process.

SIGNATURE: Doreen Witz DATE: 2/3/15

CITY OF GLADSTONE

January 2015

Payroll

01/06/2015	Payroll Check	#77689	\$972.01	
01/16/2015	Payroll Check	#77832	\$9,267.66	
01/23/2015	Payroll Check	#77837	\$3,180.85	
01/30/2015	Payroll Checks	#77838 - 77869	\$199,660.36	
01/30/2015	Payroll Check	#77891	\$2,001.86	
1/30/2015	Payroll Direct Dep.		\$152,182.02	
			\$367,264.76	Total

Manual/ Month End Checks

1/6/2015	A/P Checks	#77690 - 77708	\$8,412.65	Misc AP
1/6/2015	A/P Checks	#77709	\$100.00	Misc AP
1/15/2015	A/P Checks	#77785 - 77831	\$70,066.41	Misc AP
1/21/2015	A/P Checks	#77833 - 77836	\$10,075.90	Misc AP
			\$88,654.96	Total

Urban Renewal Checks

1/14/2015	A/P Checks	#5475 - 5476	\$1,040.00	Misc AP
			\$1,040.00	Total

Outstanding Invoices

Pending			\$338,352.34	

JANUARY 2015

\$795,312.06

Total

Council Approval

Payroll

G/L Distribution Report

User: sledoux

Batch: 00099.01.2015 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	0.00	972.01	CASH IN BANK
001-000-290001	0.00	132.19	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	217.38	SOCIAL SECURITY W/H
001-000-290003	0.00	87.82	STATE TAX W/H
001-000-290004	0.00	0.06	WBF WORKDAY ASSESS
001-000-290005	0.00	9.95	UNEMPLOYMENT
001-000-290007	0.00	10.28	TRI-MET TAX
001-000-290103	0.00	676.76	HEALTH INS W/H
001-000-290104	0.00	20.09	UNION DUES W/H
001-000-290105	0.00	100.00	DEFERRED COMP W/H
001-000-290108	0.00	2.63	LIFE INSURANCE/PU
001-000-290111	0.00	210.77	RETIREMENT/PERS
001-000-290115	0.00	19.31	DISABILITY INSURANCE
001-029-102500	970.74	0.00	PAYROLL COSTS
001-029-223000	1,488.51	0.00	LIBRARY ASSISTANT II
Section 1 Total:	2,459.25	2,459.25	
Report Total:	2,459.25	2,459.25	

Payroll

G/L Distribution Report

User: sledoux

Batch: 00098.01.2015 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	0.00	9,267.66	CASH IN BANK
001-000-290001	0.00	2,485.50	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	2,147.32	SOCIAL SECURITY W/H
001-000-290003	0.00	1,129.62	STATE TAX W/H
001-000-290004	0.00	11.22	WBF WORKDAY ASSESS
001-000-290005	0.00	98.24	UNEMPLOYMENT
001-000-290007	0.00	101.57	TRI-MET TAX
001-000-290008	0.00	1.48	MISCELLANEOUS
001-000-290103	0.00	7.71	HEALTH INS W/H
001-000-290104	0.00	71.29	UNION DUES W/H
001-000-290108	0.00	3.40	LIFE INSURANCE/PU
001-000-290111	0.00	782.16	RETIREMENT/PERS
001-000-290115	0.00	23.04	DISABILITY INSURANCE
001-000-290124	0.00	125.00	VEBA HEALTH CONTRIBUTIONS
001-024-102500	2,212.68	0.00	PAYROLL COSTS
001-024-146200	13,453.02	0.00	POLICE OFFICER
001-024-151500	137.10	0.00	HOLIDAY PAY
001-024-152500	452.41	0.00	OVERTIME
Section 1 Total:	16,255.21	16,255.21	
Report Total:	16,255.21	16,255.21	

Payroll

G/L Distribution Report

User: sledoux

Batch: 00097.01.2015 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	0.00	3,180.85	CASH IN BANK
001-000-290001	0.00	276.39	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	622.98	SOCIAL SECURITY W/H
001-000-290003	0.00	237.87	STATE TAX W/H
001-000-290004	0.00	3.56	WBF WORKDAY ASSESS
001-000-290005	0.00	28.50	UNEMPLOYMENT
001-000-290007	0.00	29.47	TRI-MET TAX
001-000-290103	0.00	80.48	HEALTH INS W/H
001-000-290104	0.00	55.34	UNION DUES W/H
001-000-290108	0.00	2.63	LIFE INSURANCE/PU
001-000-290111	0.00	482.22	RETIREMENT/PERS
001-000-290115	0.00	18.02	DISABILITY INSURANCE
001-024-102500	946.54	0.00	PAYROLL COSTS
001-024-150000	4,071.77	0.00	POLICE RECORDS CLERK
Section 1 Total:	<u>5,018.31</u>	<u>5,018.31</u>	
Report Total:	<u>5,018.31</u>	<u>5,018.31</u>	

Payroll

G/L Distribution Report

User: sledoux

Batch: 00100.01.2015 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	78,364.47	0.00	CASH IN BANK
001-000-290000	0.00	152,182.02	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	30,377.37	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	37,982.72	SOCIAL SECURITY W/H
001-000-290003	0.00	15,739.72	STATE TAX W/H
001-000-290004	0.00	242.36	WBF WORKDAY ASSESS
001-000-290005	0.00	1,737.74	UNEMPLOYMENT
001-000-290007	0.00	1,796.62	TRI-MET TAX
001-000-290008	0.00	1,237.05	MISCELLANEOUS
001-000-290102	0.00	1,014.00	CREDIT UNION W/H
001-000-290103	0.00	57,771.64	HEALTH INS W/H
001-000-290104	0.00	1,798.42	UNION DUES W/H
001-000-290105	0.00	6,000.00	DEFERRED COMP W/H
001-000-290108	0.00	124.77	LIFE INSURANCE/PU
001-000-290111	0.00	38,955.90	RETIREMENT/PERS
001-000-290112	0.00	3,015.82	RETIREMENT
001-000-290114	0.00	775.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	894.66	DISABILITY INSURANCE
001-000-290124	0.00	1,791.73	VEBA HEALTH CONTRIBUTIONS
001-000-290125	0.00	637.65	SECTION 125 FLEX HEALTH
001-021-100000	9,311.13	0.00	CITY ADMINISTRATOR
001-021-100500	7,160.63	0.00	ASSISTANT CITY ADMINSTRATOR
001-021-101500	4,839.89	0.00	ADMIN SECRETARY/REC COORDINATO
001-021-102000	4,516.99	0.00	ACCOUNT CLERK (FINANCE)
001-021-102500	12,907.70	0.00	PAYROLL COSTS
001-022-102500	2,560.97	0.00	PAYROLL COSTS
001-022-120500	4,695.88	0.00	MUNICIPAL COURT CLERK
001-024-102500	42,325.82	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	7,391.16	0.00	POLICE SERGEANT
001-024-141000	7,458.50	0.00	POLICE SERGEANT
001-024-141500	5,754.69	0.00	POLICE ACTING SERGEANT
001-024-142000	6,214.42	0.00	POLICE DETECTIVE

Account Number	Debit Amount	Credit Amount	Description
001-024-142300	6,250.21	0.00	POLICE DETECTIVE
001-024-142500	6,451.79	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	5,552.80	0.00	POLICE OFFICER
001-024-146400	5,501.90	0.00	POLICE OFFICER
001-024-146500	2,051.91	0.00	MUNICIPAL ORDINANCE SPECIALIST
001-024-150300	910.00	0.00	POLICE RECORDS CLERK ON-CALL
001-024-150500	108.54	0.00	POLICE RESERVES
001-024-151500	3,144.34	0.00	HOLIDAY PAY
001-024-152500	6,436.63	0.00	OVERTIME
001-024-152600	2,212.84	0.00	TRAINING OVERTIME
001-025-102500	6,448.27	0.00	PAYROLL COSTS
001-025-170000	1,148.80	0.00	FIRE CHIEF
001-025-170300	6,657.12	0.00	FIRE MARSHAL
001-025-171000	17,230.76	0.00	ON-CALL FIREFIGHTERS
001-026-102500	3,401.73	0.00	PAYROLL COSTS
001-026-190000	665.69	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	5,177.34	0.00	UTILITY WORKER, JOURNEY
001-028-102500	5,791.15	0.00	PAYROLL COSTS
001-028-208500	5,892.32	0.00	SENIOR CENTER MANAGER
001-028-209500	1,942.93	0.00	TRAM DRIVER
001-028-210000	1,642.11	0.00	CENTER ASSISTANT
001-028-210500	2,201.43	0.00	NUTRITION CATERER
001-029-102500	11,409.57	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	1,659.78	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
001-029-223100	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-223200	621.65	0.00	LIBRARY AIDE
001-029-223500	2,426.09	0.00	ON CALL LIB ASSISTANT
001-029-223600	1,786.34	0.00	REFERENCE LIBRARIAN SUNDAY
Section I Total:	354,075.19	354,075.19	
Section I 003	SEWER FUND		
003-000-140000	0.00	18,021.14	CASH IN BANK
003-003-102500	5,549.52	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	5,766.88	0.00	UTILITY WORKER
003-003-301200	2,029.59	0.00	ACCOUNT CLERK

Account Number	Debit Amount	Credit Amount	Description
Section 1 Total:	18,021.14	18,021.14	
Section 1 004	WATER FUND		
004-000-140000	0.00	25,313.18	CASH IN BANK
004-004-102500	8,577.43	0.00	PAYROLL COSTS
004-004-400300	1,997.14	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,345.12	0.00	UTILITY WKR, JOURNEY/MAINTENANC
004-004-401000	4,807.52	0.00	UTILITY WORKER, JOURNEY
004-004-401200	2,029.58	0.00	ACCOUNT CLERK
004-004-401500	5,556.39	0.00	UTILITY WORKER, JOURNEY
Section 1 Total:	25,313.18	25,313.18	
Section 1 005	ROAD & STREET FUND		
005-000-140000	0.00	10,717.73	CASH IN BANK
005-005-102500	3,888.00	0.00	PAYROLL COSTS
005-005-501500	1,664.29	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	5,165.44	0.00	UTILITY WORKER, JOURNEY
Section 1 Total:	10,717.73	10,717.73	
Section 1 008	POLICE/COMMUNC LEVY FUND		
008-000-140000	0.00	35,548.50	CASH IN BANK
008-008-102500	12,445.80	0.00	PAYROLL COSTS
008-008-800500	5,784.57	0.00	SCHOOL RESOURCE OFFICER
008-008-801000	3,805.90	0.00	POLICE OFFICER
008-008-801500	5,438.64	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	1,621.76	0.00	OVERTIME
Section 1 Total:	35,548.50	35,548.50	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		
009-000-140000	0.00	8,724.28	CASH IN BANK
009-009-102500	2,921.28	0.00	PAYROLL COSTS
009-009-900500	5,476.25	0.00	FIRE COORDINATOR
009-009-901500	326.75	0.00	SEASONAL HELP
Section 1 Total:	8,724.28	8,724.28	
Report Total:	452,400.02	452,400.02	

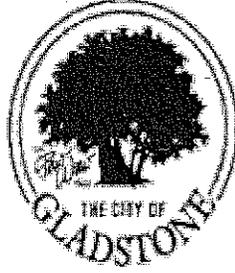
Payroll

G/L Distribution Report

User: sledoux

Batch: 00001.01.2015 MANUAL

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	0.00	2,001.86	CASH IN BANK
001-000-290001	2,001.86	0.00	FEDERAL WITHHOLDING W/H
Section 1 Total:	<u>2,001.86</u>	<u>2,001.86</u>	
Report Total:	<u>2,001.86</u>	<u>2,001.86</u>	

Clearing House

Distribution Report

User: sledoux
 Printed: 01/28/2015 - 4:24PM
 Batch: 00030.01.2015



Account Number	Debit	Credit	Account Description
001-000-140000	0.00	152,182.02	CASH IN BANK
001-000-290000	152,182.02	0.00	DIRECT DEPOSIT LIABILITIES
	<u>152,182.02</u>	<u>152,182.02</u>	
Report Totals:	<u>152,182.02</u>	<u>152,182.02</u>	

Accounts Payable

Check Detail

User: sledoux
Printed: 01/06/2015 - 4:07PM



Check Number	Check Date		Amount
00616 - Baker & Taylor Inc			
77690	01/06/2015		
Inv	4011067701		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/03/2014	Baker & Taylor		91.73
Inv 4011067701 Total			91.73
Inv	4011068318		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/02/2014	Baker & Taylor		7.70
Inv 4011068318 Total			7.70
Inv	4011071175		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2014	Baker & Taylor		43.44
Inv 4011071175 Total			43.44
Inv	4011074778		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2014	Baker & Taylor		12.35
Inv 4011074778 Total			12.35
Inv	4011075387		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/09/2014	Baker & Taylor		193.98
Inv 4011075387 Total			193.98
Inv	4011077220		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/10/2014	Baker & Taylor		36.99
Inv 4011077220 Total			36.99
77690 Total:			386.19
00616 - Baker & Taylor Inc Total:			386.19

Check Number	Check Date		Amount
01893g - Comcast			
77691	01/06/2015		
Inv	229 0226429		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2014	Comcast		7.79
Inv 229 0226429 Total			7.79
Inv	229 0732582		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/21/2014	Comcast		135.10
Inv 229 0732582 Total			135.10
77691 Total:			142.89
01893g - Comcast Total:			142.89
02915 - Union Security Insurance			
77706	01/06/2015		
Inv	4005790-212		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2014	Union Security		3.50
12/31/2014	Union Security		156.55
Inv 4005790-212 Total			160.05
77706 Total:			160.05
02915 - Union Security Insurance Total:			160.05
03818 - Honey Buckets			
77692	01/06/2015		
Inv	2-1090039		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2014	Honey Buckets		93.00
Inv 2-1090039 Total			93.00
77692 Total:			93.00
03818 - Honey Buckets Total:			93.00
03958 - Integra Telecom			
77693	01/06/2015		

Check Number	Check Date	Amount
Inv	12583487	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/11/2014	Integra	657.13
12/11/2014	Integra	147.34
12/11/2014	Integra	99.01
12/11/2014	Integra	31.88
12/11/2014	Integra	99.01
Inv 12583487 Total		1,034.37
77693 Total:		1,034.37
03958 - Integra Telecom Total:		1,034.37
04900 - Midwest Tape		
77694	01/06/2015	
Inv	92369024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2014	Midwest Tape	14.99
Inv 92369024 Total		14.99
Inv	92392107	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2014	Midwest Tape	15.79
Inv 92392107 Total		15.79
Inv	92399449	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2014	Midwest Tape	46.28
Inv 92399449 Total		46.28
Inv	92403821	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2014	Midwest Tape	79.92
Inv 92403821 Total		79.92
Inv	92403822	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2014	Midwest Tape	33.28
Inv 92403822 Total		33.28
Inv	92407885	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2014	Midwest Tape	21.64
Inv 92407885 Total		21.64

Check Number	Check Date		Amount
Inv	92407887		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2014	Midwest Tape		53.28
Inv 92407887 Total			53.28
Inv	92407888		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2014	Midwest Tape		34.64
Inv 92407888 Total			34.64
Inv	92407889		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2014	Midwest Tape		33.49
Inv 92407889 Total			33.49
Inv	92408100		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2014	Midwest Tape		20.99
Inv 92408100 Total			20.99
Inv	92409466		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2014	Midwest Tape		16.84
Inv 92409466 Total			16.84
Inv	92412867		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2014	Midwest Tape		26.64
Inv 92412867 Total			26.64
77694 Total:			397.78
04900 - Midwest Tape Total:			397.78
05396 - Sprint			
77702	01/06/2015		
Inv	345122314-157		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/18/2014	Sprint		56.03
Inv 345122314-157 Total			56.03

Check Number	Check Date	Amount
77702 Total:		56.03
05396 - Sprint Total:		56.03
05521 - Northwest Natural		
77695	01/06/2015	
Inv 148922-8		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2014	NW Natural	658.84
Inv 148922-8 Total		658.84
Inv 148988-9		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2014	NW Natural	206.64
Inv 148988-9 Total		206.64
Inv 149733-8		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2014	NW Natural	329.96
Inv 149733-8 Total		329.96
Inv 2643701-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2014	NW Natural	136.80
Inv 2643701-2 Total		136.80
Inv 363279-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2014	NW Natural	368.06
Inv 363279-1 Total		368.06
77695 Total:		1,700.30
05521 - Northwest Natural Total:		1,700.30
05547 - Northwest Safety Clean		
77696	01/06/2015	
Inv 14-9572		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2014	NW Safety Clean	172.75
Inv 14-9572 Total		172.75

Check Number	Check Date	Amount
77696 Total:		172.75
05547 - Northwest Safety Clean Total:		172.75
05675 - Office Depot		
77697	01/06/2015	
Inv 744257035001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2014	Office Depot	95.99
Inv 744257035001 Total		95.99
77697 Total:		95.99
05675 - Office Depot Total:		95.99
06540 - Pacific Northwest Telco, Inc.		
77698	01/06/2015	
Inv 04-18221		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2014	Pacific NW Telco	115.00
Inv 04-18221 Total		115.00
77698 Total:		115.00
06540 - Pacific Northwest Telco, Inc. Total:		115.00
06871a - Pitney Bowes		
77699	01/06/2015	
Inv 5748646-DC14		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2014	Pitney Bowes	116.99
12/13/2014	Pitney Bowes	116.91
12/13/2014	Pitney Bowes	48.39
12/13/2014	Pitney Bowes	4.03
12/13/2014	Pitney Bowes	112.91
12/13/2014	Pitney Bowes	4.03
Inv 5748646-DC14 Total		403.26
77699 Total:		403.26
06871a - Pitney Bowes Total:		403.26
07510m - Ricoh USA Inc		
77700	01/06/2015	

Check Number	Check Date	Amount
Inv	93719561	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2014	Ricoh	180.23
Inv 93719561 Total		180.23
77700 Total:		180.23
07510m - Ricoh USA Inc Total:		180.23
07780 - SeaWestern		
77701	01/06/2015	
Inv	180794	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2014	SeaWestern	192.65
Inv 180794 Total		192.65
77701 Total:		192.65
07780 - SeaWestern Total:		192.65
08205 - Stein Oil Co. Inc.		
77703	01/06/2015	
Inv	CL06875	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2014	Stein Oil	296.57
Inv CL06875 Total		296.57
Inv	CL06890	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2014	Stein Oil	306.09
12/15/2014	Stein Oil	89.63
12/15/2014	Stein Oil	129.83
12/15/2014	Stein Oil	469.10
Inv CL06890 Total		994.65
77703 Total:		1,291.22
08205 - Stein Oil Co. Inc. Total:		1,291.22
08434m - Thompson, Jeff		
77704	01/06/2015	
Inv	Reimbursement	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2014	Thompson Reimbursement	57.64

Check Number	Check Date		Amount
		Inv Reimbursement Total	57.64
77704 Total:			57.64
08434m - Thompson, Jeff Total:			57.64
08652 - Tualatin Valley Fire & Rescue			
77705	01/06/2015		
		Inv 3155	
<u>Line Item Date</u>		<u>Line Item Description</u>	
10/31/2014		TVFR	272.14
		Inv 3155 Total	272.14
77705 Total:			272.14
08652 - Tualatin Valley Fire & Rescue Total:			272.14
08802 - US Bank			
77707	01/06/2015		
		Inv 4300 0027	
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/12/2014		US Bank Credit Card	65.66
12/12/2014		US Bank Credit Card	27.98
12/12/2014		US Bank Credit Card	681.51
12/12/2014		US Bank Credit Card	2.00
12/12/2014		US Bank Credit Card	123.45
		Inv 4300 0027 Total	900.60
77707 Total:			900.60
08802 - US Bank Total:			900.60
08943c - Verizon			
77708	01/06/2015		
		Inv 9737422954	
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/19/2014		Verizon	680.54
		Inv 9737422954 Total	680.54
		Inv 9737422957	
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/19/2014		Verizon	80.02
		Inv 9737422957 Total	80.02

Check Number	Check Date	Amount
77708 Total:		760.56
08943c - Verizon Total:		760.56
Total:		8,412.65

Accounts Payable

Check Detail

User: sledoux
Printed: 02/05/2015 - 11:07AM



Check Number	Check Date	Amount
<hr/>		
01726 - Clackamas Fed. Cred.Union		
77709	01/09/2015	
Inv		100.00
77709 Total:		<hr/> 100.00
01726 - Clackamas Fed. Cred.Union Total:		<hr/> 100.00
Total:		<hr/> <hr/> 100.00

Accounts Payable

Check Detail

User: sledoux
Printed: 01/16/2015 - 10:02AM



Check Number Check Date Amount

00283m - Aikin, Maria

77785 01/15/2015

Inv Reimbursement

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2014	Aikin reimbursement	218.40
12/31/2014	Aikin reimbursement	81.54
12/31/2014	Aikin reimbursement	247.83
12/31/2014	Aikin reimbursement	127.46

Inv Reimbursement Total 675.23

77785 Total: 675.23

00283m - Aikin, Maria Total:

675.23

00739 - Beery, Elsner & Hammond LLP

77786 01/15/2015

Inv 11900

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2014	Attorney fees - Finance	507.50
11/03/2014	Attorney fees - Gov/City Council	1,644.80
11/03/2014	Attorney fees - Intergov.	105.00
11/03/2014	Attorney fees - Land Use	2,587.45
11/03/2014	Attorney fees - Parks	105.00
11/03/2014	Attorney fees - Personnel	5,593.64
11/03/2014	Attorney fees - Public Records	1,142.50
11/03/2014	Attorney fees - Public Safety	52.50
11/03/2014	Attorney fees - Public Works	1,257.50
11/03/2014	Attorney fees - Risk Mgmt	3,014.90
11/03/2014	Attorney fees - Telecomm.	60.00

Inv 11900 Total 16,070.79

77786 Total: 16,070.79

00739 - Beery, Elsner & Hammond LLP Total:

16,070.79

00875 - Blumenthal Uniforms

77787 01/15/2015

Inv 91433

<u>Line Item Date</u>	<u>Line Item Description</u>
-----------------------	------------------------------

Check Number	Check Date	Amount
09/08/2014	Blumenthal - Livingston	141.00
Inv 91433 Total		141.00
77787 Total:		141.00
00875 - Blumenthal Uniforms Total:		141.00
00948 - Boyle, Sean W		
77788	01/15/2015	
Inv	reimbursement	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2014	Boyle reimbursement - REGJIN training	110.88
Inv reimbursement Total		110.88
77788 Total:		110.88
00948 - Boyle, Sean W Total:		110.88
01230 - Central City Concern		
77789	01/15/2015	
Inv	Nov 2014	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2014	Central City Concern	145.00
Inv Nov 2014 Total		145.00
77789 Total:		145.00
01230 - Central City Concern Total:		145.00
01343 - Cintas Corporation No. 2		
77790	01/15/2015	
Inv	8401825583	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/10/2014	Cintas	88.35
Inv 8401825583 Total		88.35
77790 Total:		88.35
01343 - Cintas Corporation No. 2 Total:		88.35
01343a - Cintas First Aid Lockbox		
77791	01/15/2015	

