

**GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
March 10, 2015**

6:30 p.m.

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)(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 three (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 27, 2015 Adjourned Meeting, January 30 & 31, 2015 Council Retreat and February 10, 2015 Minutes
2. Approval of Project List
3. Approval of Application for a Full On-Premises Liquor License – High Rocks Restaurant and Lounge
4. Approval of National Campaign of Senior Center Meals on Wheels Program
5. Payment of February Claims

CORRESPONDENCE

6. Letter from Clackamas River Water Providers
7. Letter from Ildiko Nelson – Business License
8. Letter from Chris Binder - Seventh Day Adventists

REGULAR AGENDA

9. Ordinance 1455 - An Ordinance Amending Chapter 2.04 of the Gladstone Municipal Code To Change The Meeting Time For City Council Meetings
10. Transportation System Plan/Street Master Plan – Sewer Master Plan
11. Police Station Seismic Upgrade Grant
12. Approval of the Gladstone Public Library's Policy Manual
13. Discussion – Water System High Pressure Zone
14. Senate Bill 2800

BUSINESS FROM THE COUNCIL

ADJOURN



CONSENT AGENDA

GLADSTONE CITY COUNCIL ADJOURNED MEETING MINUTES of January 27, 2015

Meeting was called to order at 8:10 pm.

ROLL CALL:

The following city officials answered roll call: Councilor Nelson; Councilor Mersereau; Councilor Johnson; Councilor Sieckmann; Councilor Reisner; Councilor McMahan; and Mayor Jacobellis.

ABSENT:

None

STAFF:

Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Stan Monte, Fire Chief; Jim Pryde, Police Chief; Sean Boyle, Code Enforcement Officer

BUSINESS FROM THE AUDIENCE:

None

CONSENT AGENDA:

None

CORRESPONDENCE:

1. Letter from Cheryle and Richard Rusaw Regarding License Renewal Fees:

Mayor Jacobellis – We received some letters from business owners regarding business license fees. I made a phone call last week because we got a letter about that, and all I'm asking is if anybody wants to step up and write a letter saying we got the complaint, we're sorry, we will be addressing this probably in March or April. Is anyone willing? Councilor Johnson – We are going to be addressing this? Mayor Jacobellis – - Yes. Councilor Johnson – I know the Rusaws, I'll write the letters. Councilor McMahan – I have a question on it, for staff, what is the Home Occupancy License Fee vs why do they not just have a business fee? Or why do they have to have both? City Administrator Boyce – The home occupancy permit is there to integrate certain businesses into the neighborhood and maintain the residential feel. There are two types of permits, it has a lot to do with how many trips are generated so that why a home occupancy permit is issued. So if you're generating a little more traffic you have to notify more neighbors, they have input. Councilor McMahan – So that is just a onetime, when they apply? City Administrator Boyce – It's just the one time I believe unless the business would change substantially over time.

REGULAR AGENDA:

2. Planning Commission Municipal Code Review Request:

Planning Commissioner Kirk Stempel – I will read a letter from my wife, Planning Commission Chair Tammy Stempel. Mayor Jacobellis and City Council members. Planning Commission Chair Tammy Stempel is not able to be tonight because she had to

work out of her Seattle office but has asked me to present the commission's plan for the code and ordinance review. All of you should have a copy of the original intent and process review included in your packet. As part of the original charge from the City Council this review was to look at and review what we could do and what could be modified in order to make our commercial zones more appealing for development and redevelopment. We were to look at what barriers existed that could potentially prevent economic development in our core areas. To date we have done a cursory review of items one through six and are about to address the individual zones. With the completion of Portland Avenue redevelopment plan in 2009, we would like the review to include the development of design standards. At this time we would like your input on whether to continue with our original charge or is there a different approach you would like us to take. Mayor Jacobellis – So if I understand correctly, you are trying to go through and clean them up. Commissioner Kirk Stempel – Yes. Mayor Jacobellis – So how far have you gotten? Commissioner Kirk Stempel – Through item six of 17. Councilor McMahon – Yes but the first six are the easiest and 17 will be the biggest and hardest. Councilor Reisner – But it's needed, it's been years. Councilor Sieckmann – I think they need to continue, just like their doing. Actually Commission Chair Tammy Stempel put this together with the steps and everything. I think it's a good way to approach it. If we have them continue, as I recommend we do, there are two things I would like to open a dialog at some point. One being, the only time we can address curbs and sidewalks and such throughout the city is when they are starting a new development. Maybe we want to open an avenue, when something comes before the Planning Commission, is there a way to, depending on the size of the redevelopment, to get curbs and sidewalks then at a later date? I don't know what would be entailed in that, I don't know what that would look like, and it's just to start a conversation. The other thing is to see if there's a missing piece between the planning department and the completed project. And I don't know if it would be relevant for the Planning Commission to start this conversation, it was just a thought to take a look to see if you can break down where that missing piece is and maybe some thoughts to how we can fix that missing piece. Just some thoughts I had that could be started at the Planning Commission level. Councilor Reisner – In regards to the sidewalks, rather than just what comes before the Planning Commission, what comes before a building permit, for example, we have a house down here about three blocks that was built recently on a vacant lot and because it wasn't a development they didn't have to put in curbs and sidewalks, which shocked me. Mayor Jacobellis – Any thoughts on this? Councilor President Mersereau – The only thing I could say about this, is it's been going on for a while now and I would like to see a project timeline on this. Like expecting g, h and i to be complete on this date, and j, k and l to be complete on this date, etc. So we're moving forward with direction because several issues can come up with the results with code enforcement and such, can be tied with that and it's hard to force someone to do code enforcement, when in fact they don't know the true code. That was one of the reasons for going over all of these because codes that are ambiguous, are hard to interpret for people, especially the citizens, so I believe one of the goals for the Planning Commission was in fact to make the codes more straight forward. In doing that, it would help the code enforcement program to move on. Commissioner Kirk Stempel – In our meetings in the past we want to get Sean more involved in what's going on so he can recommend stuff and we can get his input because it's valuable. Councilor Mersereau –

So the comment about the goal for time is this going to be done in two months or is it going to be done in two years. Councilor Reisner – Thank you so much for all of your time. Councilor Nelson – I have a question, it's an easy one. When you're updating these codes are you having any special meeting to work on just the codes? Commissioner Kirk Stempel – Usually there is a time frame set aside at the end of the normal planning meeting, depending on how long the meeting is. Councilor Nelson – Because I was thinking if you have a big agenda you don't have much time to do it. Commissioner Kirk Stempel – Exactly, and you get to the end and you're so tired from going back and forth that you just end up putting it off till the next meeting. A work session would be a good thing. Councilor Nelson – That's what I'm thinking. That's what we're doing all the time now, in a work session you can get a lot accomplished. Commissioner Kirk Stempel – Two hours where you can spend just on this. Councilor Nelson – There's no interference with other stuff so you can get a lot done. Commissioner Kirk Stempel – Is there anything else? Councilor McMahan – Is she looking for a motion or did she just want to bring it to our attention. Commissioner Kirk Stempel – She just wanted to bring it to your attention.

RECESS TO WORK SESSION

WORK SESSION:

REGULAR AGENDA

3. WSC Insurance – New Elected Officials Training Video (no attachments):

City Council watched a training video from WSC Insurance.

Alycia Johnson, WSC Insurance – I am with WSC Insurance, your insurance broker with CIS. So did any of you have any questions I could answer for you on the program? Mayor Jacobellis – My question to City Administrator Boyce is, have we used them for assessments before? City Administrator Boyce – We use CIS heavily on employment matters, not only do we consult with the city attorney, we consult with CIS attorneys. When we reviewed the personnel policy they played a heavy role in that. We have annual risk litigation meetings, and so yes, we lean on them heavily. Alycia Johnson, WSC Insurance – Yes and that's what WSC does as well, with risk management, we work with Assistant City Administrator, Jolene Morishita as well and their employment policies, best practices and things like that the rest of the year. And there is a credit that you will get and that is 1% of the liability and that's a good amount of money and there's other programs we are working on as well. Councilor Reisner – So how do you work together? Alycia Johnson, WSC Insurance – So we're an insurance agent right, so we offer all of the negotiation and work with the city to make sure all of their risk management is in place and CIS is the actual insurance carrier so in the event there is a claim they're the ones defending and they're the ones paying out the dollar amount. And I'm helping you through the process, making sure that all the risk management is done up front and also through that process to help.

4. Code Enforcement Program:

City Administrator Boyce – I've asked Police Chief Pryde to put on a presentation and he has brought Code Enforcement Officer Sean Boyle with him.

Jim Pryde, Police Chief – This is a great opportunity to talk about the background of, the state of and what might be code enforcement. We've all heard wants, needs and desires from the Gladstone community. Stephen Covey, author of 7 Habits of Highly Effective People, one of his axioms is "begin with the end in mind". So as we move forward through this deliberate process of trying to figure out what we want for code enforcement in Gladstone that might be a good approach to be thinking about, what might it look like in the future? We're hearing lots of comments about needing more code enforcement.

As you know, Sean's role is split into two jobs, one as code enforcement, and two he's responsible for our evidence processing and property management, and also "other duties as assigned". We've gone through the process of looking at the program. When I came on board Sean was very helpful in bringing me up to speed on the past and present of code enforcement. We had a job task analysis conducted and out of that learned some things could be done better. We've implemented some changes to the program including better communication, better policy, better documentation, and better support from the supervisors. Sean has an extensive background in public safety, beyond his role here in Gladstone. He brings in a breadth of experience and will answer any questions you may have about his work.

I think one thing I would tell you about the code enforcement function, it's kind of unique depending on the size of your city. Larger agencies have designated person or persons depending on the size of the jurisdiction to deal with code enforcement. At my previous city, our planning department had a code enforcement function and had two people which was really nice to have. Sean gets pulled in many directions, and that's what happens in the smaller agencies like ours. Smaller agencies cover approximately 90 percent of the police departments across the United States. In the smaller police department's staff will be doing a lot of different duties because we don't have enough bodies to dedicate for specific functions. Such is the case with Sean. In the staff report there were three options that were noted and number 3 is a caveat, I'm sure there may be other possibilities we haven't even thought of and Sean may also present a couple that aren't listed as well.

It was mentioned that the public policy on policing might be discussed at the council retreat and it occurs to me that our current policy on policing doesn't have anything that talks about code enforcement. I'm not saying that needs to be in there but that could be added, talking about the service level desired in the code enforcement.

Sean Boyle, Code Enforcement Officer – There has been a push for the need of greater code enforcement and I understand the desire and want the same for my community. To lay the groundwork, like Police Chief Pryde mentioned, he has started that for me. My position is split into two positions, half time with code enforcement and half time property room, so that leaves about 20 hours a week for code enforcement duties. That code enforcement aspect has historically been in the nuisance area, with exception of counties and some cities, with smaller agencies. It's broken up into two elements, nuisance, and zoning and land use, and that is what this position has been broken into. My primary functions have been in the nuisance category. Prior to 2009, Jonathan Block

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who was a city planner for the city of Gladstone, conducted all of the zoning and land use issues for the City of Gladstone until he retired. Upon his retirement that void has not been filled. We've taken a band aid approach to see if we can provide some of those levels of service, with a combination of me and Clay Glasgow, City Planner. But there's always a few hurdles there with no Intergovernmental Agreement (IGA) in place for the county to officially provide those services, but we've put that approach in place but it is hit and miss at best. 20 hours with some reactive code enforcement, based on complaints with some self-initiated activity in there and to throw on say zoning, at this point putting a lot of additional items on the plate, something is going to fall off at the end of the day. I'm here to do whatever council wishes but if you throw on additional functions, I'm going to do whatever the job description says, but just something to keep in mind. It seems like it's an easy job but some of these things can be very time consuming.

Councilor Nelson – I've talked to the Police Chief Pryde about this and we're provided with an administrative assistant, we're provided with a lieutenant, we're provided with cars and tasers but this is something we never did anything with all of these years it's stayed the same. The city has changed and your job, to do it in 20 hours, there's just no way you can do it and do it well. I think this is something we need to look at and bring this part of the police department up to date because we're still back in the 80's and 90's. We've got a lot of catching up to do, you can't do it in 20 hours. I think that is something the City Council needs to look at budget wise, I don't know how we go about that but make it a full time position. Code Enforcement Officer Sean Boyle – That is certainly one option. I've talked to City Administrator Boyce, my supervisor Sgt. Wayne Lawrence, City Attorney Doughman, and Clay Glasgow, City Planner, and yes one of the options may be expanding those services that are covered by the IGA through planning and building code. Maybe expanding to some zoning code violations. If I were assigned to zoning enforcement today, it's going to be a sometime before that program can be implemented because there is going to be a training element involved.

Councilor Johnson – My recollection is that prior to Code Enforcement Officer Sean Boyle we had a full time sworn police officer who did code enforcement, his name was Officer Brown, he was a the reservist and was called up to the first Gulf War. Not sure where he ended up when he came back but we really did have a full time code enforcement officer. Code Enforcement Officer Sean Boyle – He was full time but his time was split just like mine, 20 hours code enforcement and 20 hours property management. He was a reserve police officer and the code enforcement was not sworn. Councilor Johnson – Are you sure about that, I thought he was a full time police officer. Code Enforcement Officer Sean Boyle – He was not, he did not hold certification, and he was a reserve officer for the City of Gladstone. He went to Clackamas County.

Councilor Sieckmann – When I think of code enforcement I think there's two sides to it, if I'm incorrect please let me know, I look at one side being a public safety side, and the other side is a neighborhood livability side. What I hear most often is the livability side of it, and it's not that the public safety isn't important, it's more important but a lot of what I hear is the livability. What would help you right now, to do your job more effectively? Code Enforcement Officer Sean Boyle – I'm not perfect, I'm not going to say there's no room for improvement, there's room to be more efficient. Like I said, 20 hours, some of

these things are very time consuming. One example is 540 E. Arlington is an abandoned house, it had gone into foreclosure, and the people who were responsible for the property left the state. They allowed their nephew to reside in the home because the foreclosure had completed and the bank hadn't taken ownership. He started moving in some friends who were into drugs and theft and we started having a lot of problems over there, including garbage piling up on the property. There was the criminal aspect in addition to the code aspect. Through that process we went through an abatement process to get them vacated from the premise. And in trying to track down the lending institution who was responsible for it, the notification process, and the follow up the notification process that is required by the code. That was probably 60 man hours of my time alone. We got them out of there but it sits vacant again and is prime grounds for a squatter to move in there. But those are just some of the problems I've been dealing with. We can write code and speed up the process but they are still going to be time consuming. Councilor Sieckmann – Listening to you it sounds like there is a lot of research, administrative part to this, like trying to find out who the property owner is, what bank owns it. Would more administrative help to do some of the research for you? Code Enforcement Officer Sean Boyle – It's a possibility, under the right circumstances that might work, I'd have to see what the model would look like, because the right hand has to know what the left hand is doing. It's a possibility, I'm not going to say no, it's possible.

City Administrator Boyce – Something I've been hearing consistently is that folks want a more proactive code enforcement in the city. A lot of what I'm hearing is the livability. In order for that to happen, I do think we need more hours so that the code enforcement person can patrol and write up these violations that they see. As many of you know, neighbors don't like reporting violations of their other neighbors so by the time it does get reported it is most likely it's a pretty large problem, where as if we were a little more proactive we can head off some of things before they get to that level. So looking at the options Police Chief Pryde put in the staff report, I'm leaning toward two things. First of all we're going to be starting the process for the next fiscal year now and I would like to work a full time code enforcement officer with a half time property room specialist or whatever the term is. The other component that Code Enforcement Officer Sean Boyle talked about is the zoning enforcement and we do need to find a solution for that. Code Enforcement Officer Sean Boyle, Police Chief Pryde and I had a conversation today and we talked about training whoever the code enforcement officer is to a certain level so he has an understanding of zoning and planning and is able to take care of some of these violations. That's a possibility, it may take some time to train someone to that level, and the other option that Code Enforcement Officer Sean Boyle talked about is trying to contract that service out. I haven't come down one way or the other on that yet, but it would be one thing we need to address because it could represent a change in expenditures.

Councilor Reisner – Well in that vein, the report that was mentioned earlier that evaluated the code enforcement position, also at about the same time the records clerk was evaluated and at that point it was mentioned that that position could take over the evidence and that would free up code enforcement. And being we have a position open. City Administrator Boyce – So that's something to look at. The person who had been in that position was very good at the record keeping and worked at a certain level of

efficiency and the next person we hire may be some training involved to get them to that same level. Then the question may come, can we fit the record keeping duty in the 20 hours a week and be able to have the property management in 20 hours a week? I think it's definitely worth looking at. Councilor Nelson – The record clerk works the front window in the lobby so you'd have to have someone in the office who could fill in for the person who's in the property room. Code Enforcement Officer Sean Boyle – I don't know that you're going to get records into 20 hours. I'm not a records person but I did records when I was a 911 dispatcher here when we did records and 911. Records requirements have evolved and Barb who was our records employee who left was a special person and she was a master of records, one of those people who come in and fully understand the job and excel above the average person. You didn't see her often but she made the job look easy but she was doing full time work. And I would argue that the property room job is more than a 20 a week job. You have property coming in and property going out, and as a general rule, you should have about the same amount of property going out as is coming in, but we aren't quite meeting that yet. We are making improvements and trying to meet that, but those are things to consider. Councilor Nelson – But you do a good job with the property and you've been written up in the past for the good job you did. And I know that tracking that evidence is so important because if there is a break anywhere along the transfer of evidence then it can be thrown out because of that, so it's a pretty important job.

Mayor Jacobellis – So are you looking for direction at this point or is this just a discussion to see where we are with the program and we're going to wait till the retreat for suggestions? City Administrator Boyce – We can fold it into the retreat if you have some thoughts in mind right now about the program I would sure love to hear those. My assumption from what I'm hearing is that we need a more proactive code enforcement, if anyone disagrees with that let me know. It sounds like that is a want across the board, not just from the council but from the citizens also. So moving forward with that is trying to find a way to work a full time code enforcement officer into the budget going into the next fiscal year. We can discuss it further at the retreat this weekend and hash it out a little more there, but we're trying to get questions from council, trying to give you a better understanding of what the code enforcement program is doing right now, but we also want to hear what the councilors want to see out of that code enforcement program, and some of that could come out of that retreat. Councilor Nelson – Do we need to make a motion right now to look into full time? Mayor Jacobellis – I don't think so, I would like to see some other options explored before we just budget for a full time position and I don't think we are there. Councilor Johnson – We're in work session anyway.

Councilor Sieckmann – I do think we need to discuss this more and we do have some time allotted in the retreat for this. We can do some brain storming, we've got some good information here, and it sounds like City Administrator Boyce has some other ideas as well. City Administrator Boyce I think you're right on the consensuses on the more proactive code enforcement and we look at that direction of what the best way to get that would be, and I think that could be our discussion. City Administrator Boyce – Mayor Jacobellis brought up a good point to, are there certain code violations that we want to prioritize enforcement of, that could be a way of getting more bang for your buck also. Mayor Jacobellis – There are a lot of options out there and I don't think, or at least I

haven't heard what we have and haven't explored and that's kind of where I'm at with this thing. They're the police, they are responsible for code enforcement and maybe they have some ideas we need to look at without us saying do it this way, this way or this way. Police Chief Pryde – I'd like to jump in real quickly and comment on Councilor Reisner's suggestion about comingling the records clerk and evidence function. For us it's kind of an open canvas, we'll consider anything. One of the challenges we would have with that, keep in mind our evidence operation isn't on site, it's at a separate location, that adjacency would create some challenges there. The other thing I wanted to mention for what it's worth, and we talked about this in our meeting earlier today, that as you go to your retreat and have further discussions on the code enforcement function for the city I would encourage you to think in terms of a system. A system and a process, the system of code enforcement that starts with the code enforcement function, philosophy and style of enforcement that you really feel the community wants. And the planning, zoning component of how that's going to play into that, so it's a very smooth and fluid system, that then plays into the court system so you are looking at it holistically, that's all I would encourage you to think about.

BUSINESS FROM THE COUNCIL

Councilor Nelson – I've got one thing. This coming Saturday at 6 pm at the senior center, the fire department will be having a graduation ceremony for four firemen coming out of the academy and they will be there with their families. So if you've got a few minutes stop by and congratulate them they'd greatly appreciate it.

Councilor Mersereau – Last night I had a chance to be on the coffee with a councilor group and we changed the room location and it was a bit tight, but it was very informative. Lots of good comments, they seemed to really appreciate us being involved. Many topics came up, from Planning Commission issues regarding a cell phone tower, to business license was a big subject, and the rental license was a big subject. One concern was lack of transparency, asking questions regarding what the city does and some of their thoughts was a lack of transparency. Most of it seemed to be on the business license that all of the sudden they raised up and they didn't understand why. They talked about the website not being as clear as some would like to see it. The speed on E. Arlington was a real issue to one person. The water pump station was another issue. Communication to the city seems to be an issue, however they were communicating they were struggling to get an answer back, if they emailed the wrong person or whatever. There was a gentleman that really wanted the city to get more involved in the school board. It was a great conversation, everyone was very nice and they were glad we were listening. Councilor Nelson – I can get the speed trailer out to E. Arlington for him.

Councilor Johnson – So Councilor Mersereau, and Councilor Sieckmann and I had the opportunity today to tour our water intake, at Clackamas River water providers, I was not aware that we are a 10% owner in that. It's more than just sucking water in and just filtering it, it's an interesting facility. And one of the things they need from us is someone to sit in on the meetings. The other districts are there and we are not represented and we need to have a representative. Maybe we could add that to a future agenda so we can get that taken care of. City Administrator Boyce – In the past we had dedicated liaisons, one dedicated to regional

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public works types of activities and that was Ray Jaren in the past, we'll be needing to do that soon. Councilor Sieckmann – Is that on our list? City Administrator Boyce – Yes, I've discussed that with the Mayor Jacobellis and there are some logistics that have to take place but yes, it's on the list.

Councilor Sieckmann – You guys are going to be real glad to hear this. These guys stole all my thunder, with the water intake system, and coffee with a councilor, they were good, that's all I've got.

Councilor Reisner – Unfortunately a long time member of our community died about a week and a half ago, Rich Holliman, also known as BEEF. He had coached at the high school for about 20 years, many youth and high school teams. We had a good celebration Saturday, pretty much filled the gym. He'll be missed.

Councilor Reisner – I was going to ask City Administrator Boyce, do we have any planned meetings with park and recreation coming up? City Administrator Boyce – I am looking at scheduling those now. I believe we are going to have the traffic safety on the fourth Monday of February. I'm looking at a date for park and recreation. I would like to do it in February but both committees are designated for the fourth Monday but I may try to pick a date, because I want them to have some input on the budget process. Councilor Reisner – And speaking of that, the elusive mid-year budget committee meeting. I've asked Tami Bannick to send an email to the budget committee to see if next Thursday, February 5th would work for folks.

Mayor Jacobellis – Just a follow up on the liaison positions, there's some vacant, there's some I don't know if we ever belonged, but they're asking us to belong, so just start considering where you might want to wind up so we can have that discussion. Some of them are time sensitive, C4 Profiling LLC asked us a week ago to appoint someone there, Housing Authority, so we've got to get on that and start picking liaisons. City Administrator Boyce – I will email a list of liaison positions and who previously held them. I'll email those tomorrow so the City Councilors can see that. Mayor Jacobellis – So C4 Profiling LLC and Housing Authority specifically. City Administrator Boyce – Right, and that wasn't a designated liaison position, I guess we could call it that, City Council had done that separately but I'll include that on the list. Councilor Nelson – That housing is that Clackamas County? City Administrator Boyce – Yes. Councilor Nelson – Because I worked on that committee for a while. Mayor Jacobellis – Let's talk about that at the retreat and get it done.

ADJOURN

Meeting was adjourned. No time stamp provided.

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

Attest:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

Council Retreat

Gladstone High School Demonstration Room

January 30 and 31, 2015

First Day: January 30, 2015

Attendance

Council: Mayor Jacobellis, Councilors Sieckmann, Mersereau, Reisner, Nelson, Johnson, McMahon, and Johnson

Staff: City Administrator Boyce, Assistant City Administrator Morishita, Facilitator L.B. Day

- Introductions were made
- Expectations/Visions were shared
- Strengths, Weaknesses, threats, opportunities, risks, and success factors were listed
- Important stake holders were listed

The group broke into two teams to determine the top five things that we need to be able to have the City functionally run efficiently. Two teams then came together to combine goals into one draft list:

- For each department, help create goals and objectives for projects to meet City needs
 - Benchmarks
 - Timelines
 - Accountability
- Create a culture to improve communication with citizens and department heads
- Governing regulations of each department
 - Policies: assess/upgrade all department policies
 - Public policy
 - Operational Policy
 - Goals and Objectives

End for the day

Second Day: January 31, 2015

Attendance

Council: Mayor Jacobellis, Councilors Sieckmann, Mersereau, Reisner, Nelson, Johnson, McMahon, and Johnson

Staff: City Administrator Boyce, Assistant City Administrator Morishita, Facilitator L.B. Day

Personality profile system was completed for each person to learn and acknowledge different personalities

Discuss responsibility matrix with department/council liaison functionality

- Respective Person
 - Informed
 - Approver
 - Supporter

Agenda was agreed upon for the day which included the following items:

- A. Develop top 3 goals with initiative and rules
- B. Meeting logistics
- C. Charter changes
- D. Review project list for inclusivity and prioritization

Liaison roles determined:

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	

A. Top Three Goals Were Set:

GOAL ONE: Review internal policies of each department and ensure these meet with City Council's expectations	Who	When
1. Select liaison for each department to lead policy review	City Council	January 31
2. Request and set up a review of each department's policy	Liaison in charge	February 2
3. Review the policies and note needed improvements	Liaison in charge	March 10
4. Request a response to request noted improvement, and review and approve these	Liaison in charge	April 14
GOAL TWO: Review the goals of each department annually and approve their plans	Who	When
1. Ask each department head to provide their five goals (one page) for the next 12-18 months.	Pete	February 24
2. Review department goals and discuss, identify recommended changes	Liaison in charge	March 10
3. Meet with departments to discuss changes	Liaisons, department heads, Pete, Jolene	March 24
4. Approve plans	City Council	April 14
GOAL THREE: Improve our communication with each department head	Who	When
1. Define liaison role and responsibility	Pete/Jolene	February 10
2. Review January 30/31 meeting results with department heads to engage them in on plan	Pete/Jolene	February 6
3. Initiate an off-site with our department heads and Council	Jolene	March 2015

B. Council Meeting Logistics:

- Council meetings will begin at 6:30pm.
- Executive session will happen before the start of the 6:30 Council meetings
- Three minute time limit on all public speakers (exception will be land use testimony)
- Council packets will be in mailboxes the Tuesday prior to the meeting
- Speaker cards will be completed prior to the start of the meeting
- Implementation of changes will begin on March 10
- Only Gladstone business will be on the agenda. Pete sets the agenda and will check with the Council if he has any questions about specific items

C. Charter Changes

- Councilor Johnson will start rewrite of charter amendments

D. Prioritization of Project List

- Top Five Items
 - City Hall/Police Station ballot measure
 - Code Enforcement
 - New Library Property
 - Complete Master Plans (sewer, parks, streets)
 - Full-time Fire Chief
- Other priority items
 - Land use planning (enforcement, erosion, building inspection, etc)
 - Financial plan to implement master plans
 - Public works director
 - Grant writing coordinator

Wrap up with action plans to proceed forward:

Action Plans	Who	When
Finish a follow up report	L.B./Jolene	February 6
Initiate Goal Number One	Pete and Liaison	First week in February
Initiate Goal Number Two	Pete	February 24
Goal Number Three	Pete	February 10
Incorporate prioritized project list into City plan	Pete	February 10

End of meeting

**CITY OF GLADSTONE PLANNING
SESSION**

January 30 and 31, 2015

L.B. Day & Company, Inc.