Check Number	Check Date		Amount
Inv	5002327925		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/19/2014	Cintas		221.87
Inv 5002327925 Total			221.87
77791 Total:			221.87
01343a - Cintas First Aid Lockbox Total:			221.87
01375 - Clackamas Auto Parts Inc			
77793	01/15/2015		
Inv	230733		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/09/2014	Clackamas Auto - Auto parts		7.12
Inv 230733 Total			7.12
Inv	231183		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/17/2014	Clackamas Auto - Pole plastic		8.03
Inv 231183 Total			8.03
Inv	231318		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/19/2014	Clackamas Auto - Auto parts		49.21
Inv 231318 Total			49.21
Inv	231749		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/29/2014	Clackamas Auto - Auto parts		2.16
Inv 231749 Total			2.16
Inv	231891		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2014	Clackamas Auto - Circuit tester		18.73
Inv 231891 Total			18.73
77793 Total:			85.25
01375 - Clackamas Auto Parts Inc Total:			85.25
01621 - Clackamas, County of			
77794	01/15/2015		

Check Number	Check Date		Amount
Inv 41003			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/23/2014	Clackamas County		65.00
Inv 41003 Total			65.00
Inv 41403			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2015	Clackamas County		310.00
Inv 41403 Total			310.00
Inv 41642			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/01/2015	Clackamas County		9,894.42
Inv 41642 Total			9,894.42
77794 Total:			10,269.42
01621 - Clackamas,, County of Total:			10,269.42
01690 - Clackamas 800 Radio Group			
77792	01/15/2015		
Inv 14-008			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/11/2014	Clackamas 800 Radio - Partner radios		20,197.00
Inv 14-008 Total			20,197.00
77792 Total:			20,197.00
01690 - Clackamas 800 Radio Group Total:			20,197.00
01893g - Comcast			
77795	01/15/2015		
Inv 0725743			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2014	Comcast		118.00
Inv 0725743 Total			118.00
77795 Total:			118.00
01893g - Comcast Total:			118.00
02274 - Detroit Industrial Tool			

Check Number	Check Date		Amount
77796	01/15/2015		
Inv	515576		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/26/2014	Detroit Industrial		814.99
Inv 515576 Total			814.99
77796 Total:			814.99
02274 - Detroit Industrial Tool Total:			814.99
02731 - Executive Copy & Printing			
77797	01/15/2015		
Inv	80908		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/10/2014	Executive Copy		75.42
Inv 80908 Total			75.42
77797 Total:			75.42
02731 - Executive Copy & Printing Total:			75.42
02731g - Extreme Products			
77798	01/15/2015		
Inv	25482		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/10/2014	Extreme Products		490.12
Inv 25482 Total			490.12
77798 Total:			490.12
02731g - Extreme Products Total:			490.12
03300 - Gold Wrench			
77799	01/15/2015		
Inv	57090		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2014	Gold Wrench		211.00
Inv 57090 Total			211.00
Inv	57236		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/24/2014	Gold Wrench		115.65
Inv 57236 Total			115.65

Check Number	Check Date	Amount
Inv 57273		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/26/2014	Gold Wrench	54.26
Inv 57273 Total		54.26
Inv 57379		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2014	Gold Wrench	495.55
Inv 57379 Total		495.55
77799 Total:		876.46
03300 - Gold Wrench Total:		876.46
03333P - Green, Irene		
77800	01/15/2015	
Inv reimbursement		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/07/2015	Green reimbursement - displays	43.26
Inv reimbursement Total		43.26
77800 Total:		43.26
03333P - Green, Irene Total:		43.26
03854 - ICPC Northwest Region #2		
77801	01/15/2015	
Inv Chaplain trng		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/12/2015	ICPC - Chaplain training	500.00
Inv Chaplain trng Total		500.00
77801 Total:		500.00
03854 - ICPC Northwest Region #2 Total:		500.00
04142 - Johnson, Robert C		
77802	01/15/2015	
Inv 334		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2015	Robert Johnson	85.00

Check Number	Check Date	Amount
Inv 334 Total		85.00
77802 Total:		85.00
04142 - Johnson, Robert C Total:		85.00
04174 - Kadel's Auto Body-Clackamas		
77803	01/15/2015	
Inv 634672		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/12/2015	Kadel's - Tahoe repair	1,000.00
Inv 634672 Total		1,000.00
77803 Total:		1,000.00
04174 - Kadel's Auto Body-Clackamas Total:		1,000.00
04419 - Leedway LLC		
77804	01/15/2015	
inv ML09091403		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2014	LEED - Reserve Livingston	462.40
Inv ML09091403 Total		462.40
Inv ML09091404		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2014	LEED - Reserve Day	386.45
Inv ML09091404 Total		386.45
Inv ML09091405		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/09/2014	LEED - Reserve Mackay	398.40
Inv ML09091405 Total		398.40
Inv ML12231405		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2014	LEED	769.95
Inv ML12231405 Total		769.95
Inv ML12231409		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2014	LEED	624.95
Inv ML12231409 Total		624.95

Check Number	Check Date	Amount
Inv	ML12231434	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2014	LEED	769.95
Inv ML12231434 Total		769.95
77804 Total:		3,412.10
04419 - Leedway LLC Total:		3,412.10
04667 - MacFarlane, James		
77805	01/15/2015	
Inv	Reimbursement	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2015	Macfarlane - equip reimbursement	207.00
11/10/2014	Macfarlane reimbursement - uniform	90.00
Inv Reimbursement Total		297.00
77805 Total:		297.00
04667 - MacFarlane, James Total:		297.00
04955S - Mr. Belvedere's Janitorial		
77806	01/15/2015	
Inv	1441	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/18/2014	Mr. Belvedere	335.00
Inv 1441 Total		335.00
77806 Total:		335.00
04955S - Mr. Belvedere's Janitorial Total:		335.00
05358r - Net Transcripts, Inc.		
77807	01/15/2015	
Inv	121214-42	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2014	Net Transcripts Inc.	270.00
Inv 121214-42 Total		270.00
77807 Total:		270.00

Check Number	Check Date	Amount
05358r - Net Transcripts, Inc. Total:		270.00
05521 - Northwest Natural		
77808	01/15/2015	
Inv	2136577-0	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2014	NW Natural Gas	142.48
Inv 2136577-0 Total		142.48
77808 Total:		142.48
05521 - Northwest Natural Total:		142.48
05675 - Office Depot		
77809	01/15/2015	
Inv	744988022001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/10/2014	Office Depot	73.14
Inv 744988022001 Total		73.14
Inv	744988116001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/10/2014	Office Depot	2.80
Inv 744988116001 Total		2.80
Inv	747783528001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2014	Office Depot	286.14
Inv 747783528001 Total		286.14
Inv	747783838001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2014	Office Depot	162.15
Inv 747783838001 Total		162.15
77809 Total:		524.23
05675 - Office Depot Total:		524.23
05679 - Office Max		
77810	01/15/2015	
Inv	267312	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
01/05/2015		Office Max - toner	187.92
Inv 267312		Total	187.92
Inv 267314			
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/05/2015		Office Max - color printer	384.53
01/05/2015		Office Max - color printer	384.53
Inv 267314		Total	769.06
Inv 890734			
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/02/2015		Office Max - ink	23.73
01/02/2015		Office Max - toner	154.08
Inv 890734		Total	177.81
77810		Total:	1,134.79
05679 - Office Max Total:			1,134.79
05684G - Okerman, Matt			
77811	01/15/2015		
Inv		Reimbursement	
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/16/2014		Okerman reimbursement	64.78
Inv Reimbursement		Total	64.78
77811		Total:	64.78
05684G - Okerman, Matt Total:			64.78
05685 - Olson Bros Service			
77812	01/15/2015		
Inv 127 601			
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/24/2014		Olson Bros	14.00
Inv 127 601		Total	14.00
Inv 128 298			
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/30/2014		Olson Bros	18.10
Inv 128 298		Total	18.10

Check Number	Check Date	Amount
Inv T57857		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2014	Olson Bros	40.00
Inv T57857 Total		40.00
77812 Total:		72.10
05685 - Olson Bros Service Total:		72.10
05706 - One Call Concepts Inc		
77813	01/15/2015	
Inv 4120370		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2014	One Call Concepts	82.88
Inv 4120370 Total		82.88
77813 Total:		82.88
05706 - One Call Concepts Inc Total:		82.88
06251a - Oregon, State of		
77814	01/15/2015	
Inv 60755		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2014	DMV	12.00
Inv 60755 Total		12.00
77814 Total:		12.00
06251a - Oregon, State of Total:		12.00
06346 - Oregonian		
77815	01/15/2015	
Inv 4370839		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2015	Oregonian	40.00
Inv 4370839 Total		40.00
77815 Total:		40.00
06346 - Oregonian Total:		40.00

Check Number	Check Date		Amount
06361 - Oregonian Media Group			
77816	01/15/2015		
Inv	907628	12312014	
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2014	Oregonian employment ad		410.86
Inv 907628	12312014 Total		410.86
77816 Total:			410.86
06361 - Oregonian Media Group Total:			410.86
06842 - Petty Cash for benefit of			
77817	01/15/2015		
Inv	P. Cash		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/12/2015	Petty cash - supplies/postage/refreshments		73.95
01/12/2015	Petty cash - supplies/postage/refreshments		17.99
01/12/2015	Petty cash - supplies/postage/refreshments		-0.31
Inv P. Cash	Total		91.63
77817 Total:			91.63
06842 - Petty Cash for benefit of Total:			91.63
07000 - Portland, City of			
77820	01/15/2015		
Inv	Qtrly dinner		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2014	Portland Police Bureau		88.00
Inv Qtrly dinner	Total		88.00
77820 Total:			88.00
07000 - Portland, City of Total:			88.00
07001 - Portland, City of			
77821	01/15/2015		
Inv	10173452		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/23/2014	City of Portland		2,317.50
Inv 10173452	Total		2,317.50
77821 Total:			2,317.50

Check Number	Check Date	Amount
07001 - Portland, City of Total:		2,317.50
07021 - Portland General Electric		
77818	01/15/2015	
Inv	733075 2	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/26/2014	PGE	421.28
Inv 733075 2 Total		421.28
77818 Total:		421.28
07021 - Portland General Electric Total:		421.28
07027 - Portland Habilitation Center		
77819	01/15/2015	
Inv	85951	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2014	Portland Habilitation - janitorial	294.14
Inv 85951 Total		294.14
77819 Total:		294.14
07027 - Portland Habilitation Center Total:		294.14
07510M - Ricoh USA Inc		
77822	01/15/2015	
Inv	93899644	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2015	Ricoh - rent/copies	324.17
Inv 93899644 Total		324.17
Inv	93914036	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2015	Ricoh	563.15
Inv 93914036 Total		563.15
77822 Total:		887.32
07510M - Ricoh USA Inc Total:		887.32
07717r - Satcom Global		
77823	01/15/2015	

Check Number	Check Date	Amount
Inv AS12140765		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2014	Satcom Global	42.75
Inv AS12140765 Total		42.75
77823 Total:		42.75
07717r - Satcom Global Total:		42.75
07905 - Sierra Springs		
77824	01/15/2015	
Inv 010115		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2015	Sierra Springs	35.90
Inv 010115 Total		35.90
Inv 120814		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2014	Sierra Springs	185.18
Inv 120814 Total		185.18
77824 Total:		221.08
07905 - Sierra Springs Total:		221.08
08205 - Stein Oil Co. Inc.		
77825	01/15/2015	
Inv CL06932		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2014	Stein Oil	1,132.18
Inv CL06932 Total		1,132.18
Inv CL07190		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2014	Stein Oil	1,119.38
Inv CL07190 Total		1,119.38
77825 Total:		2,251.56
08205 - Stein Oil Co. Inc. Total:		2,251.56
08530 - Top Industrial Supply		

Check Number	Check Date		Amount
77826	01/15/2015		
Inv	78539		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/08/2015	Top Ind Supply		13.88
Inv 78539 Total			13.88
77826 Total:			13.88
08530 - Top Industrial Supply Total:			13.88
08562 - Tracker Products LLC			
77827	01/15/2015		
Inv	1018		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/15/2014	Tracker products		2,400.00
Inv 1018 Total			2,400.00
77827 Total:			2,400.00
08562 - Tracker Products LLC Total:			2,400.00
08652 - Tualatin Valley Fire & Rescue			
77828	01/15/2015		
Inv	49002		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/05/2015	TVFR - Contract services		225.00
Inv 49002 Total			225.00
77828 Total:			225.00
08652 - Tualatin Valley Fire & Rescue Total:			225.00
08666P - Two Girls Catering			
77829	01/15/2015		
Inv	catering		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/10/2014	Two Girls Catering - GL Bus owners mtg.		375.00
Inv catering Total			375.00
77829 Total:			375.00
08666P - Two Girls Catering Total:			375.00

Check Number	Check Date		Amount
08943c - Verizon			
77830	01/15/2015		
Inv	9737422953		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/19/2015	Verizon - phone svc		570.25
Inv 9737422953 Total			570.25
Inv	9737422955		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/19/2015	Verizon - phone svc		330.04
Inv 9737422955 Total			330.04
Inv	9737422956		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/19/2015	Verizon - phone svc		244.19
Inv 9737422956 Total			244.19
Inv	9737422958		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/19/2015	Verizon - phone svc		390.68
Inv 9737422958 Total			390.68
77830 Total:			1,535.16
08943c - Verizon Total:			1,535.16
09281t - Wilsonville Lock & Security			
77831	01/15/2015		
Inv	1792		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/10/2014	Wilsonville Lock & Sec.		95.85
Inv 1792 Total			95.85
77831 Total:			95.85
09281t - Wilsonville Lock & Security Total:			95.85
Total:			70,066.41

Accounts Payable

Check Detail

User: sledoux
Printed: 02/05/2015 - 11:06AM



Check Number	Check Date	Amount
03271 - Gladstone Fire Department		
77833	01/21/2015	
Inv	FD contribution	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2014	GFD donation	500.00
Inv FD contribution Total		500.00
77833 Total:		500.00
03271 - Gladstone Fire Department Total:		500.00
04243K - Kersey, Jeff		
77836	01/21/2015	
Inv	SGL13-025 #3	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/07/2015	Kersey Construction SGL13-025 #3 Cross Park	8,206.67
Inv SGL13-025 #3 Total		8,206.67
77836 Total:		8,206.67
04243K - Kersey, Jeff Total:		8,206.67
06076 - Oregon Mayors Association		
77834	01/21/2015	
Inv	Memb Jacobellis	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2015	OMA - Jacobellis membership	125.00
Inv Memb Jacobellis Total		125.00
77834 Total:		125.00
06076 - Oregon Mayors Association Total:		125.00
08830 - United States Postal Service		
77835	01/21/2015	

Check Number	Check Date		Amount
Inv	Jan 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/21/2015	January newsletter postage		1,244.23
Inv Jan 2015 Total			1,244.23
77835 Total:			1,244.23
08830 - United States Postal Service Total:			1,244.23
Total:			10,075.90

Accounts Payable

Check Detail

User: sledoux
Printed: 02/05/2015 - 11:28AM

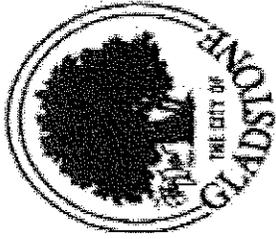


Check Number	Check Date		Amount
04810 - Merina and Company LLP			
5475	01/14/2015		
Inv	9251 UR		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2014	Merina & Co.		1,000.00
Inv 9251 UR Total			1,000.00
5475 Total:			1,000.00
04810 - Merina and Company LLP Total:			1,000.00
06220 - Oregon, State of			
5476	01/14/2015		
Inv	UR Filing fee		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2014	Sec of State filing fee		40.00
Inv UR Filing fee Total			40.00
5476 Total:			40.00
06220 - Oregon, State of Total:			40.00
Total:			1,040.00

Accounts Payable

Outstanding Invoices

User: sledoux
 Printed: 2/5/2015 - 10:51 AM
 Date Range: ? to ?
 Date Type: Current



Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00285j								
001-021-110500	Air Filter Exchange	388.00 03-32	12/02/2014	Air Filter Exchange - filters				02/11/2015
Vendor Total:	388.00							
Vendor 00286								
005-005-507000	Airgas USA LLC	1,431.06 9035227195	01/12/2015	Airgas - supplies				02/11/2015
Vendor Total:	1,431.06							
Vendor 00367a								
001-029-230500	Amazon	25.24 160228957330	12/30/2014	Amazon - books				02/11/2015
001-029-230500		29.28 160225728269	12/30/2014					02/11/2015
001-029-230500		41.35 007132586195	01/05/2015					02/11/2015
001-029-230500		6.89 007131560625	01/05/2015					02/11/2015
001-029-230500		15.26 160224189880	01/07/2015					02/11/2015
001-029-230500		32.42 042155965909	01/09/2015					02/11/2015
Vendor Total:	150.44							
Vendor 00434								
001-021-110500	American Security Alarms	59.85 63828	01/01/2015	American Msg - Alarm Svc.				02/11/2015
001-028-212000		89.85 63829	01/01/2015					02/11/2015
Vendor Total:	149.70							
Vendor 00438								
004-004-408000	Alexin Analytical Laboratories	396.00 20817	01/26/2015	Alexin Labs - drinking water tests				02/11/2015
Vendor Total:	396.00							
Vendor 00444								
001-029-225000	Anderson Roofing Co. Inc.	2,386.65 1141611	01/16/2015	Anderson Roofing - Replaced Scupper				02/11/2015
Vendor Total:	2,386.65							
Vendor 00554								
005-005-504500	Auto Battery & Electric	111.25 C46495	01/20/2015	Auto Battery - Sweeper				02/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	111.25							
Vendor 00603				Backflow Mgmt. - Quarterly Reports				
004-004-408000	796.00	7363	01/29/2015					02/11/2015
Vendor Total:	796.00							
Vendor 00616				Baker & Taylor Inc				
001-029-230500	123.36	4011102030	01/07/2015					02/11/2015
001-029-230500	71.30	4011104219	01/07/2015					02/11/2015
001-029-230500	62.37	4011102035	01/07/2015					02/11/2015
001-029-230500	203.20	4011108693	01/14/2015					02/11/2015
001-029-230500	16.03	4011109407	01/13/2015					02/11/2015
001-029-230500	27.03	4011099015	01/05/2015					02/11/2015
001-029-230500	41.06	4011111087	01/15/2015					02/11/2015
001-029-230500	40.76	4011095025	12/30/2014					02/11/2015
001-029-230500	53.73	4011111088	01/15/2015					02/11/2015
001-029-230500	47.92	4011100304	01/05/2015					02/11/2015
001-029-230500	28.60	4011107573	01/12/2015					02/11/2015
001-029-230500	513.50	4011114745	01/20/2015					02/11/2015
001-029-230500	232.82	4011116750	01/20/2015					02/11/2015
001-029-230500	106.38	4011114729	01/20/2015					02/11/2015
001-029-230500	151.59	4011099029	01/05/2015					02/11/2015
Vendor Total:	1,719.65							
Vendor 00640				Bateman Senior Meals				
001-028-217500	483.03	GLCLK12131	12/31/2014					02/11/2015
001-028-217500	196.98	GL1213114	12/31/2014					02/11/2015
Vendor Total:	680.01							
Vendor 00736				Beck Electric Inc				
001-025-175500	453.50	18910	01/07/2015					02/11/2015
001-021-110500	396.00	18937	01/13/2015					02/11/2015
Vendor Total:	849.50							
Vendor 00739				Beery,Elsner & Hammond LLP				
001-021-105500	105.76	12001	01/01/2015					02/11/2015
001-021-105500	157.50	12001	01/01/2015					02/11/2015
001-021-105500	872.52	12001	01/01/2015					02/11/2015
001-021-105500	60.00	12001	01/01/2015					02/11/2015
001-021-105500	70.00	12001	01/01/2015					02/11/2015
001-021-105500	1,796.16	12001	01/01/2015					02/11/2015
001-021-105500	52.50	12001	01/01/2015					02/11/2015
001-021-105500	40.00	12001	01/01/2015					02/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-021-105500	18,145.48	12001	01/01/2015					02/11/2015
Vendor Total:	21,299.92							
Vendor 00948				Boyle Reimb - REGJIN Training				
001-024-158700	54.94	Reimbursemen	01/29/2015					02/11/2015
Vendor Total:	54.94							
Vendor 00993				Brown & Caldwell - NPDES				
003-003-307500	1,371.33	53233258	01/21/2015					02/11/2015
Vendor Total:	1,371.33							
Vendor 01048				BulleX - Smoke Liquid				
001-025-175000	340.70	65202	01/08/2015					02/11/2015
Vendor Total:	340.70							
Vendor 01339				CIS/EBS Trust				
001-021-106000	8,157.37	10076LDED	01/16/2015					02/11/2015
001-000-290109	-7,832.66	10076WCA	01/16/2015					02/11/2015
Vendor Total:	324.71							
Vendor 01343				Cintas Corporation No. 2				
001-024-161000	88.35	8401915071	01/09/2015					02/11/2015
Vendor Total:	88.35							
Vendor 01343A				Cintas First Aid Lockbox				
004-004-403500	255.21	5002421449	01/15/2015					02/11/2015
001-024-161000	9.95	5002421449	01/15/2015					02/11/2015
001-028-212500	76.48	5002421449	01/15/2015					02/11/2015
001-021-113000	175.24	5002421449	01/15/2015					02/11/2015
001-025-175500	128.32	5002223802	01/15/2015					02/11/2015
001-025-175500	98.55	0010226334	01/15/2015					02/11/2015
001-025-175500	-75.88	Strat	01/15/2015					02/11/2015
Vendor Total:	667.87							
Vendor 01350				City Wide Tree Servc Inc.				
005-005-504000	180.00	13226	01/14/2015					02/11/2015
004-004-406500	450.00	13274	01/30/2015					02/11/2015
Vendor Total:	630.00							
Vendor 01375				Clackamas Auto Parts Inc				
001-025-173000	20.98	232005	01/02/2015					02/11/2015
005-005-504500	32.88	233869	02/02/2015					02/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-026-197000	90.90	233981	02/03/2015					02/11/2015
005-005-507000	12.38	233301	01/23/2015					02/11/2015
001-021-117500	44.36	233585	01/28/2015					02/11/2015
005-005-504500	23.68	233622	01/28/2015					02/11/2015
001-025-173000	9.38	233424	01/26/2015					02/11/2015
005-005-504500	7.48	233112	01/21/2015					02/11/2015
005-005-504500	43.51	233104	01/21/2015					02/11/2015
005-005-504500	70.76	233099	01/21/2015					02/11/2015
Vendor Total:	356.31							
Vendor 01550				CC Tax Assessor - Maps/Acct listing				
001-021-113000	304.00	2015-012	01/21/2015					02/11/2015
Vendor Total:	304.00							
Vendor 01585				WES - Contract Lab Svcs				
003-003-303000	9.77	2015-126	01/08/2015					02/11/2015
003-003-307000	421.61	2015-125	01/12/2015					02/11/2015
003-003-303000	9.77	2015-131	01/20/2015					02/11/2015
003-003-303000	9.77	2015-136	01/28/2015					02/11/2015
003-003-303000	58.59	2015-140	01/28/2015					02/11/2015
003-003-303000	9.77	2015-121	01/12/2015					02/11/2015
003-003-303000	9.77	2015-128	01/20/2015					02/11/2015
003-003-307000	1,108.77	2015-144	01/28/2015					02/11/2015
003-003-307000	937.95	2015-139	01/28/2015					02/11/2015
003-003-307000	580.74	2015-123	01/12/2015					02/11/2015
003-003-307000	802.45	2015-133	01/20/2015					02/11/2015
003-003-307000	1,332.30	2015-130	01/20/2015					02/11/2015
003-003-307000	242.16	2015-109	01/08/2015					02/11/2015
003-003-307000	242.16	2015-109	01/28/2015					02/11/2015
Vendor Total:	5,775.58							
Vendor 01621				Clackamas Co. - Electronic Sys				
001-024-161000	65.00	41023	01/15/2015					02/11/2015
001-024-161500	290.00	41679	01/08/2015					02/11/2015
008-008-816480	9,894.42	41788	02/01/2015					02/11/2015
003-003-308000	98,651.00	25603	12/09/2014					02/11/2015
004-004-415500	24,982.00	25603	12/09/2014					02/11/2015
005-005-515000	10,128.91	25603	12/09/2014					02/11/2015
001-021-107000	1,978.62	27861	11/30/2014					02/11/2015
001-021-107000	2,535.92	27971	12/31/2014					02/11/2015
Vendor Total:	148,525.87							
Vendor 01808				Clark's - fuel filler cap				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-025-173000	9.04	199217	01/07/2015					02/11/2015
Vendor Total:	9.04							
Vendor 01893				Comcast - internet				
001-028-212500	52.90	738555	01/08/2015					02/11/2015
Vendor Total:	52.90							
Vendor 01916				Comm Classified - Tram Driver ad				
001-021-116500	120.90	15759147	12/31/2014					02/11/2015
Vendor Total:	120.90							
Vendor 02113				Cummins - Sr. Ctr. Generator annual s				
001-024-161000	998.00	005-11127	01/21/2015					02/11/2015
001-024-161000	849.25	005-10936	01/13/2015					02/11/2015
001-025-175500	856.55	005-10985	01/14/2015					02/11/2015
Vendor Total:	2,703.80							
Vendor 02146				Curtis & Sons - supplies				
001-025-173000	24.54	2120808-00	01/14/2015					02/11/2015
001-025-173000	161.04	2120607-00	01/14/2015					02/11/2015
001-025-173000	58.21	2120423-00	01/06/2015					02/11/2015
Vendor Total:	243.79							
Vendor 02168				Cycle Express - Reflective signs/stickt				
001-025-175500	77.04	24061	01/16/2015					02/11/2015
Vendor Total:	77.04							
Vendor 02245d				Nana's Treasures - Council retreat cate				
001-021-114500	120.00	01312015	01/29/2015					02/11/2015
Vendor Total:	120.00							
Vendor 02510G				Eastside Paving				
005-005-515000	6,965.00	01161503	01/16/2015					02/11/2015
Vendor Total:	6,965.00							
Vendor 02620				Elmer's Flag - Flags				
001-026-193000	304.50	6278	01/29/2015					02/11/2015
Vendor Total:	304.50							
Vendor 02635				Energispect - Battery with fuel guage				
001-025-180000	1,029.28	19125	01/15/2015					02/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	1,029.28							
Vendor 02813h								
005-005-507000	16.90	ORCAN41208	01/08/2015	Fastenal - supplies				02/11/2015
Vendor Total:	16.90							
Vendor 02818								
001-026-194000	43.37	3206746	01/06/2015	Ferguson - supplies				02/11/2015
004-004-406500	14.00	3221058	01/20/2015					02/11/2015
004-004-406500	22.68	3211148	01/09/2015					02/11/2015
004-004-406500	139.08	3208896	01/07/2015					02/11/2015
Vendor Total:	219.13							
Vendor 02845								
004-004-406500	262.50	6059	01/15/2015	Fine Line Concrete - Oatfield/Angus				02/11/2015
Vendor Total:	262.50							
Vendor 02941								
004-004-406500	111.35	13824906	01/09/2015	Fowler - Meter supplies				02/11/2015
001-025-175500	44.29	13832289	01/22/2015					02/11/2015
004-004-406500	429.68	13823775	01/07/2015					02/11/2015
004-004-406500	52.42	13831242	01/21/2015					02/11/2015
004-004-406500	989.90	13825781	01/12/2015					02/11/2015
Vendor Total:	1,627.64							
Vendor 03151								
001-026-196000	218.00	2993.0	12/31/2014	General Tree Svc - Powwow Tree				02/11/2015
001-026-196000	109.00	516808	02/02/2015					02/11/2015
Vendor Total:	327.00							
Vendor 0330								
001-025-181700	323.70	17172698	01/14/2015	Darley Fire Equip				02/11/2015
Vendor Total:	323.70							
Vendor 03300								
001-024-155000	58.25	57737	01/12/2015	Gold Wrench - auto maint				02/11/2015
001-024-155000	58.25	57735	01/12/2015					02/11/2015
Vendor Total:	116.50							
Vendor 03623								
001-024-158700	153.93	Reimbursemen	01/29/2015	Hill reimbursement - Leadership traini				02/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	153.93							
Vendor 03676				Home Depot - supplies				
005-005-504500	55.40	5090252	01/09/2015					02/11/2015
005-005-507000	36.89	83054	01/14/2015					02/11/2015
001-026-194000	60.07	90909	01/14/2015					02/11/2015
005-005-507000	98.00	4070724	01/20/2015					02/11/2015
001-026-193500	19.20	7012884	01/27/2015					02/11/2015
Vendor Total:	269.56							
Vendor 03818				Honey Bucket				
001-026-195500	93.00	2-1108362	01/05/2015					02/11/2015
001-026-195500	336.22	2-1108207	01/03/2015					02/11/2015
001-026-195500	85.00	2-1118585	01/20/2015					02/11/2015
001-026-195500	93.00	2-1114696	01/13/2015					02/11/2015
001-026-195500	480.44	2-1116650	01/15/2015					02/11/2015
Vendor Total:	1,087.66							
Vendor 03825				Hutchinson - REGJIN training reimb				
001-024-158700	11.39	Reimbursemen	01/25/2015					02/11/2015
Vendor Total:	11.39							
Vendor 04261m				Kmetec - Prosc attorney				
001-022-123000	3,000.00	Jan 2015300	01/29/2015					02/11/2015
Vendor Total:	3,000.00							
Vendor 04419				LEED - Duty Holster				
001-024-159500	114.95	ML01131512	01/13/2015					02/11/2015
Vendor Total:	114.95							
Vendor 04633m				Lord & Assoc - Flagging				
004-004-406500	491.50	25962	01/16/2015					02/11/2015
Vendor Total:	491.50							
Vendor 04753				Maverick Welding Supply Inc				
005-005-507000	22.50	901107	01/31/2015					02/11/2015
Vendor Total:	22.50							
Vendor 04763				McClain, N Consulting Co				
001-021-116000	4,500.00	103	01/06/2015					02/11/2015
001-021-116000	3,000.00	104	01/06/2015					02/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	7,500.00							
Vendor 04900				Midwest Tape				
001-029-231500	28.64	92503553	01/15/2015	Midwest Tape - Media				02/11/2015
001-029-231500	16.64	92485126	01/08/2015					02/11/2015
001-029-231500	28.64	92485127	01/08/2015					02/11/2015
001-029-231500	133.20	92485123	01/08/2015					02/11/2015
001-029-231500	38.49	92472163	01/05/2015					02/11/2015
001-029-231500	10.64	92472164	01/05/2015					02/11/2015
001-029-231500	18.64	92472165	01/05/2015					02/11/2015
001-029-231500	30.28	92472166	01/05/2015					02/11/2015
001-029-231500	16.64	92479136	01/06/2015					02/11/2015
001-029-231500	57.28	92474441	01/06/2015					02/11/2015
001-029-231500	30.49	92474443	01/06/2015					02/11/2015
001-029-231500	41.28	92474444	01/06/2015					02/11/2015
001-029-231500	56.57	92503170	01/15/2015					02/11/2015
001-029-231500	26.64	92485125	01/08/2015					02/11/2015
001-029-231500	38.99	92482961	01/08/2015					02/11/2015
001-029-231500	58.28	92472161	01/05/2015					02/11/2015
001-029-231500	28.64	92503076	01/15/2015					02/11/2015
001-029-231500	57.28	92503078	01/15/2015					02/11/2015
001-029-231500	23.02	92503079	01/15/2015					02/11/2015
001-029-231500	16.19	92494381	01/12/2015					02/11/2015
001-029-231500	24.64	92494383	01/12/2015					02/11/2015
001-029-231500	28.49	92494384	01/12/2015					02/11/2015
001-029-231500	213.63	92494385	01/12/2015					02/11/2015
001-029-231500	131.48	92494386	01/12/2015					02/11/2015
001-029-231500	44.28	92494387	01/12/2015					02/11/2015
001-029-231500	26.64	92502596	01/15/2015					02/11/2015
001-029-231500	42.66	92498997	01/14/2015					02/11/2015
001-029-231500	38.64	92502598	01/15/2015					02/11/2015
001-029-231500	53.28	92502599	01/15/2015					02/11/2015
Vendor Total:	1,360.21							
Vendor 04955s				Mr. Belvedere's Janitorial				
001-024-161000	335.00	1454	01/19/2015	Mr. Belvedere - janitorial				02/11/2015
Vendor Total:	335.00							
Vendor 05002m				Morishita, Jolene				
001-021-114500	67.39	Reimbursemen	02/03/2015	Morishita reimb - sound system rental				02/11/2015
Vendor Total:	67.39							
Vendor 05046				Municipal Emergency Svcs				
				MES - voice amplifier				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-025-182000	2,383.02	00572379 SNV	11/03/2014					02/11/2015
Vendor Total:	2,383.02							
Vendor 05432				N Clack Water usage				
004-004-405000	18,072.31	NCCWC15-75	01/20/2015					02/11/2015
Vendor Total:	18,072.31							
Vendor 05521				NW Natural				
005-005-507000	384.91	363279-1	01/23/2015					02/11/2015
001-028-213500	735.47	148922-8	01/23/2015					02/11/2015
001-024-161000	160.20	2136577-0	01/23/2015					02/11/2015
001-021-109500	379.82	149733-8	01/23/2015					02/11/2015
001-029-224500	15.38	2643701-2	01/23/2015					02/11/2015
Vendor Total:	1,675.78							
Vendor 05641				Oak Lodge Sanitary Sewer				02/11/2015
003-003-304000	73,256.75	23-155001	12/31/2014					
Vendor Total:	73,256.75							
Vendor 05656				Oak Lodge water purchases				
004-004-405000	32.88	56-00072-001	01/31/2015					02/11/2015
004-004-405000	33.96	56-00073-001	01/31/2015					02/11/2015
004-004-405000	46.24	56-00074-001	01/31/2015					02/11/2015
004-004-405000	36.12	56-00075-001	01/31/2015					02/11/2015
004-004-405000	43.34	56-00076-001	01/31/2015					02/11/2015
004-004-405000	35.04	56-00077-001	01/31/2015					02/11/2015
004-004-405000	39.36	56-00840-001	01/31/2015					02/11/2015
004-004-405000	65.09	56-00850-001	01/31/2015					02/11/2015
004-004-405000	41.89	56-00860-001	01/31/2015					02/11/2015
004-004-405000	46.24	56-00870-001	01/31/2015					02/11/2015
004-004-405000	569.44	99-01148-001	01/31/2015					02/11/2015
004-004-405000	1,397.36	99-01157-001	01/31/2015					02/11/2015
Vendor Total:	2,386.96							
Vendor 05675				Office Depot				
005-005-507000	32.53	1748249589	01/09/2015					02/11/2015
001-024-156500	439.75	749384723001	01/13/2015					02/11/2015
001-024-156500	202.66	750710806001	01/09/2015					02/11/2015
001-021-113000	78.99	748811901001	01/12/2015					02/11/2015
001-021-113000	95.16	749868310001	01/15/2015					02/11/2015
001-021-113000	42.48	751766534001	01/26/2015					02/11/2015
Vendor Total:	891.57							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 05679				Office Max				
001-021-113000	53.26	960241	01/08/2015	Office Max				02/11/2015
Vendor Total:	53.26							
Vendor 05683in				Ogden, Martha B				
001-028-216500	232.40	Jan 2015	01/28/2015	Martha Ogden - Bldg monitor				02/11/2015
Vendor Total:	232.40							
Vendor 06346				Oregonian				
001-029-227000	40.00	1974874	01/23/2015	Oregonian subscription				02/11/2015
Vendor Total:	40.00							
Vendor 06540				Pacific Northwest Telco, Inc.				
001-021-110000	115.00	04-18274	01/12/2015	Pacific NW Telco - Mayor phone				02/11/2015
001-021-110000	185.55	04-18289	01/19/2015					02/11/2015
Vendor Total:	300.55							
Vendor 06586				Pacific Office Automation Inc				
001-024-156500	34.68	421465	12/31/2014	Pacific Office - copy coverage				02/11/2015
001-024-156500	41.26	421576	12/31/2014					02/11/2015
Vendor Total:	75.94							
Vendor 06587				Pacific Office Automation				
001-029-226500	636.00	44384404	01/24/2015	Pacific Office Automation - copier				02/11/2015
Vendor Total:	636.00							
Vendor 06640				Paramount Pest Control Inc				
001-021-110500	52.00	73111	01/07/2015	Paramount pest control - no maint				02/11/2015
001-021-110500	54.00	73101	01/09/2015					02/11/2015
Vendor Total:	106.00							
Vendor 07021				Portland General Electric				
001-021-109500	729.56	PGE Jan 2015	01/27/2015	PGE - electric				02/11/2015
001-024-161000	560.61	PGE Jan 2015	01/27/2015					02/11/2015
001-026-193500	709.13	PGE Jan 2015	01/27/2015					02/11/2015
001-028-213500	504.71	PGE Jan 2015	01/27/2015					02/11/2015
003-003-302500	52.99	PGE Jan 2015	01/27/2015					02/11/2015
004-004-406000	1,280.30	PGE Jan 2015	01/27/2015					02/11/2015
005-005-508000	581.71	PGE Jan 2015	01/27/2015					02/11/2015
001-029-224500	874.27	PGE Jan 2015	01/27/2015					02/11/2015
Vendor Total:	5,293.28							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 07038 010-010-904100	514.00	26818	01/02/2015	Portland Ofc Furniture - PD furn				02/11/2015
Vendor Total:	514.00							
Vendor 07135E 001-029-225000	272.75	011215	01/12/2015	Dave Cannon - Library				02/11/2015
Vendor Total:	272.75							
Vendor 07236 001-021-115500	532.50	2015-40	01/30/2015	Quality Code - supplement				02/11/2015
Vendor Total:	532.50							
Vendor 07345M 001-029-231500	10.00	1082534265	01/15/2015	Random House				02/11/2015
Vendor Total:	10.00							
Vendor 07371r 001-028-214500	9.52	Ray reimburse	02/03/2015	Dennis Ray - mileage reimbursement				02/11/2015
Vendor Total:	9.52							
Vendor 07482 001-021-113000	290.00	35861780	01/31/2015	Reserve Acct - postage				02/11/2015
Vendor 07542 001-021-114500	290.00	35861780	01/31/2015	Reserve Acct - postage				02/11/2015
Vendor 07542 001-021-114500	120.00	35861780	01/31/2015	Reserve Acct - postage				02/11/2015
Vendor 07542 001-021-114500	10.00	35861780	01/31/2015	Reserve Acct - postage				02/11/2015
Vendor 07542 001-021-114500	280.00	35861780	01/31/2015	Reserve Acct - postage				02/11/2015
Vendor 07542 001-021-114500	10.00	35861780	01/31/2015	Reserve Acct - postage				02/11/2015
Vendor Total:	1,000.00							
Vendor 07488S 001-021-115500	6,303.38	69	02/02/2015	RH Media - IT support				02/11/2015
Vendor Total:	6,303.38							
Vendor 07542 001-021-114500	88.00	LSM0142881	01/31/2015	RLJ Surety - Boyce bond				02/11/2015
Vendor 07542 001-021-114500	88.00	LSM0142802	01/31/2015	RLJ Surety - Boyce bond				02/11/2015
Vendor Total:	176.00							
Vendor 07717R 001-024-164600	42.75	ASO1150230	01/01/2015	Satcom Global - SIM Card				02/11/2015
Vendor Total:	42.75							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 07780				SeaWestern - supplies				02/11/2015
001-025-181700	340.12	181528	01/12/2015					
Vendor Total:	340.12							
Vendor 07873				ServiceMaster - janitorial				02/11/2015
001-029-225500	309.45	154720	01/20/2015					
Vendor Total:	309.45							
Vendor 07905				Sierra Springs				02/11/2015
001-024-161000	68.45	5338633 01051	01/05/2015					
Vendor Total:	68.45							
Vendor 07951				Simplex Grinnell LP				02/11/2015
001-024-161000	234.05	80932720	01/16/2015	Simplex Grinnell - annual fire ext inspr				
005-005-507000	218.75	80932712	01/16/2015					02/11/2015
001-028-212000	78.75	80932653	01/16/2015					02/11/2015
001-028-212000	117.61	80932655	01/16/2015					02/11/2015
001-029-225000	78.75	80932637	01/16/2015					02/11/2015
Vendor Total:	727.91							
Vendor 07960				Sisul Engineering				02/11/2015
001-026-197500	240.00	SGL 13-025-1(01/30/2015					02/11/2015
005-005-509000	240.00	SGL 13-002-2)	01/30/2015					02/11/2015
Vendor Total:	480.00							
Vendor 08022				Smith reimbursement				02/11/2015
001-025-175000	40.00	Smith reimburs	01/20/2015					02/11/2015
001-025-175000	44.65	Smith reimburs	01/20/2015					02/11/2015
001-025-175000	16.49	Smith reimburs	01/20/2015					02/11/2015
Vendor Total:	101.14							
Vendor 08205				Stein Oil Co. Inc.				02/11/2015
001-024-155000	987.12	CL07449	01/15/2015					02/11/2015
001-026-194000	194.08	CL07658	01/31/2015					02/11/2015
001-028-214000	52.20	CL07658	01/31/2015					02/11/2015
004-004-407000	89.92	CL07658	01/31/2015					02/11/2015
005-005-504000	477.49	CL07658	01/31/2015					02/11/2015
Vendor Total:	1,800.81							
Vendor 08371				Tabor reimb - training reg				02/11/2015
004-004-404500	305.00	Reimbursemen	01/22/2015					02/11/2015
001-021-117500	266.96	Reimbursemen	01/29/2015					02/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	571.96							
Vendor 08375M		Taser International		Taser Int. - Holster/Battery Pack/Card				
001-024-156000	383.57	SI1384251	01/07/2015					02/11/2015
Vendor Total:	383.57							
Vendor 08402		Thayer, J Co.		J. Thayer - council nameplates				
001-021-113000	34.30	918762-0	01/30/2015					02/11/2015
Vendor Total:	34.30							
Vendor 08530		Top Industrial Supply		TOP Ind- supplies				
003-003-303000	13.88	78539	01/08/2015					02/11/2015
005-005-505500	104.28	78807	01/29/2015					02/11/2015
005-005-505500	45.00	78689	01/29/2015					02/11/2015
Vendor Total:	163.16							
Vendor 08566		Traffic Safety Supply Co. Inc.		Traffic Safety - supplies				
005-005-508500	209.80	992879	01/13/2015					02/11/2015
005-005-508500	87.50	992881	01/22/2015					02/11/2015
004-004-408500	25.00	992881	01/22/2015					02/11/2015
Vendor Total:	322.30							
Vendor 08743M		ArwenUngar		Ungar reimb. - supplies				
001-029-225000	37.05	Reimbursemen	01/21/2015					02/11/2015
Vendor Total:	37.05							
Vendor 09030h		Watts Heating & Cooling		Watts Htg - Furnace maint.				
001-025-175500	211.00	1072015-5J	01/07/2015					02/11/2015
Vendor Total:	211.00							
Vendor 09190		City of West Linn		City of West Linn - Clack Cities Assn				
001-021-114500	40.00	200473	01/22/2015					02/11/2015
Vendor Total:	40.00							
Vendor 09281T		Wilsonville Lock & Security		Wilsonville Lock - Rekeying offices				
001-021-110500	148.50	19718	01/23/2015					02/11/2015
Vendor Total:	148.50							
Vendor 09350		Porter WYett Co		Porter Yett Co. - Cold mix				
005-005-505000	616.35	274	01/21/2015					02/11/2015
Vendor Total:	616.35							

Account Number Amount Invoice No Inv Date Description Task Label Type PO Number Payment Date

Report Total:

338,352.34



CORRESPONDENCE



January 6, 2015

Jolene Morishita
City of Gladstone
525 Portland Ave.
Gladstone, OR
97027

Re: Letter of Interest to buy Property ID C164399

Dear Jolene:

Thank you for your time on the phone this week. I am a commercial real estate broker with Macadam Forbes and I represent a client who has interest in purchasing Property ID C164399 (Behind Gladstone Dodge) and the site is 83,923 SF of land.

Let me know if the City is interested in receiving an offer to purchase the site. My client is very well capitalized and is familiar with the site. I can be reached at 503-972-7294.

Sincerely,

MACADAM FORBES, INC

A handwritten signature in black ink, appearing to read 'Joe Kappler', with a long horizontal stroke extending to the right.

Joe Kappler, Principal/ Broker



OREGON CITY

Office of the Mayor

625 Center Street | Oregon City OR 97045
Ph (503) 657-0891 | Fax (503) 657-7026

January 22, 2015

The Honorable John Kovash
West Linn City Hall
22500 Salamo Road
West Linn, OR 97068

The Honorable Dominick Jacobellis
Gladstone City Hall
525 Portland Avenue
Gladstone, OR 97027



Re: Governance of Tri-City Service District

Dear Mayor Kovash and Mayor Jacobellis:

As local leaders, we share in the challenges of responsibly overseeing the growth of our cities and providing for the public service needs of our residents. Our residents count on us to conduct this business in an open, transparent, and accountable manner.

Together, we also rely on the Tri-City Service District (TCSD) for sewer services. The TCSD is discussing a series of rate increases as high as 25% per year in each of the next several years. As significant as these increases would be, of greater concern is the distinct lack of clarity as to the factors driving these rate hikes and whether this is truly in the interest of TCSD ratepayers.

Similarly, of even greater concern is the lack of true local control of the TCSD for our cities. Under current Oregon law, the District is governed by the Clackamas County Board of Commissioners. As you know, none of the current members of the Commission live in the TCSD and are not impacted by the rate decisions they make.

I believe our cities must have the ability to exercise some measure of self-rule over the District. In my mind, it's the clearest path to more efficient and accountable governance. To that end, the Local Utility Accountability Act (House Bill 2800) will be introduced in the current Legislative Session. The Act would allow -- but not require -- our cities to jointly assume control over the Tri-City Service District and allow us to make important decisions at the local level.

The Local Utility Accountability Act is neither a referendum on the Clackamas County Commission nor even a rejection of the proposed rate increases. Instead, it is an endorsement of our shared values of transparency, accountability, and local control.