Objectives

By participating in this strategic-planning session, City of Gladstone leaders will:

- Describe what they want to create for Gladstone over the next five years
- Assess our current situation
- Define their top goals and priority initiatives for the next 12-18 months
- Determine their most critical issues and begin to resolve these

Agenda

January 30

- 1:00 pm Introduction
- What do you want Gladstone to look like in 5 years?
 - Planning session ground rules
- Assessing our current situation
- Accomplishments
 - Vulnerabilities
 - Opportunities
 - Strengths
 - Threats
 - Critical risks and mitigation strategies
- Identifying our key stakeholders
- 5:00 pm Developing our 12-18 month goals
- 5:30 pm Adjourning for the evening

T 16



Agenda

January 31

9:00 am Review of Day One results

Creative problem-solving activity:

Developing our goals (Continued)

- Defining success criteria for each goal
- Determining major challenges

Developing initiatives for each goal

12:00 pm Working lunch

Developing our goals (Continued)

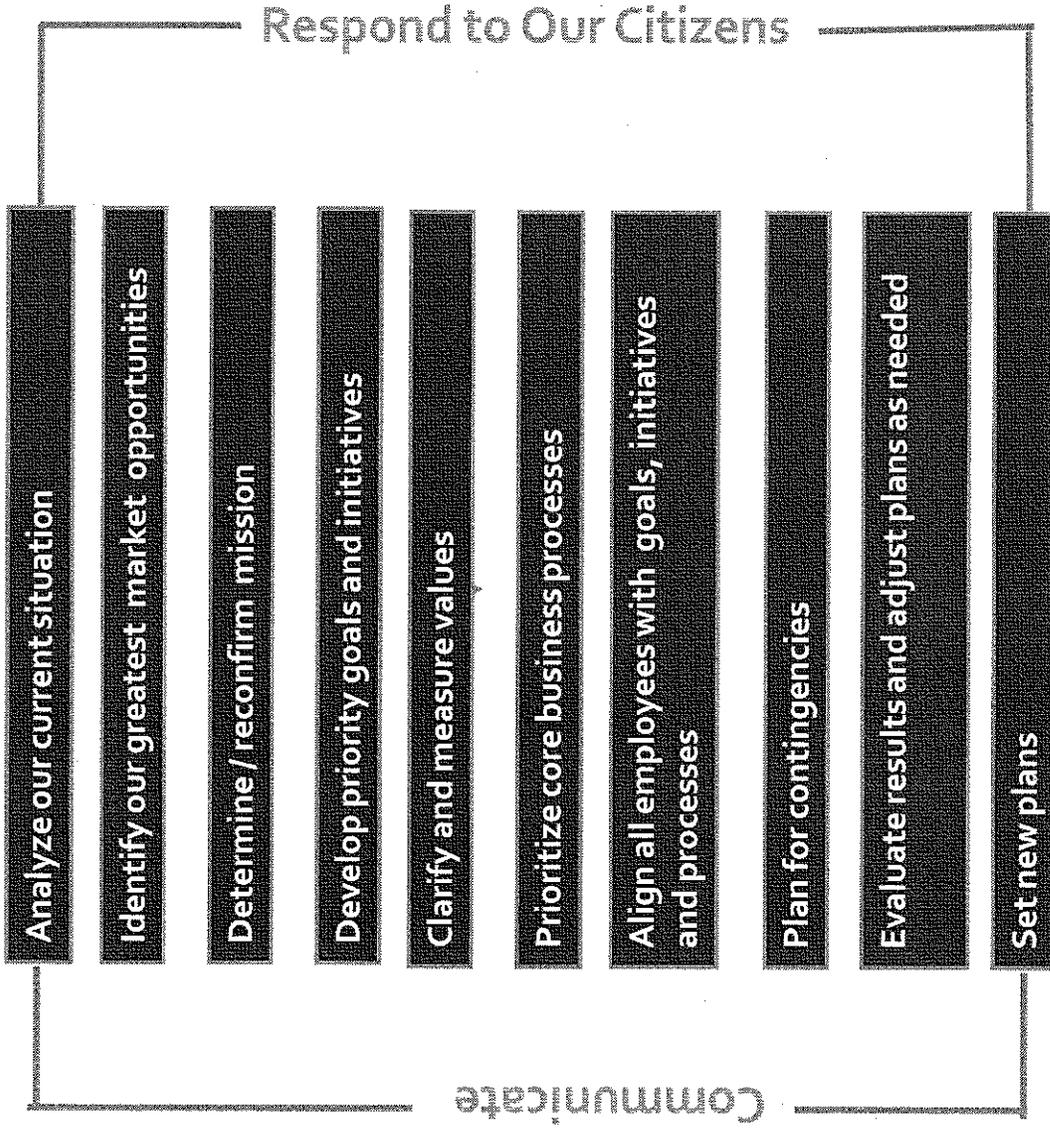
- Refining key initiatives
- Clarifying each participant's top 10 priorities necessary to achieve our priority goals and initiatives

Identifying and prioritizing the City Council's most critical issues

Planning session review and wrap-up

5:00 pm Adjourn

Strategic Planning Process



Four-Room Apartment

<p>Contentment "I like it like this"</p>	<p>Renewal "We have too many good ideas"</p>
<p>Denial "What, me worry?"</p>	<p>Confusion "What a mess." Hellpp!"</p>

What Can We Create Together?

- Realize Gladstone's great potential
- Improve our infrastructure
- Make Gladstone more livable
- Create a team environment between the Council and the City; together make the best possible decisions
- Provide the leadership and direction needed to make Gladstone an incredible place to live and conduct business
- Create a better connection between the Council and the Planning commission
- Get Gladstone growing
- Remodel and modernize Gladstone: i.e.; library, police station, fire station, city hall bike path from OMSI to Gladstone, Portland Avenue and other critical infrastructure improvements
- Work as an exceptional team to improve Gladstone and serve our citizens' best interests



Updating Our Current Situation

What are the City of Gladstone's greatest

- Accomplishments?
- Strengths?
- Weaknesses?
- Threats?
- Opportunities?

Accomplishments

- * The community is expecting great things from this new and energized Gladstone City Council
- * Voter approval for a new library
- * We partially own our fresh water and sewer system
- * Summer Festival
- * New City Council
- * Our new mayor is present, available, energetic and moving forward - a leader
- * Our citizens are proud of Gladstone and want to improve it
- * Our single school system
- * Our parks
- * Completion of our new fire station
- * Senior center
- * Large amount of community support for improvement opportunities

Strengths

- Positive attitude within the City Council
- City Council members' strong desire to improve Gladstone
- Gladstone's magnificent natural resources
- Gladstone's natural waterways
- Gladstone's location between Portland and Oregon City
- Gladstone's capable employees – if they only had some leadership from the City Council
- Gladstone's Senior Center - this is a model of one of our City's organizations doing an incredible job with their few, scarce resources

Weaknesses

- * Current lack of direction for Gladstone
- * Poor communication between the City Council and the rest of city government, including key stakeholders in Gladstone's success
- * Lack of a shared vision for improving Gladstone
- * Lack of leadership
- * Lack of accountability within the City Council and throughout the rest of City government
- * Lack of meaningful code assessment
- * Crumbling infrastructure due to deferred maintenance

Threats

- * Revenue shortage
- * Loss of local control from the effects of regionalism
- * Lack of people needed to monitor key projects, responsibility delegated to outsiders who don't care about Gladstone
- * Lack of creative thinking and innovation within the Council and City government
- * We will need to upset lots of people to generate the changes we need to get Gladstone moving in the right direction; fear of the unknown and resistance to change

Opportunities

- We have 12,00 citizens, many of whom can be enlisted to help us create the Gladstone we envision in the future
- Building strong credibility with our residents
- Since our infrastructure needs replacing, we have the opportunity to do this right
- Change our culture to one that supports the vision and strategy we are developing
- Become increasingly transparent so our initiatives are clear and embraced by our citizens and our partners in city government
- Initiate some key projects that will demonstrate this City Council's capability and caring for Gladstone
- Annexation – consider elbowing out to increase our tax base (like Happy Valley and other growing communities)
- Modernize our infrastructure
- Generate a master plan for improving Gladstone
- Study other role-model communities and apply the best ideas

1/20

Our Key Stakeholders

- * Business owners
- * Emergency management team
- * City of Gladstone department heads
 - * Fire
 - * Police
 - * Public Works
 - * City Hall
 - * Service Center
 - * Library
- * Clackamas County
- * Metro
- * School district
- * Senior center
- * ODOT
- * Library
- * Budget committee
- * Citizens
- * Traffic and Safety
- * Parks
- * Insurance supplier
- * Planning Commission
- * Key Partners
 - * Water Consortium
 - * Tri City



Disc Styles

High “D” Behavior

- High sense of personal worth
- Task oriented – needs results
- Motivated by directness
- Basic fear – Being taken advantage of
- Lacking concern for others’ views or feelings

High “I” Behavior

- Optimistic
- People-oriented
- Motivated by social recognition
- Basic fear – Social rejection
- Disorganized



DISC Styles

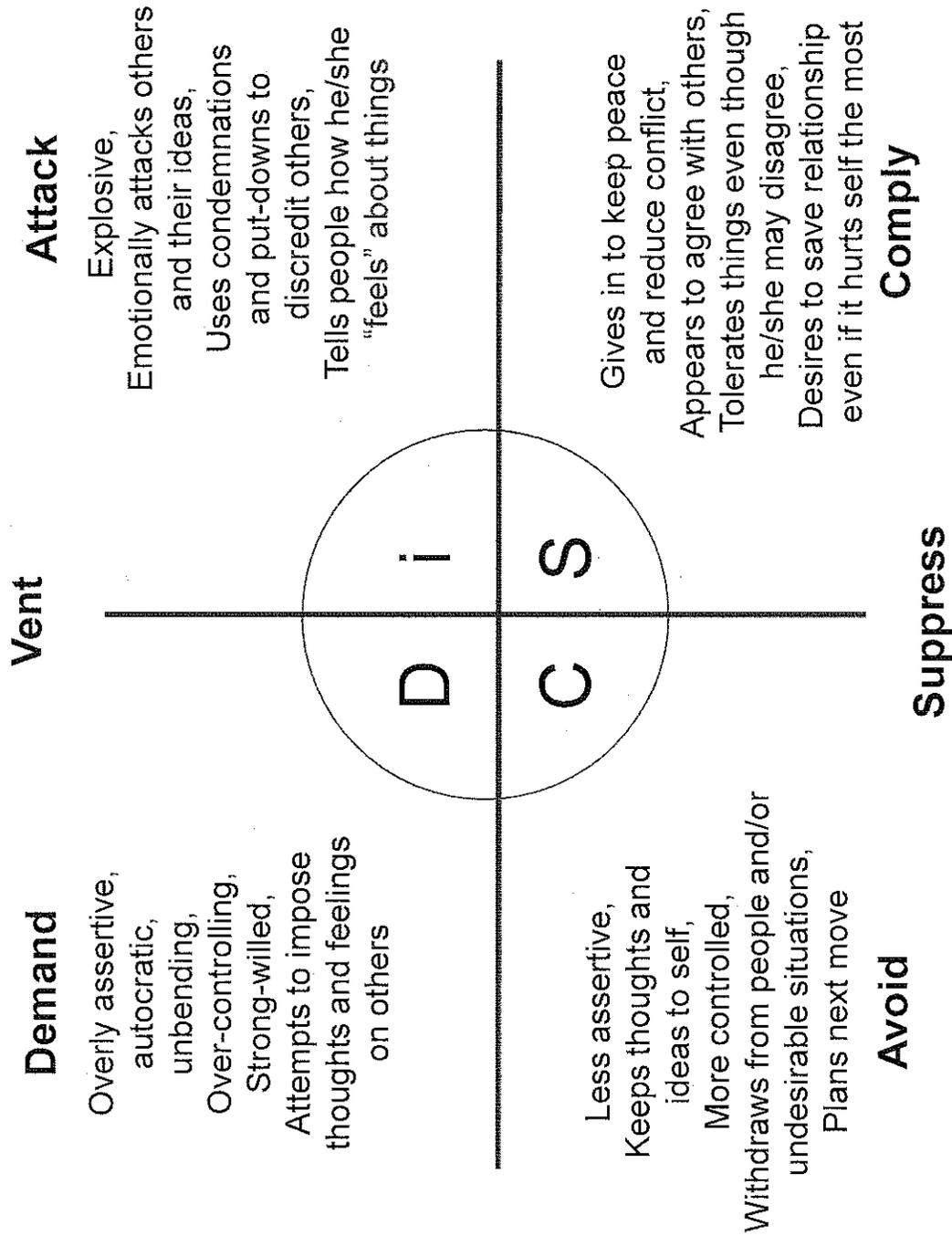
High "S" Behavior

- Pragmatic – Team player, family-oriented
- People-oriented
- Motivated by established practices
- Basic fear – Loss of stability
- Possessive, willing to accept a burden without exposing true feelings

High "C" Behavior

- Accurate
- Task-oriented
- Motivated by adherence to standards
- Basic fear – Criticism of their work
- Overly critical of self, demanding of others

Four Responses to Conflict



Comply



The Ideal Project Team

- High "D" – Generates ideas and insists on results
- High "I" – Goes out and promotes ideas
- High "S" – Makes certain ideas are carried out...and brings stability to the group
- High "C" – Makes certain key details are covered and the project is done well

DISC – A General Approach

- D**
- Explain what first
- Proceed rapidly
- Support the other person's results
- Talk about people immediate action
- Provide freedom
- Be businesslike, time-conscious and factual

- S**
- Explain why first
- Proceed calmly
- Support the other person
- Talk about personal life
- Provide initiative
- Be gentle, specific and harmonious

- I**
- Explain who first
- Proceed enthusiastically
- Support the other person's intentions
- Talk about people and options
- Provide discipline
- Be stimulating, open and flexible

- C**
- Explain how first
- Proceed deliberately
- Support the other person's principles
- Talk about documented facts
- Provide deadlines
- Be patient, organized

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of February 10, 2015

Meeting was called to order at 7:38 pm.

ROLL CALL:

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

ABSENT:

None

STAFF:

Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Stan Monte, Fire Chief; Mike Funk, Fire Marshall; Jim Pryde, Police Chief; Maria Aikin, Police Chief Executive Assistant; Kevin Voss, Gladstone Police Detective; Irene Green, Library Director; and Rhonda Bremmeyer, Senior Center Director

BUSINESS FROM THE AUDIENCE:

None

CONSENT AGENDA:

Consent Agenda items:

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 2015 Claims

Councilor Nelson made the motion to accept the Consent Agenda. Councilor McMahon seconded. Motion passed unanimously.

CORRESPONDENCE:

5. Letter from Macadam Forbes, Inc. – Interest to Purchase City Property:

The city owns some property behind the Dodge dealership on McLoughlin Avenue and this company has contacted us and is interested in a purchase. If the city council is interested, we would have to request proposals to do so. There would also be additional staff time required to see if this is property we should sell. Councilor Nelson – Wasn't that property deeded to the city as a park? Councilor Johnson – It has a specific deed restriction that it is for a park and there is a lot of documentation on that, going back to the 90's. It was heard in planning commission meetings as well as city council meetings. Usually property is referred to as tax lots so I am not sure what they are talking about. City Administrator Boyce – Yes, and that is part of the research we would need to do. Councilor Nelson – At the time the Dodge dealership wanted to inherit that land but they couldn't because it was deeded as a park. Mayor Jacobellis – We shouldn't spend much time on this. Councilor Reisner – We shouldn't spend any time on it. When this came about, the dealership had encroached on our property and we went to through quite a process to get them out of there and restore some of the land to go back to a natural state.

I think it's a great buffer between the dealerships and the houses. Mayor Jacobellis – For now we can hold off on this.

6. Letter from Oregon City – Tri-City service District Governance:

No discussion

7. Letter from Clackamas County Water Environment Service – Tri-City Service District Budget Committee:

They are asking for a representative from the City of Gladstone. My idea on this is to see if any of the members of the current budget committee are interested in being a part of it. It cannot be an elected official, it has to be a citizen.

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:

City Attorney Abma – At the last meeting you had moved to have the first reading of the ordinance and City Attorney Doughman has included the merger you requested earlier.

Councilor Nelson I would like to make a motion that we approve the second reading of Ordinance 1454. Councilor Mersereau seconded the motion. Mayor Jacobellis – An Ordinance Amending Chapter 17.52 of the Gladstone Municipal Code Relating to Signs in the Public Right of Way. Assistant City Administrator, Jolene Morishita – Poled the councilors, it passed unanimously.

9. Replacement of 800 MHz Public Safety Radio System:

Police Chief Pryde –The staff report provided you with information in addition to the addendums that included the various options for the public safety radio system, including projected cost. This is John Hartsock, Manager Clackamas 800 MHz Radio Group and is the subject matter expert to brief council and answer any questions. This is very important to public safety.

John Hartsock, Manager Clackamas 800 MHz Radio Group – A couple of terms, C800 or Clackamas 800 Radio Group is an ORS190 that was formed in 2000 for the purpose of owning and operating the public safety radio system for the entire county. You are a member, as are all of the other public safety agencies in the county. The other term is WCCCA, or Washington County Consolidated Communication Agency. They too are an ORS190 in Washington County that happens to be the dispatch center as well as the radio system owner. They are a partnership with C800 to help us manage and operate the system. The other one is the Clackamas County Department of Communications, also known as C-COM (pronounced “see-COM”) which is the 911 center for Clackamas County. Those three terms can get confusing so I wanted you to understand their part in this.

This project is to replace the 800 MHz system that we built 15 years ago. It serves both counties and it needs to be updated to digital. The reason is the age and the change in technology and replacement of the 800 analog system. The current plan is to do a voter approved 10 year general obligation bond that the county would put on the ballot. C800 can't, being an ORS190. The other would be an option levy by the county, but that's not

very likely because of the compression issues. If either of those would work we would look at doing it the way we did last time, which was each of the agencies would pay a per agency assessment, based on the number of radios they have, is the current methodology we are using.

We want to determine the financing by May of 2016, with the target of completion by January 2019. The goals are to:

- Increase the performance,
- Replace the existing system with scalable and upgradable technology,
- Reduce risks of single point of failure,
- Standard space communications, which is very important. The current system is vendor dependent, whereas going to the digital system, the way it is now organized as a standard space system, we can buy products from different vendors which keeps the system much more competitive.
- Inter connect with adjacent systems
- Create a portable backup dispatch system
- We would appoint a citizens oversight committee to be charged with reviewing expenditures, progress and outcomes of the project.
- Operations would stay as they are today.

The components in the system analog were installed the base of the system in 1992 and upgraded in 2002 and we've done some other upgrades. But the technology has changed over the last 20 years. I always forget to bring with me the old gray Motorola, first cell phone that's 20 years old, the brick. Do you know anyone that is still using those today? For the most part you don't still use the technology that is 20 years old. Replacement parts have become increasingly hard to obtain, we've had to turn to secondary markets like eBay and other resellers to buy parts for the system. The system is critically important to the two counties which has 40,000 transmissions a day, it's a pretty active system.

People always ask if the government is forcing us to buy this, and the answer is no, there's not a mandate of sorts. But if you remember, not that long ago, we all had to go to digital televisions. The reasons we had to go digital televisions was because the public safety agencies, especially the bigger ones like Chicago, San Francisco, Los Angeles, and New York, were really pushing for more spectrum, more ability to radio. We started to have problems here in Portland but not to the degree that other areas of the country had. So the Federal Communications Commission (FCC) said ok, we'll take television to digital, which will free up spectrum, and that spectrum will go to public safety but, oh by the way it has to be digital, it can't be analog. They created the 700 band which is synonymous with the 800 band but it does have to be digital. Then the feds and the state are both requiring communications systems be interoperable, and this all came out of the findings of the 911 commission for setting up interoperable standards.

The term we often use is P25 digital, it's a system that was established by Association of Public Safety Communications Officials (APCO) who created a standardized system. Regional partnerships, WCCCA/C800 has been very successful and runs very well over the last 15 years to be fully integrated and interdependent. When we originally built this system 15 to 20 years ago, Portland, Clark County, Washington County, King County

and Clackamas County, all went at about the same time to have the same technologies. We have excellent interoperability in this region. Portland has chosen to move forward with digital and so has Clark County, and if in fact at some point we will lose that interoperability if in fact we don't move forward.

We setup four different options for the board, of which Police Chief Pryde is a member, as is Fire Chief Monte. We have setup four options at their suggestions:

- 1) In essence, replace what we have, but it still needs to add sites. So there is a cost to it from that standpoint. That's the most expensive part of this is site development. That's because digital works differently than analog and we need to have sites just to equal what we have.
- 2) Increase coverage for portable on the hip. The original design was to hold the radio up and not many users use it that way.
- 3) Adding in building coverages, yours isn't as bad here as it is in some places.
- 4) All of those but also adding sites for the Clackamas drainage and Hwy. 26 on Mt. Hood to really round out the system.

There is a whole series of other applications that could be added to it like a smart phone application, which is good for volunteer firemen so they can have an app on their phone that make it a two-way radio. So that has some utility to it, particularly with fire. There is a number of others but I won't go through them. We are just in the planning process and wanted to make you aware of it. We are asking the users to fill out a survey of which one they think would be the best.

Councilor McMahon – Analog vs digital, is there a 10 second sound bite on what the difference is? John Hartsock, Manager C800 – Technology wise, it's using a digital signal similar to where the cell phones went a few years ago from an analog to digital signal. It's using a much more computer driven solution than an analog solution.

Councilor Johnson – Who in Oregon is using it now, is it a long list? John Hartsock, Manager C800 – Portland is in the process of changing over, some of their tactical groups are on digital. They have a portion of it up and they should be done within about a year and a half to two years. Clark County is going to it. Others that are on it are right now in the process of building up the system. Part of the state is digital and they have a few sites up. There are a number of agencies across the country. Councilor Johnson – What about any of the closer areas, like King County, Seattle, San Francisco, are any of them currently using them and what are their experiences? John Hartsock, Manager C800 – San Francisco is using it, King County is in the process of changing over. There are a number of others that have been very successful. There have been some problems in some cities where they tried to just take the existing sites and make them digital and that doesn't work well from the standpoint that it performs differently than analog and you need additional sites. Councilor Johnson – What happens to our VHF systems, do we still have VHF systems or not? John Hartsock, Manager C800 – There are a few VHF systems on the fire side, primarily used for Hoodland and Colton Fire, and some paging. The paging would be replaced and we would be getting rid of the VHF system. Councilor

Johnson – Is this C800 system more like cellular telephones, you've got multiple sites, is there some similarity there? John Hartsock, Manager C800 – Some similarity, the difference is cell phones aren't one too many devices, which the public safety system is. There are currently 10 sites and we would be taking it to about 18 sites. Councilor Johnson – I don't know how those are built out, do they have generators and batteries, and in the case of a power outage how long would they continue to run on the system? John Hartsock, Manager C800 – That's one of the bigger differences in public safety communication is that they are hardened sites that the system runs off battery and the battery would last for four days then there is about seven day worth of the generator if we couldn't get to them to refuel them.

Councilor Sieckmann – Can you clarify something for me, C800 is that part of C-COM or are they a separate entity? John Hartsock, Manager C800 – C-COM is a separate entity. C-Com is a county agency and C800 is an ORS190, which is a partnership. Councilor Sieckmann – I'm seeing the partnership of C800 and WCCCA in the paperwork but I'm not seeing C-COM spelled out here anywhere, are they not a partner? John Hartsock, Manager C800 – They are not a partner per se, meaning they pay a fee as you do being a partner member. We provide consoles and they provide dispatch for all of the users who are on C800. Councilor Sieckmann – And WCCCA is a partner? John Hartsock, Manager C800 – This is where it gets complicated. The dispatch side of WCCCA has the same relationship with the WCCCA radio side that we do with C-COM. They are a combined ORS190 and in Clackamas County, Lake Oswego has a dispatch center and so does C-COM, which are the rest of the users in Clackamas County.