With that in mind, I hope that we can work constructively with the County and other stakeholders to come to an appropriate course of action that honors those values.

As we head in to the Legislative Session, I sincerely hope that Gladstone, West Linn, and Oregon City can speak with one voice in supporting the Local Utility Accountability Act.

Respectfully,



Dan Holladay, Mayor
City of Oregon City

cc: Clackamas County Commissioners
West Linn City Manager
~~Gladstone City Manager~~

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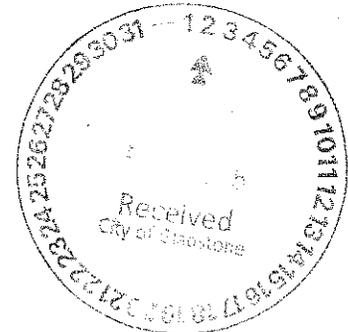


Water Quality Protection
Surface Water Management
Wastewater Collection & Treatment

Gregory L. Geist
Interim Director

January 29, 2015

The Honorable Dominick Jacobellis
Mayor, City of Gladstone
525 Portland Avenue
Gladstone, OR 97027



RE: Gladstone Representative – Tri-City Service District Budget Committee

Dear Mayor Jacobellis:

We are once again beginning the annual budgeting process for the Tri-City Service District. The City of Gladstone's representative on the service district's Budget Committee remains vacant at this time. I'm writing to request that the City nominate a Gladstone resident to serve on the Budget Committee. I've enclosed the Budget Committee's Bylaws or your information.

I would appreciate receiving the City's nomination to fill the vacancy as quickly as possible, or no later than February 28, 2015. Staff will then present your nomination to the Board of County Commissioners for appointment.

If you have any questions about the process or need additional information, please feel free to contact me at 503-742-4560 or budget committee liaison Chanin Bays at 503-742-4566.

Sincerely,

Gregory L. Geist
Interim Director

Enclosures (1)

c: Pete Boyce, City Manager
Don Krupp, County Administrator

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Tri-City Service District Budget Committee - Bylaws

ARTICLE I - NAME

The name of this organization shall be the Tri-City Service District Budget Committee, hereinafter called the Budget Committee.

ARTICLE II - PURPOSE

The Budget Committee shall be responsible for reviewing, commenting and receiving public comment on the proposed budget of the Tri-City Service District, a county service district ("TCSD") in accordance with the process set forth in the Oregon Local Budget Law (Oregon Revised Statutes 294.305 – 294.565). Such statutory provisions shall govern the manner, purpose and scope of activities of the Budget Committee.

ARTICLE III - MEMBERSHIP

The committee shall consist of the Board of County Commissioners acting as the governing body of TCSD ("Board") and an equal number of private citizens who are wholesale customers of TCSD, as appointed by the Board. For non-elected members, it is expected that each will regularly attend meetings, work collaboratively, and communicate effectively with other members and staff regarding the budget and their status as members. If non-elected members are unable to meet these expectations or any other requirement of membership, the Board may replace them at its discretion. The Board may appoint a non-elected replacement member if such member resigns or is replaced, to serve out the remainder of such representative's term.

ARTICLE IV - TERM

The term shall be as forth in Oregon Local Budget Law. Members may request reappointment. If the Board determines that permitting non-elected members to serve on more than one county advisory board or committee advances the purpose of the Budget Committee, it may do so at its discretion.

ARTICLE V - MEETINGS

All Budget Committee meetings shall be publicized in advance of the meeting date in accordance with applicable law, including the Oregon Public Meetings Law.

ARTICLE VI - COUNTY POLICY

Unless otherwise provided for herein, all Budget Committee activities shall be conducted in a manner consistent with the Clackamas County Policy for Advisory Boards and Committees as adopted by the Board.



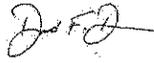
REGULAR AGENDA



Beery Elsner
& Hammond LLP

MEMORANDUM

TO: Honorable Mayor Jacobellis
Gladstone City Councilors

FROM: David Doughman, City Attorney's Office 

SUBJECT: Second Reading of Ordinance No. 1454

DATE: February 5, 2015

At its meeting on February 10, the council will entertain a second reading of Ordinance No. 1454. This ordinance amends the sign code to permit certain signs on utility poles in the public right-of-way in limited circumstances.

Consistent with council discussion and direction at the January 13 meeting, I have amended the language of one portion of the revisions – specifically subsection 17.52.050(1)(b). This subsection now incorporates the substance of subsection .050(1)(f) in the initial draft. As such, I have eliminated subsection .050(1)(f). No other changes were made to the revisions presented to the council on January 13.

RECOMMENDATION: adopt the second reading of Ordinance No. 1454, as amended.

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ORDINANCE NO. 1454

AN ORDINANCE AMENDING CHAPTER 17.52 OF THE GLADSTONE MUNICIPAL CODE RELATING TO SIGNS IN THE PUBLIC RIGHT OF WAY

WHEREAS, GMC Chapter 17.52 currently prohibits signs on utility poles;

WHEREAS, the Gladstone City Council believes such signs should be permitted under limited circumstances with the utility pole owner's written consent; and

WHEREAS, the attached amendments to GMC Chapter 17.52 will permit such signs while ensuring they do not proliferate throughout the city.

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

Section 1. Chapter 17.52 of the Gladstone Municipal Code is amended as described in Exhibit A, attached and incorporated into this ordinance by reference. Stricken language is deleted from GMC 17.52 and underlined language is added to the chapter.

Adopted by the Common Council for the City of Gladstone this _____ day of February, 2015.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

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ORDINANCE 1454
Exhibit "A"

17.52.010 Purpose.

(1) This chapter's provisions are intended to maintain a safe and pleasing environment for Gladstone by regulating the size, height, number, location, type, structure, design, lighting, and maintenance of signs. More specifically, this chapter intends to achieve the following objectives:

- (a) To insure that the design, construction, installation and maintenance of signs does not compromise public safety;
- (b) To promote positive conditions for meeting sign user's needs while ensuring that nuisances are avoided to nearby properties;
- (c) To support the desired character and development patterns of the City; and
- (d) To allow for a reasonable amount of signs while preventing signs from dominating the visual appearance of any area of the City.

17.52.020 Applicability.

- (1) While the provisions of this chapter regulate the size, height, number, location, type, structure, design, lighting, and maintenance of signs, they are not intended to restrict, limit or control a sign's content, to the extent prohibited by law.
- (2) Unless otherwise stated or limited herein, this chapter regulates all related elements of a sign, including a sign's face or display area, structure, supports, braces, guys and anchors.
- (3) The provisions of this chapter are in addition to any other relevant provisions under state or federal law.
- (4) For the Office Park (OP) zoning district, where the standards of this chapter conflict with the sign standards in the OP district, the standards of the OP district will apply.

17.52.030 Conformance.

No sign may be placed, constructed, erected, displayed or modified unless it conforms to this chapter's regulations. This chapter is structured to grant permission to erect specified types of signs under specific standards, and does not allow for the erection of a sign not specifically permitted herein.

17.52.040 General provisions.

- (1) Permit required. Unless exempted under this chapter, a permit is required to place, construct, erect, display or modify a sign.
- (2) Review process. The city administrator or his designee will review applications for sign permits for compliance with this chapter unless otherwise stated in this chapter. The city administrator's decision will be rendered in accordance with GMC 17.94 and may be appealed in accordance with GMC 17.92.

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(3) Structural code compliance. A sign must comply with the applicable provisions of the State of Oregon Structural Specialty Code and any related or similar provisions adopted by the City, unless such compliance is modified by this chapter.

(4) Sign clearance. A minimum clearance of eight (8) feet above sidewalks and fifteen (15) feet above driveways must be provided under a freestanding sign.

(5) Vision and sight consideration. A sign must be situated in a manner so as not to adversely affect public safety. Compliance with the City's regulations regarding clear vision is required.

(6) Blanketing. A sign must not be situated in a manner that results in the blanketing or obfuscation of an existing sign on an adjacent property.

(7) Illuminated signs and electric elements.

(a) A sign illuminated in any manner must shield, deflect or otherwise prevent the light illuminating the sign from shining into or onto a neighboring property or impair the vision of any vehicle operator;

(b) No sign or illuminating device associated with a sign may have blinking, flashing or fluttering lights, except as otherwise allowed under this chapter;

(c) No sign or illuminating device associated with a sign may be used in a manner that may be confused with or construed to be traffic signals, traffic control devices, or lights on emergency vehicles;

(d) Except as otherwise provided in this chapter, an illuminated sign cannot be located closer than twenty-five (25) feet to a lot in a residential zoning district;

(e) The light intensity of an illuminated sign or illuminating device associated with a sign must conform to the accepted standards of the sign industry, as provided by the Oregon Electric Sign Association.

(f) A sign containing any electrical components or elements, or illuminated by electrical lighting must be approved under the National Electric Code, as modified by Oregon's regulations, and any related or similar provisions adopted by the City.

(g) An illuminated sign or illuminating device associated with a sign requiring an electric power source must use an Oregon-approved power outlet.

(h) As used in this chapter:

(A) A "directly" illuminated sign means a sign with exposed lighting or neon tubes on the sign's face, and includes a sign where the message or image is created by light projected onto a surface.

(B) An "indirectly" illuminated sign means a sign with light source that that is separate from the sign face and is directed to shine onto the sign.

(C) An "internally" illuminated sign means a sign where the light source is not exposed and is concealed within the sign.

(8) Moving signs. Except as otherwise allowed under this chapter, a sign must remain in a static state, and cannot be designed to rotate, flutter or appear to move.

(9) Maintenance and hazards.

(a) A sign must be in good repair and maintained in a neat, attractive and safe condition, and no sign may be used or situated in a manner that creates a hazard to the public.

(b) Failure to use a sign's copy area for a period of more than twelve (12) consecutive months will constitute a discontinuance of the sign's use and may be declared a nuisance by the City.

(10) Nonconforming signs. A sign that lawfully exists at the time this chapter or any amendment thereto becomes effective, but does not conform to this chapter's standards, may only be altered if:

(a) The alteration does not increase a sign's nonconformity with this chapter's standards; and

(b) The alteration is reviewed under this chapter.

(c) Nonconforming government owned or maintained signs may be altered to the extent of their existing nonconformity notwithstanding this chapter's standards.

(11) Setbacks.

(a) Unless otherwise stated herein, the minimum setback for a sign with a sign face of twenty-four (24) square feet or less in area is one-half of the minimum setback required in the zoning district in which the sign is located. If no setback exists, the sign must be located in an area that ensures it does not compromise public safety, as determined by the city administrator or designee.

(b) Unless otherwise stated herein, the minimum setback for a sign with a sign face greater than twenty-four (24) square feet in area is the same as the minimum setback required in the zoning district in which the sign is located. If no setback exists, the sign must be located in an area that ensures it does not compromise public safety, as determined by the city administrator or designee.

(12) Area Calculation.

(a) Unless otherwise stated herein, the sign face area limitations established by this chapter will apply on a per-side basis. Every sign is limited to a maximum of two (2) sides.

(b) Sides may be of no greater area than that necessary to provide a frame or support structure to the sign face.

(c) For signs that are allowed a maximum area of twenty-four (24) square feet or more:

(A) Sides cannot exceed the maximum area standard by more than one (1) foot in width, unless the applicant demonstrates to the city administrator's satisfaction that a greater width is necessary to provide adequate support for the sign faces; and

(B) Two (2) support poles may be excluded from the area calculation provided that the caliper of any pole does not exceed one (1) foot, unless the applicant demonstrates to the city administrator's satisfaction that a greater caliper is necessary to provide adequate support for the sign.

(d) For signs required to have a maximum area of less than twenty-four (24) square feet:

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(A) Sides cannot exceed the maximum area standard by more than six (6) inches in width, unless the applicant demonstrates to the city administrator's satisfaction that a greater width is necessary to provide adequate support for the sign faces; and

(B) One (1) support pole may be excluded from the area calculation provided that the caliper of any pole does not exceed six (6) inches, unless the applicant demonstrates to the city administrator's satisfaction that a greater caliper is necessary to provide adequate support for the sign.

(e) Support structures excluded from the area calculation may only contain copy or graphics to the extent that such markings are placed on the support structures by the structures' manufacturer.

(f) Requests to allow sides to exceed the maximum widths or to allow support poles to exceed the maximum calipers established herein will be reviewed pursuant to the GMC's design review standards. In no event may a side exceed a maximum width by more than two (2) feet, or may a caliper be larger than two (2) feet.

(13) Definitions.

(a) "Electronic message center sign" is a sign whose informational content can be changed or altered by electronic means and whose message is typically delivered through the use of LED lights.

(b) "Freestanding sign" is a ground or pole mounted sign not attached to a building, but does not include a portable A-frame sign.

(c) "On-building sign" is a sign attached to any part of a building.

(d) "Portable A-frame sign" or "A-frame" is a sign with two (2) sides, the frame or support structure of which is hinged or connected at the top of the sign in such a manner that the sign is easily moved and erected.

(e) "Temporary sign" is a sign that historically advertised events of a limited duration, such as political campaigns, real estate sales, special sales, etc. As opposed to other signs permitted under this chapter, temporary signs cannot be displayed permanently. For this chapter's purposes, a temporary sign may be a freestanding or on-building sign, but cannot be an A-frame sign.

17.52.050 Exemptions.

(1) The following signs do not require a sign permit, but must otherwise conform to this chapter's standards except as otherwise stated below:

(a) A sign with a sign face area of two (2) square feet or less;

(b) Government owned or maintained signs in the public right-of-way (such signs are not subject to this chapter's limitations on sign size, number, or location and they may be permanent or temporary at the discretion of the owner notwithstanding this chapter's standards governing temporary signs);

(c) A sign in an open space district;

(d) Temporary signs;

(e) A-frame signs in residential districts.

(2) This chapter does not regulate the following signs:

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- (a) Dispensers, such as beverage, newspaper and recycling machines;
- (b) A sign required by local, state or federal law or regulation, such as but not limited to building and address numbers, street signs, and public notices;
- (c) A sign not oriented towards or intended to be legible from a right-of-way, private road or other private property, unless otherwise regulated herein;

17.52.060 Prohibited signs.

(1) This section is provided for the benefit of sign applicants and for the administration of this chapter. However, this section must be read consistently with GMC 17.52.030. As such, because a specific type of sign is not listed as prohibited does not mean that it is allowed. The following is a non-exclusive list of signs that are prohibited in the City:

- (a) A sign that obstructs the vision clearance of a right-of-way or driveway intersection;
- (b) A sign affixed to or placed on a roof, or an on-building sign extending above the roofline of the building on which it is located;
- (c) A sign that obstructs ingress or egress through a door, window, fire escape, standpipe or any similar facility required or designated for safety or emergency use;
- (d) A sign in the public right of way, other than government owned or ~~managed~~ maintained signs, unless otherwise specifically allowed herein.
- (e) Strobe lights.
- (f) A sign affixed to or placed upon a tree.
- (g) A sign affixed to a utility pole, unless the owner of the pole approves of the sign in writing and the sign is otherwise specifically allowed herein.

17.52.070 Signs in commercial and industrial districts.

- (1) Freestanding signs. Freestanding signs are allowed in commercial and industrial zones.
 - (a) Number. One (1) freestanding sign is allowed for a development or complex, even when more than one tax lot or ownership is included in the development. A second freestanding sign is permitted in the following cases:
 - (A) If the development has a public vehicular access point on each of two (2) or more streets, and two (2) freestanding signs are desired, each must be located at access points on different streets; or
 - (B) The development has more than three hundred (300) feet of continuous frontage on a major arterial. In this instance, the combined sign face area of the two freestanding signs cannot exceed the area allowed under GMC 17.52.070(1)(c)(B).
 - (C) Regardless of whether a development qualifies under 1(a)(A) and 1(a)(B) above, no more than two (2) freestanding signs will be permitted.
 - (b) Height.

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(A) Pole signs: The maximum height of a freestanding pole sign is twenty (20) feet from the ground.

(B) Monument signs: The maximum height of a monument sign is five (5) feet from the ground.

(c) Area. The maximum sign face area for a freestanding sign is forty (40) square feet. The maximum sign face area for a freestanding sign may be exceeded only in the following instances:

(A) The applicant demonstrates that an increased sign face area is warranted due to one or more of the following factors. Under this subsection, the maximum sign face area cannot exceed sixty (60) square feet.

(i) The development upon which the sign will be placed is significantly larger than other developments in the City;

(ii) The sign will be constructed of wood, brick or stone, or a combination of the same, and illuminated indirectly;

(iii) An electronic message sign or other changeable text copy sign will be included, as permitted by this chapter.

(B) The property has frontage on a major arterial, in which case the sign face area may be one-half (1/2) of a square foot per lineal foot of major arterial frontage. Regardless of total frontage, the maximum sign face area under this subsection cannot exceed two hundred (200) square feet.

(d) Illumination. A freestanding sign may be internally or indirectly illuminated consistent with this chapter's standards regarding the illumination of signs.

(2) On-building signs. On building signs are allowed in commercial and industrial zones.

(a) Number. The maximum on-building sign face area may be distributed among any number of signs.

(b) Area. The maximum on-building sign area is calculated as follows:

(A) If no freestanding sign exists for a development, the maximum on-building sign face area for each tenant of that development is one and one-half (1½) square feet per lineal foot of the tenant's primary building wall.

(B) If a freestanding sign exists for a development, the maximum on-building sign face area for each tenant of that development is one (1) square foot per lineal foot of the tenant's primary building wall.

(C) Each tenant is allowed a minimum of thirty-two (32) square feet of on-building sign face area.

(D) No individual on-building sign may exceed two hundred (200) square feet in sign face area.

(c) Wall graphics. The use of external walls for graphics, artwork or other displays shall be subject to this chapter's limitations for on-building signs.

(d) Illumination. An on-building sign may be internally or indirectly illuminated consistent with this chapter's standards regarding the illumination of signs.

(e) Alternative to on-building sign. A monument sign within a development is permitted as an alternative to an on-building sign provided the monument sign:

- (A) Is located in front of the building with which it is associated;
- (B) Does not exceed twelve (12) square feet in total area;
- (C) Does not exceed five (5) feet in height; and
- (D) Uses materials and colors that are the same, or substantially the same, as those used on the building associated with the sign.

(E) A monument sign meeting the standards of this subsection is permitted in addition to any freestanding sign otherwise permitted by this chapter.

(3) Changeable Copy Signs. Electronic message center signs or manually changeable copy signs (a.k.a. "readerboards"), may be incorporated into a freestanding or on-building sign subject to the following provisions.

(a) Number. Only one (1) such sign is allowed in a development.

(b) Area. Such a sign will be included in the maximum area allowed for a freestanding or on-building sign.

(A) An electronic message center sign cannot comprise more than thirty percent (30%) of the sign's area of which it is a part.

(B) A manually changeable copy sign cannot comprise more than eighty percent (80%) of the sign's area of which it is a part.

(c) Design. A changeable copy sign must be integrated into the design of the freestanding or on-building sign of which it is a part.

(d) Duration. If an electronic message center sign displays a segmented message, the entire message must be completed within ten (10) seconds.

(e) Integration required. A changeable copy sign will only be permitted if it is part of a freestanding or on-building sign. This subsection does not allow for such signs to be displayed independent of a freestanding or on-building sign.

(4) Portable A-frame signs. Portable A-frame signs are allowed in commercial and industrial zones.

(a) Number. One (1) A-frame sign is allowed per business. If no business exists on a parcel of property, then one (1) A-frame sign is allowed for that property. If a business or property, as relevant, uses an A-frame sign, then a temporary sign under 17.52.100 cannot be erected.

(b) Location. An A-frame sign must be located within a property's setback, or within another commercially or industrially zoned business's setback, except as provided below.

(A) If the sign is located on another commercially or industrially zoned property, the sign owner must obtain written consent from the business's owner, or from the property's owner if no business exists on the property. As only one (1) A-frame sign is allowed per business or property, as relevant, this consent must also explicitly waive the owner's right to an additional A-frame sign.

8-9

(B) For properties without setbacks, or for properties that directly abut a sidewalk, the sign cannot impede pedestrian access along the business's frontage. A sign placed on or near a sidewalk must allow for at least five (5) feet of unobstructed sidewalk width.

(C) An A-frame sign cannot be placed within a roadway, or in medians, traffic islands or any other area within a roadway. Any sign so placed constitutes a safety hazard and may be removed by the City.

(c) Height. The maximum height of an A-frame sign is four (4) feet.

(d) Area. The maximum sign face area for an A-frame sign is six (6) square feet per side.

(e) Duration. A-frame signs may be displayed permanently, and may be displayed when a business is closed.

(f) Business license. After initial issuance of a permit for an A-frame sign, the permit will be renewed contemporaneously with business license renewal on an annual basis.

(A) The city administrator or designee will provide a permit form to be completed by and issued to the sign's owner prior to the owner's use of an A-frame sign. The form will include an acknowledgement by the sign's owner of the City's rules regarding A-frame signs, describe the precise location of the sign, and include other information necessary to ensure compliance with the City's sign code.

(B) If an A-frame sign owner's business license expires or is otherwise rendered invalid, the owner's use of its A-frame sign is prohibited until a new business license is issued.

(C) A business cannot obtain more than one (1) business license in order to have more than one (1) A-frame sign.

(5) Other signs in commercial and industrial districts. Signs under this subsection are allowed within commercial and industrial zones. Signs allowed under this subsection are in addition to other signs permitted under this chapter.

(a) Internal Sign.

(A) Location. An internal sign must be directed at visitors who have entered a given development, and not be directed to traffic passing by the development. To that end, the minimum setback for an internal sign is two (2) times the minimum setback required in the zoning district in which the internal sign is located, or at another location that ensures the sign is only directed at visitors of a development, as determined by the city administrator or designee. An internal sign traditionally identifies tenants or destinations within a development and directs traffic to such tenants or destinations.

(B) Area. The maximum area allowed for an internal sign is forty (40) square feet.

(C) Number. A development may have no more than four (4) internal signs, and the total aggregate area for all such signs cannot exceed forty (40) square feet.

(D) Height. An internal sign cannot exceed five (5) feet in height.

(E) Sight distance. An internal sign cannot obscure sight distance for on-site traffic.

(b) External Sign.

(A) Location. As opposed to an internal sign, an external sign may only be directed at traffic passing by or leaving a development. To that end, the setback for an external sign is one-half (1/2) of the minimum setback required in the zoning district in which the external sign is located, or at another location that ensures the sign is only directed at traffic passing by or leaving a development, as determined by the city administrator or designee. An external sign traditionally directs traffic to or from a given development.

(B) Area. The maximum area allowed for an external sign is three (3) square feet.

(C) Number. A development may have two (2) external signs per frontage.

(D) Height. An external sign cannot exceed four (4) feet in height.

(E) Clear vision. An external sign must comply with all corner vision and clear vision requirements.

17.52.080 Signs in open space districts.

(1) Signs in open space districts are limited to government owned or maintained signs.

(2) Number. One (1) sign is allowed for each parcel or lot zoned open space.

(3) Height. The maximum height of a sign in an open space district is six (6) feet.

(4) Area. The maximum area of a sign in an open space district is forty (40) square feet.