Councilor Reisner – Several years ago county switched to 800, so that was analog and not digital, and a couple of fire departments that still use VHF? John Hartsock, Manager C800 – Correct and Hoodland and Colton stayed with VHF. Councilor Reisner – So in the staff report from Police Chief Pryde, it said the hardware was old and failing, is it failing or is it just old technology, or is it both? John Hartsock, Manager C800 – It's hardware that is now 20 years old and finding parts for it is difficult because all of the manufacturers have moved away from the technology. It's like Microsoft doing away with Excel there aren't people to support the software. Councilor Reisner – So on option D, the voice recording system, that's setup on analog and it would have to be completely replaced when we went digital because it's not compatible? John Hartsock, Manager C800 – Correct. Councilor Reisner – The question has been asked, when talking with others, will wild land fires be VHF or digital? John Hartsock, Manager C800 – The Forrest service and US Forest service both still use the VHF systems. They've rebuilt them recently. Those agencies that do a lot of conflagrations, they now make a radio that has both VHF and 800 in it, so it allows them to use either system. Councilor Reisner – I was looking through the charts on 9-7 and the allocation for financing. I was curious does it make a difference, numbers wise, now that Boring has been absorbed by District One? John Hartsock, Manager C800 – They currently still operate as an agency with District One providing management and oversight, so they still are a separate budget. If they choose to join District One at some point and do away with Boring, then it would all be added into District One. Councilor Reisner – I'm curious why isn't the Milwaukie Police Department not listed here? John Hartsock, Manager C800 – Milwaukie is currently on the Portland system and has been for a long time. We are in discussions with them about joining the Clackamas system, they are dispatched through Lake Oswego, and it would

be better if they were on the system. Councilor Reisner – Their hardware is through Portland and they're dispatched is through C-COM.

10. Police Station Seismic Upgrade Grant:

Jim Pryde, Police Chief – We are getting to a decision point here. It's good news that we were awarded the grant, but the devil is always in the details. Bonds are being sold this month for the grant money. The actual grant contracts, according to their paperwork, says the contracts will be signed next month. So the council is really at a decision point on what we're going to do with this grant, whether we accept this grant or not. I realize that, in conversations with City Administrator Boyce and others, we have a larger picture we are looking at as well, with the city hall and police department. I talked to Gloria Zacharias, who we have been working with, with regard to our grant application. I did ask the question whether we either chose not to accept the grant or if we got to a point after the award of the grant, could we give the money back, is there a penalty or fine, is there something bad that would happen. She said that it would be highly unusual, but assured me there would be no penalty to the city. What we're trying to do here is make the building safe. I realize there is a bigger picture, but with all of the leaks that have sprung up in different places in city hall, it concerns us.

Mayor Jacobellis – On the price of the seismic upgrades, they have a portion and we have a portion, right? Police Chief Pryde – That was their portion of it. And after talking with Jeff Smith with Gladstone Fire, and I believe it's in the staff report, typically there are costs to the city outside of the grant, change orders, and you discover things as you go through the process in construction. So yes, I would expect there will be out of pocket costs to the city, but in talking with the engineer with KPFF Consulting Engineers we just don't know until we get there, it's really hard to nail down a cost estimate on that.

Councilor Sieckmann – Are you going to be able to stay in the building while they are doing the work? Police Chief Pryde – I don't think so, no. My understanding is that when the fire department went through this a few years ago, they couldn't that is why they were relocated to the elections building. Councilor Sieckmann – Any idea how long the construction will take? Police Chief Pryde – I don't have a good estimate on that, Fire Chief Monte? Fire Chief Monte – Six to eight months. Councilor Sieckmann – Have you given any thought to where you would go? Police Chief Pryde – Who will have us, they will know if the elections office is available or not for us, but that would certainly be an option. Other than that, perhaps leasing some space somewhere, and this is just brain storming at this point, we could relocate some of the operation, over to the city hall side where we have some vacant office space, but we want it to make sense for the people we serve. So far, that's what we're thinking of.

Mayor Jacobellis – So tonight, we have to decide? City Administrator Boyce – I would like to because they are awarding the grants and we would have to sign paperwork in March, I would like city council to decide right now whether we want to move forward with this grant. I like the idea that if we accept it we still have our options open and say we go down the road of a new facility and we get voter approval in November we could then return the grant and go forward with that project. If that doesn't happen then we still have the ability to move forward to seismically upgrade the current facility. Mayor Jacobellis – Chief is there a window or timeframe in which we have to use the money? Police Chief Pryde – It's a two year process.

Councilor Johnson – There are some dates on our paperwork on page 10-6 of our packet that suggests that some of this has to be completed before November this year, am I reading that correctly? Number 4 under “F. Scope of Work”, “4. Project Management Milestones – Briefly identify milestones by quarter, with start and end dates, which will be achieved within the 24 month performance period.” So we are talking about accepting the grant and holding onto the money and waiting till the November election, some of these milestones will be passed already. What does this mean? Police Chief Pryde – First of all we don’t hold onto any money, this is purely a reimbursable type of grant. When you get the work done, my understanding is that Maria Aikin, Police Chief Executive Assistant, would submit for reimbursement from the grant fund, that’s how they operate on that. But you’re right, based on the time chart with the clock ticking on the two year timeframe, the preliminary work starts right away.

Councilor McMahon – So can we start, use the grant money and keep submitting the bills up to November, as far as project team and engineering team and in November we say thank you, we’re done? That would probably void it. Police Chief Pryde – That is not a question I asked Gloria, I could certainly do that. Councilor Mersereau – Is this grant only for the purpose of rehabilitating an existing building or can it be used on new construction? Police Chief Pryde – My understanding is that it is purely for rehabilitating seismically, an essential facility, the police station. City Administrator Boyce – I believe it cannot be used for new construction at all. As far as the start and milestone dates, the city could move forward with the selection of a project team and advertise and selection for an architectural firm, there would be costs associate with that of course. And item number three, really we would be pushing that back and condensing the whole time period as far as completing the architectural plans and holding back on the construction period. I think there are some preliminary steps we could do to make sure we are in a position to move forward but I would think we would want to hold back on item 3 till we had a better understanding of whether we are going to move forward with the grant or not so we don’t sink too many city dollars into this.

Councilor Johnson – What happens if the end date on number three slips into 2017, what happens to the grant, are we in violation of something at that point, will there be fines, fees, and will we not get reimbursed if it slips into 2017? City Administrator Boyce – My understanding is we have two years to complete the project so if we go outside that two year period they could require us to return the dollars that haven’t been expended as of yet. Before we get to that point, we would contact the granting agency and see if we could work out an extension, but right now we should assume they aren’t going to grant an extension. Mayor Jacobellis – So what kind of figure are we talking about to complete steps one and two? City Administrator Boyce – We are talking about staff and attorney time to put everything together proposals and advertising, it’s hard to guess, but I think we’re talking less than \$5,000 but probably closer to \$2,000, in that general range, but that’s just an estimate.

Councilor Sieckmann – This one is very difficult. As we talked about at our retreat, one of our very high priorities is building a new city hall and police department. We’re looking at, potentially two years, that’s the grant time by the time you get everything laid out, and in three or four, it would be really nice to be in a brand new building. If it were going to be all grant money, it would be a no brainer but it’s not going to be all grant

money and based on what it says in the staff report here, it says that just in the fire department numbers it would be just under \$400,000 in city expenses for construction. I think it's going to be a bit more expensive to move the police department than it was for the fire department because I think there are a lot more files and more involved. I don't know this but I believe the fire department did a lot of their own moving. This here we're going to have to hire a company to come in and doing all of the moving because it's the police department and then we're going to have to turn around and hire them to move it all back. I know in other discussions we talked about using the elections building and it sounded like there would have to be a fair amount of work just to make it usable for something other than just an empty building. So then we're going to have to spend money inside the elections building in order to move them in there. I'm assuming we're going to have to do quite a bit of security in the elections building itself to make sure it is a secure building, being there is a lot of sensitive information, police officers, and all that in there. And we're moving them into a building that is not much better seismically than the one there in now.

With those comments made, on item 10-3 the letter from Infrastructure Finance Authority (IFA), it's probably a typo but I want to make sure. Paragraph two, " project expenses are subject to execution of a contract between your school district and the ...". City Administrator Boyce – Yes, that is a typo. The grants were made available to schools and police departments that will be corrected. Councilor Sieckmann – I just wanted to make sure the school didn't have to sign off on it. With all of that being said, if for some reason that we didn't convince the voters that we really do need a new police station we would really be kicking ourselves if we didn't do this. What I would like to recommend is to get clarification on some of these questions, like what happens if we end up going into 2017, because we drug our feet in the beginning. What happens if we don't hit the start and end dates between now and November? If we can get acceptable answers to those questions, I would like to see us accept the grant but I wouldn't want to see any of the money expended until we have election results finalized in November, that's what I would like to see.

Councilor Johnson – I would also like to see something in writing that says we don't have any fines if we don't accept the grant in the November timeframe. It sounds like that's not a problem but I would like to see that in writing.

Mayor Jacobellis – Police Chief Pryde when is the deadline for the yay or nay? It's sometime in March when the contracts would be available for City Administrator Boyce to sign it. I don't know if there is a hard date on that. Councilor Sieckmann – I think there is a date prior to that date. Mayor Jacobellis – We are meeting again in two weeks right? City Administrator Boyce – Yes, on the February 24th. Mayor Jacobellis – We can get the answers to the questions and get a yay or nay on it. That's probably the last shot we've got on it. Councilor Sieckmann – I think that if we get positive answers we don't need to even see it again, City Administrator Boyce could just go ahead with it. Councilor Johnson – I think we should see it again to hear the answers.

Marianna Moore, Cornell Place, Gladstone, Oregon – I didn't hear the amount on the grant, does that deal specifically with the police station, or could the election office be upgraded if you have to move anyway? I missed that part. Mayor Jacobellis – It is

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specifically for the police station and can't be used for the election office, we don't own it. Mayor Jacobellis – It was for \$360,729.

11. Police Station/City Hall Advisory Committee:

This is a repeat agenda item, we extended the period to receive applications for the City Hall/Police Station Advisory Committee. You also have an application on your desk that was turned in today from Marianna Moore. But there are a few item to consider while we're here. Is this the time to appoint the committee and put those citizens in those seats, and additionally, we need more discussion about the scope of work for the committee. I know some of that is tied to property search and what properties are available. We even talked about appointing the committee and keeping them on hold until we sort through some of those items. Those are the discussions I would like to have this evening.

Councilor Sieckmann – I think it is the appropriate time to appoint the committee. We do have applicants and actually we have some really good applicants. It's really good to see a lot of new names out there. I would like to maybe have a work session on the scope of work for them at some point. I don't think we're there quite yet. I think the property search is a big part of it. But I think it would be ok to put the committee together. I think that if we put a scope of work together in a work session there may be some things that they could get started on right away looking at. And when the property portion come in, they'll be ready for it. Mayor Jacobellis – So for the work session are we just going to hash out the three options listed here? Councilor Sieckmann – Well I don't know that those are the only three options. I don't know that those are the three best options. I just think we really need to give this some thought because it's going to be a pretty big project and I don't know that everything has been flushed out yet. Just my thoughts. Councilor Johnson – I agree. Councilor Mersereau – I think we need to be assertive as a team to answer those questions to in fact, give the advisory committee a chance to do a good job for us and make a recommendation that works. November is coming up quickly. I agree with Councilor Sieckmann, I really appreciate all of the people who applied, I'd like to appoint all who applied but we have had some problems with that in the past. I would recommend that we appoint the first nine who came in. There is some good diversity in that group so hopefully they'll have some good people work together and make a decision. Mayor Jacobellis – So am I hearing you right, we wouldn't have a work session until the property thing got going? Councilor Sieckmann – No, I think we could have a work session before that and the property portion would be in addition to that. It could be part of a work session when we have that information that they could move right on to that, it would be one of their tasks.

Councilor Johnson – What do we want from the committee, what recommendations do we want them to investigate specifically? Mayor Jacobellis – Well there are three options here, are there some we haven't talked about? That's kind of the point, these were the three we came up with last time and they got put on again. Is there something I'm missing here? Councilor Sieckmann – Well some of the things that they could be discussing is building sizes, we've got some reports that they could use as far as recommendations on all of the buildings, they could go through all of those, they could be looking at budgetary items. Councilor Johnson – What has worked in other cities, tours of other facilities, recommendations based on what they find? West Linn has a brand new police department, they have a fairly new city hall, and they're all separate, including the library. Tualatin has a combined city hall and library with separate police. It

would be interesting to know what other cities have done and how it's worked out for them. Why did they do it, what would they do differently? Some of those things would be interesting to know. Mayor Jacobellis – So those are the things you specifically want them to find out? Councilor Johnson – I don't know that we really want it quite that specific but one thing we haven't talked about was empowering this committee to go in and look at some of those issues and having those discussions and not limiting them to those three bullet items and having them come back with the best recommendation possible. Councilor McMahon – I agree with Councilor Mersereau, we appoint the first nine that applied to the committee and get them going. I think this is pretty vague and they can do their own ground work on going to Tualatin and/or West Linn and just get going. I don't think they need any more guidance from us right now, this is broad enough for me to let them go to work. Councilor Johnson – We could also get interim reports to see where they're going and offer guidance in the future too.

Councilor McMahon – I would say pick them and get them going and if at their first meeting they say, we have no idea what they want, then do a follow up, but I think this is a pretty good start. Let them get their feet wet and get going. Councilor Mersereau – And if during the work session we come up with some new brain child then we could give them to the advisory committee as additional things to do for us. But unless someone disagrees with what's down here then it would give them a good start. Mayor Jacobellis – I'm all for getting them started so let's pick the nine and get them started. Councilor Sieckmann – One more question that I've got is we are limited, on our committees, to people that are on no more than two committees. Is that full time committees? This is going to be a short term, ad hoc type of committee, and is it acceptable for us to have someone who is on two committees already, to be on this committee, beings this is not a full time committee? City Administrator Boyce – I think council should consider that because this is a large important project, it isn't ongoing either, it is a finite time period, so I would think those committee members with the most to offer, I think is very important. Council can interpret that rule about the two committees anyway they like, its councils own rule. So I would recommend that you don't consider that when you are appointing. City Attorney Abma – I would agree with that, you have the ability to say, we were talking about permanent standing committees, and that probably was your intent frankly the council's intent. I think certainly with the limited duration like this, carve that out. One of the applicants is a city employee though is a citizen of the city of Gladstone, is there any challenges there? City Attorney Abma – Not unless there was a rule of that as well. Councilor Sieckmann – And in this capacity, they aren't representing that department or anything like that, they are representing what's best for our citizens.

Mayor Jacobellis – So we are all in agreement that we are going to appoint the first nine who turned their applications in, and get them started, and maybe consider doing a joint work session or do you want to do a work session then give it to them? Or do we even need to do a work session, just wait for them to say, we really don't know what you want? Councilor Reisner – That's a good idea if we even need it. Councilor Mersereau – I never thought about the joint work session but it sounds like a good idea. Councilor Sieckmann – If they met once or twice then we schedule a joint work session with them, they could come back and say here's where we are, are we going the right direction? This is really cool, can we go off this way with it? I think that would be a good idea to do that. Mayor Jacobellis – Ok, I think one or two meetings then schedule the joint session. City Administrator Boyce – Ok, we'll leave it up to the advisory committee when they want to

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meet with the council but within one to two meetings. City Attorney Abma – I would do, just for the formality and for the record, list the nine names and have make a motion and a second to that affect. And then officially appoint them.

Assistant City Administrator, Jolene Morishita – For the record I have:

- Todd Anslow
- Neal Butler
- Jal Duncan
- Robert Everett
- Linda Neace
- Natalie Smith
- Tammy Stempel
- Elliott Veazey
- Kevin Voss

Councilor Sieckmann made the motion to appoint them to the committee for the City Hall/Police Station Advisory Committee. Councilor Mersereau seconded. Motion passed unanimously.

Robert Everett, Newly appointed City Hall/Police Station Advisory Committee Member – Natalie and I were just talking and we're looking to see if we could get some direction on where you want us to go with this, just a little input. Mayor Jacobellis – You've heard what we have been talking about, the size of buildings, there are documents out there, how much space, check around to see what others have done, how big are there police stations, that kind of stuff. So start there, is this going to be stand alone, how many stories. Councilor Johnson – Does the combined facility make sense or not, and if so, why or why not on each side.

Dru Weiland, Applicant for City Hall/Police Station Advisory Committee – Obviously I was the last to apply and was not appointed, and that is ok I'm not on the committee. But it just seems that half of the people, because I got a list of people for those who applied, are people who make all of the decisions and are on all of the committees in this town. And it seems to me you'd get new people in and would try to get new people in. And half of the people, I don't know them but I recognize their names because they were the people who fought against the library and are all the people who are on the committees and you need to get some new people. Mayor Jacobellis – Thank you. Dru Weiland – That's all I have to say.

12. Change to Staff Seating in Council Chambers:

This is something I didn't even want to bring to council but this is your room and I thought you should have some input. Assistant City Administrator, Jolene Morishita outlined in the staff report, some of the concerns regarding the dual use of this space for court and city council. Some of the problems with moving computers and what not. So we're looking for your input as far as can we move forward on this or do we need to rethink this? Councilor Nelson – I don't think this is our decision to make. If it's acceptable for the courts and it works for us here, there's no reason why we shouldn't do it. They've reviewed it and this is what's best for them, we shouldn't even be a part of it. Mayor Jacobellis – Well I appreciate them bringing it to us because it does concern us,

but I'm ok with hiring whoever did the library thing. Spend the \$1,750 and get it done. Councilor Sieckmann – I have a little different view on it, but I think it should be done. Where did we get the mayor's furniture? Did they think about seeing if they could put something together, we are looking at tearing this building down in the near future? Mayor Jacobellis – This is what the public sees, we aren't going to have a makeshift plywood structure, just get it done. Is everyone ok with that, do you agree with Councilor Sieckmann? Councilor Reisner – I'm big on three bids but I say go ahead and do it. Mayor Jacobellis – I think we're spinning our wheels here, I say just get it done! Council agreed.

13. Approval of Council Liaisons:

The purpose of this agenda item is to solidify what was discussed at the council retreat in making different appointments in the liaison area. I also put on your desks, position descriptions for city council liaisons, I would appreciate you to review that prior to the next meeting and let me know if you would like changes. Mayor Jacobellis – So this is separate, we have to take a look and get back to you? City Administrator Boyce – The mayor makes the appointments so if you are still good with the appointments the way they were set out at the city council retreat, we just need your edict that says make it so. One item I wanted to point out, the Library District Advisory Committee, I was making the assumption that Councilor Johnson, being the liaison to the library, he would cover that but I don't think we specifically said that at the retreat, so I thought we should address that tonight. Councilor Johnson – Is that actually a liaison position or a board position? City Administrator Boyce – It's really a board position, so you would be an actual member of the Library District Advisory Committee, so you would be a voting member. Councilor Johnson – Who serves from the city of Gladstone right now? City Administrator Boyce – Right now, the library director is filling in, technically Kari Martinez is the appointment. There's no requirement that it be a city councilor, it could be a citizen. Actually most jurisdictions have appointed their library directors. My point of view is that it would be good to have an elected official in there because they are underrepresented at this point. Councilor Johnson – How does that affect ongoing negotiations on the IGA, I would want to make sure that the city is speaking with one voice there, because they are also a part of that. City Administrator Boyce – Right and we would have to coordinate as the library advisory committee considers items related to IGA's. But I don't see any reason that there couldn't be a city councilor on that committee. Councilor Johnson – I'll do it.

Mayor Jacobellis – So does everyone agree with this? So these are to be the liaison positions and I deem it to happen. Or whatever the verbiage is.

14. Approval of a Company for the Beginning of the Property Search For the Library and City Hall:

City Administrator Boyce – So I'm requesting that city council accept the proposal from Universal to conduct the property search.

Councilor Nelson made the motion to accept the proposal. Councilor Sieckmann seconded. Motion passed unanimously.

BUSINESS FROM THE COUNCIL

1-45

Councilor Nelson – Tomorrow at the Senior Center we have a luncheon and the workers are to be there by 11:30 am, and I think noon is when they will start serving. So we've got a couple of us on the list but we could use a couple more people to get the food out in an orderly manner. So it should be a full house tomorrow at the Senior Center. 11:30 am for workers, and 12:00 pm if you want something to eat.

Councilor Mersereau – I had the opportunity to go to the Coffee with a Councilor on Monday and both Councilors Nelson and Johnson were with me. Very informative, a lot of good input. I forgot to take count of those in attendance. Councilor Nelson – 15 people and it was windy and raining and they still came out. Councilor Mersereau – A couple of the main issues, one was code enforcement and one was business licenses. One of the gentleman who started that whole discussion was a retired gentleman, and I didn't get the gentleman's age, but I believe he was over 65. But he offered a suggestion on the business license, for the residential and people in the retired mode, in that they are doing things but not quite up to par with what they use to do as far as income, but the suggestion is that, he didn't complain about the \$100, but thought it should be on a sliding scale on income. Councilor Nelson – He didn't feel he should have to pay the same as he was when he was working full time and making good money. He just dabbles in it and still has the business license and feels that the sliding scale, "I'm not making much anymore and I don't deserve to have to pay this fee". And I agree with that in a way, I think they've got a lot of elderly people that their businesses are still intact but they just aren't doing much work and they want to stay involved in it. Councilor Mersereau – There was an issue again, this is the second meeting I've been to now, and the second speed issue came up, this one was on Clarendon but wasn't quite as bad. The first one was 55 mph down Arlington Avenue, this one was as much as 50 mph on Clarendon. Some other good things that came out of it, the pride of Gladstone, improving the pride of Gladstone and were talking about having flags, and hanging plant baskets up and down the street. They just wanted to spruce it up a bit. Councilor Nelson – We want to thank Irene Green, Library Director, she supplies us with coffee, cups, plates and donuts. And that comes out of here budget.

Councilor Johnson – City council meetings can be very formal and seperative, I mean we are sitting up here on a raise platform and we are away from you, we talk at you, when people come to the podium they talk at us. There's no conversation here, it's just by the nature of this forum and that's the way it is. Sometimes we forget, we are your neighbors, we live here in the City of Gladstone, we're not from outside we all live in the city. And the Coffee with a Councilor has worked much better than I expected and by a long shot. It's very informal and comfortable, up close and personal and I would encourage everyone to come, even if you don't have an issue, you just want to come and say hi. Councilor Nelson – If you don't know where it's at, it's at the library on the lower section which is on Dartmouth here, I think it's setup and we have a large area that can seat quite a few people.

Councilor Reisner – I just want to ask City Administrator Boyce for a couple of updates. Brown Caldwell? City Administrator Boyce – You will have something on the agenda on the 24th. Councilor Reisner – And also we haven't seen our auditors? City Administrator Boyce – They will also be here on the 24th. It will be an interesting and exciting night.

Councilor Sieckmann – It sounds like this Coffee with a Councilor has been a great success. I just wanted to mention that the next one is February 23rd we only have two councilors signed up for that one. They are meeting 6:30 pm to 7:30 pm. Then the March 9th morning one, there are two councilors signed up there. March 23rd, there is none, I think you all got the schedule. If

there is anyone who would like to sign up for any of those please do, if not I will fill in any open vacancies.

ADJOURN

Meeting was adjourned at 8:50 pm.

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

Attest:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

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Current City Project Status

Responsibility (R1-R3) & Authority A1-A3		PROJECT				STATUS					
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3 - Advisory Committee	R3 - Project Leader	Department	Project Type	PROJECT	START DATE	GOAL COMP. DATE	STATUS
								Current & Ongoing Projects			
PB					PB		Retreat				All Changes implemented other than start time. Ordinance to change start time at March 10, 2015 meeting.
PB					L		Retreat	Implementation of Council Meeting Changes	April 2015	March 2015	
					L		Retreat	Review Dept Goals	Feb 2015	March 2015	
					PB/L		Retreat	Review Dept Policies and Note Improvements	Feb 2015	March 2015	
					L		Retreat	Meet with Dept Heads to discuss changes to policy	Feb 2015	March 2015	
							Capital Projects	Reviewing Options for City Hall/Police Facilities – On Going	08/14/12	March 2015	Advisory Committee appointed. First meeting March 9, 2015. City awarded grant for seismic upgrade of Police Department. Considered at March 10, 2015 meeting.
PB			CC		PB	City Hall	Facility Upgrade	2011 IGA - Library	November 2014	March 2015	Close to agreement with County Staff.
PB			CC		PB	Library	Retreat	Request a response to noted policy improvements	Feb 2015	April 2015	
					L		Retreat	Approve Plans for Dept Goals	Feb 2015	April 2015	
PB			CC		CC		Council Requirement	Senior Center Operations and Public Policy Plan.	Feb 2015	April 2015	Redrafting working with Senior Center Advisory Committee
					RB	Senior Center		Implementing New Springbrook Software	11/12/13	April 2015	Implementing software upgrade. Effects finance, payroll, utility billing, hr and business licenses
PB					JM	Admin	Admin		Jan 14	April 2015	

Current City Project Status

Responsibility (R1-R3) & Authority A1-A3							PROJECT	START DATE	GOAL COMP. DATE	STATUS
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department				
PB			CC		PB	City Hall	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Oak Lodge Sanitary District	April 2015	Activity discussing provisions with Oak Lodge.
PB			CC		ST	Public Works-Misc.	Council Requirement	Public Works Operations and Public Policy Plan that Includes All Public Works Operations	11/12/13	Initial research started by Public Works Supervisor
PB			CC		MF	Fire Dept.	Council Requirement	Fire Department Operations and Public Policy Plan.	11/12/13	Chief confirmed the Department is working on policy.
PB								2009 IGA - Library	November 2014	Hired new attorney to aid in negotiation. Goal date moved back one month. County waiting for another service district in Estacada to end. Adoption not possible until June at the earliest.
PB			CC		PB	Library	Facility Upgrade		June 2015	Continuing to meet with unions regarding adjustment of pay periods
PB					PB	Admin	Admin	Electronic Timesheet/Adjustment of Pay Period Public Works Organizational Review/Public Works Director	June 2014 January 2015	Council requested research on hiring a Public Works Director prior to an organizational review. Goal date for info. to council April 2015.
PB			CC		PB	PW	Capital Projects	Managing Rinearson Pond Project	September 2015	Proposed construction 2015. Continuing to meet with Cascade and HOA. Preparing land use applications.
PB			CC		PB	City Hall	Capital Projects			

City of Gladstone Staff Report

Report Date: March 2, 2015
Meeting Date: March 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Application for a Full On-Premises Liquor License – High Rocks Restaurant and Lounge

History/Background

High Rocks Restaurant and Lounge is submitting a full on-premises sales license temporary use application to the Oregon Liquor Control Commission (OLCC). As part of the process city council has the ability to recommend that the OLCC grant, acknowledge or deny the application. The police department recommends council grant the application.