(5) Illumination. A sign in an open space district may be internally or indirectly illuminated consistent with this chapter's standards regarding the illumination of signs.

17.52.090 Signs in residential zoning districts.

(1) Number. One (1) permanent sign is allowed for each parcel or lot zoned residential.

(2) Type. The sign must be located inside the dwelling, located flat against the dwelling or located no further than four (4) feet from a residence's footprint.

(3) Area. The maximum area of a permanent sign in a residential district is two (2) square feet.

(4) Multifamily or residential subdivision standards.

(a) Area. The maximum area of a multifamily or subdivision sign is thirty-two (32) square feet.

(b) Number and type. One (1) freestanding sign is allowed for a subdivision development or a multifamily complex, even if more than one (1) tax lot or ownership is included in the development, except as follows:

(A) If a development has more than one (1) access point, one (1) additional sign may be located at a major public access point located on a different public road.

(B) In the case of (A) above, neither sign may exceed thirty-two (32) square feet in area.

(C) Individual properties within a subdivision are allowed a sign in accordance with subsections (1) through (3), above.

(c) Height. The maximum height of a multifamily or subdivision sign is five (5) feet.

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(5) Commercial and institutional use standards. The following standards apply to commercial uses approved as conditional uses in residential zones and to institutional uses that are nonconforming uses or that are approved as conditional uses in residential zones.

(a) Number. Only one (1) sign is allowed for a development or complex, even if more than one (1) tax lot or ownership is included in the development, except as follows:

(A) If a development has more than one (1) access point, one (1) additional sign may be located at a major public access point located on a different public road.

(b) Type. The sign may be freestanding or on-building.

(c) Area. The maximum sign face area is thirty-two (32) square feet.

(d) Height. The maximum height for a freestanding sign is five (5) feet, except for changeable copy signs, as provided below.

(e) Setbacks. A freestanding sign must comply with the minimum side and rear setbacks of the zoning district in which it is located. A freestanding sign may be located within the required front and street side setback areas.

(f) Changeable copy signs. In addition to the sign allowed under 17.52.090(5)(a), a church or school may have one (1) freestanding or on-building changeable copy sign.

(A) Such a sign may be internally or indirectly illuminated, but cannot be an electronic message center sign.

(B) Such a sign's maximum sign face area is thirty-two (32) square feet.

(g) Other standards. Signs approved under this subsection are not subject to 17.52.040(7)(d).

(6) Portable A-frame standards.

(a) Number. One (1) A-frame sign is allowed per lot or parcel.

(b) Location. An A-frame sign must be located within a property's setback. If the person responsible for the sign wants to locate the sign on another residentially zoned property, that person must obtain written consent from the owner of the property upon which the sign is to be placed.

(c) Height. The maximum height of an A-frame sign is four (4) feet.

(d) Area. The maximum sign face area for an A-frame sign is six (6) square feet.

(e) Duration. A-frame signs in residential districts are only allowed to be displayed as follows:

(A) From dusk on Fridays to dusk on Sundays; and

(B) From 10:00 a.m. to 2:00 p.m. on one weekday between Monday and Thursday.

17.52.100 Temporary signs.

(1) Temporary signs are allowed in addition to any permanent sign permitted under this chapter, except as otherwise stated below.

(2) Number. One (1) freestanding or on-building temporary sign is allowed per lot or parcel, except as otherwise stated below.

(3) Height. The maximum height of a freestanding temporary sign is six (6) feet. No on-building temporary sign may extend above the roofline of the building on which it is located.

(4) Area.

(a) The maximum area of a temporary sign in a commercial or industrial zone is thirty-two (32) square feet.

(b) The maximum area of a temporary sign in a residential zone is sixteen (16) square feet.

(A) A residentially zoned lot or parcel may have two (2) temporary signs, so long as the total combined area of the two signs does not exceed sixteen (16) square feet.

(5) Anchoring. Temporary signs must be situated in a manner that prevents the sign from being blown from its location, while allowing the prompt removal of the sign.

(6) Duration. A temporary sign may only be displayed for one hundred and eighty (180) days total in any calendar year for each lot or parcel, or only until the event associated with the sign has ended, whichever is earlier.

(7) Setbacks. The minimum setbacks for a temporary sign shall be one-half of the minimum setback requirements of the zoning district in which the sign is located. If no setback exists, the sign must be located in an area that ensures it does not compromise public safety, as determined by the city administrator or designee.

(8) Additional temporary sign standards for commercial and industrial districts.

(a) Temporary signs may be displayed during hours of operation only.

(b) No temporary sign is allowed for any development or complex that has a changeable copy sign incorporated into a permanent sign.

8-6

City of Gladstone Staff Report

Report Date: February 3, 2015
Meeting Date: February 10, 2015
To: Pete Boyce, City Administrator
From: Jim Pryde, Chief of Police

AGENDA ITEM

A Briefing Regarding the Replacement of the 800MHz Public Safety Radio System.

History/Background

The 800MHz public safety radio system that supports police, fire and EMS communication is old and failing and needs to be replaced with a new digital system. Currently police, fire and EMS agencies are being surveyed as to their needs/preferences with the new system.

Proposal

John Hartsock, manager of the Clackamas 800 Radio Group will brief City Council on this issue and will answer questions.

Options

There are four basic system options and 9 potential system enhancements under consideration. Each has a cost attached to it. The City of Gladstone needs to respond to the 800 Radio Group survey by February 20th.

Cost Impact

To fund this major project a 10 year General Obligation Bond would need to be approved by voters. Attached are estimated costs to agencies during the term of the bond.

Recommended Staff Action

Chief Monte and Chief Pryde are in the process of working with Mr. Boyce to determine what new system options are best for Gladstone, in the interest of public safety and being fiscally responsible.

Department Head
Signature Jim Pryde

City Administrator
Signature Pete Boyce

9-1

Clackamas 800 Radio Group

11300 SE Fuller Rd

Milwaukie, Oregon 97222

(503) 780-4806

C800/WCCCA 800 Radio System Replacement Questionnaire

January 26, 2015

Member Agency: _____ Completed By: _____

Please indicate your preferred choice for Options 1 thru 4 to replace the current 800MHz radio system. Consider what will best serve your agency as well as the balance of the public safety agencies serving Clackamas County.

OPTION #	DESCRIPTION	CHOICE
1	<p><i>(Note: Options are additive – Option #2 includes Option #1 / Option #3 includes Options #1 and 2 / Option #4 includes Options #1, #2, and #3)</i></p> <p>A new P25 digital radio system including the associated microwave system that has equal coverage and performance to the current system and maintains interoperability – excludes subscriber radios:</p> <p>Definition: A like for like replacement with the addition of <u>seven</u> sites to make up for the performance difference between analog and digital. <i>Note: The current system is designed around mobile coverage and in the urban areas “portable at the head” coverage.</i></p> <p>C800 Cost: \$35,349,517 // or 9¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Lowest cost option</p> <p>Cons: Coverage will be as it is today – i.e. limited in building coverage / limited portable coverage in some areas / limited or non-existent overall coverage particularly in south Clackamas County</p>	

9-2

<p>2</p>	<p>A new P25 digital radio system including the associated microwave system with expanded coverage to meet “portable on the hip” coverage requirements and maintains interoperability– excludes subscriber radios:</p> <p>Definition: Option #1 features with the addition of <u>two additional</u> sites to improve “portable on the hip” coverage.</p> <p>C800 Cost: \$37,894,093 // or 10¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Provides some additional coverage for portable use in rural areas, there will be marginal to significant in building coverage improvements depending upon proximity to radio sites</p> <p>Cons: In building coverage improvement will be very limited / limited or non-existent overall coverage particularly in south Clackamas County</p>	
<p>3</p>	<p>A new P25 digital radio system including the associated microwave system, with expanded coverage to improve in-building coverage (one wall) within the designated urban reserve areas and maintains interoperability– excludes subscriber radios:</p> <p>Definition: Options #1, #2 features with the addition of <u>one additional</u> site to improve in- building coverage.</p> <p>C800 Cost: \$43,329,227 // or 11¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: In building coverage improvements within all designated urban reserve boundaries, which in turn will improve portable coverage and expand coverage in general particularly in south Clackamas County. SW Cities will be improved and as a result SW County coverage will also improve.</p> <p>Cons: Will not provide the full expanded coverage particularly in south Clackamas County as outlined in radio user surveys. Clackamas Drainage, Lolo Pass. SW Cities will be improved and as a result SW County coverage will also improve.</p>	
<p>4</p>	<p>A new P25 digital radio system including the associated microwave system, with expanded coverage to serve areas outlined by user surveys and population growth and maintains interoperability– excludes subscriber radios:</p> <p>Definition: Options #1, #2, and #3 features with the addition of <u>four additional</u> sites (total of fourteen added sites) to provide the complete system upgrade and expansion as outlined by the Regional Radio Partnership grant study – IXP – refined and delineated by WCCCA / C800 staff.</p> <p>C800 Cost: \$47,999,736 // or 12¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Meets all of the conditions outlined through radio system user interviews and provides a system to provide the current and future needs (10-15 years) for C800 radio system users. Provides the full expanded coverage particularly in south Clackamas County as outlined in radio user surveys - Clackamas Drainage, Lolo Pass.</p> <p>Cons: Highest cost option</p>	

9-3

The following options – “A” through “I” - are independent from Options #'s 1–4. These are accessories or enhancements and if chosen can be added to any one of the basic four options – except Option C which requires Option #4. Consider what will best serve your agency as well as the balance of the public safety agencies serving Clackamas County.

<p>A</p>	<p>Subscriber Radios - P25 digital (mobiles & portables) – procured as part of the project or by the individual agencies:</p> <p>Definition: All subscriber radios <u>must</u> be upgraded to P25 phase II digital capable prior to operation of the upgraded radio system – per the current plan this would be <u>required</u> to be accomplished by mid-2018. Currently some subscriber radios meet this requirement / some can be upgraded to meet this requirement / and some must be replaced. These could be a project cost or they may be an individual agency cost.</p> <p>C800 Cost if part of the overall project: \$13,693,639 // or 3¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Reduces individual agency capital costs</p> <p>Cons: Increases project cost and could create equity issues due to the various levels of current subscriber radios.</p>	
<p>B</p>	<p>SMART phone application to allow access to the system:</p> <p>Definition: An application that can be added to a SMART phone to allow the SMART phone to access and utilize the C800 radio system. Though not recommended for mission critical use due to the availability and reliability of the cell networks it is an option for some administrative, nonpublic safety personnel or potentially for volunteer use prior to being on scene.</p> <p>C800 Cost: \$195,137 // or .05 of 1¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Allows a low cost alternative to accessing the radio system. Allows access to the radio system when outside of the system area where there is cell coverage.</p> <p>Cons: Not acceptable for mission critical communications.</p>	
<p>C</p>	<p>LTE Mobile Data for Rural Areas – Urban Areas would continue to use Air Cards – Note: Option 4 above would need to be chosen for the maximum effectiveness of this option:</p> <p>Definition: Users currently utilize common carriers (AT&T / Verizon / Sprint) to access digital data networks for in vehicle computers. The carriers are providing “4G” or “LTE” data capability. This provides greater speeds and bandwidth. This LTE service is often not available in the more rural areas of Clackamas County. The proposal is to build an LTE layer on radio sites in the rural area where LTE is not offered by the common carriers. This strategy is leveraged off of the First Net National Plan in which the State of Oregon has chosen to participate. Eventually First Net systems will be implemented and when it does the most likely scenario will be to overlay existing C800 towers with LTE equipment with a focus upon urban areas. Implementing this option will allow for LTE coverage in Rural areas that extends the current Commercial coverage and prepares future support for First Net.</p> <p>C800 Cost: \$2,589,357 // or .7 of 1¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Provides greater mobile data coverage</p> <p>Cons: Added cost to the system</p>	

9-4

D	<p>Replace Current Fire Station Alerting Systems – (Tap Out):</p> <p>Definition: The CAD (computer aided dispatch) system notifies the required fire station (s) when an alarm is issued. Many different systems are currently utilized ranging from Pager/Radio based to internet based systems. Most of the existing systems are either no longer supported or at are end of life. This proposal is to provide a single system across the County to provide the notification via a radio based system with the same coverage as the Voice Radio System. Where IP connectivity to C800 Systems is possible IP Tap out will be supported as well.</p> <p>C800 Cost: \$949,847 // or .24 of 1¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Provides a common solution to all fire stations, a single CAD interface lowering the interface and maintenance costs, and more reliable long term solution.</p> <p>Cons: Adds cost to the system and may be considered a fire only need. Is a fire only system.</p>	
E	<p>Replace Current Paging System:</p> <p>Definition: The user agencies (primarily fire) utilize a variety of paging systems to notify personnel of routine and emergency matters. Some of the systems are common carrier, cell phone, VHF, and 900MHz. Most of the equipment is outdated and no longer supportable. This proposal is to provide an 800MHz paging system to upgrade to current technologies, reduce maintenance, minimize CAD interfaces, and improve performance.</p> <p>C800 Cost: \$264,384 // or .067 of 1¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Provides a common solution for all, a single CAD interface lowering the interface and maintenance costs, and more reliable long term solution.</p> <p>Cons: Adds cost to the system</p>	
F	<p>Upgrade the Voice Recording System:</p> <p>Definition: The current voice recording system is designed for use on an analog radio system and will not work on a digital radio system. This proposal is to replace the current voice logging recorder with a digital capable system.</p> <p>C800 Cost: \$417,822 // or .1 of 1¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Enables radio channels to be recorded.</p> <p>Cons:</p>	
G	<p>Post Warranty Support:</p> <p>Definition: This is a one-time upfront payment for extension of manufacture warranty support for the radio system. This includes: technical support / infrastructure repair – depot maintenance / advanced replacement upgrades – i.e. maintains a level of spares. <i>Note: In order to properly maintain the system C800/WCCCA must subscribe to this service either annually or by this pre-purchase option.</i></p> <p>C800 Cost: \$3,295,670 // or .8 of 1¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: If pre-purchased as part of the basic project there is a considerable cost savings vs. the annual cost.</p> <p>Cons: Added initial cost</p>	

<p>H</p>	<p>System Refresh – Equipment and Software Upgrades:</p> <p>Definition: As with all electronics there is a constant need to periodically upgrade equipment and keep software current. This proposal is to purchase this service up front for a substantial discount. The service provides for equipment and software upgrades every 2 years for a 10 year period.</p> <p>C800 Cost: \$2,865,800 // or .73 of 1¢ per \$1,000 in assessed value – 10 year general obligation bond</p> <p>Pros: Assures the system is aligned with the current requirements to maintain manufacture support. Saves operating costs over the long run by avoiding expensive upgrades to meet current software revision levels in order to maintain support. Will preserve the investment by having a Like New System every 2 years resulting in a new system in 10 years thus avoiding the exact circumstance we are in today</p> <p>Cons: Added initial cost. Some risk that after a 10 year extension of system life the LMR technology will be replaced by other technologies. The investment in The Smart Phone application as well as implementation of LTE technologies into our system design and support strategies will position us for these technology changes as they are projected today – merging of cellular and LMR technologies with broadband data applications and voice over LTE.</p>	
<p>I</p>	<p>VHF system upgrade/backup - Do you think the VHF system should be maintained and upgraded and should C800 take that system over?</p> <p>Definition: CCOM is currently maintaining and outdated VHF radio system for fire paging (tap out) and communications use by two Clackamas County fire agencies. Some C800 members have maintained VHF radio equipment as a back-up solution if the 800 system is not available. The VHF system is beyond its useful life and support is problematic. CCOM is reviewing this issue and options. The C800/WCCCA 800 radio system has proven to very reliable and contains many levels of reliability. The proposed system will add redundant geo graphically diverse controllers to enhance the reliability. The current plan installs Interoperable equipment in the following bands at key radio sites around the county;</p> <p>VHF, UHF, 800 MHz, 700 MHz. This equipment shall be operating on the Federally designated interoperable frequencies. This equipment may be used for interoperable communications or for back up for the Trunked Radio System as might be needed.</p> <p>C800 Cost: TBD</p> <p>Pros:</p> <p>Cons: Increases operating cost due to maintaining two systems. Seeing how it utilizes the same towers and microwave communication channels it provides little if any back up security.</p>	

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CLACKAMAS COUNTIES 800 MHz RADIO SYSTEM REPLACEMENT

C800 Cost Allocation Financing - Assumptions: 10 year Term / Debt Issued in 2016 / 5% Interest Rate

January 22, 2015

PARTNER AGENCIES	TOTAL VOICE RADIOS FY 14/15	Option #1 Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #2 Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #3 Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #4 Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest
Per Radio		\$2,285.53		\$ 2,450.05		\$2,801.46		\$3,103.44	
Boring Fire Dist.	40	91,421	914,213	98,002	980,022	112,059	1,120,586	124,137	1,241,375
Canby Fire	67	153,131	1,531,308	164,154	1,641,536	187,698	1,876,981	207,930	2,079,303
Canby Police	57	130,275	1,302,754	139,653	1,396,531	159,683	1,596,835	176,896	1,768,959
Clackamas County Health (AMR)	61	139,418	1,394,176	149,453	1,494,533	170,889	1,708,893	189,310	1,893,097
Clackamas Fire Dist. #1	241	550,814	5,508,136	590,463	5,904,630	675,153	6,751,529	747,928	7,479,284
Clackamas Sheriff	761	1,739,291	17,392,911	1,864,491	18,644,910	2,131,914	21,319,143	2,361,716	23,617,158
Estacada Fire	45	102,849	1,028,490	110,252	1,102,524	126,066	1,260,659	139,655	1,396,547
Gladstone Police / Fire	87	198,841	1,988,414	213,155	2,131,547	243,727	2,437,274	269,999	2,699,990
Lake Oswego Police / Fire	200	457,107	4,571,067	490,011	4,900,108	560,293	5,602,929	620,687	6,206,875
Molalla Fire	70	159,987	1,599,874	171,504	1,715,038	196,103	1,961,025	217,241	2,172,406
Molalla Police	33	75,423	754,226	80,852	808,518	92,448	924,483	102,413	1,024,134
Oregon City Police	96	219,411	2,194,112	235,205	2,352,052	268,941	2,689,406	297,930	2,979,300
Sandy Fire	90	205,698	2,056,980	220,505	2,205,049	252,132	2,521,318	279,309	2,793,094
Sandy Police	44	100,563	1,005,635	107,802	1,078,024	123,264	1,232,644	136,551	1,365,512
TVF&R / West Linn Fire	22	50,282	502,817	53,901	539,012	61,632	616,322	68,276	682,766
West Linn Police / TVFR Fire	89	203,412	2,034,125	218,055	2,180,548	249,330	2,493,303	276,206	2,762,059
Total	2,003	4,577,924	45,779,240	4,907,458	49,074,580	5,611,333	56,113,330	6,216,185	59,399,791

CLACKAMAS COUNTIES 800 MHZ RADIO SYSTEM REPLACEMENT

C800 Cost Allocation Financing - Assumptions: 10 year Term / Debt Issued in 2016 / 5% Interest Rate

January 22, 2015

PARTNER AGENCIES	TOTAL VOICE RADIOS FY 13/14	Option #A Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #B Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #C Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #D Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest
Per Radio		\$885.37		\$ 12.62		\$167.42		\$61.41	
Boring Fire Dist.	40	35,415	354,147	505	5,047	6,697	66,967	2,456	24,565
Canby Fire	67	59,320	593,196	845	8,453	11,217	112,170	4,115	41,146
Canby Police	57	50,466	504,659	719	7,191	9,543	95,428	3,501	35,005
Clackamas County Health (AMR)	61	54,007	540,074	770	7,696	10,212	102,125	3,746	37,462
Clackamas Fire Dist. #1	241	213,373	2,133,733	3,041	30,406	40,348	403,477	14,800	148,004
Clackamas Sheriff	761	673,764	6,737,639	9,601	96,012	127,405	1,274,050	46,735	467,348
Estacada Fire	45	39,841	398,415	568	5,677	7,534	75,338	2,764	27,636
Gladstone Police / Fire	87	77,027	770,269	1,098	10,976	14,565	145,654	5,343	53,429
Lake Oswego Police / Fire	200	177,073	1,770,733	2,523	25,233	33,484	334,836	12,282	122,825
Molalla Fire	70	61,976	619,757	883	8,832	11,719	117,193	4,299	42,989
Molalla Police	33	29,217	292,171	416	4,163	5,525	55,248	2,027	20,266
Oregon City Police	96	84,995	849,952	1,211	12,112	16,072	160,721	5,896	58,956
Sandy Fire	90	79,683	796,830	1,135	11,355	15,068	150,676	5,527	55,271
Sandy Police	44	38,956	389,561	555	5,551	7,366	73,664	2,702	27,021
TVF&R / West Linn Fire	22	19,478	194,781	278	2,776	3,683	36,832	1,351	13,511
West Linn Police / TVFR Fire	89	78,798	787,976	1,123	11,229	14,900	149,002	5,466	54,657
TOTAL	2,003	1,773,389	17,733,890	25,271	252,710	335,338	3,353,380	123,009	1,175,433

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CLACKAMAS COUNTIES 800 MHZ RADIO SYSTEM REPLACEMENT

C800 Cost Allocation Financing - Assumptions: 10 year Term / Debt Issued in 2016 / 5% Interest Rate

January 22, 2015

PARTNER AGENCIES	TOTAL VOICE RADIOS FY 13/14	Option #E Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #F Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #G Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest	Option #H Annual Debt Service 10 year Loan Principal and Interest	Total Cost of Borrowing Including Interest
Per Radio		\$24,13		\$ 27,01		\$213,08		\$185,29	
Boring Fire Dist.	40	965	9,653	1,081	10,806	8,523	85,233	7,412	74,116
Canby Fire	67	1,617	16,169	1,810	18,100	14,277	142,765	12,414	124,144
Canby Police	57	1,376	13,755	1,540	15,398	12,146	121,457	10,561	105,615
Clackamas County Health (AMR)	61	1,472	14,721	1,648	16,479	12,998	129,980	11,303	113,026
Clackamas Fire Dist. #1	241	5,816	58,159	6,510	65,105	51,353	513,529	44,655	446,547
Clackamas Sheriff	761	18,365	183,647	20,558	205,580	162,156	1,621,557	141,005	1,410,050
Estacada Fire	45	1,086	10,860	1,216	12,157	9,589	95,887	8,338	83,380
Gladstone Police / Fire	87	2,100	20,995	2,350	23,503	18,538	185,382	16,120	161,201
Lake Oswego Police / Fire	200	4,826	48,265	5,403	54,029	42,616	426,165	37,058	370,578
Molalla Fire	70	1,689	16,893	1,891	18,910	14,916	149,158	12,970	129,702
Molalla Police	33	796	7,964	891	8,915	7,032	70,317	6,115	61,145
Oregon City Police	96	2,317	23,167	2,593	25,934	20,456	204,559	17,788	177,878
Sandy Fire	90	2,172	21,719	2,431	24,313	19,177	191,774	16,676	166,760
Sandy Police	44	1,062	10,618	1,189	11,886	9,376	93,756	8,153	81,527
TVF&R / West Linn Fire	22	531	5,309	594	5,943	4,688	46,878	4,076	40,764
West Linn Police / TVFR Fire	89	2,148	21,478	2,404	24,043	18,964	189,643	16,491	164,907
TOTAL	2,003	48,337	483,370	54,110	541,100	426,804	4,268,040	371,134	3,546,433

City of Gladstone Staff Report

Report Date: January 29, 2015
Meeting Date: February 10, 2015
To: Pete Boyce, City Administrator
From: Jim Pryde, Chief of Police

AGENDA ITEM

Grant award of \$360,729 from the Seismic Rehabilitation Grant Program for the Gladstone Police Department.