Proposal

Recommend the OLCC grant the request.

Options

City council could acknowledge or deny.

Cost Impact

None.

Recommended Staff Action

Staff recommends city council recommend the OLCC grant the application.

Department Head: N/A
Date:

Administration: Pete Boyce
Date: 03/10/2015



OREGON LIQUOR CONTROL COMMISSION

APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE

● **FULL ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION**

Allows an Oregon Full On-Premises Sales Licensee to sell wine, cider, malt beverages, and distilled spirits for drinking on the special event licensed premises. There is no license fee.

● **LIMITED ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION**

Allows an Oregon Limited On-Premises Sales Licensee to sell wine, cider, and malt beverages for drinking on the special event licensed premises. There is no license fee.

Process Time: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #9 below (some events may need extra processing time).

License Days: In #9 below, you can apply for a maximum of 7 license days per application form. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

1. My **annual** license is a: FULL ON-PREMISES LIMITED ON-PREMISES
2. Licensee Name (please print): Happy Rock, Inc
3. Trade Name of Business: High Rocks Restaurant and Lounge 4. Fax: _____
5. Street Address of **Annual** Business: 915 E. Arlington 6. City/ZIP: Gladstone 97027
7. Contact Person: Jeff Hermens 8. Contact Phone: 503-656-1111
9. Date(s) of event: July 31 and Aug. 1, 2015 10. Start/End hours of alcohol service: 6:00pm to 1:00am

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

11. Address of **Special Event** Licensed Area: 915 E. Arlington Gladstone
(Street) (City)

12. Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):

13. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:

14. Will minors and alcohol be allowed together in the same area? Yes No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 150-200

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #15 is 501 or more, in addition to your answers to questions 16, 17, and 18, you will need to complete the *OLCC's Plan to Manage Special Events form* (available on www.oregon.gov/OLCC), unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations.

We will have a monitor checking ages at front door and a roaming monitor for problems.

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

We will have a guarded roped off area and a age check at the check in desk along with a roaming monitor.

18. Describe your plan to manage alcohol consumption by adults.

With the roaming OLCC monitor, communication about VIP will be passed between bartenders and servers.

MANAGER AND SERVICE PERMITS: You must name a manager or managers who will be at the special event.

19. List name(s) of on-site manager(s): Jeff Hermens/Lynne Long 20. Contact Phone: 503-656-1111

21. Service permit number of manager(s): _____

LIQUOR LIABILITY INSURANCE: I certify that I have obtained at least \$300,000 of liquor liability insurance coverage for this event as required by ORS 471.168.

22. Insurance Company: Travelers Casualty 23. Policy #: _____ 24. Expiration Date:

25. Name of insurance agent: Craig Miller 26. Agent's phone number: 541-242-6462

FOOD SERVICE: See the attached sheet for an explanation of this requirement.

27. If you will **NOT** provide distilled spirits, name at least two different substantial food items that you will provide:

① _____ ② _____

28. If you are a Full On-Premises Sales Licensee and will provide distilled spirits, name at least five different substantial food items that you will provide:

① Steaks ② Hamburgers ③ Salads ④ Fish and Chips ⑤ Sandwiches

29. Licensee Name (please print) Elaine Hermens

30. LICENSEE SIGNATURE: *Elaine Hermens* 31. Date:

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #32 below before submitting this application to the OLCC.

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

CITY OR COUNTY USE ONLY

The city/county named in #32 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

City/County Signature: _____ Date: _____

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

OLCC USE ONLY

License is: Approved Denied

Restrictions: _____

OLCC Signature: _____ Date: _____

3-3



OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA

The OLCC is prohibited from licensing an area that does not have defined boundaries.

Please complete items 1 – 5 and then use the box below to draw the licensed area.

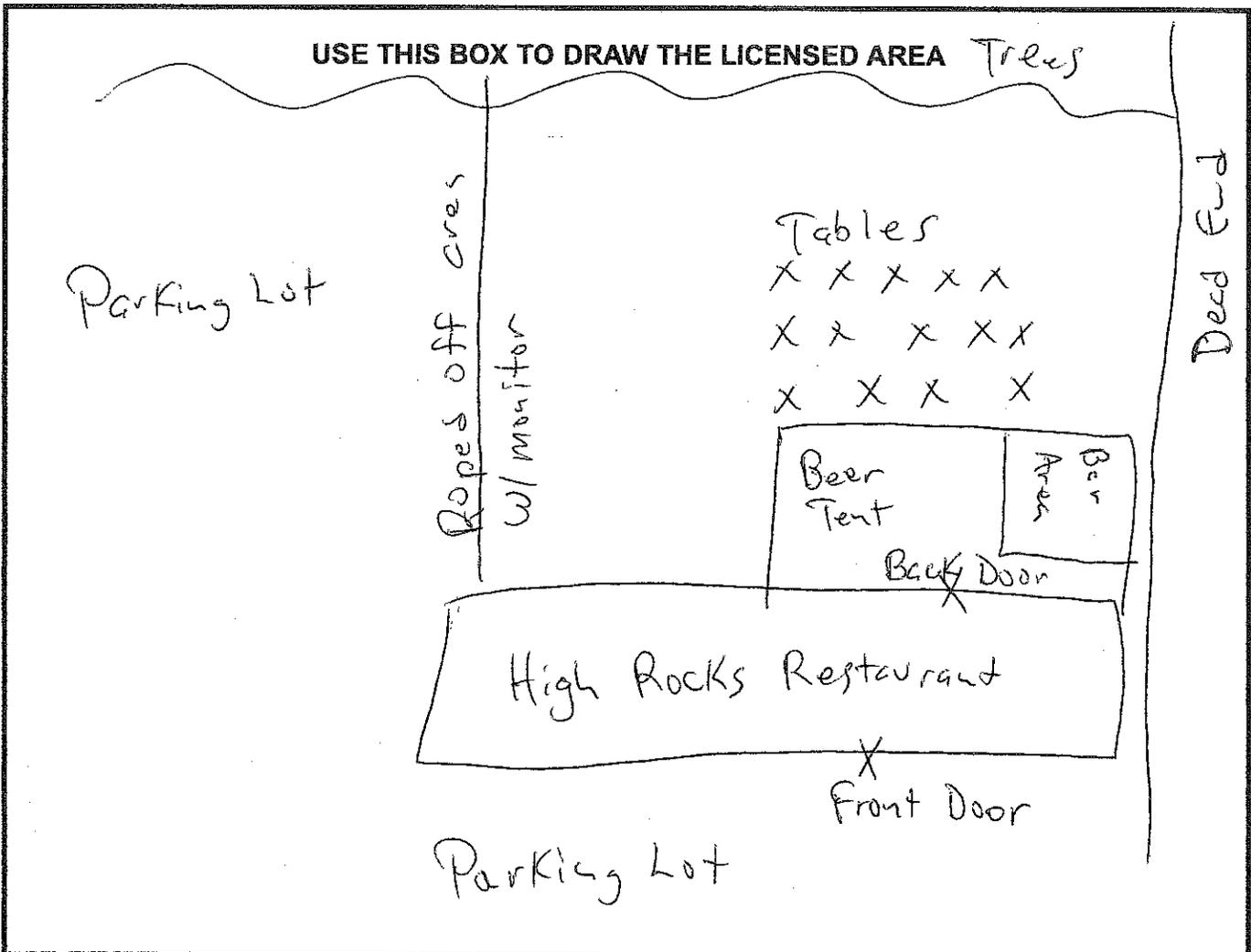
1. Applicant Name (please print): Happy Rock, Inc

2. Event Street Address: 915 E. Arlington

3. City/County: Gladstone / Clackamas

4. Date(s) of Event: July 31 and Aug. 1, 2015

5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence." The area will be roped off using traffic cones and Hazard Tape. There will be a monitor to make sure no alcohol be on that point.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/05/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER United Insurance Agencies, LLC PO Box 2589 Eugene OR 97402	CONTACT NAME: Craig S. Miller PHONE (A/C No. Ext): (541) 242-6464 FAX (A/C No.): (541) 242-6462 E-MAIL ADDRESS: cmiller.ui@gmail.com														
INSURED Happyrock Inc. 915 E Arlington Street Gladstone OR 97027	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Travelers Casualty Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Casualty Insurance Company		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Travelers Casualty Insurance Company															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Legal Liability			680 7D582404	10/20/2014	10/20/2016	\$2,000,000 Occ

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES: (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Oregon Liquor Control Commission PO Box 22297 Milwaukie, OR 97269-2297	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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3-5

City of Gladstone

Staff Report

Report Date: March 2, 2015
Meeting Date: March 10, 2015
To: Mayor Jacobellis and City Council
From: Gladstone Senior Center – Rhonda Bremmeyer, Debbie Ferren,
Shirley Scrivner & Jamie Southworth

AGENDA ITEM

March for Meals – National campaign to increase awareness of Meals on Wheels.

HISTORY/BACKGROUND

NO SENIOR SHOULD GO HUNGRY!

National campaign to increase awareness of Meals on Wheels.

Nearly 1 in 6 seniors is threatened by hunger.

Gladstone Senior Center ~ Nutrition & Meals on Wheels Program

Please...We need your help!

Meals on Wheels programs collectively serve a nutritious meal, a warm smile and the safety check that keep over two and a half million seniors a year healthy and living in their own homes. The annual March for Meals campaign presents an opportunity for all of us to support our senior neighbors through a variety of efforts that make our communities stronger and our neighbors healthier.

RECOMMENDED ACTION

We recommend City Council (CC), City Staff and Gladstone community to come together to support this campaign. Although it is a National campaign that increases awareness, it also gives us the opportunity to have fundraising events in which the donated funds are kept locally for the Gladstone Meals on Wheels Program. Below, is a list of the different March for Meals events we have coordinated in Gladstone. So choose what's right for you. And, in doing so, know that your contribution will make a difference to, and touch the hearts of, many courageous aging Americans.

- Donate at The Center or look for donation containers around Gladstone through the month of March.
- 50/50 Raffle – Come get your ticket at The Center, drawing on Thursday, April 2nd – don't need to be present; \$1 each or 6 for \$5
- Make a donation with any teller at the Gladstone US Bank
- Thursday, March 19th from 5 – 8pm, Burgerville Benefit Night Percentage of proceeds will be donated to the Gladstone Meals on Wheels Program - Gladstone Burgerville

We also recommend City Council (CC) to also participate in this event by assisting in delivering Meals on Wheels one day during our Champions week, March 16-20. You should have all received a letter of invitation. If you did not receive one and you would like to participate, please coordinate with Rhonda or Debbie.

COST IMPACT

Cost is staff time coordinating and promoting events and attending Burgerville night out. Although, we also have many volunteers (at no cost) helping with these events: distributing/collecting change buckets, delivering meals and assisting at the Burgerville Night Out.

CITY OF GLADSTONE

FEBRUARY 2015

Payroll

02/02/2015	Payroll Checks	77892	\$100.00	Payroll
02/27/2015	Payroll Checks	78012 - 78043	\$19,217.55	Payroll
02/27/2015	Payroll Direct Dep.		\$165,051.14	Payroll
			\$184,368.69	Total

Manual/ Month End Checks

02/11/2015	A/P Checks	77990 - 77991	\$16,432.14	Misc AP
02/20/2015	A/P Checks	77993 - 78011	\$28,676.00	Misc AP
02/26/2015	A/P Checks	78044 - 78064	\$79,179.68	Misc AP
02/27/2015	A/P Checks	78065	\$990.01	Misc AP
			\$125,277.83	Total

Urban Renewal Checks

			\$0.00	Total

Outstanding Invoices

Pending			\$453,047.67	

FEBRUARY 2015

\$762,694.19

Total

Council Approval

Payroll

G/L Distribution Report

User: sledoux

Batch: 00001.02.2015 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	0.00	100.00	CASH IN BANK
001-000-290105	100.00	0.00	DEFERRED COMP W/H
Section 1 Total:	100.00	100.00	
Report Total:	100.00	100.00	

Payroll

G/L Distribution Report

User: sledoux

Batch: 00002.02.2015 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-140000	76,478.30	0.00	CASH IN BANK
001-000-290000	0.00	165,051.14	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	29,808.61	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	39,925.00	SOCIAL SECURITY W/H
001-000-290003	0.00	16,660.88	STATE TAX W/H
001-000-290004	0.00	284.38	WBF WORKDAY ASSESS
001-000-290005	0.00	1,826.61	UNEMPLOYMENT
001-000-290007	0.00	1,888.51	TRI-MET TAX
001-000-290008	0.00	1,256.54	MISCELLANEOUS
001-000-290103	0.00	57,106.97	HEALTH INS W/H
001-000-290104	0.00	1,742.08	UNION DUES W/H
001-000-290105	0.00	6,200.00	DEFERRED COMP W/H
001-000-290108	0.00	132.02	LIFE INSURANCE/PU
001-000-290111	0.00	40,560.94	RETIREMENT/PERS
001-000-290112	0.00	2,859.51	RETIREMENT
001-000-290114	0.00	850.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	912.67	DISABILITY INSURANCE
001-000-290124	0.00	1,416.73	VEBA HEALTH CONTRIBUTIONS
001-000-290125	0.00	396.35	SECTION 125 FLEX HEALTH
001-021-100000	9,311.13	0.00	CITY ADMINISTRATOR
001-021-100500	7,160.63	0.00	ASSISTANT CITY ADMINSTRATOR
001-021-101500	4,839.87	0.00	ADMIN SECRETARY/REC COORDINATO
001-021-102000	4,516.99	0.00	ACCOUNT CLERK (FINANCE)
001-021-102500	12,633.83	0.00	PAYROLL COSTS
001-022-102500	3,729.39	0.00	PAYROLL COSTS
001-022-120500	4,028.73	0.00	MUNICIPAL COURT CLERK
001-022-121000	2,270.40	0.00	ASSISTANT COURT CLERK
001-024-102500	44,307.06	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	7,459.85	0.00	POLICE SERGEANT
001-024-141000	7,477.51	0.00	POLICE SERGEANT
001-024-141500	6,028.06	0.00	POLICE ACTING SERGEANT
001-024-142000	6,258.45	0.00	POLICE DETECTIVE

Account Number	Debit Amount	Credit Amount	Description
001-024-142300	6,210.22	0.00	POLICE DETECTIVE
001-024-142500	5,242.08	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	5,491.72	0.00	POLICE OFFICER
001-024-146400	5,506.64	0.00	POLICE OFFICER
001-024-146500	2,067.22	0.00	MUNICIPAL ORDINANCE SPECIALIST
001-024-150300	2,180.00	0.00	POLICE RECORDS CLERK ON-CALL
001-024-151500	1,137.42	0.00	HOLIDAY PAY
001-024-152500	7,939.85	0.00	OVERTIME
001-024-152600	8,789.80	0.00	TRAINING OVERTIME
001-025-102500	7,215.95	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	22,109.70	0.00	ON-CALL FIREFIGHTERS
001-026-102500	3,171.59	0.00	PAYROLL COSTS
001-026-190000	665.71	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	4,690.27	0.00	UTILITY WORKER, JOURNEY
001-028-102500	5,504.97	0.00	PAYROLL COSTS
001-028-208500	5,892.32	0.00	SENIOR CENTER MANAGER
001-028-209500	1,927.87	0.00	TRAM DRIVER
001-028-210000	1,170.49	0.00	CENTER ASSISTANT
001-028-210500	2,098.17	0.00	NUTRITION CATERER
001-028-216500	223.50	0.00	BUILDING MONITOR FOR RENTALS
001-029-102500	11,539.91	0.00	PAYROLL COSTS
001-029-220000	6,202.03	0.00	LIBRARY DIRECTOR
001-029-221500	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-222000	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-222500	4,140.39	0.00	LIBRARY ASSISTANT II
001-029-222800	4,062.35	0.00	LIBRARY ASSISTANT II
001-029-223100	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-223200	578.28	0.00	LIBRARY AIDE
001-029-223500	2,863.70	0.00	ON CALL LIB ASSISTANT
001-029-223600	1,504.28	0.00	REFERENCE LIBRARIAN SUNDAY
Section 1 Total:	368,878.94	368,878.94	
Section 1 003	SEWER FUND		
003-000-140000	0.00	16,555.59	CASH IN BANK
003-003-102500	4,992.68	0.00	PAYROLL COSTS
003-003-300300	2,329.99	0.00	PUBLIC WORKS SUPERVISOR
003-003-300700	2,345.14	0.00	UTILITY WKR, JOURNEY/MAINT TECH
003-003-301000	5,197.00	0.00	UTILITY WORKER
003-003-301200	1,690.78	0.00	ACCOUNT CLERK

Account Number	Debit Amount	Credit Amount	Description
Section 1 Total:	16,555.59	16,555.59	
Section 1 004	WATER FUND		
004-000-140000	0.00	24,665.41	CASH IN BANK
004-004-102500	8,143.66	0.00	PAYROLL COSTS
004-004-400300	1,997.14	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,345.13	0.00	UTILITY WKR,JOURNEY/MAINTENANC
004-004-401000	4,807.52	0.00	UTILITY WORKER, JOURNEY
004-004-401200	1,690.76	0.00	ACCOUNT CLERK
004-004-401500	5,681.20	0.00	UTILITY WORKER, JOURNEY
Section 1 Total:	24,665.41	24,665.41	
Section 1 005	ROAD & STREET FUND		
005-000-140000	0.00	10,853.68	CASH IN BANK
005-005-102500	3,856.75	0.00	PAYROLL COSTS
005-005-501500	1,664.28	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	5,332.65	0.00	UTILITY WORKER, JOURNEY
Section 1 Total:	10,853.68	10,853.68	
Section 1 008	POLICE/COMMUNC LEVY FUND		
008-000-140000	0.00	34,970.68	CASH IN BANK
008-008-102500	11,527.98	0.00	PAYROLL COSTS
008-008-800500	5,967.50	0.00	SCHOOL RESOURCE OFFICER
008-008-801000	4,302.41	0.00	POLICE OFFICER
008-008-801500	5,362.88	0.00	POLICE OFFICER
008-008-802500	2,067.22	0.00	MUNICIPAL ORDINANCE SPECIALIST
008-008-802700	4,399.89	0.00	EXECUTIVE ASSISTANT
008-008-803000	1,342.80	0.00	OVERTIME
Section 1 Total:	34,970.68	34,970.68	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		
009-000-140000	0.00	8,650.49	CASH IN BANK
009-009-102500	2,818.44	0.00	PAYROLL COSTS
009-009-900500	5,476.25	0.00	FIRE COORDINATOR
009-009-901500	355.80	0.00	SEASONAL HELP
Section 1 Total:	8,650.49	8,650.49	
Report Total:	464,574.79	464,574.79	

Clearing House

Distribution Report



User: sledoux
 Printed: 02/25/2015 - 2:40PM
 Batch: 00001.02.2015

Account Number	Debit	Credit	Account Description
001-000-140000	0.00	165,051.14	CASH IN BANK
001-000-290000	165,051.14	0.00	DIRECT DEPOSIT LIABILITIES
	<u>165,051.14</u>	<u>165,051.14</u>	
Report Totals:	<u>165,051.14</u>	<u>165,051.14</u>	

Accounts Payable

Check Detail

User: sledoux
Printed: 02/11/2015 - 4:06PM



Check Number	Check Date		Amount
00977 - Brix Paving Co.			
77990	02/11/2015		
Inv	51039 Ret		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/15/2015	Brix Paving - Retainage		14,777.14
Inv 51039 Ret Total			14,777.14
77990 Total:			14,777.14
00977 - Brix Paving Co. Total:			14,777.14
06280 - Oregon, State of			
77991	02/11/2015		
Inv	Lic Renewal		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/05/2015	State of Oregon - EMS License Renewal		1,655.00
Inv Lic Renewal Total			1,655.00
77991 Total:			1,655.00
06280 - Oregon, State of Total:			1,655.00
Total:			16,432.14

Accounts Payable

Check Detail

User: sledoux
Printed: 02/20/2015 - 10:59AM



Check Number	Check Date		Amount
00415 - American Messaging			
77993	02/20/2015		
Inv	W4103518PB		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/01/2015	American Msg - GFD Service		159.08
Inv W4103518PB Total			159.08
77993 Total:			159.08
00415 - American Messaging Total:			
			159.08
00434 - American Security Alarms			
77994	02/20/2015		
Inv	63827		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/01/2015	Americian Security Alarm - 24 hr service		22.47
01/01/2015	Americian Security Alarm - 24 hr service		22.46
01/01/2015	Americian Security Alarm - 24 hr service		22.46
01/01/2015	Americian Security Alarm - 24 hr service		22.46
Inv 63827 Total			89.85
77994 Total:			89.85
00434 - American Security Alarms Total:			
			89.85
00922b - Booklist			
77995	02/20/2015		
Inv	Subscription		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/27/2015	Booklist - Subscription		255.00
Inv Subscription Total			255.00
77995 Total:			255.00
00922b - Booklist Total:			
			255.00

Check Number	Check Date	Amount
01621 - Clackamas,, County of		
77996	02/20/2015	
Inv 40249		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/04/2015	Clackamas Co. - LINCC Hardware/Software	6,337.10
Inv 40249 Total		6,337.10
Inv 41783		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2015	Clackamas Co. - Dispatch fee	7,190.33
Inv 41783 Total		7,190.33
77996 Total:		13,527.43
01621 - Clackamas,, County of Total:		
		13,527.43
01893C - Comcast Cable		
77997	02/20/2015	
Inv 229 0000048		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2015	Comcast	6.30
Inv 229 0000048 Total		6.30
77997 Total:		6.30
01893C - Comcast Cable Total:		
		6.30
02480 - Dyer-Seeley, Kate		
77998	02/20/2015	
Inv Feb author		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2015	Kate Dyer-Seeley - Author reading	100.00
Inv Feb author Total		100.00
77998 Total:		100.00
02480 - Dyer-Seeley, Kate Total:		
		100.00
03487 - Happy Rock Coffee		
77999	02/20/2015	
Inv 1530		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2015	Happy Rock Coffee - supplies	34.00

Check Number	Check Date	Amount
Inv 1530 Total		34.00
77999 Total:		34.00
03487 - Happy Rock Coffee Total:		34.00
03676a - Home Depot		
78000	02/20/2015	
Inv 0500 8713		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2015	Home Depot - paint hardware	18.06
Inv 0500 8713 Total		18.06
78000 Total:		18.06
03676a - Home Depot Total:		18.06
03958 - Integra Telecom		
78001	02/20/2015	
Inv 12740157		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2015	Integra - telecom	655.87
02/11/2015	Integra - telecom	147.44
02/11/2015	Integra - telecom	99.16
02/11/2015	Integra - telecom	32.04
02/11/2015	Integra - telecom	99.16
Inv 12740157 Total		1,033.67
78001 Total:		1,033.67
03958 - Integra Telecom Total:		1,033.67
04955s - Mr. Belvedere's Janitorial		
78002	02/20/2015	
Inv 1455		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2015	Mr. Belvedere - Janitorial	475.00
Inv 1455 Total		475.00
78002 Total:		475.00
04955s - Mr. Belvedere's Janitorial Total:		475.00

Check Number	Check Date		Amount
05521 - Northwest Natural			
78003	02/20/2015		
Inv	148988-9		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2015	NW Natural		253.44
Inv 148988-9 Total			253.44
78003 Total:			253.44
05521 - Northwest Natural Total:			253.44
06866 - Pihl, Mark			
78004	02/20/2015		
Inv	Feb 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/05/2015	Mark Phil - Indigent client fees		1,021.50
Inv Feb 2015 Total			1,021.50
78004 Total:			1,021.50
06866 - Pihl, Mark Total:			1,021.50
07021 - Portland General Electric			
78005	02/20/2015		
Inv	177405 4		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/27/2015	PGE		658.29
Inv 177405 4 Total			658.29
Inv	483900 3		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/09/2015	PGE		5,346.38
Inv 483900 3 Total			5,346.38
78005 Total:			6,004.67
07021 - Portland General Electric Total:			6,004.67
07204 - Providence Occupational Health			
78006	02/20/2015		
Inv	1292482		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/03/2015	Providence - employee physicals		170.00

Check Number	Check Date	Amount
Inv 1292482 Total		170.00
78006 Total:		170.00
07204 - Providence Occupational Health Total:		170.00
07905 - Sierra Springs		
78007	02/20/2015	
Inv 13891887		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2015	Sierra Springs	26.88
Inv 13891887 Total		26.88
78007 Total:		26.88
07905 - Sierra Springs Total:		26.88
08205 - Stein Oil Co. Inc.		
78008	02/20/2015	
Inv CL07645		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2015	Stein Oil - gasoline	196.32
Inv CL07645 Total		196.32
Inv CL07700		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2015	Stein Oil - gasoline	875.43
Inv CL07700 Total		875.43
Inv Stmt		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2015	Stein Oil - gasoline	7.49
Inv Stmt Total		7.49
78008 Total:		1,079.24
08205 - Stein Oil Co. Inc. Total:		1,079.24
08391M - Teitelman, Andrew E		
78009	02/20/2015	
Inv Feb 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2015	Teitelman - Indigent client fees	290.00

Check Number	Check Date	Amount
Inv Feb 2015 Total		290.00
78009 Total:		290.00
08391M - Teitelman, Andrew E Total:		290.00
08830 - United States Postal Service		
78010	02/20/2015	
Inv Feb 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/19/2015	USPS - Newsletter postage	1,244.23
Inv Feb 2015 Total		1,244.23
78010 Total:		1,244.23
08830 - United States Postal Service Total:		1,244.23
08943c - Verizon		
78011	02/20/2015	
Inv 9739130623		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2015	Verizon	990.48
Inv 9739130623 Total		990.48
Inv 9739130624		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2015	Verizon	1.11
Inv 9739130624 Total		1.11
Inv 9739130625		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2015	Verizon	660.23
Inv 9739130625 Total		660.23
Inv 9739130626		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2015	Verizon	478.62
Inv 9739130626 Total		478.62
Inv 9739130628		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2015	Verizon	757.21

Check Number	Check Date	Amount
Inv 9739130628	Total	757.21
78011	Total:	2,887.65
08943c	Verizon Total:	2,887.65
Total:		28,676.00

Accounts Payable

Check Detail

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Check Number	Check Date		Amount
00283m - Aikin, Maria			
78044	02/26/2015		
		Inv Aikin reimb	
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/05/2015	Aikin reimbursement - office supplies		89.41
02/05/2015	Aikin reimbursement - postage		11.85
	Inv Aikin reimb Total		101.26
78044 Total:			101.26
00283m - Aikin, Maria Total:			101.26
00734 - Beloof & Haines			
78048	02/26/2015		
		Inv Monthly	
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/26/2015	Beloof		3,000.00
	Inv Monthly Total		3,000.00
78048 Total:			3,000.00
00734 - Beloof & Haines Total:			3,000.00
01339 - CIS/EBS Trust			
78049	02/26/2015		
		Inv March 2015	
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/26/2015	Feb 2015 Health - City		49,796.66
02/26/2015	Feb 2015 Health - Employee		7,310.28
02/26/2015	Feb 2015 FD State Life - City		25.41
02/26/2015	Feb 2015 disability - City		929.50
02/26/2015	Feb 2015 PD Stat Life - City		15.40
02/26/2015	Feb 2015 Life - City		113.09
02/26/2015	Feb 2015 Life - Employee		243.88
	Inv March 2015 Total		58,434.22
78049 Total:			58,434.22

Check Number	Check Date	Amount
01339 - CIS/EBS Trust Total:		58,434.22
01663 - Clackamas Cty Benevolent Foundation		
78050	02/26/2015	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	CCPO Benevolent	50.00
Inv Total		50.00
78050 Total:		50.00
01663 - Clackamas Cty Benevolent Foundation Total:		50.00
01726 - Clackamas Fed. Cred.Union		
78051	02/26/2015	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	GPA 543124003	1,065.68
Inv Total		1,065.68
78051 Total:		1,065.68
01726 - Clackamas Fed. Cred.Union Total:		1,065.68
02657 - Axa Equi-Vest		
78045	02/26/2015	
Inv	AXA Def Comp WH	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	AXA Def Comp WH	6,200.00
Inv AXA Def Comp WH Total		6,200.00
78045 Total:		6,200.00
02657 - Axa Equi-Vest Total:		6,200.00
02659 - Axa RIA		
78047	02/26/2015	
Inv	AXA Retirement	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	AXA Retirement	2,665.45
Inv AXA Retirement Total		2,665.45

Check Number	Check Date	Amount
78047 Total:		2,665.45
02659 - Axa RIA Total:		2,665.45
02661 - Axa EVLICO		
78046	02/26/2015	
Inv	UL Premiums	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	AXA UL Prem	194.06
Inv UL Premiums Total		194.06
78046 Total:		194.06
02661 - Axa EVLICO Total:		194.06
03000 - Funk, Mike		
78052	02/26/2015	
Inv	Funk reimb	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/28/2015	Funk reimbursement - supplies	159.20
Inv Funk reimb Total		159.20
78052 Total:		159.20
03000 - Funk, Mike Total:		159.20
03271 - Gladstone Fire Department		
78053	02/26/2015	
Inv	House Dues	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	GVF House dues	850.00
Inv House Dues Total		850.00
78053 Total:		850.00
03271 - Gladstone Fire Department Total:		850.00
03765 - Houston, Marc R		
78054	02/26/2015	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	Jan 2015 Drill Instructor	70.00
02/26/2015	Feb 2015 Physican contract	800.00

Check Number	Check Date	Amount
Inv Total		870.00
78054 Total:		870.00
03765 - Houston, Marc R Total:		870.00
04262 - Knapp Construction		
78055	02/26/2015	
Inv	01202015	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	Knapp Construction - nuisance abatement	2,675.00
Inv 01202015 Total		2,675.00
78055 Total:		2,675.00
04262 - Knapp Construction Total:		2,675.00
05002M - Morishita, Jolene		
78056	02/26/2015	
Inv	Morishita reimb	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	Morishita reimbursement - white noise machine/privacy	93.90
Inv Morishita reimb Total		93.90
78056 Total:		93.90
05002M - Morishita, Jolene Total:		93.90
05681m - Office Of The Trustee		
78057	02/26/2015	
Inv	11-39851-tmb13	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	11-39851-tmb	640.00
Inv 11-39851-tmb13 Total		640.00
78057 Total:		640.00
05681m - Office Of The Trustee Total:		640.00
05746 - Oregon AFSCME Council #75		
78058	02/26/2015	

Check Number	Check Date	Amount
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	AFSME dues	823.12
Inv Total		823.12
78058 Total:		823.12
05746 - Oregon AFSCME Council #75 Total:		823.12
06380 - Oriental Trading Co Inc		
78059	02/26/2015	
Inv	Cust 3659925	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	Oriental trading - easter eggs	192.50
Inv Cust 3659925 Total		192.50
78059 Total:		192.50
06380 - Oriental Trading Co Inc Total:		192.50
06854 - Philo, Greg		
78060	02/26/2015	
Inv	Philo reimb	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	Philo reimb - retirement window sticker	58.56
Inv Philo reimb Total		58.56
78060 Total:		58.56
06854 - Philo, Greg Total:		58.56
07280 - Rackspace Email & Apps		
78061	02/26/2015	
Inv	2967982	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2015	Rackspace - email	675.00
Inv 2967982 Total		675.00
78061 Total:		675.00
07280 - Rackspace Email & Apps Total:		675.00

Check Number	Check Date		Amount
08022 - Smith, Jeff			
78062	02/26/2015		
Inv	Smith reimb		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/10/2015	Smith reimb - thank you gift		20.00
02/05/2015	Smith reimb - swearing-in refreshments		114.25
Inv Smith reimb Total			134.25
78062 Total:			134.25
08022 - Smith, Jeff Total:			134.25
08057 - Sound Associates Inc.			
78063	02/26/2015		
Inv	R014346		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/26/2015	Sound Associates - charger/council chambers		74.50
Inv R014346 Total			74.50
78063 Total:			74.50
08057 - Sound Associates Inc. Total:			74.50
08743M - Ungar, Arwen			
78064	02/26/2015		
Inv	Ungar reimb		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/12/2015	Ungar reimb - mileage/shipping chgs		222.98
Inv Ungar reimb Total			222.98
78064 Total:			222.98
08743M - Ungar, Arwen Total:			222.98
Total:			79,179.68

Accounts Payable

Check Detail

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Check Number	Check Date		Amount
08830 - United States Postal Service			
78065	02/27/2015		
Inv	Feb 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/27/2015	USPS - Feb 2015 water bill postage		990.01
Inv Feb 2015 Total			990.01
78065 Total:			990.01
08830 - United States Postal Service Total:			990.01
Total:			990.01

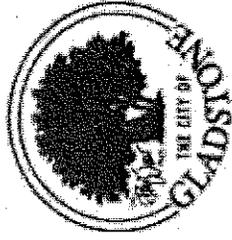
Accounts Payable

Computer Check Proof List by Vendor

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Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 00268	Active911			Check Sequence: 1	ACH Enabled: False
3651	Active911 - device upgrade	12.04	03/11/2015	001-025-177800	
	Check Total:	12.04			
Vendor: 00283M	Aikin, Maria			Check Sequence: 2	ACH Enabled: False
Aikin reimb	Aikin reimb - office supplies/refreshments	67.32	03/11/2015	001-024-156500	
	Check Total:	67.32			
Vendor: 00286	Airgas USA LLC			Check Sequence: 3	ACH Enabled: False
903631797	Airgas - supplies	90.38	03/11/2015	005-005-507000	
	Check Total:	90.38			
Vendor: 00438	Alexin Analytical Laboratories			Check Sequence: 4	ACH Enabled: False
21156	Alexin Labs - water testing	288.00	03/11/2015	004-004-408000	
	Check Total:	288.00			
Vendor: 00367a	Amazon			Check Sequence: 5	ACH Enabled: False
007135943311	Amazon - books	6.99	03/11/2015	001-029-230500	
056355205724	Amazon - books	141.10	03/11/2015	001-029-230500	
118978019099	Amazon - books	28.98	03/11/2015	001-029-230500	
154730639625	Amazon - books	10.75	03/11/2015	001-029-230500	
195192504159	Amazon - books	14.99	03/11/2015	001-029-230500	
256132570118	Amazon - books	4.00	03/11/2015	001-029-230500	
261822699246	Amazon - books	34.98	03/11/2015	001-029-231500	
	Check Total:	241.79			
Vendor: 00415	American Messaging			Check Sequence: 6	ACH Enabled: False
W4103518PC	American Msg - Message Svc	273.47	03/11/2015	001-025-177800	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Check Total: 273.47					
Vendor: 00434	American Security Alarms			Check Sequence: 7	ACH Enabled: False
65968	American Sec Alarm - work order	166.25	03/11/2015	001-021-110500	
Check Total: 166.25					
Vendor: 00603	Backflow Management Inc			Check Sequence: 8	ACH Enabled: False
7402	Backflow Mgmt - letters	20.00	03/11/2015	004-004-414500	
Check Total: 20.00					
Vendor: 00616	Baker & Taylor Inc			Check Sequence: 9	ACH Enabled: False
4011114742	Baker & Taylor - new books	334.30	03/11/2015	001-029-230500	
4011120724	Baker & Taylor - new books	101.04	03/11/2015	001-029-230500	
4011121827	Baker & Taylor - new books	30.62	03/11/2015	001-029-230500	
4011123435	Baker & Taylor - new books	88.09	03/11/2015	001-029-230500	
4011123457	Baker & Taylor - new books	502.93	03/11/2015	001-029-230500	
4011123474	Baker & Taylor - new books	26.40	03/11/2015	001-029-230500	
4011125239	Baker & Taylor - new books	113.17	03/11/2015	001-029-230500	
4011125242	Baker & Taylor - new books	52.58	03/11/2015	001-029-230500	
4011129081	Baker & Taylor - new books	618.23	03/11/2015	001-029-230500	
4011130124	Baker & Taylor - new books	87.08	03/11/2015	001-029-230500	
4011130598	Baker & Taylor - new books	974.21	03/11/2015	001-029-230500	
4011130599	Baker & Taylor - new books	516.81	03/11/2015	001-029-230500	
4011132867	Baker & Taylor - new books	46.50	03/11/2015	001-029-230500	
4011132883	Baker & Taylor - new books	36.95	03/11/2015	001-029-230500	
4011132900	Baker & Taylor - new books	78.09	03/11/2015	001-029-230500	
4011134010	Baker & Taylor - new books	280.80	03/11/2015	001-029-230500	
4011138524	Baker & Taylor - new books	60.39	03/11/2015	001-029-230500	
4011139768	Baker & Taylor - new books	118.07	03/11/2015	001-029-230500	
4011140815	Baker & Taylor - new books	4.00	03/11/2015	001-029-230500	
4011143014	Baker & Taylor - new books	50.75	03/11/2015	001-029-230500	
4011143038	Baker & Taylor - new books	292.09	03/11/2015	001-029-230500	
4011143039	Baker & Taylor - new books	50.38	03/11/2015	001-029-230500	
4011143052	Baker & Taylor - new books	220.32	03/11/2015	001-029-230500	
4011147676	Baker & Taylor - new books	273.58	03/11/2015	001-029-230500	
Check Total: 4,957.38					
Vendor: 00650	BBC Steel Corp.			Check Sequence: 10	ACH Enabled: False
15010838	BBC Steel - materials	116.00	03/11/2015	001-025-173000	
15010842	BBC Steel - Alum hose holder	119.00	03/11/2015	001-025-175500	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	235.00			
Vendor: 00739	Beery,Elsner & Hammond LLP			Check Sequence: 11	ACH Enabled: False
12054	Beery Elsner & Hammond - Finance	192.50	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - General	35.00	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - Gov/City Council	3,803.40	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - Intergovernmental	120.00	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - Land Use/Comm Dv	2,042.80	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - Parks & Rec	456.30	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - Personnel/Labor	2,144.80	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - Public Works	222.50	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - Real Prop Trans	122.50	03/11/2015	001-021-105500	
12054	Beery Elsner & Hammond - Risk Mgmt/Litigatio	20,060.57	03/11/2015	001-021-105500	
	Check Total:	29,200.37			
Vendor: 00863	Blackstone Audio Books			Check Sequence: 12	ACH Enabled: False
751053	Blackstone Audio - CD book	10.69	03/11/2015	001-029-231500	
	Check Total:	10.69			
Vendor: 00947c	Cametta Boyd			Check Sequence: 13	ACH Enabled: False
COG-2015-0001	Boyd - meeting minutes	305.00	03/11/2015	001-021-116000	
	Check Total:	305.00			
Vendor: 00980	Brodart Co.			Check Sequence: 14	ACH Enabled: False
386014	Brodart - Binders	71.94	03/11/2015	001-029-225500	
	Check Total:	71.94			
Vendor: 00993	Brown & Caldwell			Check Sequence: 15	ACH Enabled: False
53220439	Brown & Caldwell	8,424.10	03/11/2015	004-004-409500	
53220439	Brown & Caldwell	8,424.10	03/11/2015	003-003-307700	
53221994	Brown & Caldwell	5,013.54	03/11/2015	004-004-409500	
53221994	Brown & Caldwell	5,013.54	03/11/2015	003-003-307700	
53231261	Brown & Caldwell	4,129.75	03/11/2015	003-003-307500	
53231461	Brown & Caldwell	38,388.48	03/11/2015	004-004-409500	
53231461	Brown & Caldwell	38,388.49	03/11/2015	003-003-307700	
	Check Total:	107,782.00			
Vendor: 01015	Bud's Towing Inc			Check Sequence: 16	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
144883	Bud's Towing - Suburban	280.00	03/11/2015	001-025-173000	
	Check Total:	280.00			
Vendor: 01170	Cascade Form Systems	836.84	03/11/2015	004-004-403000	ACH Enabled: False
9877	Cascade Forms - water bills				
	Check Total:	836.84			
Vendor: 01230	Central City Concern	145.00	03/11/2015	001-024-161000	ACH Enabled: False
Jan 2015	Central City Concern - Jan hold admissions				
	Check Total:	145.00			
Vendor: 01240	CESSCO Inc.	612.00	03/11/2015	004-004-407000	ACH Enabled: False
352610	Cessco - supplies				
352933	Cessco - supplies	370.45	03/11/2015	004-004-406500	
	Check Total:	982.45			
Vendor: 01343	Cintas Corporation No. 2	94.04	03/11/2015	001-024-161000	ACH Enabled: False
8402005582	Cintas - shredding				
	Check Total:	94.04			
Vendor: 01343a	Cintas First Aid Lockbox	264.88	03/11/2015	001-024-161000	ACH Enabled: False
5002517374	Cintas - first aid supplies				
	Check Total:	264.88			
Vendor: 01375	Clackamas Auto Parts Inc	86.92	03/11/2015	001-025-173000	ACH Enabled: False
233534	Clackamas Auto Parts - vehicle supplies				
233630	Clackamas Auto Parts - vehicle supplies	47.99	03/11/2015	005-005-504000	
234019	Clackamas Auto Parts - vehicle supplies	27.90	03/11/2015	001-025-173000	
234174	Clackamas Auto Parts - vehicle supplies	6.22	03/11/2015	001-026-194000	
234315	Clackamas Auto Parts - vehicle supplies	17.66	03/11/2015	001-025-173000	
	Check Total:	186.69			
Vendor: 01585	Clackamas County	154,592.52	03/11/2015	003-003-305000	ACH Enabled: False
sewer billing	Tri Cities Svc District - sewer billing				
	Check Total:	154,592.52			
Vendor: 01630	Clackamas County Fire District #1				ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
262-IN	Clackamas Fire District - uniforms	1,624.50	03/11/2015	001-025-174500	
265-IN	Clackamas Fire District - uniforms	87.25	03/11/2015	001-025-174500	
267-IN	Clackamas Fire District - uniforms	18.00	03/11/2015	001-025-174500	
	Check Total:	1,729.75			
Vendor: 01621	County of Clackamas,			Check Sequence: 25	ACH Enabled: False
41690	Clackamas Co - new employee fingerprint	30.00	03/11/2015	001-021-116500	
41691	Clackamas Co. - Houck fingerprints	30.00	03/11/2015	001-024-161000	
	Check Total:	60.00			
Vendor: 01808	Clark's Lawn & Garden Equip			Check Sequence: 26	ACH Enabled: False
199595	Clark's Law & Garden - vehicle supplies	18.90	03/11/2015	001-025-173000	
200557	Clark's Lawn & Garden - supplies	43.56	03/11/2015	001-025-173000	
	Check Total:	62.46			
Vendor: 01839m	Coastal Farm & Home Supply			Check Sequence: 27	ACH Enabled: False
016278	Coast Farm & Ranch - supplies	4.02	03/11/2015	001-025-173000	
016292	Coast Farm & Ranch - supplies	9.58	03/11/2015	003-003-303000	
	Check Total:	13.60			
Vendor: 01893	Comcast Cable			Check Sequence: 28	ACH Enabled: False
0226429	Comcast - 02/06	37.60	03/11/2015	001-025-175500	
	Check Total:	37.60			
Vendor: 01893d	Comcast Cable			Check Sequence: 29	ACH Enabled: False
0725743	Comcast - Internet/phone	118.03	03/11/2015	001-024-161000	
0732582	Comcast 02/21	135.14	03/11/2015	005-005-507000	
	Check Total:	253.17			
Vendor: 01916	Community Classifieds			Check Sequence: 30	ACH Enabled: False
15762342	Community Classified - recruitment	148.80	03/11/2015	001-021-116500	
15763576	Community Classified - recruitment	130.20	03/11/2015	001-021-116500	
	Check Total:	279.00			
Vendor: 02146	Curtis, L. N. Co.			Check Sequence: 31	ACH Enabled: False
2121039-00	L.N. Curtis - gaskets	23.05	03/11/2015	001-025-182000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	23.05			
Vendor: 02168	Cycle Express			Check Sequence: 32	ACH Enabled: False
24067	Cycle Express - sign min charge	25.00	03/11/2015	001-025-175500	
24095	Cycle Express - sign min charge	25.00	03/11/2015	001-025-175500	
	Check Total:	50.00			
Vendor: 02245	Day Wireless Systems Inc			Check Sequence: 33	ACH Enabled: False
164662	Day Wireless - 4 bay charger/Battery	1,413.50	03/11/2015	001-025-177800	
	Check Total:	1,413.50			
Vendor: 02256	Demco			Check Sequence: 34	ACH Enabled: False
5515105	Demco - labels/signs	519.90	03/11/2015	001-029-225500	
5530148	Demco - display pockets	220.49	03/11/2015	001-029-225500	
	Check Total:	740.39			
Vendor: 02328	Displays2Go			Check Sequence: 35	ACH Enabled: False
IN-1382349	Displays 2 Go - sign holders/easel	150.88	03/11/2015	001-029-225500	
	Check Total:	150.88			
Vendor: 02397	DPST			Check Sequence: 36	ACH Enabled: False
DPST app	DPST - background checks	133.50	03/11/2015	001-021-116500	
	Check Total:	133.50			
Vendor: 02550m	Education For Life			Check Sequence: 37	ACH Enabled: False
15-22834	Ed for Life - HCP card - Smith	75.00	03/11/2015	001-025-175000	
15-26815	Ed for Life - HCP card - Stempel	15.00	03/11/2015	001-025-175000	
	Check Total:	90.00			
Vendor: 02620	Elmer's Flag & Banner LLC			Check Sequence: 38	ACH Enabled: False
6261	Elmer's Flag - Fire Dept.	183.35	03/11/2015	001-025-175500	
6358	Elmer's Flag - Fire Dept.	-34.90	03/11/2015	001-025-175500	
	Check Total:	148.45			
Vendor: 02731	Executive Copy & Printing			Check Sequence: 39	ACH Enabled: False
61374	Executive Printing - envelopes	241.63	03/11/2015	001-024-157000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	241.63			
Vendor: 02731g	Extreme Products			Check Sequence: 40	ACH Enabled: False
26216	Extreme Products	56.25	03/11/2015	001-024-156000	
	Check Total:	56.25			
Vendor: 02820	Ferrellgas Propane			Check Sequence: 41	ACH Enabled: False
93777272	Gerrellgas - Cylinders	38.92	03/11/2015	001-025-175000	
	Check Total:	38.92			
Vendor: 02845	Fine Line Concrete Cutting Inc			Check Sequence: 42	ACH Enabled: False
6103	Fine Line Concrete - work orders	450.00	03/11/2015	004-004-407000	
	Check Total:	450.00			
Vendor: 02863	Fire Engineering			Check Sequence: 43	ACH Enabled: False
907367031	Fire Engineering - subscription	29.00	03/11/2015	001-025-176500	
	Check Total:	29.00			
Vendor: 02941	Fowler, H.D. Co. Inc.			Check Sequence: 44	ACH Enabled: False
13839441	Fowler - supplies	816.69	03/11/2015	004-004-406500	
113839437	Fowler - supplies	324.93	03/11/2015	003-003-303000	
113847195	Fowler - supplies	259.41	03/11/2015	003-003-303000	
	Check Total:	1,401.03			
Vendor: 03000	Mike Funk			Check Sequence: 45	ACH Enabled: False
reimburse	Funk reimb - keys/insecting refreshments	37.73	03/11/2015	001-025-175500	
	Check Total:	37.73			
Vendor: 03300	Gold Wrench			Check Sequence: 46	ACH Enabled: False
57916	Gold Wrench - auto maint	144.30	03/11/2015	001-024-155000	
57946	Gold Wrench - auto maint	56.43	03/11/2015	001-024-155000	
58024	Gold Wrench - auto maint	360.50	03/11/2015	001-024-155000	
	Check Total:	561.23			
Vendor: 03307	Grainger, W W Inc			Check Sequence: 47	ACH Enabled: False
9661891516	Grainger - supplies	15.30	03/11/2015	001-025-175500	
9662681031	Grainger - supplies	6.12	03/11/2015	001-025-175500	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	21.42			
Vendor: 03490	Harbor Freight Tools			Check Sequence: 48	ACH Enabled: False
695236	Harbor Fri Tools - tape measuress/cutters	6.55	03/11/2015	001-025-175500	
	Check Total:	6.55			
Vendor: 03623	Travis Hill			Check Sequence: 49	ACH Enabled: False
training reimb	Hill reimb - REGJIN training	23.05	03/11/2015	001-024-158700	
	Check Total:	23.05			
Vendor: 03818	Honey Buckets			Check Sequence: 50	ACH Enabled: False
2-1129444	Honey Bucket	334.20	03/11/2015	001-026-195500	
2-1132229	Honey Bucket	91.00	03/11/2015	001-026-195500	
2-1138388	Honey Bucket	476.40	03/11/2015	001-026-195500	
2-1141974	Honey Bucket	85.00	03/11/2015	001-026-195500	
	Check Total:	986.60			
Vendor: 03868	Industrial Tire Service			Check Sequence: 51	ACH Enabled: False
100197366	Industrial Tire	135.00	03/11/2015	005-005-504500	
	Check Total:	135.00			
Vendor: 03976	International Association			Check Sequence: 52	ACH Enabled: False
1770207	IACP Membership - Jolley	75.00	03/11/2015	001-024-163500	
	Check Total:	75.00			
Vendor: 04240s	Keith's Sporting Goods Inc			Check Sequence: 53	ACH Enabled: False
02242015ksg	Keith's Sporting Goods - Glock	409.00	03/11/2015	001-024-161500	
	Check Total:	409.00			
Vendor: 04261M	Shannon Kmetic			Check Sequence: 54	ACH Enabled: False
Monthly	Prosecuting Atty	3,000.00	03/11/2015	001-022-123000	December 2014
	Check Total:	3,000.00			
Vendor: 04350	Lake Oswego, City of			Check Sequence: 55	ACH Enabled: False
1002	Lake Oswego PD - EVOC Training	920.00	03/11/2015	001-024-158700	
	Check Total:	920.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 04441	League of Oregon Cities			Check Sequence: 56	ACH Enabled: False
16169	League OR Cities - classes/Reisner	260.00	03/11/2015	001-021-114500	
	Check Total:	260.00			
Vendor: 04564	Life Safety Corporation			Check Sequence: 57	ACH Enabled: False
34001	Life Safety Corp. - Truck Mount Charger/Adapte	99.00	03/11/2015	001-025-182000	
	Check Total:	99.00			
Vendor: 04561p	Life-Assist Inc			Check Sequence: 58	ACH Enabled: False
709423	Life Assist - supplies	70.32	03/11/2015	001-025-180000	
701544	Life Assist - supplies	99.46	03/11/2015	001-025-180000	
702303	Life Assist - supplies	112.40	03/11/2015	001-025-180000	
703846	Life-Assist - supplies	417.87	03/11/2015	001-025-180000	
	Check Total:	700.05			
Vendor: 04633m	Lord & Associates Inc			Check Sequence: 59	ACH Enabled: False
29598	Lord & Assoc. - Flagging/Signs	258.75	03/11/2015	005-005-515000	
	Check Total:	258.75			
Vendor: 04732	Mark's Quality Repair Service Inc.			Check Sequence: 60	ACH Enabled: False
11478	Mark's Quality Repairs - Sweeper	2,353.91	03/11/2015	005-005-504500	
	Check Total:	2,353.91			
Vendor: 04770	McCoy Electric			Check Sequence: 61	ACH Enabled: False
210616	McCoy Electric - emergency repair	6,832.00	03/11/2015	001-029-225000	
	Check Total:	6,832.00			
Vendor: 04845	Metro Equip Exchange			Check Sequence: 62	ACH Enabled: False
10172	Metro Equip Exchange - Bushings/Bolts	121.60	03/11/2015	001-026-194000	
	Check Total:	121.60			
Vendor: 04900	Midwest Tape			Check Sequence: 63	ACH Enabled: False
92466479	Midwest Tape - non print	78.92	03/11/2015	001-029-231500	
92488916	Midwest Tape - non print	30.64	03/11/2015	001-029-231500	
92488918	Midwest Tape - non print	28.64	03/11/2015	001-029-231500	
92493936	Midwest Tape - non print	20.19	03/11/2015	001-029-231500	
92493938	Midwest Tape - non print	30.57	03/11/2015	001-029-231500	
92510374	Midwest Tape - non print	206.28	03/11/2015	001-029-231500	