History/Background

The Gladstone Police Department is housed in a building that is not seismically upgraded to provide protection from an earthquake. Public safety buildings are recognized as "essential facilities" under Oregon law. This means for City of Gladstone police services to have a greater likelihood of continuity of operations when a major earthquake occurs, the current police building needs to be seismically upgraded for the safety of community members and employees. The Gladstone Fire Department building next to the police building has already undergone a seismic upgrade. With the assistance of KPFF Engineering, the City applied for a Seismic Rehabilitation Grant for the police department. The grant application was approved and the City will receive \$360,729 for the police department seismic upgrade. A bond sale to fund the grant award will take place in February. Once this has been completed, contract documents will be delivered to the City Administrator for his signature - most likely in March. The grant period for completion of the seismic upgrade is 2 years. (The grant application and the grant award letter are attached.)

Proposal

The city council should discuss the opportunities and challenges related to this grant award and make a decision whether to accept the \$360,729 for the seismic upgrade to the police building.

Options

1. Accept the grant award and complete the seismic upgrade to the existing police building in the next 2 years.
2. Do not accept the grant and continue to house the police department in a building that is not seismically upgraded.

Cost Impact

Cost impact are expressed as general estimates at this time. Using Gladstone Fire Department's seismic upgrade a few years ago as an example to follow - their seismic upgrade grant was approximately \$150,000. Once the project was completed, costs to the City outside of the grant funding were approximately \$150,000. In this case, some of this additional expense to the City came as a result of the grant award not being enough to fund the entire project. Also, there were add-ons and change orders that took place, which are common in these types of projects. Using the fire department seismic upgrade experience, a rough estimate for expenses to the City could be in the area of \$360,000. Additional research and working with the engineering firm might produce a better estimate of costs to the City - but it will be an estimate, not a guarantee.

To complete the seismic upgrade to the police building, we must consider several things due to the nature of the project and age of the existing building. For example, we don't know what challenges a contractor

may find during the demolition/construction process, we will have to temporarily relocate the police department, there will likely be change orders, add-ons and expenses related to electrical, mechanical and IT work. There is a possibility the police department could relocate to the County Elections Building, such as the fire department did during their seismic upgrade.

City Council has had ongoing discussions regarding the possibility of a new police building and city hall – along with the library ballot measure that’s already been approved by voters. Even if there were to be a ballot measure in November for a new police building and voters approved it, the process to design, engineer and construct such a building would take additional years to complete.

If the police department will continue to be housed in the current building, it would seem to make sense to complete the seismic upgrade to provide for a safer workplace for a critical public safety function.

Recommended Staff Action

Erring on the side of safety, staff recommends accepting the grant award to proceed with a seismic upgrade to the police building so that both the fire and police departments, community members and employees are better protected from a major earthquake and public safety in Gladstone will continue to operate.

Department Head
Signature Jim Pryde

City Administrator
Signature Pete Boyce



December 18, 2014

Peter Boyce, City Administrator
City of Gladstone
525 Portland Ave
Gladstone, Oregon 97027

RE: Award for Seismic Rehabilitation Grant Program, Gladstone Police Department

Dear City Administrator Boyce:

Congratulations! The above referenced project was chosen for funding in this round of Seismic Rehabilitation Grant awards. The bond sale to fund the 2014 awards is scheduled for February 2015. After the sale you will be receiving a grant of \$360,729.

The legal obligations for funding and for reimbursement of project expenses are subject to execution of a contract between your school district and the State of Oregon acting by and through the Oregon Business Development Department – Infrastructure Finance Authority.

Once the bond sale has been completed contract documents will be delivered to you for your review and signature. Funds cannot be spent for any project activity that will be using the grant funding until the contract has been fully executed.

We are pleased to be able to offer this assistance to your police department and the community. Please notify us of any event celebrating your project so we can participate if possible.

We look forward to partnering with you to complete this vitally important project. If you have any questions or need any further information please contact me at gloria.zacharias@oregon.gov or by telephone at (503) 986-0132.

Sincerely,


Gloria Zacharias, PCED
Program and Policy Coordinator



775 Summer St NE, Suite 200
Salem, OR 97301-1280

Seismic Rehabilitation Grant Application

Application Number: _____

Application Year: 2014

A. Applicant Information	
1. Name of Applicant	City of Gladstone
2. Type of Applicant	<input type="checkbox"/> State Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> School District <input type="checkbox"/> Community College <input type="checkbox"/> Oregon University System <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other
3. If Private Non-Profit, describe the legal status, function and facilities owned:	N/A
4. State Tax Number: (e.g. 11-111111)	0512002-2
5. Federal Tax Number:	93-6002170
6. Has applicant's jurisdiction received a voter approved levy for building maintenance or renovation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Is the applicant delinquent on any state or federal debt? If yes, type explanation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

B. Contact Information	
1. Point of Contact Information	2. Alternate Point of Contact
Peter J Boyce First Name Middle Initial Last Name	James A Pryde First Name Middle Initial Last Name
City Administrator Title	Police Chief Title
City of Gladstone Agency/Organization	Phone 503-557-2765
525 Portland Ave Address 1	Fax 503-650-8938
Address 2	Email pryde@ci.gladstone.or.us
Gladstone OR 97027 City State ZIP	
Phone 503-557-2767	
Fax 503-557-2768	
Email boyce@ci.gladstone.or.us	

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C. Community Information

1. Please provide the pertinent information for the community that will benefit from this mitigation activity.

Community Name	Area Served (sq miles)	Population Served	State Legislative District	US Congressional District
Gladstone, OR	4	11,497	house district 40; senate district 20	5

2. Is the community located in a distressed or impoverished community (see Guidance for definition)?

Yes No

3. Does community have a FEMA approved natural hazard mitigation plan?

Yes No Year adopted: 2014

4. Describe any community-wide mitigation or awareness efforts and other mitigation projects occurring in the community.

Gladstone Emergency Management Support (GEMS) group meets monthly for training and education; provides monthly emergency preparedness reminder for monthly newsletter published and distributed by the city.

D. RVS Information

Enter the DOGAMI Rapid Visual Screening (RVS) details for the project. Details can be found at <http://www.oregongeology.org/sub/projects/rvs/county/county-sites.htm>. If your building does not have an RVS or has an incorrect RVS then complete these fields after running your Benefit Cost Analysis.

1. Building Unique ID	Clac_pol09
2. Seismicity Zone	High
3. Soil Type	D
4. RVS Building Type	W1/C2
5. RVS Final Score	1.4/-0.3
6. Collapse Potential	Moderate/Very High
7. Latitude	45.3807
8. Longitude	122.5944
9. Does the building have a basement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. What is the shape of the building when viewed from above? (e.g. rectangle, L-shaped)	Rectangle
11. Are there changes in elevation when the building is viewed from the side?	Yes
12. Are there unreinforced chimneys, parapets or heavy cladding?	No

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E. Mitigation Activity Information

1. Preliminary Engineering Report Completed & Attached? Yes

2. What is the ASCE 41 performance level of this project?
 Immediate Occupancy for Structural and Position Retention for Non-structural

3. Describe any structural or non-structural seismic mitigation measures previously conducted, including the date:
 N/A

F. Scope of Work

1. What are the deficiencies of the building as outlined in your engineering assessment?
 Incomplete load path, inadequate clearance to adjacent building, shear walls in E/W and N/S directions are overstressed, reinforcing steel in reinforced masonry and unreinforced concrete does not meet minimum steel ratios, girders not positively connected to column supports, inadequate connections of diaphragm to shear walls, inadequate wall anchorage to diaphragm for out-of-plane loads, diaphragm continuity is disrupted at steps in elevation, roof chord continuity is disrupted, plan irregularity in roof diaphragm, unblocked diaphragms exceed horizontal span limits, coupling beams over means of egress are not reinforced, concrete walls do not contain foundation dowels, unknown if adequate wood sill bolts are present.

2. What are the proposed fixes and do they address all known seismic deficiencies? If not, please describe how your proposal is the most cost effective approach to rehabilitation for your building.
 Proposed fixes will address all known seismic deficiencies and includes: addition of seismic joint between portion of building housing the police department and city hall, diaphragm strengthening/new plywood roof sheathing, positive attachment for shear walls to diaphragm, out-of-plane anchorage of walls to diaphragm, new shotcrete wall and foundation along the east wall, new wood shear walls and foundations along the south seismic joint, new shotcrete shear wall and foundation along the north wall, new wood shear wall and foundation along the east face of the 1940 construction, diaphragm dragstruts and chords,

3. Is the project ready to begin? Describe what planning, design, etc, has been completed to date.
 Evaluations of the roof and building envelope have taken place (reports from XXX & YYY included in binder). Further planning and design work has not yet been authorized by city council, but if grant is awarded, work will begin immediately.

4. Project Management Milestones
 Briefly identify milestones by quarter, with start and end dates, which will be achieved within the 24 month performance period.

Quarter	Milestone	Start Date	End Date
1	Select internal project team; advertise for and contract with engineering firm.	4/01/2015	6/30/2015
2	Select project manager from engineering firm and advertise for and contract with construction company.	7/01/2015	9/30/2015
3	Ongoing for quarters 3-7: finalize architectural plan, determine methods to monitor progress & performance, control changes, communicate with stakeholders, identify key milestones, submit quarterly financials, submit quarterly performance and progress reports as required and pay creditors.	10/01/2015	12/30/2016
4			
5			

6			
7			
8	Use quarter 8 for punchlist work and completion of final project details. Within 90 days following grant award performance period expiration date, submit all required final financial status & performance reports, liquidate valid expenditures and report cost under-runs to the IFA for de-obligation.	01/01/2017	03/31/2017

G. Property Information

1. Project name	Gladstone Police Department
2. Project address	535 Portland Ave., Gladstone, OR 97027
3. Legal description of property	Gladstone plat: Block 28, lots 7, 8 9 & 10; Clackamas Co. assessor map: 22E 20CA, tax lots 7300 & 7390; Assessor parcel 00538403; census tract # 220.00
4. Year built	1940 and 1978
5. Building use	Police Department
6. Foundation type	Conventional Spread and Strip Footings
If other foundation type, please specify:	
7. Date of initial construction	1940
8. Date of most recent major remodel	1978
9. Square feet	3,370
10. Number of stories	1
11. Type of construction	Wood, Concrete walls, and Reinforced Masonry wall
12. Current replacement cost of structure	PD only estimated at \$250/sq ft = \$842,500
13. Replacement cost of contents stored in the building	\$98,986 per current insurance valuation
14. Replacement cost of vehicles stored in the building	0
15. Is this building listed on the National Register of Historic Places?	No
16. Is this building over 50 years old?	Yes
17. Are you planning to use the building as it is currently used for the next 50 years? If no, please explain.	City council currently evaluating options to either restore building for GPD exclusive use & relocate city hall or build new.
18. Is the building located in a hazard area? (e.g., tsunami, flood, landslide)	No
19. Number of natural hazard losses	0
Describe:	
20. Provide photos showing the building from all sides (label each photo), provide close up photos of any vertical irregularities, and any connection points for additions attached to the original building. Minimum of 4 photos.	Photos attached: <input checked="" type="checkbox"/> Yes

21. Describe this building's value to the community. Does it have historical value? Is it utilized for uses outside of its primary function (such as a designated Red Cross Shelter)? Why is this building important to the community?

Direction from city council is to keep the functions of city hall, police and fire centrally located on Portland Avenue, which functions as Gladstone's "Main Street." Since the fire department is next door and has a seismically-upgraded building that meets contemporary code requirements, it is highly likely the police department will stay at its present location in order to keep first responder services together. The community has said it values keeping Portland Avenue as its primary main street and by keeping city services in the same area it encourages local improvements and business development in the city center.

Keeping this location also keeps a high level of visibility within the community for both police and fire in order to maintain a positive connection between the community and city services; it also supports the ongoing positive relationship between GPD and the Gladstone School District.

H. Cost Estimate

Category	Cost Estimate
Architectural	\$
Engineering	\$
Construction Management	\$
Construction Labor/Materials	\$
Permitting/Inspection	\$
Insurance	\$
Testing	\$
Relocation Costs	\$ unknown
Other	\$
Total Cost Estimate:	\$
Total Amount Requested from SRGP:	\$

If you would like to make any comments on the cost estimate, please enter them below.

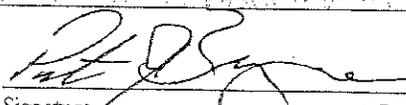
See "Estimated Project Costs" from KPFF attached to this report.

I. Match Sources

Source	Funding Type	Amount
The city currently has state revenue sharing funds available; they are earmarked for GPD/City Hall improvements.	State Revenue Sharing	\$800,000
		\$
		\$
Grand Total:		\$

J. Cost Effectiveness Information

1. Attach the Benefit Cost Analysis (BCA) completed for this project. Provide comments regarding the information sources used to obtain the occupancy and budgetary information necessary for the BCA.	
2. Benefit Cost Analysis Score: 1.540	
3. Average Occupancy: Police dep't occupied 24 x 7; typical business hours occupancy is 9 - 10.	
4. Annual Operating Budget: \$ 2,983,124	
K. Maintenance Schedule & Costs	
Identify entity that will perform any long-term maintenance and provide substantiating documentation that shows that the entity is accepting performance and budget responsibility:	The city accepts performance and budget responsibility for long-term maintenance per city administrator Pete Boyce.

L. Applicant Signature(s) and Certification	
I (we) certify (applicant organization) supports the proposed project, has the legal authority to pledge matching funds (if providing match), and has the legal authority to apply for Seismic Rehabilitation Grant funds. I further certify that any matching funds are available or will be available for proposed project. I understand that all state rules for contracting, auditing, and payment will apply to this project. I (we) certify that the information provided on the application materials is accurate.	 Signature 9.30.14 Date
	 Signature 9/26/14 Date

Please mail 1 hard copy and 1 CD of application materials to:

Attention: Gloria Zacharias
 Seismic Rehabilitation Grant Program
 Business Oregon
 775 Summer Street NE, Suite 200
 Salem, Oregon 97301

Or if delivering application materials in person or via FedEx/UPS:

Attention: Gloria Zacharias
 Seismic Rehabilitation Grant Program
 Business Oregon
 775 Summer Street NE, Suite 200
 Salem, Oregon 97301

Faxed grant applications will not be accepted.

ESTIMATED PROJECT COSTS
GLADSTONE POLICE BUILDING

September 26, 2014



CATEGORY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	ITEM COST
DEMOLITION					
	SAWCUT ASPHALT FOR FOOTING PLACEMENT	35	LF	\$10.00	\$350
	REMOVE ASPHALT	120	SF	\$3.50	\$420
	SAWCUT CONCRETE SLAB FOR FOOTING PLACEMENT	145	LF	\$10.00	\$1,450
	REMOVE CONCRETE SLAB	400	SF	\$3.50	\$1,400
	HAZARDOUS MATERIALS REMOVAL	1	LS	\$5,000.00	\$5,000
	HAUL AND DISPOSAL	1	LS	\$1,500.00	\$1,500
STRUCTURAL WORK					
	EXCAVATE FOOTINGS	52	CY	\$75.00	\$3,900
	SPREAD FOOTINGS	22	CY	\$500.00	\$11,000
	ASPHALT PATCH AND REPAIR	120	SF	\$15.00	\$1,800
	SLAB PATCH AND REPAIR	350	SF	\$15.00	\$5,250
	PLYWOOD TO EXISTING BEARING WALL	1,176	SF	\$2.50	\$2,940
	PLYWOOD SHEAR WALLS	192	SF	\$8.50	\$1,632
	WOOD BEARING WALLS	576	SF	\$8.00	\$3,456
	CONCRETE SHEARWALLS	1,460	SF	\$30.00	\$45,800
	ANCHORS OF SHEARWALLS TO EXISTING WALLS	400	EA	\$15.00	\$6,000
	DRAG STRUTS	50	LF	\$50.00	\$2,500
	ROOF ANCHORS	42	EA	\$50.00	\$2,100
	ROOF STRAPS	60	LF	\$6.00	\$360
	ROOF BLOCKING AND NAILING	2,240	SF	\$1.50	\$3,360
	PLYWOOD ROOF SHEATHING	1,130	SF	\$3.00	\$3,390
	SEISMIC JOINTS - ROOF	107	LF	\$100.00	\$10,700
	MEP CONFLICTS	3,370	SF	\$4.00	\$13,480
	NON-STRUCTURAL ANCHORAGE (LIGHTS, CEILINGS, EQUIPMENT)	3,370	SF	\$2.00	\$6,740
	PATCH AND REPAIR INTERIOR FINISHES	3,370	SF	\$1.00	\$3,370
	REINSTALL INTERIOR FINISHES	3,370	SF	\$3.00	\$10,110
ROOFING					
	DEMO EXISTING ROOFING	3,370	SF	\$2.00	\$6,740
	PROTECTION BOARD	3,370	SF	\$2.00	\$6,740
	MEMBRANE ROOFING	3,370	SF	\$10.00	\$33,700
	FLASHING	380	LF	\$15.00	\$4,950
	ANCHORING ROOFTOP MECHANICAL UNIT	1	EA	\$1,000.00	\$1,000
	SUBTOTAL				\$199,138
	ESTIMATING CONTINGENCY			15.00%	\$29,871
	INDEX TO CONSTRUCTION START SUMMER 2015			3.00%	\$5,974
	GENERAL CONDITIONS/INSURANCE/BONDS			13.50%	\$26,884
	GENERAL CONTRACTOR OVERHEAD AND PROFIT			5.00%	\$9,957
	TOTAL DIRECT CONSTRUCTION COST				\$271,823
	PERMITS AND FEES			3.00%	\$8,155
	CITY PROJECT MANAGEMENT			7.50%	\$20,387
	CONSTRUCTION CONTINGENCY			10.00%	\$27,182
	DESIGN FEES			10.00%	\$27,182
	SPECIAL INSPECTIONS	1	LS		\$6,000
	TOTAL PROJECT COST				\$360,729

10-11

Oregon's
Seismic Rehabilitation Grant Program

Application Guidance Packet

business
oregon

IFA Infrastructure
Finance
Authority

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1. Seismic Rehabilitation Grant Program (SRGP) Overview

Business Oregon, Infrastructure Finance Authority (IFA) administers the SRGP. The SRGP is a competitive grant program that provides state funds on a reimbursable basis for seismic rehabilitation of critical public buildings, which include hospital buildings with acute in-patient care facilities, fire stations, police stations, sheriffs' offices and other facilities used by state, county, district municipal law enforcement agencies. In addition, eligible school buildings must have a capacity of 250 or more persons that are routinely used for student activities by K-12 public schools, community colleges, education service districts (ESDs), and higher education institutions, and be owned by the State Board of Higher Education, a school district, an education service district, a community college district or a community college service district.

Funding for seismic rehabilitation projects improve overall capabilities of the building to resist earthquake forces and reduce overall risks to populations using critical public buildings. Therefore, the performance level requirement of school projects is life-safety for the building occupants with continuity of the facilities' operations as an essential consideration. The requirement of emergency services building projects is immediate occupancy for continued operation of such facilities following a seismic event.

Availability of Funds

The SRGP program is subject to the availability of funding, as well as any directive or restriction made with respect to such funds. SRGP grants are awarded on a competitive basis. Eligible applications will compete statewide for SRGP grant funds. The maximum grant award is \$1.5 million.

Cost Share Requirements

There are no cost share (match) requirements. See glossary for definition of match.

Eligible Activities

Seismic Rehabilitation eligible project activities:

- Structural improvements and non-structural improvements (e.g., installation of anchor bolts and restraining straps, bracing systems) of existing structures to increase the capability of the building to resist earthquake forces. Note: Non-structural improvements by themselves that do not bring a building to life safety or immediately occupancy are not eligible under the program.
- Architectural and engineering costs for final designs once project has been awarded; and
- Project management.

Ineligible Activities

Seismic Rehabilitation ineligible project activities:

- Maintenance activities.
- Project activities that do not meet the requirements of applicable Federal, State and local laws.

- Any activities involving demolishing an existing structure (unless said demolition, such as removal of an unused URM chimney, can be shown to have life-safety benefits), mitigation reconstruction or demolition/rebuild.
- Non-structural activities that do not provide for total seismic upgrade to life safety or immediate occupancy.
- Projects located in the Tsunami Inundation Zone.
- Rehabilitation of a building located in the 100 flood zone.
- Reimbursement for already budgeted staff and routine or ongoing expenses of the recipient.

Applicant Eligibility

The following entities are eligible to apply for grant assistance:

- Oregon public K-12 school districts;
- Community colleges;
- Education service districts,
- Oregon University System;
- Hospital buildings with acute inpatient care facility; (see glossary)
- Fire stations;
- Police stations;
- Sheriffs' offices;
- Other facilities used by state, county, district or municipal law enforcement agencies; and
- School facilities must be owned by the State Board of Higher Education, a school district, an education service district, a community college district or a community college service district.

Application Process

Applicants must use the application form provided by the IFA. Applicants must submit one original paper copy of the application and supporting documentation, and also include a CD with a duplicate set of application materials (application and supplemental documents) saved on it. Application materials can be sent via mail/UPS/FEDEX or hand delivery to the appropriate address listed on the application and on page 17 of this document. Faxed copies will not be accepted. All supporting documentation must be clearly labeled (e.g., Engineering Report, Cost Estimate). The entire application, including all supporting documentation, must be received by the IFA at 5:00 p.m., by the application submission deadline.

Benefit-Cost Analysis (BCA)

The Applicant is required to perform a BCA, using the BCA tool provided by the IFA, for each project. Please refer to the BCA user guide for more information.

Technical Assistance

The IFA will provide technical assistance to Applicants regarding the level of documentation and the types of information required by this program. In addition, the IFA may provide clarification regarding data essential to preparing a credible BCA.

Application Period

Application period will open effective July 1, 2014. Applicants must submit their seismic rehabilitation grant application to Business Oregon, IFA by the application submission deadline date of September 30, 2014, 5:00 p.m. Pacific Daylight Time.

Application Review

The IFA will review all applications to ensure the following:

- Eligibility of the Applicant;
- Eligibility of proposed activities and costs;
- Completeness of the application including supplemental documentation, such as:
 - Preliminary engineering, risk, vulnerability assessment;
 - Cost Estimate, and
 - Benefit-Cost Analysis and supporting documentation.

If additional information is needed, the IFA will request information from applicant. Applicant will have fifteen days to supply the requested information.

Elimination Criteria

Applications will be eliminated from further consideration if:

- Applicant is Ineligible;
- Incomplete application;
- Supplemental documents not provided;
- Ineligible activities;
- Projects that are determined not to be feasible and/or effective at solving the problem for which they were designed;
- Projects without a BCA;
- Project duration exceeds two year period from time of award.