Reference

Amount Payment Date Acct Number

Invoice No Description

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
92510376	Midwest Tape - non print	56.82	03/11/2015	001-029-231500	
92510377	Midwest Tape - non print	57.28	03/11/2015	001-029-231500	
92510659	Midwest Tape - non print	24.64	03/11/2015	001-029-231500	
92510691	Midwest Tape - non print	55.28	03/11/2015	001-029-231500	
92515137	Midwest Tape - non print	30.38	03/11/2015	001-029-231500	
92515139	Midwest Tape - non print	32.38	03/11/2015	001-029-231500	
92515200	Midwest Tape - non print	28.64	03/11/2015	001-029-231500	
92515367	Midwest Tape - non print	45.28	03/11/2015	001-029-231500	
92515369	Midwest Tape - non print	33.49	03/11/2015	001-029-231500	
92517560	Midwest Tape - non print	79.92	03/11/2015	001-029-231500	
92517561	Midwest Tape - non print	28.64	03/11/2015	001-029-231500	
92520521	Midwest Tape - non print	37.99	03/11/2015	001-029-231500	
92520523	Midwest Tape - non print	28.64	03/11/2015	001-029-231500	
92535868	Midwest Tape - non print	50.99	03/11/2015	001-029-231500	
92535870	Midwest Tape - non print	41.99	03/11/2015	001-029-231500	
92539721	Midwest Tape - non print	53.92	03/11/2015	001-029-231500	
92539722	Midwest Tape - non print	45.28	03/11/2015	001-029-231500	
92539723	Midwest Tape - non print	23.64	03/11/2015	001-029-231500	
92539724	Midwest Tape - non print	101.98	03/11/2015	001-029-231500	
92539725	Midwest Tape - non print	20.64	03/11/2015	001-029-231500	
92539726	Midwest Tape - non print	24.64	03/11/2015	001-029-231500	
92539727	Midwest Tape - non print	61.98	03/11/2015	001-029-231500	
92539728	Midwest Tape - non print	17.19	03/11/2015	001-029-231500	
92547359	Midwest Tape - non print	26.64	03/11/2015	001-029-231500	
92547470	Midwest Tape - non print	26.64	03/11/2015	001-029-231500	
92547471	Midwest Tape - non print	66.98	03/11/2015	001-029-231500	
92547473	Midwest Tape - non print	24.64	03/11/2015	001-029-231500	
92549101	Midwest Tape - non print	23.49	03/11/2015	001-029-231500	
92549103	Midwest Tape - non print	12.64	03/11/2015	001-029-231500	
92552006	Midwest Tape - non print	49.92	03/11/2015	001-029-231500	
92552008	Midwest Tape - non print	76.98	03/11/2015	001-029-231500	
92552009	Midwest Tape - non print	18.64	03/11/2015	001-029-231500	
92558888	Midwest Tape - non print	15.64	03/11/2015	001-029-231500	
92563241	Midwest Tape - non print	53.28	03/11/2015	001-029-231500	
92565083	Midwest Tape - non print	23.49	03/11/2015	001-029-231500	
92568467	Midwest Tape - non print	26.64	03/11/2015	001-029-231500	
92573632	Midwest Tape - non print	52.49	03/11/2015	001-029-231500	
92579633	Midwest Tape - non print	38.49	03/11/2015	001-029-231500	
92579635	Midwest Tape - non print	36.64	03/11/2015	001-029-231500	
92579636	Midwest Tape - non print	30.64	03/11/2015	001-029-231500	
92579637	Midwest Tape - non print	107.56	03/11/2015	001-029-231500	
92579638	Midwest Tape - non print	164.19	03/11/2015	001-029-231500	
92579639	Midwest Tape - non print	18.64	03/11/2015	001-029-231500	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
92585015	Midwest Tape - non print	48.49	03/11/2015	001-029-231500	
	Check Total:	2,319.63			
Vendor: 04929	Milwaukie, City of			Check Sequence: 64	ACH Enabled: False
201502035474	City of Milw - transcription	179.90	03/11/2015	001-024-161000	
201502065492	City of Milw - transcription	1,927.50	03/11/2015	001-024-161000	
	Check Total:	2,107.40			
Vendor: 04975m	Mold Testing Service of Oregon			Check Sequence: 65	ACH Enabled: False
intso 5-3777	Mold Testing Services	425.00	03/11/2015	001-029-225000	
	Check Total:	425.00			
Vendor: 05046	Municipal Emergency Svcs			Check Sequence: 66	ACH Enabled: False
00602601 SNV	MES - Air Sample	120.00	03/11/2015	001-025-181400	
00602649 SNV	MES - flow test regulator	25.00	03/11/2015	001-025-181400	
00606196 SNV	Mun Emerg Svc - supplies	626.00	03/11/2015	001-025-181400	
	Check Total:	771.00			
Vendor: 05281	National Fire Prot. Assoc			Check Sequence: 67	ACH Enabled: False
113226	National Fire Codes - subscription	1,255.50	03/11/2015	001-025-176500	
	Check Total:	1,255.50			
Vendor: 05358r	Net Transcripts, Inc.			Check Sequence: 68	ACH Enabled: False
013115-57	Net Transcripts, Inc.	29.25	03/11/2015	001-024-161000	
	Check Total:	29.25			
Vendor: 05431n	North Clackamas Aquatic Park			Check Sequence: 69	ACH Enabled: False
5171	No Clack Aquatic - dive training	50.00	03/11/2015	001-025-179000	
	Check Total:	50.00			
Vendor: 05521	Northwest Natural			Check Sequence: 70	ACH Enabled: False
148922-8	NW Natural Gas	497.84	03/11/2015	001-028-213500	
148988-9	NW Natural Gas	156.38	03/11/2015	001-025-177500	
149733-8	NW Natural Gas	219.13	03/11/2015	001-021-109500	
2643701-2	NW Natural Gas	46.46	03/11/2015	001-029-224500	
363279-1	NW Natural Gas	279.93	03/11/2015	005-005-507000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,199.74			
Vendor: 05480	NW Assoc Fire Trainers			Check Sequence: 71	ACH Enabled: False
75063869	NAFT - Training/Newton	400.00	03/11/2015	001-025-175000	
75095326	NAFT Training - Stempel	400.00	03/11/2015	001-025-175000	
75100424	NAFT Training - Funk	400.00	03/11/2015	001-025-175000	
	Check Total:	1,200.00			
Vendor: 05641	Oak Lodge Sanitary Dist.			Check Sequence: 72	ACH Enabled: False
23-155001	Oak Lodge Sanitary	73,951.58	03/11/2015	003-003-304000	
	Check Total:	73,951.58			
Vendor: 05675	Office Depot			Check Sequence: 73	ACH Enabled: False
1754569541	Office Depot - supplies	24.99	03/11/2015	005-005-507000	
1756067260	Office Depot - supplies	33.98	03/11/2015	005-005-507000	
1756391351	Office Depot - supplies	46.82	03/11/2015	001-025-173500	
752621291001	Office Depot - supplies	63.82	03/11/2015	001-024-156500	
752621420001	Office Depot - supplies	30.47	03/11/2015	001-024-156500	
753160605001	Office Depot - supplies	9.22	03/11/2015	001-021-113000	
753160666001	Office Depot - supplies	34.80	03/11/2015	001-021-113000	
753785528001	Office Depot - supplies	149.28	03/11/2015	001-024-156500	
754855220001	Office Depot - supplies	31.07	03/11/2015	001-021-113000	
754855220001	Office Depot - supplies	11.31	03/11/2015	001-022-124500	
754855444001	Office Depot - supplies	9.79	03/11/2015	001-022-124500	
	Check Total:	445.55			
Vendor: 05679	Office Max			Check Sequence: 74	ACH Enabled: False
294099	Office Max - paper	49.59	03/11/2015	001-021-113000	
	Check Total:	49.59			
Vendor: 05706	One Call Concepts inc			Check Sequence: 75	ACH Enabled: False
5010370	One Call - utility notification	85.52	03/11/2015	005-005-504000	
	Check Total:	85.52			
Vendor: 06148	Oregon Patrol Service			Check Sequence: 76	ACH Enabled: False
2293	Oregon Patrol Service - Courtroom security	420.00	03/11/2015	001-022-127000	
	Check Total:	420.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 06320 1716	Oregon Volunteer OR Volunteer Firefighters Assn - membership	275.00	03/11/2015	Check Sequence: 77 001-025-176500	ACH Enabled: False
	Check Total:	275.00			
Vendor: 06242 115021500189	Oregon, State of OR Dept Consumer/Bus - Elevator permit	197.12	03/11/2015	Check Sequence: 78 001-021-110500	ACH Enabled: False
	Check Total:	197.12			
Vendor: 06251a 60755 62723 013015	Oregon, State of Oregon DMV - certified court print DMV - suspension pkg	3.00 11.50	03/11/2015 03/11/2015	Check Sequence: 79 001-024-156000 001-024-157000	ACH Enabled: False
	Check Total:	14.50			
Vendor: 06346 1974874	Oregonian Oregonian - subscription	40.00	03/11/2015	Check Sequence: 80 001-029-227000	ACH Enabled: False
	Check Total:	40.00			
Vendor: 06361 20000092519	Oregonian Media Group Oregonian - employment ads	360.55	03/11/2015	Check Sequence: 81 001-021-116500	ACH Enabled: False
	Check Total:	360.55			
Vendor: 06387 1725920	OUR designs Inc. OUR Designs - name tags/badges	504.75	03/11/2015	Check Sequence: 82 001-025-174500	ACH Enabled: False
	Check Total:	504.75			
Vendor: 06587 44676840	Pacific Office Automation Pacific Ofc Auto - copier	636.00	03/11/2015	Check Sequence: 83 001-029-226500	ACH Enabled: False
	Check Total:	636.00			
Vendor: 06640 73816	Paramount Pest Control Inc Paramount pest control	52.00	03/11/2015	Check Sequence: 84 001-021-110500	ACH Enabled: False
	Check Total:	52.00			
Vendor: 06841 reimburse reimburse reimburse	Petty Cash for benefit of Petty Cash reimbursement Petty Cash reimbursement Petty Cash reimbursement	-0.05 48.00 18.24	03/11/2015 03/11/2015 03/11/2015	Check Sequence: 85 004-004-403000 001-021-113000 004-004-403000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	66.19			
Vendor: 06842	Petty Cash for benefit of			Check Sequence: 86	ACH Enabled: False
Petty Cash reim	Petty cash reimbursement	40.46	03/11/2015	001-029-228500	
Petty Cash reim	Petty cash reimbursement	24.53	03/11/2015	001-029-225500	
Petty Cash reim	Petty cash reimbursement	30.98	03/11/2015	001-029-229600	
	Check Total:	95.97			
Vendor: 07021	Portland General Electric			Check Sequence: 87	ACH Enabled: False
177405 4	PGE	609.68	03/11/2015	001-021-109500	
266353 8	PGE	585.57	03/11/2015	005-005-507000	
358308 1	PGE	676.15	03/11/2015	001-021-109500	
493493 7	PGE	48.88	03/11/2015	003-003-302500	
822837 7	PGE	15.78	03/11/2015	005-005-508000	
	Check Total:	1,936.06			
Vendor: 07027	Portland Habilitation Center			Check Sequence: 88	ACH Enabled: False
86197	Portland Habilitation - janitorial	403.74	03/11/2015	001-021-108500	
86198	Portland Habilitation - janitorial	294.14	03/11/2015	001-025-176000	
86454	Portland Habilitation - janitorial	294.14	03/11/2015	001-025-176000	
	Check Total:	992.02			
Vendor: 07060m	Portland Windustrial Co			Check Sequence: 89	ACH Enabled: False
101201 00	Portland Windustrial - supplies	630.31	03/11/2015	003-003-303000	
101201 02	Portland Windustrial - supplies	22.50	03/11/2015	003-003-303000	
	Check Total:	652.81			
Vendor: 07468j	Justin Reisner			Check Sequence: 90	ACH Enabled: False
reimb	J. Reisner reimb - fuel	4.61	03/11/2015	001-025-173000	
	Check Total:	4.61			
Vendor: 07468r	Neal Reisner			Check Sequence: 91	ACH Enabled: False
Reimb	N. Reisner reimb - Clack Cities Dinner	11.73	03/11/2015	001-021-114500	
	Check Total:	11.73			
Vendor: 07488s	RH Media Services LLC			Check Sequence: 92	ACH Enabled: False
70	RH Media - IT support/new servers	17,812.78	03/11/2015	008-008-806700	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	17,812.78			
Vendor: 07510m	Ricoh USA Inc			Check Sequence: 93	ACH Enabled: False
94100179	Ricoh copier	440.49	03/11/2015	001-025-173500	
	Check Total:	440.49			
Vendor: 07514	Rigging Products Inc			Check Sequence: 94	ACH Enabled: False
226500	Rigging products - supplies	1,384.01	03/11/2015	003-003-303000	
226541	Rigging products - supplies	82.95	03/11/2015	004-004-407000	
	Check Total:	1,466.96			
Vendor: 07518	Righteous Clothing			Check Sequence: 95	ACH Enabled: False
64929	Righteous Clothing - embroidery	40.00	03/11/2015	001-025-174500	
	Check Total:	40.00			
Vendor: 07709	San Diego Police Equipment Co. Inc.			Check Sequence: 96	ACH Enabled: False
616126	San Diego Police Eq - supplies	423.81	03/11/2015	001-024-161500	
	Check Total:	423.81			
Vendor: 07717r	Satscom Global			Check Sequence: 97	ACH Enabled: False
ASO2150172	SatCom - SIM Card - contract rate	42.75	03/11/2015	001-024-164600	
	Check Total:	42.75			
Vendor: 07780	SeaWestern			Check Sequence: 98	ACH Enabled: False
182013	SeaWestern - Shields	120.85	03/11/2015	001-025-182000	
	Check Total:	120.85			
Vendor: 07873	ServiceMaster of Oregon			Check Sequence: 99	ACH Enabled: False
154771	ServiceMaster - janitorial	1,035.00	03/11/2015	001-029-228000	
154941	ServiceMaster - janitorial supplies	160.35	03/11/2015	001-029-225000	
	Check Total:	1,195.35			
Vendor: 07905	Sierra Springs			Check Sequence: 100	ACH Enabled: False
5338633 020215	Sierra Springs - water	44.24	03/11/2015	001-024-161000	
	Check Total:	44.24			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 07951	Simplex Grinnell LP			Check Sequence: 101	ACH Enabled: False
80932716	SimplexGrinnell - fire ext inspection	78.75	03/11/2015	001-025-175500	
81034535	Simplex - fire ext inspection	856.94	03/11/2015	001-025-175500	
	Check Total:	935.69			
Vendor: 08022	Jeff Smith			Check Sequence: 102	ACH Enabled: False
reimb	Smith reimb - awards plaques	207.04	03/11/2015	001-021-117000	
	Check Total:	207.04			
Vendor: 08205	Stein Oil Co. Inc.			Check Sequence: 103	ACH Enabled: False
CL07896	Stein Oil - gasoline	261.60	03/11/2015	001-025-173000	
CL07910	Stein Oil - gasoline	211.90	03/11/2015	005-005-504000	
CL07910	Stein Oil - gasoline	83.22	03/11/2015	001-026-194000	
CL07910	Stein Oil - gasoline	59.87	03/11/2015	001-028-214000	
CL07910	Stein Oil - gasoline	55.80	03/11/2015	004-004-407000	
CL07949	Stein Oil - gasoline	1,014.46	03/11/2015	001-024-155000	
	Check Total:	1,686.85			
Vendor: 08276e	Sunny Day Productions, Inc.			Check Sequence: 104	ACH Enabled: False
44676	Sunny Day - Studio time	77.50	03/11/2015	001-024-161000	
	Check Total:	77.50			
Vendor: 08402	Thayer, J Co.			Check Sequence: 105	ACH Enabled: False
919381-0	Thayer - clock radio	40.00	03/11/2015	001-022-124500	
	Check Total:	40.00			
Vendor: 08465	Tigard Sand & Gravel			Check Sequence: 106	ACH Enabled: False
179865	Tigard Sand & Gravel - materials	968.43	03/11/2015	005-005-507000	
	Check Total:	968.43			
Vendor: 08494h	Tim's Machine & Repair			Check Sequence: 107	ACH Enabled: False
3194	Tim's Machine & Repair - man hole cover	175.00	03/11/2015	003-003-303000	
	Check Total:	175.00			
Vendor: 08530	Top Industrial Supply			Check Sequence: 108	ACH Enabled: False
79194	TOP industrial - hose/supplies	243.26	03/11/2015	003-003-303000	
79217	TOP industrial - adapter/supplies	59.20	03/11/2015	001-025-182000	

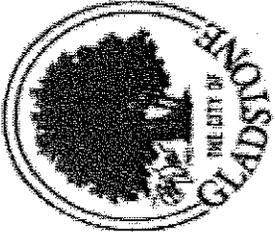
Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	302.46			
Vendor: 08566	Traffic Safety Supply Co. Inc.			Check Sequence: 109	ACH Enabled: False
9933378	Traffic Safety Supply - arrowboard controller	226.00	03/11/2015	005-005-508500	
	Check Total:	226.00			
Vendor: 08637	Tualatin Fire & Rescue			Check Sequence: 110	ACH Enabled: False
571344	TVFR - Feb 2015	2,146.33	03/11/2015	001-025-173000	
	Check Total:	2,146.33			
Vendor: 08652	Tualatin Valley Fire & Rescue			Check Sequence: 111	ACH Enabled: False
3381	TVFR - FLEET outside supplies	975.00	03/11/2015	009-009-905000	
571345	TVFR - March 2015 contract	2,146.33	03/11/2015	001-025-173000	
	Check Total:	3,121.33			
Vendor: 08666p	Two Girls Catering			Check Sequence: 112	ACH Enabled: False
annual banquet	Two Girls Catering - GFD - annual banquet	1,483.00	03/11/2015	001-025-175000	
	Check Total:	1,483.00			
Vendor: 02915	Union Security Insurance			Check Sequence: 113	ACH Enabled: False
4005790-212	Union Security - Life Ins.	156.55	03/11/2015	001-025-177000	
4005790-212	Union Security - Life Ins.	3.50	03/11/2015	001-024-160000	
	Check Total:	160.05			
Vendor: 08798	Upstart			Check Sequence: 114	ACH Enabled: False
5507497	Upstart - prizes/shirts	1,472.50	03/11/2015	001-029-229600	
	Check Total:	1,472.50			
Vendor: 08943c	Verizon			Check Sequence: 115	ACH Enabled: False
9739470644	Verizon	104.24	03/11/2015	005-005-507000	
9740830518	Verizon	570.35	03/11/2015	001-024-161000	
9740830519	Verizon	342.17	03/11/2015	001-025-177800	
9740830520	Verizon	330.64	03/11/2015	001-024-164000	
9740830521	Verizon	238.03	03/11/2015	001-024-164000	
9740830522	Verizon	40.01	03/11/2015	005-005-507000	
9740830523	Verizon	542.37	03/11/2015	001-024-164000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,167.81			
Vendor: 08970	Video Store Shopper			Check Sequence: 116	ACH Enabled: False
IN712205	Video Store Shopper - DVD cases	178.71	03/11/2015	001-029-225500	
	Check Total:	178.71			
Vendor: 08983	Vision Marketing			Check Sequence: 117	ACH Enabled: False
1466	Vision Marketing - name tags	77.55	03/11/2015	001-025-181700	
	Check Total:	77.55			
Vendor: 09257	Willamette Valley Printing Inc			Check Sequence: 118	ACH Enabled: False
38179	Willamette Valley Printing - Jacobellis/McMahon	220.00	03/11/2015	001-021-113000	
38186	Willamette Valley Printing - Wilson bus cards	145.00	03/11/2015	001-022-125000	
	Check Total:	365.00			
Vendor: 09281	City of Wilsonville			Check Sequence: 119	ACH Enabled: False
21727	City of Wilsonville - Clack Assn Dinner	70.00	03/11/2015	001-021-114500	
	Check Total:	70.00			
Vendor: 09281t	Wilsonville Lock & Security			Check Sequence: 120	ACH Enabled: False
2388	Wilsonville Lock - key fob	143.00	03/11/2015	001-021-110500	
	Check Total:	143.00			
	Total for Check Run:	453,047.67			
	Total of Number of Checks:	120			

Accounts Payable

Outstanding Invoices

User: sledoux
 Printed: 3/3/2015 - 11:08 AM
 Date Range: ? to ?
 Date Type: Current



Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00268								
001-025-177800	12.04	3651	01/30/2015	Active911 - device upgrade				03/11/2015
Vendor Total:	12.04							
Vendor 00283M								
001-024-156500	67.32	Aikin reimb	03/02/2015	Aikin reimb - office supplies/refreshm				03/11/2015
Vendor Total:	67.32							
Vendor 00286								
005-005-507000	90.38	903631797	02/12/2015	Airgas - supplies				03/11/2015
Vendor Total:	90.38							
Vendor 00367a								
001-029-230500	4.00	256132570118	01/09/2015	Amazon - books				03/11/2015
001-029-230500	28.98	118978019099	01/14/2015					03/11/2015
001-029-231500	34.98	261822699246	01/26/2015					03/11/2015
001-029-230500	141.10	056355205724	01/26/2015					03/11/2015
001-029-230500	6.99	007135943311	01/26/2015					03/11/2015
001-029-230500	10.75	154730639625	02/02/2015					03/11/2015
001-029-230500	14.99	195192504159	02/02/2015					03/11/2015
Vendor Total:	241.79							
Vendor 00415								
001-025-177800	273.47	W4103518PC	03/01/2015	American Msg - Message Svc				03/11/2015
Vendor Total:	273.47							
Vendor 00434								
001-021-110500	166.25	65968	02/13/2015	American Sec Alarm - work order				03/11/2015
Vendor Total:	166.25							
Vendor 00438								
004-004-408000	288.00	21156	02/23/2015	Alexin Labs - water testing				03/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	288.00							
Vendor 00603				Backflow Mgmt - letters				03/11/2015
004-004-414500	20.00	7402	02/24/2015					
Vendor Total:	20.00							
Vendor 00616				Baker & Taylor - new books				03/11/2015
001-029-230500	52.58	4011125242	01/27/2015					03/11/2015
001-029-230500	30.62	4011121827	01/27/2015					03/11/2015
001-029-230500	113.17	4011125239	01/29/2015					03/11/2015
001-029-230500	502.93	4011123457	01/29/2015					03/11/2015
001-029-230500	88.09	4011123435	01/27/2015					03/11/2015
001-029-230500	101.04	4011120724	01/23/2015					03/11/2015
001-029-230500	334.30	4011114742	01/20/2015					03/11/2015
001-029-230500	618.23	4011129081	02/03/2015					03/11/2015
001-029-230500	974.21	4011130598	02/04/2015					03/11/2015
001-029-230500	516.81	4011130599	02/04/2015					03/11/2015
001-029-230500	50.38	4011143039	02/18/2015					03/11/2015
001-029-230500	60.39	4011138524	02/12/2015					03/11/2015
001-029-230500	292.09	4011143038	02/18/2015					03/11/2015
001-029-230500	118.07	4011139768	02/13/2015					03/11/2015
001-029-230500	280.80	4011134010	02/09/2015					03/11/2015
001-029-230500	87.08	4011130124	02/04/2015					03/11/2015
001-029-230500	220.32	4011143052	02/18/2015					03/11/2015
001-029-230500	273.58	4011147676	02/20/2015					03/11/2015
001-029-230500	50.75	4011143014	02/18/2015					03/11/2015
001-029-230500	26.40	4011123474	01/26/2015					03/11/2015
001-029-230500	4.00	4011140815	02/16/2015					03/11/2015
001-029-230500	36.95	4011132883	02/06/2015					03/11/2015
001-029-230500	46.50	4011132867	02/06/2015					03/11/2015
001-029-230500	78.09	4011132900	02/06/2015					03/11/2015
Vendor Total:	4,957.38							
Vendor 00650				BBC Steel - materials				03/11/2015
001-025-173000	116.00	15010838	02/06/2015					03/11/2015
001-025-175500	119.00	15010842	02/18/2015					03/11/2015
Vendor Total:	235.00							
Vendor 00739				Beery, Elsner & Hammond - Finance				03/11/2015
001-021-105500	192.50	12054	02/02/2015					03/11/2015
001-021-105500	35.00	12054	02/02/2015					03/11/2015
001-021-105500	3,803.40	12054	02/02/2015					03/11/2015
001-021-105500	120.00	12054	02/02/2015					03/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-021-105500	2,042.80	12054	02/02/2015					03/11/2015
001-021-105500	456.30	12054	02/02/2015					03/11/2015
001-021-105500	2,144.80	12054	02/02/2015					03/11/2015
001-021-105500	222.50	12054	02/02/2015					03/11/2015
001-021-105500	122.50	12054	02/02/2015					03/11/2015
001-021-105500	20,060.57	12054	02/02/2015					03/11/2015
Vendor Total:	29,200.37							
Vendor 00863				Blackstone Audio Books	Blackstone Audio - CD book			
001-029-231500	10.69	751053	02/13/2015					03/11/2015
Vendor Total:	10.69							
Vendor 00947c				CarnettaBoyd	Boyd - meeting minutes			
001-021-116000	305.00	COG-2015-001	02/09/2015					03/11/2015
Vendor Total:	305.00							
Vendor 00980				Brodart Co.	Brodart - Binders			
001-029-225500	71.94	386014	02/06/2015					03/11/2015
Vendor Total:	71.94							
Vendor 00993				Brown & Caldwell	Brown & Caldwell			
003-003-307700	8,424.10	53220439	07/23/2014					03/11/2015
004-004-409500	8,424.10	53220439	07/23/2014					03/11/2015
003-003-307500	4,129.75	53231261	12/20/2014					03/11/2015
003-003-307700	5,013.54	53221994	08/18/2014					03/11/2015
004-004-409500	5,013.54	53221994	08/18/2014					03/11/2015
003-003-307700	38,388.49	53231461	12/23/2014					03/11/2015
004-004-409500	38,388.48	53231461	12/23/2014					03/11/2015
Vendor Total:	107,782.00							
Vendor 01015				Bud's Towing Inc	Bud's Towing - Suburban			
001-025-173000	280.00	144883	01/26/2015					03/11/2015
Vendor Total:	280.00							
Vendor 01170				Cascade Form Systems	Cascade Forms - water bills			
004-004-403000	836.84	9877	02/23/2015					03/11/2015
Vendor Total:	836.84							
Vendor 01230				Central City Concern	Central City Concern - Jan hold admis			
001-024-161000	145.00	Jan 2015	01/31/2015					03/11/2015
Vendor Total:	145.00							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 01240				Cessco - supplies				
004-004-406500	370.45	352933	02/18/2015					03/11/2015
004-004-407000	612.00	352610	02/09/2015					03/11/2015
Vendor Total:	982.45							
Vendor 01343				Cintas - shredding				
001-024-161000	94.04	8402005582	02/06/2015					03/11/2015
Vendor Total:	94.04							
Vendor 01343a				Cintas - first aid supplies				
001-024-161000	264.88	5002517374	02/18/2015					03/11/2015
Vendor Total:	264.88							
Vendor 01375				Clackamas Auto Parts - vehicle suppli				
001-025-173000	27.90	234019	02/04/2015					03/11/2015
001-026-194000	6.22	234174	02/06/2015					03/11/2015
005-005-504000	47.99	233630	01/28/2015					03/11/2015
001-025-173000	86.92	233534	01/27/2015					03/11/2015
001-025-173000	17.66	234315	02/09/2015					03/11/2015
Vendor Total:	186.69							
Vendor 01585				Tri Cities Sve District - sewer billing				
003-003-305000	154,592.52	sewer billing	02/27/2015					03/11/2015
Vendor Total:	154,592.52							
Vendor 01621				Clackamas Co - new employee finger				
001-021-116500	30.00	41699	02/07/2015					03/11/2015
001-024-161000	30.00	41691	02/07/2015					03/11/2015
Vendor Total:	60.00							
Vendor 01630				Clackamas Fire District - uniforms				
001-025-174500	87.25	265-IN	02/11/2015					03/11/2015
001-025-174500	18.00	267-IN	02/23/2015					03/11/2015
001-025-174500	1,624.50	262-IN	01/26/2015					03/11/2015
Vendor Total:	1,729.75							
Vendor 01808				Clark's Law & Garden - vehicle suppli				
001-025-173000	18.90	199595	01/27/2015					03/11/2015
001-025-173000	43.56	200557	03/02/2015					03/11/2015
Vendor Total:	62.46							
Vendor 01839m				Coast Farm & Ranch - supplies				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
003-003-303000	9.58	016292	02/12/2015					03/11/2015
001-025-173000	4.02	016278	02/06/2015					03/11/2015
Vendor Total:	13.60							
Vendor 01893				Comcast Cable				
001-025-175500	37.60	0226429	02/06/2015	Comcast - 02/06				03/11/2015
Vendor Total:	37.60							
Vendor 01893D				Comcast Cable				
005-005-507000	135.14	0732582	02/21/2015	Comcast 02/21				03/11/2015
001-024-161000	118.03	0725743	02/12/2015					03/11/2015
Vendor Total:	253.17							
Vendor 01916				Community Classifieds				
001-021-116500	130.20	15763576	01/28/2015	Community Classified - recruitment				03/11/2015
001-021-116500	148.80	15762342	01/28/2015					03/11/2015
Vendor Total:	279.00							
Vendor 02146				Curtis, L. N. Co.				
001-025-182000	23.05	2121039-00	01/22/2015	L.N. Curtis - gaskets				03/11/2015
Vendor Total:	23.05							
Vendor 02168				Cycle Express				
001-025-175500	25.00	24067	01/21/2015	Cycle Express - sign min charge				03/11/2015
001-025-175500	25.00	24095	02/10/2015					03/11/2015
Vendor Total:	50.00							
Vendor 02245				Day Wireless Systems Inc				
001-025-177800	1,413.50	164662	01/19/2015	Day Wireless - 4 bay charger/Battery				03/11/2015
Vendor Total:	1,413.50							
Vendor 02256				Demco				
001-029-225500	519.90	5515105	02/10/2015	Demco - labels/signs				03/11/2015
001-029-225500	220.49	5530148	02/18/2015					03/11/2015
Vendor Total:	740.39							
Vendor 02328				Displays2Go				
001-029-225500	150.88	IN-1382349	02/26/2015	Displays 2 Go - sign holders/easel				03/11/2015
Vendor Total:	150.88							
Vendor 02397				DPSST				
001-021-116500	133.50	DPSST app	02/02/2015	DPSST - background checks				03/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	133.50							
Vendor 02550m				Education For Life				
001-025-175000	15.00	15-26815	02/09/2015	Ed for Life - HCP card - Stempel				03/11/2015
001-025-175000	75.00	15-22834	02/03/2015					03/11/2015
Vendor Total:	90.00							
Vendor 02620				Elmer's Flag & Banner LLC				
001-025-175500	183.35	6261	01/26/2015	Elmer's Flag - Fire Dept.				03/11/2015
001-025-175500	-34.90	6358	02/17/2015					03/11/2015
Vendor Total:	148.45							
Vendor 02731				Executive Copy & Printing				
001-024-157000	241.63	61374	02/11/2015	Executive Printing - envelopes				03/11/2015
Vendor Total:	241.63							
Vendor 02731g				Extreme Products				
001-024-156000	56.25	26216	01/27/2015	Extreme Products				03/11/2015
Vendor Total:	56.25							
Vendor 02820				Ferrellgas Propane				
001-025-175000	38.92	93777272	02/20/2015	Gerrellgas - Cylinders				03/11/2015
Vendor Total:	38.92							
Vendor 02845				Fine Line Concrete Cutting Inc				
004-004-407000	450.00	6103	02/15/2015	Fine Line Concrete - work orders				03/11/2015
Vendor Total:	450.00							
Vendor 02863				Fire Engineering				
001-025-176500	29.00	907367031	02/28/2015	Fire Engineering - subscription				03/11/2015
Vendor Total:	29.00							
Vendor 02915				Union Security Insurance				
001-024-160000	3.50	4005790-212	02/17/2015	Union Security - Life Ins.				03/11/2015
001-025-177000	156.55	4005790-212	02/17/2015					03/11/2015
Vendor Total:	160.05							
Vendor 02941				Fowler, H.D. Co. Inc.				
004-004-406500	816.69	13839441	02/04/2015	Fowler - supplies				03/11/2015
003-003-303000	259.41	113847195	02/17/2015					03/11/2015
003-003-303000	324.93	113839437	02/04/2015					03/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	1,401.03							
Vendor 03000								
001-025-175500	37.73	reimburse	02/09/2015	Funk reimb - keys/meeting refresher				03/11/2015
Vendor Total:	37.73							
Vendor 03300								
001-024-155000	360.50	58024	02/03/2015	Gold Wrench - auto maint				03/11/2015
001-024-155000	56.43	57946	02/03/2015					03/11/2015
001-024-155000	144.30	57916	01/27/2015					03/11/2015
Vendor Total:	561.23							
Vendor 03307								
001-025-175500	6.12	9662681031	02/10/2015	Grainger - supplies				03/11/2015
001-025-175500	15.30	9661891516	02/09/2015					03/11/2015
Vendor Total:	21.42							
Vendor 03490								
001-025-175500	6.55	695236	02/18/2015	Harbor Frt Tools - tape measures/cutte				03/11/2015
Vendor Total:	6.55							
Vendor 03623								
001-024-158700	23.05	training reimb	02/09/2015	Hill reimb - REG/JN training				03/11/2015
Vendor Total:	23.05							
Vendor 03818								
001-026-195500	476.40	2-1138388	02/15/2015	Honey Bucket				03/11/2015
001-026-195500	91.00	2-1132229	02/15/2015					03/11/2015
001-026-195500	334.20	2-1129444	02/03/2015					03/11/2015
001-026-195500	85.00	2-1141974	02/20/2015					03/11/2015
Vendor Total:	986.60							
Vendor 03868								
005-005-504500	135.00	100197366	01/31/2015	Industrial Tire				03/11/2015
Vendor Total:	135.00							
Vendor 03976								
001-024-163500	75.00	1770207	01/14/2015	IACP Membership - Jolley				03/11/2015
Vendor Total:	75.00							
Vendor 04240s								
001-024-161500	409.00	02242015ksg	02/24/2015	Keith's Sporting Goods - Glock				03/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	409.00							
Vendor 04261M				Prosecuting Atty				03/11/2015
001-022-123000	3,000.00	Monthly	02/27/2015					
Vendor Total:	3,000.00							
Vendor 04350				Lake Oswego PD - EYOC Training				03/11/2015
001-024-158700	920.00	1002	01/12/2015					
Vendor Total:	920.00							
Vendor 04441				League OR Cities - classes/Reisner				03/11/2015
001-021-114500	260.00	16169	02/02/2015					
Vendor Total:	260.00							
Vendor 04561P				Life Assist - supplies				03/11/2015
001-025-180000	112.40	702303	02/11/2015					03/11/2015
001-025-180000	99.46	701544	02/04/2015					03/11/2015
001-025-180000	70.32	700423	01/26/2015					03/11/2015
001-025-180000	417.87	703846	02/27/2015					03/11/2015
Vendor Total:	700.05							
Vendor 04564				Life Safety Corp. - Truck Mount Chair				03/11/2015
001-025-182000	99.00	34001	01/23/2015					
Vendor Total:	99.00							
Vendor 04633M				Lord & Assoc. - Flagging/Signs				03/11/2015
005-005-515000	258.75	29598	02/06/2015					
Vendor Total:	258.75							
Vendor 04732				Mark's Quality Repairs - Sweeper				03/11/2015
005-005-504500	2,353.91	11478	02/18/2015					
Vendor Total:	2,353.91							
Vendor 04770				McCoy Electric - emergency repair				03/11/2015
001-029-225000	6,832.00	210616	01/31/2015					
Vendor Total:	6,832.00							
Vendor 04845				Metro Equip Exchange - Bushings/Bo.				03/11/2015
001-026-194000	121.60	10172	02/18/2015					
Vendor Total:	121.60							
Vendor 04900				Midwest Tape - non print				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-231500	53.92	92539721	01/30/2015					03/11/2015
001-029-231500	45.28	92539722	01/30/2015					03/11/2015
001-029-231500	23.64	92539723	01/30/2015					03/11/2015
001-029-231500	101.98	92539724	01/30/2015					03/11/2015
001-029-231500	20.64	92539725	01/30/2015					03/11/2015
001-029-231500	24.64	92539726	01/30/2015					03/11/2015
001-029-231500	61.98	92539727	01/30/2015					03/11/2015
001-029-231500	17.19	92539728	01/30/2015					03/11/2015
001-029-231500	50.99	9253868	01/29/2009					03/11/2015
001-029-231500	41.99	92538870	01/29/2009					03/11/2015
001-029-231500	30.38	92515137	01/20/2009					03/11/2015
001-029-231500	32.38	92515139	01/20/2009					03/11/2015
001-029-231500	28.64	92515200	01/20/2009					03/11/2015
001-029-231500	56.82	92510376	01/19/2009					03/11/2015
001-029-231500	57.28	92510377	01/19/2009					03/11/2015
001-029-231500	37.99	92520521	01/22/2009					03/11/2015
001-029-231500	28.64	92520523	01/22/2009					03/11/2015
001-029-231500	20.19	92493936	01/12/2009					03/11/2015
001-029-231500	30.57	92493938	01/12/2009					03/11/2015
001-029-231500	55.28	92510691	01/19/2009					03/11/2015
001-029-231500	24.64	92510659	01/19/2009					03/11/2015
001-029-231500	30.64	92488916	01/09/2009					03/11/2015
001-029-231500	28.64	92488918	01/09/2009					03/11/2015
001-029-231500	45.28	92515367	01/21/2009					03/11/2015
001-029-231500	33.49	92515369	01/21/2009					03/11/2015
001-029-231500	79.92	92517560	01/21/2009					03/11/2015
001-029-231500	28.64	92517561	01/21/2009					03/11/2015
001-029-231500	206.28	92510374	01/19/2009					03/11/2015
001-029-231500	52.49	92573632	02/12/2015					03/11/2015
001-029-231500	38.49	92579633	02/13/2015					03/11/2015
001-029-231500	36.64	92579635	02/13/2015					03/11/2015
001-029-231500	30.64	92579636	02/13/2015					03/11/2015
001-029-231500	107.56	92579637	02/13/2015					03/11/2015
001-029-231500	164.19	92579638	02/13/2015					03/11/2015
001-029-231500	18.64	92579639	02/13/2015					03/11/2015
001-029-231500	48.49	92585015	02/17/2015					03/11/2015
001-029-231500	26.64	92547359	02/04/2015					03/11/2015
001-029-231500	26.64	92547470	02/04/2015					03/11/2015
001-029-231500	66.98	92547471	02/04/2015					03/11/2015
001-029-231500	24.64	92547473	02/04/2015					03/11/2015
001-029-231500	23.49	92549101	02/04/2015					03/11/2015
001-029-231500	12.64	92549103	02/04/2015					03/11/2015
001-029-231500	49.92	92552006	02/05/2015					03/11/2015
001-029-231500	76.98	92552008	02/05/2015					03/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-231500	18.64	92552009	02/05/2015					03/11/2015
001-029-231500	15.64	92558888	02/07/2015					03/11/2015
001-029-231500	26.64	92568467	02/11/2015					03/11/2015
001-029-231500	53.28	92563241	02/09/2015					03/11/2015
001-029-231500	23.49	92565083	02/10/2015					03/11/2015
001-029-231500	78.92	92466479	12/30/2015					03/11/2015
Vendor Total:	2,319.63							
Vendor 04929				City of Milw - transcription				
001-024-161000	179.90	201502035474	02/03/2015					03/11/2015
001-024-161000	1,927.50	201502065492	02/06/2015					03/11/2015
Vendor Total:	2,107.40							
Vendor 04975m				Mold Testing Services				
001-029-225000	425.00	mtso 5-3777	02/13/2015					03/11/2015
Vendor Total:	425.00							
Vendor 05046				MES - flow test regulator				
001-025-181400	25.00	00602649 SNV	02/16/2015					03/11/2015
001-025-181400	120.00	00602601 SNV	02/13/2015					03/11/2015
001-025-181400	626.00	00606196 SNV	02/25/2015					03/11/2015
Vendor Total:	771.00							
Vendor 05281				National Fire Codes - subscription				
001-025-176500	1,255.50	113226	02/28/2015					03/11/2015
Vendor Total:	1,255.50							
Vendor 05358r				Net Transcripts, Inc.				
001-024-161000	29.25	013115-57	01/31/2015					03/11/2015
Vendor Total:	29.25							
Vendor 05431n				No Clack Aquatic - dive training				
001-025-179000	50.00	5171	02/11/2015					03/11/2015
Vendor Total:	50.00							
Vendor 05480				NAFT - Training/Newton				
001-025-175000	400.00	75063869	02/09/2015					03/11/2015
001-025-175000	400.00	75095326	02/09/2015					03/11/2015
001-025-175000	400.00	75100424	02/09/2015					03/11/2015
Vendor Total:	1,200.00							
Vendor 05521				NW Natural Gas				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-021-109500	219.13	149733-8	02/23/2015					03/11/2015
001-025-177500	156.38	148988-9	02/23/2015					03/11/2015
001-028-213500	497.84	148922-8	02/23/2015					03/11/2015
001-029-224500	46.46	2643701-2	02/23/2015					03/11/2015
005-005-507000	279.93	363279-1	02/23/2015					03/11/2015
Vendor Total:	1,199.74							
Vendor 05641				Oak Lodge Sanitary				
003-003-304000	73,951.58	23-155001	02/28/2015					03/11/2015
Vendor Total:	73,951.58							
Vendor 05675				Office Depot - supplies				
001-022-124500	11.31	754855220001	02/10/2015					03/11/2015
001-021-113000	31.07	754855220001	02/10/2015					03/11/2015
001-022-124500	9.79	754855444001	02/10/2015					03/11/2015
001-021-113000	34.80	753160666001	01/30/2015					03/11/2015
001-021-113000	9.22	753160605001	01/30/2015					03/11/2015
001-025-173500	46.82	1756391351	02/04/2015					03/11/2015
001-024-156500	63.82	752621291001	01/28/2015					03/11/2015
001-024-156500	30.47	752621420001	01/28/2015					03/11/2015
005-005-507000	24.99	1754569541	01/29/2015					03/11/2015
005-005-507000	33.98	1756067260	02/03/2015					03/11/2015
001-024-156500	149.28	753785528001	02/04/2015					03/11/2015
Vendor Total:	445.55							
Vendor 05679				Office Max - paper				
001-021-113000	49.59	294099	01/30/2015					03/11/2015
Vendor Total:	49.59							
Vendor 05706				One Call - utility notification				
005-005-504000	85.52	5010370	01/31/2015					03/11/2015
Vendor Total:	85.52							
Vendor 06148				Oregon Patrol Service - Courtroom se				
001-022-127000	420.00	2293	02/06/2015					03/11/2015
Vendor Total:	420.00							
Vendor 06242				OR Dept Consumer/Bus - Elevator pe				
001-021-110500	197.12	115021500189	02/15/2015					03/11/2015
Vendor Total:	197.12							
Vendor 06251a				Oregon DMV - certified court print				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-024-156000	3.00	60755	01/30/2015					03/11/2015
001-024-157000	11.50	62723 013015	01/30/2015					03/11/2015
Vendor Total:	14.50							
Vendor 06320				OR Volunteer Firefighters Assn - mem				03/11/2015
001-025-176500	275.00	1716	01/07/2015					
Vendor Total:	275.00							
Vendor 06346				Oregonian - subscription				03/11/2015
001-029-227000	40.00	1974874	02/07/2015					
Vendor Total:	40.00							
Vendor 06361				Oregonian - employment ads				03/11/2015
001-021-116500	360.55	20000092519	01/31/2015					
Vendor Total:	360.55							
Vendor 06387				OUR Designs - name tags/badges				03/11/2015
001-025-174500	504.75	1725920	01/28/2015					
Vendor Total:	504.75							
Vendor 06587				Pacific Ofc Auto - copier				03/11/2015
001-029-226500	636.00	44676840	02/21/2015					
Vendor Total:	636.00							
Vendor 06640				Paramount pest control				03/11/2015
001-021-110500	52.00	73816	02/02/2015					
Vendor Total:	52.00							
Vendor 06841				Petty Cash reimbursement				03/11/2015
004-004-403000	18.24	reimburse	02/27/2015					03/11/2015
001-021-113000	48.00	reimburse	02/27/2015					03/11/2015
004-004-403000	-0.05	reimburse	02/27/2015					03/11/2015
Vendor Total:	66.19							
Vendor 06842				Petty Cash for benefit of				03/11/2015
001-029-225500	24.53	Petty Cash rein	02/27/2015					03/11/2015
001-029-229600	30.98	Petty Cash rein	02/27/2015					03/11/2015
001-029-228500	40.46	Petty Cash rein	02/27/2015					03/11/2015
Vendor Total:	95.97							
Vendor 07021				PG&E				03/11/2015
001-021-109500	609.68	177405 4	02/25/2015					03/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
005-005-507000	585.57	266353 8	02/25/2015					03/11/2015
001-021-109500	676.15	358308 1	02/25/2015					03/11/2015
003-003-302500	48.88	493493 7	02/25/2015					03/11/2015
005-005-508000	15.78	822837 7	02/25/2015					03/11/2015
Vendor Total:	1,936.06							
Vendor 07027				Portland Habilitation Center	Portland Habilitation - janitorial			
001-025-176000	294.14	86198	01/31/2015					03/11/2015
001-021-108500	403.74	86197	01/31/2015					03/11/2015
001-025-176000	294.14	86454	02/28/2015					03/11/2015
Vendor Total:	992.02							
Vendor 07060m				Portland Windustrial Co	Portland Windustrial - supplies			
003-003-303000	22.50	101201 02	02/12/2015					03/11/2015
003-003-303000	630.31	101201 00	02/04/2015					03/11/2015
Vendor Total:	652.81							
Vendor 07468j				JustinReisner	J. Reisner reimb - fuel			
001-025-173000	4.61	reimb	02/14/2015					03/11/2015
Vendor Total:	4.61							
Vendor 07468r				NealReisner	N. Reisner reimb - Clack Cities Dinne			
001-021-114500	11.73	Reimb	02/27/2015					03/11/2015
Vendor Total:	11.73							
Vendor 07488s				RH Media Services LLC	RH Media - IT support/new servers			
008-008-806700	17,812.78	70	02/27/2015					03/11/2015
Vendor Total:	17,812.78							
Vendor 07510m				Ricoh USA Inc	Ricoh copier			
001-025-173500	440.49	94100179	02/03/2015					03/11/2015
Vendor Total:	440.49							
Vendor 07514				Rigging Products Inc	Rigging products - supplies			
004-004-407000	82.95	226541	02/10/2015					03/11/2015
003-003-303000	1,384.01	226500	02/09/2015					03/11/2015
Vendor Total:	1,466.96							
Vendor 07518				Righteous Clothing	Righteous Clothing - embroidery			
001-025-174500	40.00	64929	02/19/2015					03/11/2015
Vendor Total:	40.00							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 07709		San Diego Police Equipment Co. Inc.		San Diego Police Eq - supplies				
001-024-161500	423.81	616126	02/03/2015					03/11/2015
Vendor Total:	423.81							
Vendor 07717r		Satcom Global		SatCom - SIM Card - contract rate				
001-024-164600	42.75	ASO2150172	02/01/2015					03/11/2015
Vendor Total:	42.75							
Vendor 07780		SeaWestern		SeaWestern - Shields				
001-025-182000	120.85	182013	02/09/2015					03/11/2015
Vendor Total:	120.85							
Vendor 07873		ServiceMaster of Oregon		ServiceMaster - janitorial supplies				
001-029-225000	160.35	154941	02/12/2015					03/11/2015
001-029-228000	1,035.00	154771	02/01/2015					03/11/2015
Vendor Total:	1,195.35							
Vendor 07905		Sierra Springs		Sierra Springs - water				
001-024-161000	44.24	5338633 02021	02/02/2015					03/11/2015
Vendor Total:	44.24							
Vendor 07951		Simplex Grinnell LP		SimplexGrinnell - fire ext inspection				
001-025-175500	78.75	80932716	01/16/2015					03/11/2015
001-025-175500	856.94	81034535	02/18/2015					03/11/2015
Vendor Total:	935.69							
Vendor 08022		JeffSmith		Smith reimb - awards plaques				
001-021-117000	207.04	reimb	02/24/2015					03/11/2015
Vendor Total:	207.04							
Vendor 08205		Stein Oil Co. Inc.		Stein Oil - gasoline				
001-026-194000	83.22	CL07910	02/15/2015					03/11/2015
001-028-214000	59.87	CL07910	02/15/2015					03/11/2015
004-004-407000	55.80	CL07910	02/15/2015					03/11/2015
005-005-504000	211.90	CL07910	02/15/2015					03/11/2015
001-025-173000	261.60	CL07896	02/15/2015					03/11/2015
001-024-155000	1,014.46	CL07949	02/15/2015					03/11/2015
Vendor Total:	1,686.85							
Vendor 08276e		Sunny Day Productions, Inc.		Sunny Day - Studio time				
001-024-161000	77.50	44676	02/11/2015					03/11/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	77.50							
Vendor 08402				Thayer - clock radio				03/11/2015
001-022-124500	40.00	919381-0	02/09/2015					
Vendor Total:	40.00							
Vendor 08465				Tigard Sand & Gravel - materials				03/11/2015
005-005-507000	968.43	179865	02/07/2015					
Vendor Total:	968.43							
Vendor 08494h				Tim's Machine & Repair - man hole cc				03/11/2015
003-003-303000	175.00	3194	02/27/2015					
Vendor Total:	175.00							
Vendor 08530				TOP industrial - adapter/supplies				03/11/2015
001-025-182000	59.20	79217	02/26/2015					
003-003-303000	243.26	79194	02/25/2015					03/11/2015
Vendor Total:	302.46							
Vendor 08566				Traffic Safety Supply Co. Inc.				03/11/2015
005-005-508500	226.00	993378	01/30/2015					
Vendor Total:	226.00							
Vendor 08637				TVFR - Feb 2015				03/11/2015
001-025-173000	2,146.33	571344	02/01/2015					
Vendor Total:	2,146.33							
Vendor 08652				TVFR - FLEET outside supplies				03/11/2015
009-009-905000	975.00	3381	02/27/2015					
001-025-173000	2,146.33	571345	03/02/2015					03/11/2015
Vendor Total:	3,121.33							
Vendor 08666p				Two Girls Catering - GFD - annual ba				03/11/2015
001-025-175000	1,483.00	annual banquet	02/28/2015					
Vendor Total:	1,483.00							
Vendor 08798				Upstart - prizes/shirts				03/11/2015
001-029-229600	1,472.50	5507497	01/26/2015					
Vendor Total:	1,472.50							
Vendor 08943c				Verizon				03/11/2015
005-005-507000	104.24	9739470644	02/18/2015					

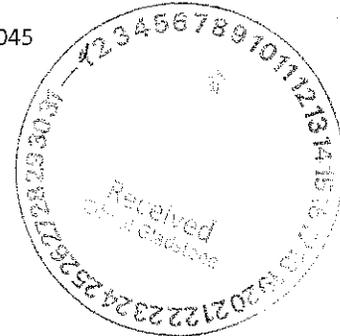
Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-025-177800	342.17	9740830519	02/19/2015					03/11/2015
005-005-507000	40.01	9740830522	02/19/2015					03/11/2015
001-024-161000	570.35	9740830518	02/19/2015					03/11/2015
001-024-164000	330.64	9740830520	02/19/2015					03/11/2015
001-024-164000	238.03	9740830521	02/19/2015					03/11/2015
001-024-164000	542.37	9740830523	02/19/2015					03/11/2015
Vendor Total:	2,167.81							
Vendor 08970				Video Store Shopper - DVD cases				
001-029-225500	178.71	IN712205	02/10/2015					03/11/2015
Vendor Total:	178.71							
Vendor 08983				Vision Marketing - name tags				
001-025-181700	77.55	1466	02/03/2015					03/11/2015
Vendor Total:	77.55							
Vendor 09257				Willamette Valley Printing - Wilson bi				
001-022-125000	145.00	38186	02/20/2015					03/11/2015
001-021-113000	220.00	38179	02/20/2015					03/11/2015
Vendor Total:	365.00							
Vendor 09281				City of Wilsonville - Clack Assn Dinn				
001-021-114500	70.00	21727	11/04/2015					03/11/2015
Vendor Total:	70.00							
Vendor 09281t				Wilsonville Lock - key fob				
001-021-110500	143.00	2388	02/05/2015					03/11/2015
Vendor Total:	143.00							
Report Total:	453,047.67							



CORRESPONDENCE



14275 S. Clackamas River Drive * Oregon City, OR 97045



February 6, 2015

Mr. Peter Boyce
City of Gladstone
525 Portland Avenue
Gladstone, OR 97207

RE: Repurposing portions of LO Pipeline for Regional Purposes

Dear Mr. Boyce,

The Clackamas River Water Providers (CRWP) is a coalition of municipal drinking water providers that draw water from the Clackamas River and is made up of representatives from the City of Estacada, the City of Lake Oswego, City of Tigard, Clackamas River Water, the North Clackamas County Water Commission (City of Gladstone and Oak Lodge Water District), South Fork Water Board (Oregon City and West Linn), and Sunrise Water Authority (Happy Valley and Damascus). Collectively we provide drinking water to approximately 400,000 people in Clackamas County.