Ranking Factors and Point Values

The Grant Selection Committee will score all eligible project applications on the basis of predetermined, objective and quantitative factors to calculate the project ranking score. The Ranking Factors are as follows:

Ranking Factors
BCA score
Sufficient staff and resources for timely project implementation
Scope of Work
Financial Feasibility
Historic Considerations

Application Evaluation and Process

The Grant Selection Committee will convene to evaluate project applications on the basis of evaluation factors described above. Project applications that do not meet cost-effectiveness and engineering feasibility will be removed from consideration and will not be selected for further review. The Director will independently consider the applications based on scores, comments and recommendations from the Grant Selection Committee, and consider any other pertinent

information in determining which project applications are selected up to the amount of funds available for the program.

The Director will make the final approval of the projects selected for grant funding. The Director's decision will be final.

The IFA will send award letters to successful applicants. However, award of a formal contract agreement is conditional and subject to the definitive sale of government bonds specifically for the Seismic Rehabilitation Grant Program. This notice shall not be considered notification of guarantee of a grant award. Subsequently, the IFA will send a contract agreement that must be signed by the grantee and returned before the project can begin. The grantee must agree to abide by the grant award terms and conditions as set forth in the contract agreement.

The IFA also will notify applicants that do not satisfy eligibility and application completeness requirements as well as those that are not selected for further review by the Grant Selection Committee.

Reporting Requirements

The SRGP is a reimbursement grant program. The grantee is responsible for submitting a request for reimbursement to the IFA.

Grant funds will be dispersed on a cost reimbursement basis only. The grantee is responsible for submitting Requests for Reimbursement to the IFA at least quarterly and no more than monthly. Funds will be dispersed upon receipt of a completed reimbursement request form along with the required supporting documentation. Supporting documentation will consist of copies of all invoices or receipts. No more than 90 percent of the Grant award will be released prior to the final Financial Status Report.

The grantee shall submit Financial Status Reports within 30 days from the end of the first traditional calendar quarter following the initial grant award. The IFA may waive the initial report if no expenditure of funds has occurred. The Grantee shall submit quarterly Financial Status Report thereafter until the grant ends. Grantee will receive the due dates to submit financial reports.

Financial reports must include the activity name or other identification, expenditure totals and reimbursement-to-date information.

Note: The IFA may suspend draw downs if quarterly financial reports are not submitted on time.

Performance Reports

The grantee shall submit performance/progress reports for each grant award to the IFA within 30 days from the end of the first quarter following the initial grant award. The FA may waive the initial report if activities under the grant have not commenced. The grantee shall submit quarterly performance/progress reports thereafter until the grant ends. Report due dates will be provided to each grantee.

Performance/progress reports must include the activity name or other identification as well as:

- Describe significant activities and developments that have occurred that show performance during the quarter, including a comparison of actual accomplishments to the objectives and milestones established in the application;
- Indicate whether completion of work is anticipated within the performance period. If not, describe any problems, delays, or adverse conditions that will impair the ability to meet the stated objectives in the application; and
- Indicate whether cost under-run/cost over-run, change of scope request or request for extension of performance period is anticipated.

Final Reports

The grantee shall submit a Final Financial Status Report and Performance Report within 90 days from Grant Award Performance Period expiration date.

Closeout

The grantee has up to 90 days following the expiration of the grant performance period to liquidate valid expenditures incurred during the performance period. Cost under-runs remaining after the performance period expiration date must be reported to the IFA for de-obligation.

2. Grant Application Guidance

These sections directly reference the sections of the Application document. Additional information on definitions can be found in the Glossary.

Section A: Applicant Information

Please complete all areas of the application information page.

Section B: Contact Information

Please complete all areas on the point of contact and alternate point of contact information page.

Section C: Community Information

1. Complete the table in this section. If your facility provides services for multiple communities, please indicate all of them.
2. Refer to the following link, which will provide the list of communities included on the list of distressed or impoverished communities published by Business Oregon.
<http://www.oregon4biz.com/Publications/Oregon-Economic-Data/Distressed-Areas-in-Oregon/>
3. If you do not know whether your community has a FEMA approved natural hazard mitigation plan, please contact your local Emergency Manager.
4. This area can be used to provide additional information on whether your school district or community has conducted further natural hazard awareness or mitigation. For example, providing training in what to do during an earthquake or your board or council adopting a resolution of prioritization of mitigation efforts.

Section D: RVS Information

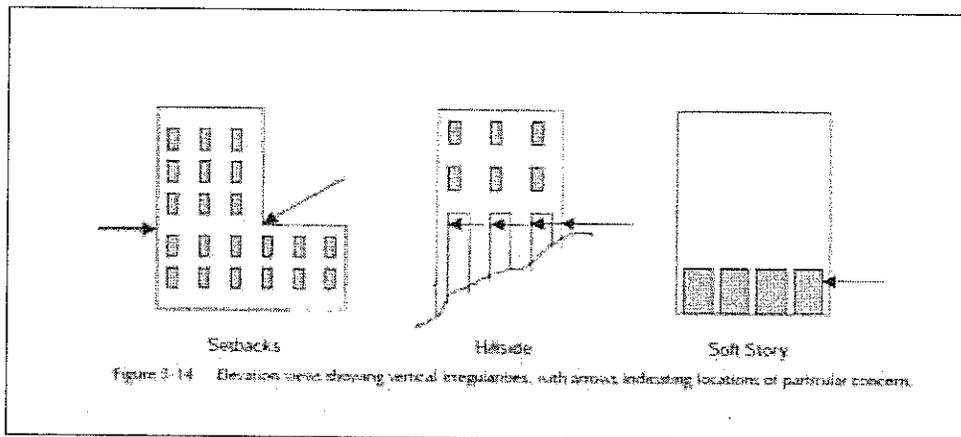
The location of all approved projects funded by the SRGP program must include the Department of Geology and Mineral Industries (DOGAMI) RVS statewide seismic needs details. This information is located on DOGAMI's Web site:

<http://www.oregongeology.org/sub/projects/rvs/county/county-sites.htm>

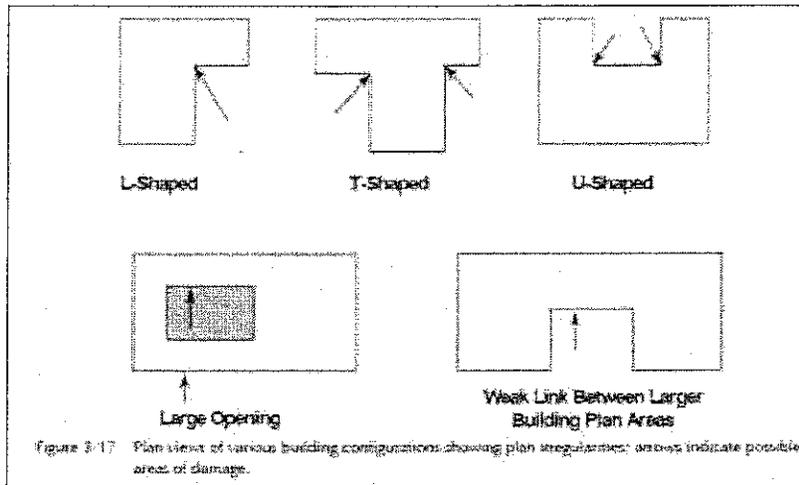
There also is a link provided on the IFA's SRGP Web page.

1. The Building Unique ID is an alphanumeric ID. Example: Clac_sch10A.
2. Seismicity zone is one of four zones, low, moderate, high, very high. These are geographic regions in Oregon and should be indicated on your RVS. NOTE: This is not the building collapse potential.
3. Soil Type, the site soil classification as defined by the 1997 NEHRP Provisions. A professional engineer or geologist can provide sit specific soil type and override the soil type that the RVS has documented.

4. RVS Building Type, this can be one of more than 30 various types, an example is W1 (wood, light frame), RM1L (Reinforced Masonry Bearing Walls, low rise). This information is also found on your RVS. An engineer can verify that the correct building type has been documented. A list of HAZUS building types can be found on the SRGP Web page.
5. RVS Final Score, this number can be a positive or negative number, example -0.8, 0.1, 2.4. The final score is comprised of the building type, soil type and other modifiers indicated on the RVS. Generally, the lower the RVS score the higher the collapse potential.
6. Collapse Potential is listed as one of four ratings, low, moderate, high, very high.
- 7-8. Latitude and longitude, this should be listed on the RVS. If it is missing, or your building does not have an RVS you can determine your Lat/Long using mapping programs such as Google Earth or doing an internet search for web-based address converters. Search example: "Find latitude and longitude by address."
- 9-12. Provide inputs on building irregularities, basement, unreinforced chimneys, parapets or heavy cladding. Contact OEM if you need further assistance with these questions.



Source: FEMA 154, Edition 2, March 2002



Source: FEMA 154, Edition 2, March 2002

Section E: Mitigation Activity Information

1. Preliminary Engineering Reports are required. Label document and attach as part of your application package. Engineering reports should identify building deficiencies and a proposed rehabilitation plan. It should also clearly state whether the project is a cost effective solution.
2. Indicate the ASCE 41 performance level of this project. Example: The project is to life-safety standards according to the ASCE 41 at BSC-1.
3. Indicate other mitigation or capital improvements made to the building and the date of occurrence. Example: The unreinforced chimney was removed in 1999.

NOTE: Documentation provided will be used by the IFA to evaluate the Statement of Work (SOW) in order to determine eligibility and feasibility of the proposed project. Therefore, applicants are encouraged to include additional data to demonstrate the need for the proposed project.

Whenever possible, data that is being used to document existing conditions or the hazard itself must be obtained from recognized sources such as Rapid Visual Screening, USGS maps, etc. Include references and/or supporting documentation from qualified and credible sources (e.g., professional engineer or local government records) when using local data. Any deviations from standard procedures, methods, techniques or best practices must be thoroughly explained and documented.

Section F: Scope of Work (SOW)

1. Describe all deficiencies of the building as outlined in the building assessment or engineering report; such as the points of egress are located in unreinforced walls which will collapse during seismic event, or existing glass block glazing panels are a falling hazard during a seismic event.
2. Describe all activities that address the deficiencies as outlined in the building assessment or engineering report. Example: Strengthening the points of egress and reinforcing the walls so that they will perform during a seismic event. If specific deficiencies are not addressed, please indicate the reasoning that they are not included in your SOW.

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NOTE: The Scope of Work (SOW) describes the objectives, methodology, outcomes, resources and deliverables of the proposed hazard mitigation project and documents the benefits, feasibility and effectiveness of the project. Use photos to describe the objectives. **Project applications that do not include an adequate description of the proposed project and the necessary supporting documentation will be less competitive, or in some cases may be removed from consideration.**

3. Indicate the proposed start date of your project and the timelines that you see project phases to be initiated and completed.

NOTE: Work schedule for all project tasks (e.g., survey, appraisal, permitting, inspection requirements, site preparation) and significant milestones (including critical paths) throughout the entire performance period, not to exceed two years. Applicants must demonstrate that they can complete the project within the two-year performance period limitation. Requests for extensions to the performance period could result in the grantee being held responsible for the costs incurred, e.g., arbitrage.

4. Indicate project management milestones in the table included in the application. Example: Quarter 2, RFP for final engineering/design work, start date 04-20-2015, end date 06-20-2015.

NOTE: Costs will not be reimbursed for activities associated with project implementation, project initiation or projects completed prior to award. Therefore, implementation activities initiated or completed prior to award will not be reimbursed.

Section G: Property Information

1. Indicate project name such as, Salem Elementary School.
2. Indicate street address or other location identifying information.
3. Indicate the legal description as listed on the tax assessors listing.
4. Indicate the original year the building was constructed.
5. Indicate the building use such as primarily classrooms or gymnasium.
6. Indicate the foundation type such as slab, basement, pier.
7. Indicate date of initial construction, this could be the same as Year Built.
8. Indicate most recent remodel date and indicate the type of remodel. Example: 1990 addition added to west wing of building.

NOTE: If remodel triggered any building code requirements, please indicate.

9. Indicate the total number of square feet of the building to be seismically rehabilitated.
10. Indicate the number of stories.

11. Indicate the Type of Construction.
12. Replacement cost of building can be formulated using current construction costs to replace the building per square footage. Property appraisers can also provide this information. This is the cost to build a building in today's dollar that has the same level of function and amenity.

NOTE: Do not include the land value.

13. Replacement cost of contents can be formulated by developing an inventory of all contents in the building or considering insurance replacement values.
14. Replacement cost of vehicles can be formulated by pricing out current similar makes or by considering insurance replacement values.
15. Indicate if this building is listed on the National Register of Historic Places.

Note: If your application receives a grant award and the building is listed on the National Register of Historic Places, the SRGP requires that you complete a State Historic Preservation Office (SHPO) clearance form prior to execution of the grants contract. SHPO may request additional subsequent information from you.

16. Indicate if building is over 50 years old.

NOTE: If your application receives a grant award and the building is 50 years or older, the SRGP requires that you complete a SHPO clearance form prior to execution of the grants contract.

17. The SRGP requires that a building that receives state funding for seismic rehabilitation has a useful life of 30 years and is used for the same purpose as described in the application.
18. Local natural hazards information can be obtained by checking with your local Emergency Manager. The Oregon Emergency Management website contains links to the National Flood Insurance Program flood maps and to DOGAMI for earthquake and tsunami maps.

NOTE: If your building is in a natural hazards area please indicate if you have assessed building vulnerabilities and completed any mitigation activities. Indicate if you are in the planning process. Please include hazard maps related to your building.

19. Indicate any losses that occurred as a result of natural hazards. Example: During the 2003 windstorm our building experienced roof damage. We repaired the damage and assessed the entire roof for possible vulnerability.
20. Include photos as described. You may include digital photographs if available.
21. Indicate the community value of your building. Example 1: Our building serves as a Red Cross shelter as well as the school gymnasium. Example 2: This building has been in our community over 50 years, it has historic value (explain) and the community has rallied around this project.

Section H: Cost Estimate

Indicate the proposed costs per category and provide the total cost of the project. The cost estimate describes all estimated costs associated with the proposed project activity, and represents the applicant's best estimate of the total value of the proposed activity. Sufficient detail must be provided regarding various cost item categories such as listed. Documentation of all cost estimates, including the dates of estimates as well as the anticipated date of construction must be provided. Contingencies are not considered line item costs but should be embedded in the appropriate category line item. Packing the application with too many contingencies has the effect of reducing the benefit-cost ratio and making the application less competitive.

The Cost Estimate must include:

- 1) Anticipated environmental resource remediation or historic property treatment measures;
- 2) Engineering designs/specifications;
- 3) Other related construction /relocation costs, such as survey, permitting, site preparation, material disposal;
- 4) Potential cost under-runs/over-runs: Indicate any item in which a cost has been over/under-estimated which could result in a change of costs (e.g., if a quotation received from a contractor will increase if the project is not awarded for up to one year after the date of the receipt of initial quotation, this cost must be over-estimated and noted as such).

NOTE: The SRGP program is competitive and, therefore, award amounts are final. There will be no additional SRGP funding beyond the initial award. The IFA will not cover cost over-runs associated with grant activities. All costs for which funding is requested must be included in the original SRGP grant application's budget section.

NOTE: If the Cost Estimate does not reflect the work proposed in the SOW, or does not include all the costs for items proposed, or was prepared without adequate documentation, the application may be removed from consideration.

NOTE: Applicant must follow Oregon BOLI prevailing wage rates.

NOTE: Administrative Cost Activities are not eligible for reimbursement. However, costs for project management may be reimbursed if someone is hired for this purpose.

Section I: Match Sources

1. Provide the breakdown of the non-state share by source, funding type and amount.

EXAMPLE:

I. Match Sources		
Source	Funding Type	Amount
School District Bond	Bond	100,000
Urban Renewal Fund	Tax Increment Funding	\$50,000
		\$
Grand Total:		\$ 150,000

NOTE: This program does not require a match (cost share). However, if grantee provides a cash contribution or other type of cost share, the other funding source(s) must be documented showing the specific amounts and that the funds are available for seismic rehabilitation. Costs for engineering reports may be used as cost share if the cost of this report is adequately documented. **A letter identifying the source of the match commitment, signed by the applicant, must be included as part of the grant application.** In kind contributions are not eligible as a cost share.

Section J: Cost Effectiveness Information

The SRGP program must fund cost-effective seismic mitigation activities. To ensure this objective is met, an IFA-approved Benefit-Cost Analysis (BCA) will be required for all mitigation projects. BCA is a well-established method for quantitatively comparing the benefits and costs of mitigation projects. The end result is a Benefit-Cost Ratio (BCR), which is derived from a project's total net present value of benefits (i.e., the value of benefits today versus the value of future benefits after taking inflation and return into account) divided by the total project cost to include all documented project and maintenance costs.

Project applications should demonstrate cost-effectiveness through a BCR of 1.0 or greater. However, a less than 1.0 BCA will not necessarily exclude your project from consideration.

1. Attach the BCA report and provide comments regarding the information sources used to obtain the occupancy and budgetary information necessary for the BCA.
2. Indicate the BCA score.
3. Indicate the average occupancy of your building.

Examples of common benefits include avoided or reduced:

- Damages to buildings, contents or infrastructure;
- Economic impacts of loss of function of buildings;
- Displacement costs for temporary quarters;
- Loss of public services;
- Loss of net business income; and
- Deaths and injuries.

The IFA-approved BCA excludes indirect benefits or “multiplier” effects, for example long-term changes in regional economic activity, future employment and tourism, which are not directly linked to the project. Please refer to the BCA user-guide document for additional information.

Section K: Maintenance Schedule & Costs

Identify entity responsible for maintenance of this building.

Section L: Applicant Signature(s) and Certification

By signing this certification signatory supports proposed project and pledges match funds (if noted in application) and certifies that information provided on the application is accurate. The signatory must have budgetary authority for this project.

10-25

Mailing and Delivery Information

Applicants must use the appropriate address to submit 1 hard copy and 1 CD of application materials.

If mailing:

Attention: Gloria Zacharias
Seismic Rehabilitation Grant Program
Business Oregon
775 Summer Street NE, Suite 200
Salem, Oregon 97301

Or if delivering in person or via FedEx/UPS:

Attention: Gloria Zacharias
Seismic Rehabilitation Grant Program
Business Oregon
775 Summer Street NE, Suite 200
Salem, Oregon 97301

Faxed grant applications will not be accepted.

Since 2007

Oregon's Seismic Rehabilitation Grant Program (SRGP) has already funded:

24 Schools

18 Emergency Service Buildings

These grants are available to help make the communities and emergency service buildings of Oregon **safe, resilient and prepared** for future events.

APPLY TODAY!



For more information or to apply:

Gloria Zacharias, Program Manager
Infrastructure Finance Authority
775 Summer Street NE, Suite 200
Salem, OR 97301-1280
Phone: 503-986-0132
gloria.zacharias@oregon.gov

www.oregon4biz.com
www.orinfrastructure.org

www.orinfrastructure.org

Infrastructure
Finance
Authority

OREGON
Seismic Rehabilitation
Grant Program

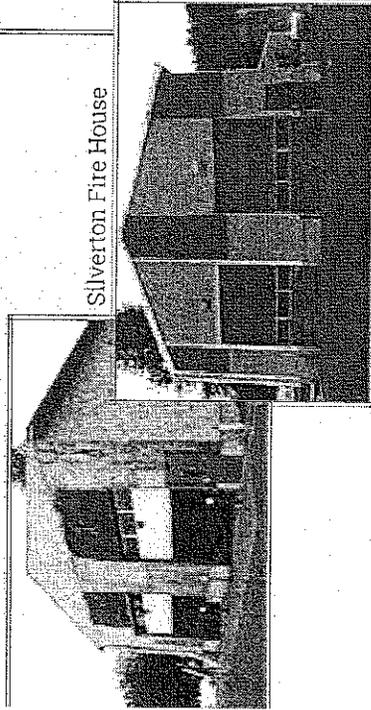


ABOUT THE PROGRAM

The Seismic Rehabilitation Grant Program (SRGP) is a state of Oregon competitive grant program that provides funding for the seismic rehabilitation of critical public buildings, particularly public schools and emergency services facilities.

WHO CAN APPLY?

Public K-12 school districts, community colleges, education service districts, universities and emergency service facilities are eligible for the grant program.

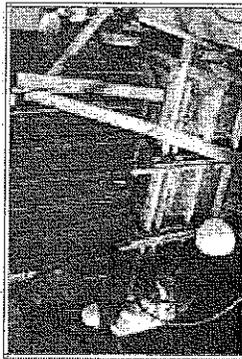


Silverton Fire House

For emergency services facilities, the emphasis is on first responder buildings. This includes: hospital buildings with acute inpatient care facilities, fire stations, police stations, sheriff's offices, 9-1-1 centers and Emergency Operations Centers (EOCs).

WHAT DOES REHABILITATION MEAN?

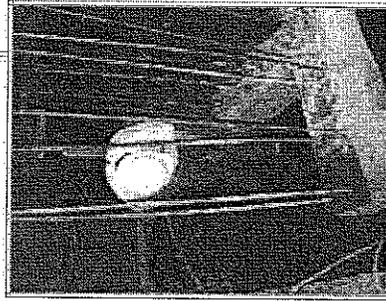
SRGP requires that school facilities be retrofitted to *Life Safety*, and emergency service facilities to *Immediate Occupancy*



standards as defined by the American Society of Civil Engineers.

Life Safety means that a building may be damaged beyond repair during an earthquake but people will be able to safely exit the building.

Immediate Occupancy means that not only will the building remain standing after an earthquake but emergency services will be able to continue to operate and provide services.



PROJECT ELIGIBILITY

Eligible Activities:

- Structural improvements including non-structural
- Architecture & Engineering
- Project Management

Ineligible Activities:

- Demolition/rebuild or new construction
- Buildings located in the Tsunami Inundation Zone
- Solely non-structural projects (e.g., chimney removal/bracing)
- Buildings with a mix of eligible and ineligible uses can be considered if an entity pays for the ineligible portion of the building.

Senator Peter Courtney sponsored a series of companion measures during the 2005 Legislative Session, Senate Bills 2 through 5, to provide a statewide seismic risk assessment, methodology, and direction in order to implement the SRGP.

Senate Bill 2 required the Department of Geology & Mineral Industries (DOGAMI) to complete a Statewide Seismic Needs Assessment. This assessment of school buildings and public safety facilities included a rapid visual screening (RVS) of such buildings and a ranking of these screenings

based on need and risk. This assessment was completed in June 2007.

Senate Bill 3 provided OEM with the authority to develop and implement the Seismic Rehabilitation Grant Program (SRGP) and establish a grant committee.

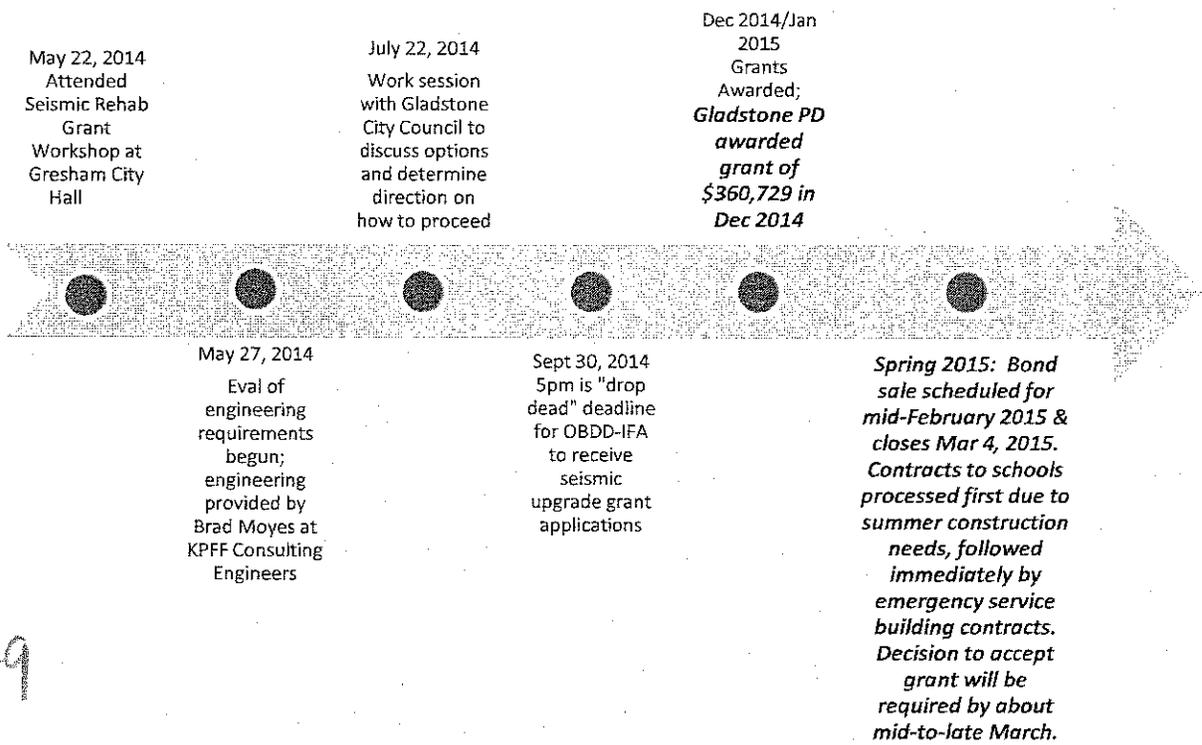
Senate Bills 4 and 5 authorized the issuance of Article XI-N and XI-M bonds which provides the funding mechanism to implement the ballot measures for the seismic rehabilitation of schools and emergency services buildings respectively.

SEISMIC REHABILITATION GRANT PROGRAM (SRGP)

(July 17, 2014; updated Jan 26, 2015)

This grant program is administered by the Oregon Business Development Dep't – Infrastructure Finance Authority

- The grants are funded from bond sales; the bonds will sell in spring 2015
- The current round is expected to fund about \$30 million of grants (\$15 million for emergency facilities & \$15 million for schools)
- The maximum grant award per project is \$1.5 million
- There is no match requirement
- OBDD-IFA reimburses eligible expenses, including up to \$5000 in engineering expenses, if the grant is awarded
- Grant cannot cover Gladstone's city hall; we could choose to incorporate work on the CH building, but the city would be responsible for those costs separate from the grant dollars funding work on the police department
- Emergency services (in this case, the Gladstone Police Department) are rehabbed for immediate occupancy and use to ensure continuity of services, whereas schools are rehabbed for life-safety (in order to allow occupants to get out safely).
- Eligible activities are such things as structural improvements, some non-structural items if they relate directly to structural work, some architecture & engineering and project management
- Ineligible activities include demolition/rebuild or new construction, Tsunami inundation zone work and solely non-structural projects (such as removing a chimney)
- Applications for the 2014 awards are being accepted from July 1 – Sept 30, 2014 @ 5pm; no exceptions
- Award announcements are expected to be made in late 2014/early 2015
- They strongly suggest that we plan for and build contingencies into our project budget; there are no funds available for overruns
- If our project will require funds beyond the award grant amount, we will have to provide proof that those additional funds are available before the grant is awarded; they do not want to get into a situation where a payback is required
- A complete grant application includes the following:
 - ✓ Application
 - ✓ BCA (Benefit Cost Analysis)
 - ✓ Engineering report and cost estimate
 - ✓ Photos
 - ✓ Any pertinent additional information regarding the particular building & community
- Program website: www.orinfrastructure.org; look under "Infrastructure Programs" tab, then click on "Seismic Rehab Grant" category on the left side of the screen



10-29

City of Gladstone Staff Report

Report Date: February 5, 2015
Meeting Date: February 10, 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. This grant has been awarded for \$360,000. 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. On January 6, 2015 City Council held a work session to discuss this issue.

Proposal

City Councilors came to consensus that advisory committee be comprised of 9 citizen 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. There was also consensus to target the November 2015 election.

City Council will still need to come to consensus on the scope of work. Staff suggests the advisory committee consider 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.

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 finalize scope of work.

Department Head:

Administration: Pete Boyce



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO
CITY HALL/POLICE STATION ADVISORY COMMITTEE

NAME: Todd Anslow

ADDRESS: 265 W. Clarkman Blvd

TELEPHONE: (HOME) 503-789-4087 (WORK)

EMAIL: anslowt@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 40 yrs

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

DESCRIBE YOUR ACTIVITIES
AND INTERESTS: _____

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

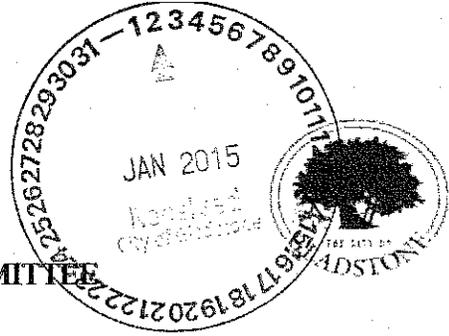
Have you ever applied for a Committee Position Before? YES NO
If yes, when? _____ What Committee? _____

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

SIGNATURE: Todd Anslow DATE: 1/7/15

CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO
CITY HALL/POLICE STATION ADVISORY COMMITTEE



NAME: Neal Butler

ADDRESS: 17595 Braden Ct (PO Box 690 Gladstone)

TELEPHONE: ^{cell} ~~(HOME)~~ 503-577-1144 (WORK)

EMAIL: nd101@comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: 32 years

OCCUPATION/EMPLOYER (state your specific line of business): retired, Chief Deputy - Clackamas County Sheriff's Office

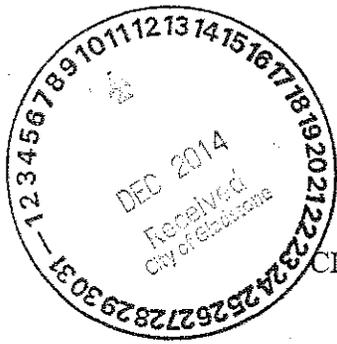
DESCRIBE YOUR ACTIVITIES AND INTERESTS: Travelling, bicycling

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Rotary Club of Clackamas, past board member for Clackamas County Mediation 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 was the project manager for the design & construction of the Sheriff's Office North Station & enjoyed being involved in that process.

SIGNATURE: Neal Butler DATE: 1-02-2015



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO
CITY HALL/POLICE STATION ADVISORY COMMITTEE

NAME: JAL DUNCAN

ADDRESS: 5923 GLEN ECHO AVE. GLADSTONE

TELEPHONE: (HOME) 503-201-5952 (WORK) 503-657-5192

EMAIL: jale@jalduncan.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 35 yrs

OCCUPATION/EMPLOYER (state your specific line of business): JAL DUNCAN photography

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: GLADSTONE community Festival committee,
Professional Photographers of Oregon Past President, OAK Lodge
WATERSHED committee, Gladstone/Oak Grove Rotary

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: GLADSTONE Vision committee

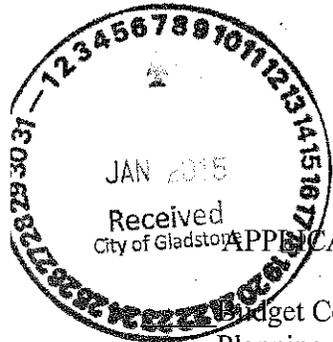
Have you ever applied for a Committee Position Before? X YES NO

If yes, when? 2008 What Committee? GLAD VISION COMMITTEE
PORTLAND AVE

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

(Attach additional materials or information if you wish).
BECAUSE I FEEL THAT MY INPUT WOULD BE THOUGHTFUL +
HELPFUL.

SIGNATURE: Jal Duncan DATE: 12/5/2014



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

La Police Station / City Hall advisory Committee
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: Robert Everett

ADDRESS: 18235 Stonewood Dr.

TELEPHONE: (HOME) 503-201-0785 (WORK) 503-656-8426

EMAIL: revrett78@yahoo.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: Home 10 yrs. Work-Business 24 yrs

OCCUPATION/EMPLOYER (state your specific line of business): Dental office - Dentist

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: Sports viewing & activity, Cooking, Gardening, Camping, Reading, Family time.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Years of support for local sports on a business, School district budget committee - 4 yrs, Rotary, Gladstone Cultural Festival, Library ^{placement} advisory committee, DeARBurn

Have you ever applied for a Committee Position Before? YES X NO Improvement project. Election Election involvement

If yes, when? library committee What Committee? but did not fill out this form

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

First & foremost my intense interest in seeing what I would call the improvement of specifically the DeARBurn area and to be more specific to this I feel that I could bring strong interactive aspects to this committee and be impartial and objective in the decision that is made.

SIGNATURE: Robert Everett DATE: Jan 7, 2015

11-6

Thank you



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITY HALL/POLICE STATION ADVISORY COMMITTEE

NAME: Linda Neace

ADDRESS: 230 RIVERDALE DR Gladstone

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

EMAIL: neaced6@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: Very involved CC Provision - CC Women's Services - Fundraising - PAST PRESIDENT - SCROPTIKIST - EDUCATE - Sex Trafficking - DOMESTIC VIOLENCE

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

Business in West Linn - actively involved with Economic Development - PAST PRESIDENT - WL CHAMBER - CC Tourism - Willamette Neighbor FARMERS MCT - held ASB

Have you ever applied for a Committee Position Before?

YES X
NO

If yes, when? _____ What Committee? _____

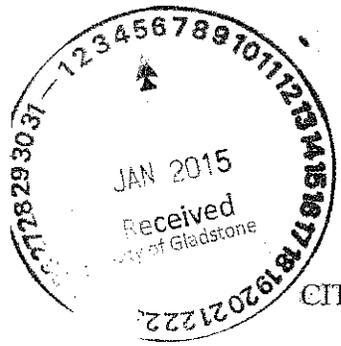
Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish).

I would like to be more involved w/ the community I live in. Running for city council - gave me more insight - with light rail - lot Project - Crime - library

SIGNATURE: Linda Neace

DATE: 12/3/2014



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO
CITY HALL/POLICE STATION ADVISORY COMMITTEE

NAME: Natalie Smith

ADDRESS: P.O. Box 616

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

EMAIL: nsmith1159@yahoo.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 14 years

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Swimming, walking, movies, music reading, volunteering

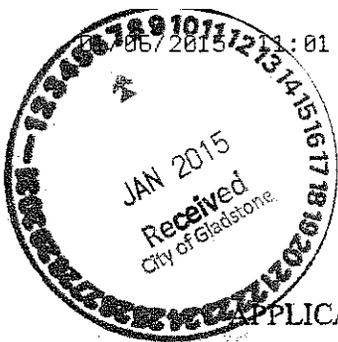
PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Library Board, Library Advisory Committee

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

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

I've served on the Library Advisory Committee and I enjoyed the process.

SIGNATURE: Natalie Smith DATE: 1/5/2015



FAX (503) 650-8935

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.

X CITY HALL/POLICE STATION COMMITTEE

NAME: TALLY STELPEL

ADDRESS: 6910 WINFIELD CT. GLADSTONE, OR 97027

TELEPHONE: (HOME) (503) 605-8047 (WORK) (503) 892-2346

EMAIL: TALLY.STELPEL@ADAPTENGR.COM

HOW LONG HAVE YOU LIVED IN GLADSTONE: 24 YEARS

OCCUPATION/EMPLOYER (state your specific line of business): ADAPT ENGINEERING
SIMPLY SWEET FOOD COMPANY

DESCRIBE YOUR ACTIVITIES AND INTERESTS: COMMUNITY SUPPORT, OUTDOORS, SCIENCE, ENVIRONMENTAL ISSUES

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: GLADSTONE TRAFFIC SAFETY COMMITTEE, GLADSTONE BUDGET COMMITTEE, GLADSTONE PLANNING COMMISSION, CC ECONOMIC DEVELOPMENT COMMITTEE, CC DEVELOPMENT LIAISON COMMITTEE CLACK. TRANSPORTATION ADVISORY COMMITTEE, SUSTAINABLE BUILDING GROUP

Have you ever applied for a Committee Position Before? YES NO
If yes, when? 1988 - CURRENT What Committee? SEE ABOVE

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
WITH MY COMMITTEE EXPERIENCE & COMMUNITY VISION, AS WELL AS BEING ABLE TO BRING PLANNING COMMISSION INSIGHT, I FEEL I COULD HELP DRIVE THE PROJECT FORWARD WITH FEWER OBSTACLES

SIGNATURE: [Signature] DATE: 1/6/15



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO
CITY HALL/POLICE STATION ADVISORY COMMITTEE

NAME: ELLIOTT VEAZEY

ADDRESS: 6650 PARKWAY Drive Gladstone, OR 97027

TELEPHONE: (HOME) 801.656.9550 (WORK) - SAME

EMAIL: elliottveaze@gmail.com

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

OCCUPATION/EMPLOYER (state your specific line of business): Construction Project Manager
Nelson Capitol CPM, LLC

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Construction Management, Real Estate, URBAN PLANNING, Family, outdoors, DIY projects, Community involvement.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Member of the City of Portland Adjustment Committee.

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

If yes, when? August '14 What Committee? PLANNING Commission

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).
With a construction/business background I feel I could be an asset to the committee. I have worked/managed multiple projects for USAF Security Forces & U.S. Border Patrol (DHS).

SIGNATURE: Elliott D. VEAZEY DATE: 11/24/14

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

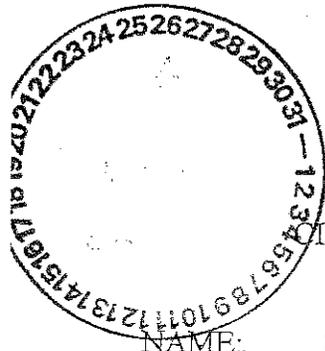
- U.S. Customs and Border Protection Ports of Entry, Lancaster, MN. \$4.25M. Onsite management responsible for all aspects of the work. Manage all sub-contractors during course of construction. Coordinate work and design decisions with architectural team, contractors, local municipalities, building inspectors, 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
CITY HALL/POLICE STATION ADVISORY COMMITTEE

NAME: Kevin Voss

ADDRESS: 535 Portland Ave.

TELEPHONE: (HOME) 503-650-1819 (WORK) 503-557-2762

EMAIL: Voss@ci.gladstone.or.us

HOW LONG HAVE YOU LIVED IN GLADSTONE: 24 Years.

OCCUPATION/EMPLOYER (state your specific line of business): Detective / Gladstone PD

DESCRIBE YOUR ACTIVITIES
AND INTERESTS:

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS
AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: None

Have you ever applied for a Committee Position Before? YES X 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).
As a member of GPD, I want to see a functional
city hall & police station. As a citizen of
Gladstone I want to see the best value for the \$ spent.

SIGNATURE: [Signature] DATE: 11-26-2014

11-12

CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO
CITY HALL/POLICE STATION ADVISORY COMMITTEE



NAME: Dru Weiland

ADDRESS: 7550 Ridgewood Dr.

TELEPHONE: (HOME) 503-305-6139 (WORK)

EMAIL: druveilla.w @ comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: 7 years

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Library Foundation

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

Have you ever applied for a Committee Position Before? xx
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 believe that a good library is a necessity to a great town. I joined the
Foundation to be a part of the new library and would to help be a part of the
planning. Its important to have members on the committee that think a good library
is really important.

SIGNATURE: Man A. Accetta DATE: 2-4-15
for Dru Weiland

City of Gladstone Staff Report

Report Date: February 3, 2015
Meeting Date: February 10, 2015
To: Pete Boyce
From: Jolene Morishita

AGENDA ITEM

Change a portion of the staff seating area in Council Chambers.

History/Background

For the last two years, the municipal court has operated out of council chambers. This move was made to improve court operations while minimizing expenses through the elimination of duplication in equipment. Consequently, the Court Clerk and the Assistant City Administrator share the computer system. Because of procedural reasons in court (proximity to the judge and a barrier between the Court Clerk and the jurors), the Court Clerk cannot sit at the location where the Assistant City Administrator currently sits. Consequently, each week the Assistant City Administrator and the Court Clerk move the computer system back-and-forth between work stations. Additionally, the desk surface where the Assistant City Administrator sits is inadequate. Desk space of 33" x 21" to hold a desk top computer, a lap top, packet materials, and note taking materials simply is not enough room. And, because of the cords on the floor and the tight space around the workstation, there is not enough room to place another table nearby to increase the work surface.

Proposal

As illustrated in the attached drawing, we wish to cut the desk off where the current City Administrator sits. The City Administrator would then sit where the Assistant City Administrator has been seated. Where the portion of the old desk was removed, a new desk would be built at a perpendicular angle at the same height as the council bench. This would allow both the Court Clerk and the Assistant City Administrator to share one work area, alleviating the need of moving the computer back-and-forth each week and achieve an adequate amount of workspace surface. It also would satisfy the need to have the Court Clerk in close proximity to the judge while establishing a barrier between the Clerk and Jurors.

Options

Option #1: Contract with a professional cabinet maker. Utilize the same person the library recently used to build the circulation area cabinetry. This would allow the desk to be built with a finish similar to the current work areas to achieve a seamlessly pleasing look.

Option #2: have our public works department build a work station to minimize costs. A rough estimate would be approximately \$200 in materials and \$1600 (2 guys for 2 days) in staff time. The end result would be something out of plywood that would be functional, but not match the current look.

Option #3: reject all options for no work to be done.

12-1

Cost Impact

Job bid received for option #1 is \$1,750. Staff time will include utilization of our I.T. person to re-route network and video cables. There will be no money budgeted to replace the carpet under the new desk. This area will not be seen by the public. To keep costs minimal, the foot area under the desk will be raw plywood.

Recommended Staff Action

Approve the reconfiguration and build-out of a desk to make a functional workspace with recommendation for option #1

Department Head
Signature

Date

City Administrator
Signature

Date

12-2

David DeRosa

Job Bid

19317 Pease Road, Oregon City, OR 97045

503-583-6833

Bid #-02

Bid Date- 1/23/15

Terms-Payable upon completion

To:

City of Gladstone

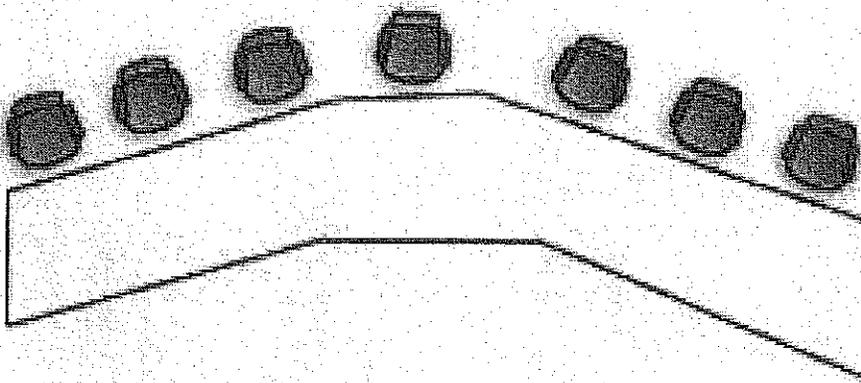
525 Portland Ave.

12-3

Description		Amount
<p>Cut Juror desk to specified length and add new desk at a 90 degree angle from original desk. All walls and countertop to have laminate to match the Juror desk.</p> <p>The desk will be taken off site on a Wednesday to be constructed and brought back the following Monday.</p> <p>The City of Gladstone will take care of all electrical and data required.</p>		\$1750.00
	Subtotal:	\$1750.00
	Tax:	\$0.00
	Total:	\$1750.00
<p>Make check payable to: David DeRosa 19317 Pease Rd. Oregon City, OR 97045</p>		

Gladstone, OR 97027

12-4



City of Gladstone Staff Report

Report Date: February 5, 2015
Meeting Date: February 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

City Council Liaison's

History/Background

Annually the Mayor appoints City Councilor's to liaison positions. At the City Council retreat held on January 30th and 31st liaison positions and duties were discussed.

Proposal

It is recommended that the Mayor reaffirm the following appointments:

Liaison Area	Primary Liaison	Secondary Liaison
Fire	McMahon	Mersereau
Parks and Recreation	Reisner	Johnson
Police/Emergency Management	Jacobellis	Nelson
Senior Center	McMahon	
Traffic Safety	Reisner	
City Hall	Jacobellis	
Public Works	Mersereau	Sieckmann
Library	Johnson	
Business	Sieckmann	Mersereau
Planning	Sieckmann	
C-4	Jacobellis/Nelson	
NCCWC	Johnson	
Metro	Jacobellis/Nelson	
Tri City	Johnson	

Staff is proposing that the Library liaison also represent the City at the Library District Advisory Committee.

The liaisons role within the City organization is to gather information and report back to City Council. The intent is to increase communication that facilitates greater understanding of service delivery. The liaison would not be able to direct staff work assignments. The liaison will also coordinate with the City Administrator so information sharing is equal. The liaison will be given access to departmental meetings and policies.

Options

N/A

Cost Impact

N/A

Recommended Staff Action

Staff recommends Mayor Jacobellis reaffirm the liaison appointments.

Department Head:

Administration: Pete Boyce

COUNCIL LIAISON APPOINTMENTS*
February 2, 2015

Volunteer Fire Department, (meets first Wednesday each month)	Councilor Pat McMahon Councilor Thomas Mersereau
Senior Center Advisory Board, (meets quarterly, in the afternoon)	Councilor Pat McMahon
Park and Recreation Board, (meets infrequently)	Councilor Neal Reisner Councilor Steve Johnson
Traffic Safety Commission, (meets infrequently)	Councilor Neal Reisner
Library Board (meets first Tuesday each month)	Councilor Steve Johnson
Business & Civic Liaison	Councilor Kim Sieckmann
Public Works, Regional Issues	Councilor Tom Mersereau Councilor Kim Sieckmann
C-4, Clackamas County Coordinating Committee	Mayor Dominick Jacobellis Councilor Len Nelson
Emergency Management Committee	Mayor Dominick Jacobellis Councilor Len Nelson
Police Department	Mayor Dominick Jacobellis Councilor Len Nelson
City Hall	Mayor Dominick Jacobellis
Planning	Councilor Kim Sieckmann
NCCWC	Councilor Steve Johnson
Metro	Mayor Dominick Jacobellis Councilor Len Nelson
Tri-City	Councilor Steve Johnson

*Does not preclude any City Council member from being involved in areas when they have an interest.