As you know the Clackamas River is the sole source for most of water providers making us all vulnerable if anything was ever to happen to the River making it unusable as a drinking water source. For this reason, the CRWP for the past year has been working with its members to conduct an Alternative Water Supply Study to identify other potential water sources, and emergency interties that could move water around between Clackamas water providers if needed.

The Oregon Resilience Plan acknowledges that Oregon's water and wastewater systems are especially vulnerable to damage resulting from a Cascadia subduction zone earthquake. And that re-establishing water and wastewater service will be a crucial element in the overall recovery of communities after a Cascadia subduction zone earthquake.

CRWP members are interested in pursuing repurposing or making adjustments to existing and new Raw Water Pipelines (RWP) and Finished Water Pipelines (FWP) within the LOTWP water system to provide emergency water supply into the City of Gladstone water system. In operation, this proposed system of connections and interconnecting piping would convey treated water from the LOTWP system to the Gladstone system either by gravity from the Waluga service zone storage facilities, or via pumping from the new LOTWP WTP Finished Water Pump Station (FWPS). During an emergency supply scenario, it is assumed that LOTWP system supply for Tigard demands would be reduced to free up supply to the Gladstone system.

6-1

For this project to move forward several pieces of Lake Oswego's old pipeline that is to be either abandon or donated to the City of West Linn and the City of Gladstone would have to donated back to Lake Oswego or not abandoned, so that they could be reused for the purpose of a regional emergency intertie. These sections are outlined below.

For West Linn:

“Pipe segments currently slated to be donated to West Linn or to be abandoned, but that must remain in possession of Lake Oswego and not abandoned are as follows:

- a. 24-inch diameter finished water pipe (FWP) segment 1 - From the intersection of Cedar Oak Drive and Hwy 43 east on Cedar Oak to Old River Road; then south on Old River Road to Kenthorpe Way; then east on Kenthorpe Way to the water treatment plant.
- b. 27-inch diameter raw water pipe (RWP) segment 1 – From the WTP east to Nixon Street; then south on Nixon Street to the end of Mapleton Drive.”

For Gladstone:

“Pipe segments currently slated to be abandoned, but that must remain in place and not abandoned are as follows:

- a. 27-inch diameter raw water pipe (RWP) – From the boat ramp at Meldrum Bar Park along Meldrum Bar Park Road to River Road; then southeast on River Road to E. Gloucester Street; then northeast on E. Gloucester St. to Beatrice Avenue; then south on Beatrice Avenue to E. Clarendon St.”

The purpose of this letter is to outline the intent of CRWP members to move forward with this project. As the project moves forward additional agreements will need to be made that would outline funding allocations, outline a timeline for project completion, and establish a timeframe for developing a secondary agreement which would determine asset ownership and long term operation, maintenance, and renewal obligations. Understanding that a more formal agreement process may be required, we are looking for feedback from you by March 31, 2015 regarding your city council’s general approval of the requested donation of assets.

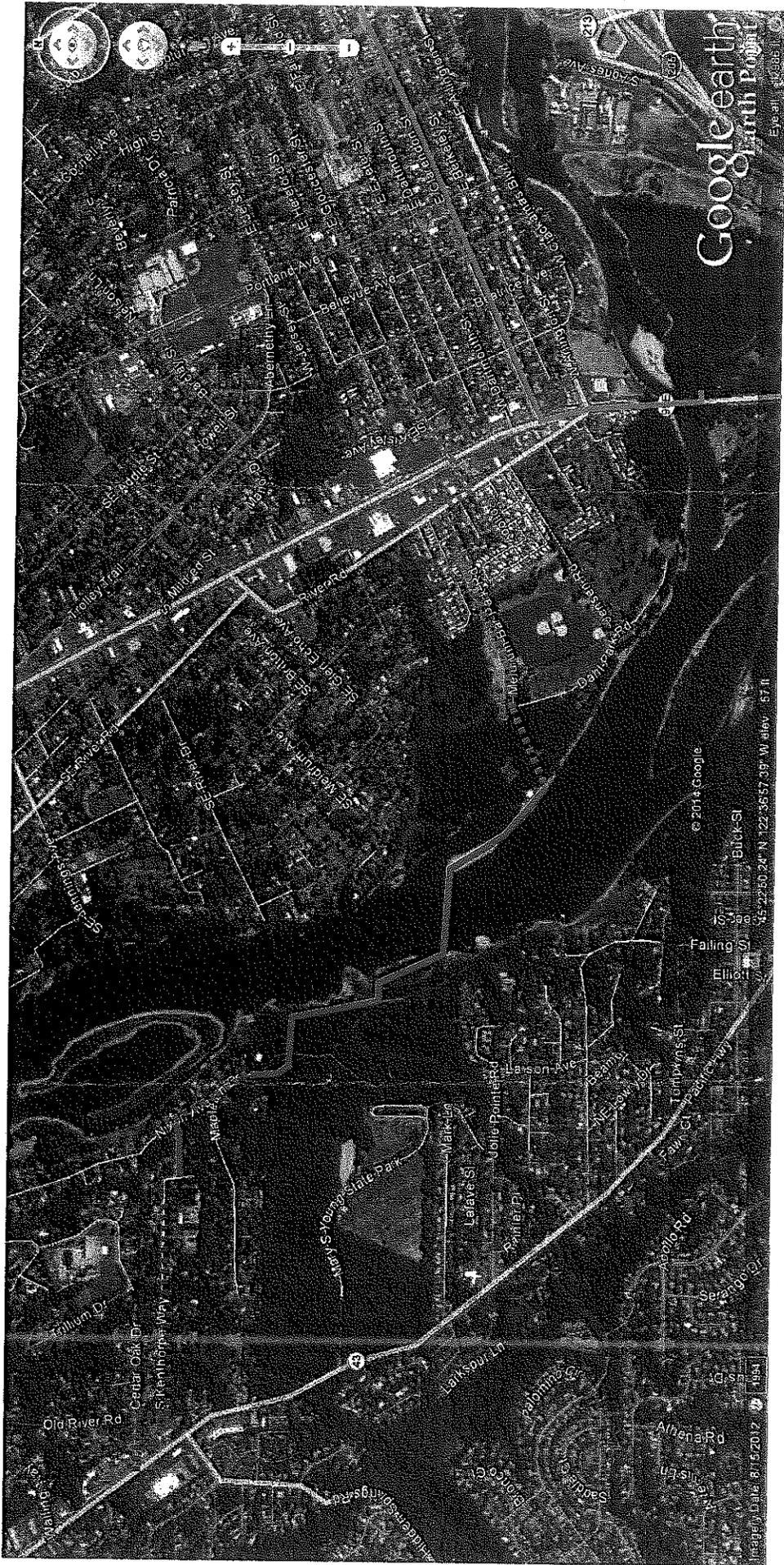
If you have any question regarding this project or need more information please contact me or Kim Swan at (503)723-3510.

Sincerely,



Wade Hathhorn
CRWP Chair

6-2



**LAKE OSWEGO - TIGARD
EXISTING RAW & FINISHED WATER PIPELINES**

Existing Finished Water Pipeline
(to be abandoned) *****

Gladstone Waterline

Existing Raw Water Pipeline

Existing Raw Water Pipeline
(to be abandoned) *****

Ildiko Nelson
I.N. Business
630 Stonehill Drive
Mailing: PO Box 517
Gladstone, OR 97027

COPY

February 5, 2015

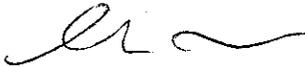
Jolene Morishita
Assistant to City Administrator
City of Gladstone
Business License
525 Portland Ave
Gladstone, OR 97027

Dear Jolene,

I have enclosed my 2015 Business License Renewal. I wanted to express my complete disappointment in the City of Gladstone's process and communication in regards to raising the 2015 business license fee.

My business license fee for a home occupation office went from \$35.00 in 2014 to \$160.00 in 2015, which is outrageous (2015 includes the number of employee's fee of \$10.00). That means the cost of doing business in Gladstone went up over 4.5 times in just one year; an increase of almost 400%, which is not supportive of local businesses. I have had a home office for almost ten years in the Portland Metropolitan area and last year was the first time that I had to ever register and pay a business license fee in a particular city. I am very disappointed that there was no notice to the public or business owners about such a hike in the business license fee increase in one year's time. In the letter I received from your office for the 2015 Business License Application Form, it does not explain the reason for the increase or what it will be used for. I even read the monthly Gladstone newsletter and not once did I see it mentioned that the business license fee will have a fee increase for the year 2015.

Best regards,



Ildiko Nelson
Local Gladstone Business Owner
I.N. Business
503-961-2946

January 2015

To: the City Council
City of Gladstone

Thanking the City of Gladstone,
Fire Dept, Library, Pat Mc Mahon
and the Santa Mack toy Drive for
yet another successful year of
giving to the Gladstone SDA Food
Pantry and Community Center.

The donations enable us
to feed approximately 380 people
or 140 families emergency food boxes
each month. In addition, the
yearly Santa Mack toy drive makes
it a truly joyful holiday season
for the local children. The toys are
given out all year long. The food
donated equals out to approximately
1400 pounds.

Looking forward to another
successful year of giving.

Chris Binder, Director
Gladstone SDA



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: March 2, 2015
Meeting Date: March 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

An Ordinance Amending Chapter 2.04 of the Gladstone Municipal Code to Change the Meeting Time for City Council Meetings

History/Background

City Council requested staff prepare an ordinance to change the starting time for city council meetings. The attached resolution would allow the regular monthly meetings on the second Tuesday of the month to be held at 6:30 p.m.

Proposal

Adopt ordinance 1455.

Options

City council could choose not to adopt ordinance 1455. Council meetings would then continue to start at 7:30 p.m.

Cost Impact

None.

Recommended Staff Action

Staff recommends city council adopt ordinance 1455.

Department Head: N/A
Date:

Administration: Pete Boyce
Date: 03/10/2015

ORDINANCE NO. 1455

AN ORDINANCE AMENDING CHAPTER 2.04 OF THE GLADSTONE MUNICIPAL CODE TO CHANGE THE MEETING TIME FOR CITY COUNCIL MEETINGS

WHEREAS, the Section 13 of the Gladstone City Charter requires that the City Council hold at least one meeting per month, but authorizes City Council to designate the day, time and location of the City Council meeting; and

WHEREAS, the City of Gladstone has held its City Council meetings at 7:30 p.m. on the second Tuesday of every month for many years as set forth in current Gladstone Municipal Code 2.04.010 ("Time and place designated"); and

WHEREAS, the City Council desires to change the time for City Council meetings to 6:30 p.m. given the increased time needed to conduct City business, but Council desires to otherwise continue to hold its City Council meetings on the second Tuesday of each month; and

WHEREAS, although Council wishes to continue holding City Council meetings primarily at City Hall as is the current practice, there may be circumstances when it is more appropriate to hold the meeting elsewhere; and

WHEREAS, Council therefore desires to remove the City Code requirement that all Council meetings must be held at City Hall, and to also remove the location address of City Hall as described in GMC 2.04.010 because that address may change in the future;

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

Section 1. Section 2.04.010 of the Gladstone Municipal Code is hereby amended to read as follows. New language appears as underlined text; deleted language appears as ~~strikethrough~~ text.

"2.04.010 Time and place designated.

(1) The regular monthly meeting of the City Council ~~of the city should~~ will be held on the second Tuesday of each month at the hour of ~~seven thirty~~ six-thirty p.m., ~~in at a location as specified in the meeting notice, the City Hall located on the northeast corner of Portland Avenue and Dartmouth Street.~~

(2) City Council meetings should be held at City Hall unless circumstances make it more appropriate to hold the meeting elsewhere."

Section 2. Except as herein amended, Section 2.04.010 of the Gladstone Municipal Code will remain in full force and effect.

Section 3. This Ordinance takes effect 30 days from its adoption.

Adopted by the Common Council for the City of Gladstone this ____ day of March, 2015.

Dominick Jacobellis, Mayor

ATTEST:

Jolene Morishita, Assistant City Administrator

City of Gladstone Staff Report

Report Date: March 3, 2015
Meeting Date: March 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Sewer Master Plan Request for Proposals

History/Background

City Council has ordered master plans to be developed for the sanitary sewer system and transportation system/street. Staff has developed a solicitation to receive proposals to develop said plans and sent copies of the sanitary sewer RFP to all consultants in the Portland metro area. The City did not receive any sanitary sewer proposals by the February 24, 2015 deadline. Some companies cited concerns regarding the contract dispute regarding our water and stormwater master plans that has now been resolved. City Council requested more information regarding the process for soliciting professional services. An analysis by the City Attorney will be forwarded on March 4, 2015 and posted as additional information to the council packet on-line. Solicitations will be mailed, e-mailed directly to consultants, advertised in the Daily Journal of Commerce and the city website.

Proposal

Consider options as outlined by the City Attorney regarding solicitation process.

Options

N/A

Cost Impact

Costs will include staff time to negotiate agreement with consultant. Staff time will also be involved in master plan development providing information, monitoring and coordinating with the selected consultant.

Recommended Staff Action

Staff recommends council authorize advertisement of the master plan requests.

Department Head: N/A
Date:

Administration: Pete Boyce
Date: 03/03/2015

City of Gladstone
Formal Solicitation for Engineering Consulting Services

Request for Proposal (RFP) to Provide a
Street Master Plan and Transportation System Plan Update

Due Date: April 3, 2015

City of Gladstone Public Works
525 Portland Ave.
Gladstone, OR 97027

City of Gladstone, Oregon
Street Master Plan and Transportation System Plan Update
Request for Proposals from Prequalified Engineering Consultants

The City of Gladstone (City) seeks a qualified engineering consultant or consultant team to develop a Street Master Plan(SMP) and Transportation System Plan (TSP)Update for its road and street infrastructure that will enable the City to identify necessary system upgrades and improvements and document funding requirements. The Master Plan will also assist the City to address current and long-term future infrastructure needs. The planning horizon for this study will be 20 years into the future. Qualified consultants or consultant teams are asked to respond to this request.

Within the requested project scope and budget, proposing consultants or consultant teams are asked to recognize a key element to project success is use of an efficient and cost-effective strategy for completion of the master plan and transportation system plan update.

Project Name: Engineering Consulting Services – City of Gladstone Street Master Plan and Transportation System Plan Update

Proposal Schedule: The Request for Proposals (RFP) will be distributed via e-mail to the consultant's project manager identified for each prequalified consultant or consultant team. A pre-submission meeting will not be held for this project. Questions related to the RFP must be submitted in writing to the City's point of contact.

Project Schedule:	Proposal due:	April 3, 2015
	Interviews (if necessary):	April 6, 2015
	Awarded consultant notified:	April 15, 2015
	Scope and fee negotiation complete:	April 24, 2015
	City Council approval:	April 28, 2015
	Project completion:	December 31, 2015

City's Point of Contact: Pete Boyce, City of Gladstone Administrator
boyce@ci.gladstone.or.us

All questions related to this RFP must be submitted in writing via e-mail. The City will provide a response to questions, and as necessary, the City will issue a project addendum/clarification to those prequalified consultants or consultant teams.

I. BACKGROUND

A. City Description

The City of Gladstone is a primarily developed residential community located in Clackamas County, Oregon. The Clackamas River borders the city on the south and the Willamette River on the west. There is little vacant or undeveloped land available within the city limits. The principal land use within the city is residential. The major transportation corridors of Interstate 205 (I-205) and Highway 99 East (99E) run through the city. Commercial land use is primarily isolated to the corridor along Highway 99E and I-205. The population of Gladstone is approximately 11,400 and the city encompasses approximately 1,500 acres.

B. Existing Infrastructure

Over 40 miles of general purpose roadways traverse the City of Gladstone, serving a range of functions based on established classification standards, from providing direct local access to residential properties, connecting intra-urban activity centers, such as schools, commercial districts, and public service centers, and accommodating interurban access to regional activity centers and general through traffic. Of this total over 36 miles are city-owned and for whom full maintenance responsibility is held. The State of Oregon is responsible for approximately 1.66 miles of major arterials (99-E) and freeway (I-205).

C. Project Goals and Objectives

The City has identified specific project goals and objectives. Proposals submitted for consideration should reference these goals and objectives in the submittal of a statement of understanding (see Section III). The goals and objectives are as follows:

1. Meet pertinent regulatory (federal, state, and local) requirements.
2. Create usable documents that can be easily referenced, revised, updated, and used as tools to aid in fiscal evaluations, planning and policy decisions.
3. Maintain project schedule and budgetary commitments efficiently and effectively.
4. Develop, prioritize, and provide estimated costs for specific capital improvement projects.
5. Engage the City Council and internal and external stakeholders as appropriate.

II. PROJECT SCOPE AND DELIVERABLES

The selected engineering consultant or consultant team shall develop a scope of work to address the following project elements and any additional elements that may be necessary or required within the allowable budget provisions. In addition, the consultant or consultant team may be asked to perform any or all of the following supplementary services, contingent upon project budget: identify compliance requirements to meet transportation planning regional requirements, assess current street conditions and identify maintenance and construction projects:

- Review the City's previous TSP. Collaborate with City staff or perform necessary investigation and field work to obtain missing data needed for preparing the SMP/TSP.
- Review existing documents that pertain to the development of the SMP/TSP.
- Identify stakeholders and regulatory agencies that are affected by or have a direct interest in this SMP/TSP. Communicate with stakeholders and regulators to receive and address input and concerns that may affect the SMP/TSP, including but not limited to, Clackamas County, Oregon Department of Transportation (ODOT) and METRO.
- Account for changes to the transportation network and population growth in the City and the Portland metropolitan region, and ensure consistency with state, regional, and county plans. Evaluate and recommend modeling software appropriate for the City.

- The Proposed TSP must be consistent with state land use and transportation guidelines and the transportation plans of the State of Oregon and Clackamas County (County), and will be developed in cooperation with the Oregon Department of Transportation (ODOT) and County. The Proposed TSP will be produced as an amendment to the City of Gladstone's Comprehensive Plan.
- Develop a prioritized list of capital improvement projects (CIP) to address capital needs to. The CIP should consider the known structural condition of the street system.
- The CIP list should also consider the estimated costs and timing of each recommended project.
- Conduct a street fee study and recommend fees that will support on-going maintenance of the system and proposed CIP's.

Additional project objectives include:

- Assess the City's current TSP and address identified deficiencies.
- Revise the planned system of connected streets and intersections in the current TSP to serve planned land uses and to address local as well as regional transportation needs.
- Develop concept-level designs for transportation improvements.
- Establish general design standards for off-road bicycle/pedestrian facilities.
- Consider the financial feasibility of improvement alternatives and identify funding mechanisms and strategies.
- Develop a prioritized Implementation Plan which considers both public and private investments, development code requirements and procedures and other actions needed to support Plan implementation.
- Identify necessary amendments to the City's Comprehensive Plan, Development Code, Roadway Standards, and Capital Improvement Program project list to implement Proposed TSP. Ensure *Final* products are sufficiently detailed for implementation through adoption into regulatory documents as appropriate.
- Conduct a planning process that meets all state and local code provisions for amendments to a local comprehensive plan, development code, and engineering design standards if applicable. Ensure coordination with stakeholder agencies including Metro, ODOT, and County.
- Comply and be consistent with all applicable state, regional and local land use and transportation-related mandates, including but not limited to the 1999 Oregon Highway Plan (OHP) (as amended in 2006), 2003 Highway Design Manual (HDM), and ODOT access management rule OAR 734-051.
- Utilize the ODOT Transportation System Planning Guidelines if available.
- Ensure the development and selection of solutions address social, environmental and financial impacts.

Preparation and adoption of the Proposed TSP for the City will provide the following benefits:

- Enable transportation facilities to adequately support planned land uses over the next 20 years;
- To the extent possible, provide context, certainty and predictability for the siting of new roadways, transit, pedestrian and bicycle facilities, and other transportation related improvements;
- Help reduce the cost and maximize efficiency of public spending on transportation facilities and services by coordinating land use and transportation decisions;
- Identify and make land use code and guideline revisions needed to protect and develop a safe and efficient transportation system;
- Assess financial feasibility and funding options for transportation improvements.

III. INSTRUCTIONS FOR PROPOSERS

The submitted proposal shall be a maximum of 14 pages, not including a one-page cover letter and resumes.

A. Proposal Format

The following elements must be contained in the submitted proposal.

1. Cover letter (1 page) – Not included in the total page count. The cover letter shall describe the consultant or consultant team's interests in performing the range of services anticipated and identify the consultant or consultant team's project manager/primary contact person for this contract.
2. Project Team Roles and Responsibilities (2 pages) – A project organization chart and description of the roles of key staff shall be provided and shall correlate with the tasks identified in the scope of work. Include an estimate of staff's availability to work on the project. Identify the project manager, lead scientists, or other professionals for each major discipline including flow monitoring lead, hydrologic and hydraulic modeler, financial consultant, other key personnel and the length of tenure each has with the project team's proposed firm(s).
3. Project Team Experience (3 pages) – Proposer shall provide project descriptions of up to five completed projects in the last 5 years that involved other similar projects with other government agencies. Proposer shall include a list of references associated with each of these projects including the contact name, title, agency, phone number, e-mail address, and mailing address; the initial and final project fee; and the initial and actual project completion date.
4. Statement of Understanding (2 pages) – Provide a statement of understanding, confirming the proposing consultant or consultant team's understanding of the City's goals and objectives outlined in Section I.C of this RFP. The statement of understanding shall also include a description of the requirements for the project (as understood by the consultant or consultant team) and identification of major issues anticipated for the project.
5. Project Approach and Scope of Work (5 pages) – Proposer shall prepare a project approach that discusses how the consultant or consultant team will approach this project. Include a scope of work, highlighting (at a minimum) a description of the tasks and activities necessary to meet the City's objectives and project elements outlined in Section II, the primary team members responsible for each task, and the deliverables resulting from each task. Include any suggestions of additional work tasks that could be performed in conjunction with or subsequent to the project elements outline in Section II.
6. Quality Assurance and Control Measures (1 page) – Provide a description of the quality assurance and control methods to be employed on the project. Specifically highlight management methods, tools, and personnel that will be used to ensure that the project deliverables are completed on schedule and within budget.
7. Schedule (1 page, 11 by 17 inches allowed) – Provide a proposed project schedule identifying the key tasks, their duration and sequence, and key milestone dates.
8. Resumes – Provide resumes (maximum 2 pages each) for each key staff member. Resumes should include recent experience regardless of the type of project to demonstrate the abilities of the proposed staff. Provide professional registration number and state of registration for registered personnel.

B. Proposal Submittal Requirements

Each proposer's submission in response to this RFP must:

1. Be clear and concise, printed double-sided, and within the allowable page number. A page is defined as one side of an 8.5 by 11-inch sheet that would contain text, figures,

graphs, charts, or any other graphic. Text must be no smaller than 11 point font with 0.5-inch margins. For the project schedule, an 11 by 17-inch single-sided page will be allowed and counted as one page.

2. Follow the outline as detailed in Section III.A. Emphasis should be concentrated on accuracy, clarity, and completeness.
3. Include four (7) paper originals (marked as such) and four (4) CD/DVD copies of the proposal that include the consultant or consultant team's name and name of the proposed project manager. Label all CD/DVD(s) accordingly.
4. Provide documents and CD/DVD(s) submitted in a sealed envelope, plainly marked as "Proposal to Provide Street Master Planning and TSP Services" and include the lead firm's name and address.
5. Be received by the City of Gladstone's Administrator's Office, 525 Portland Avenue, Gladstone, OR 97027 no later than 3:00 pm April 3, 2015.

IV. EVALUATION PROCEDURES/SELECTION PROCESS

A. Selection Process

The selection committee may be comprised of City staff, staff from other local jurisdictions who have recently conducted similar master planning efforts and others as the City deems necessary. Submittals will be scored as outlined in Section IV.B. A ranking of the submittals will be developed based on the individual scoring. Interviews may be conducted if multiple proposals are ranked too closely and/or the scoring is tied.

The City may request additional information from proposing teams once submittals are obtained. Dates or deadlines may change at the City's discretion.

B. Scoring/Evaluation Criteria

The selection committee will score submittals in accordance with the following general evaluation criteria and point allocation:

- Project Understanding (15%), specifically how well the team understands the tasks required to complete the project while demonstrating an understanding of the City's identified goals and objectives within the proposal.
- Project Approach and Scope of Work (40%), with an emphasis on clarity in the presentation of the detailed scope of work and identification of potential cost saving measures and efficiencies. Costs are an important factor for the City and will be considered in the context of the proposed scope of work.
- Project Team and Experience (35%), emphasizing the abilities, qualifications, and past experience of key staff that will work on specific tasks as identified in the proposed scope of work.
- Project Management, Quality Control, and Schedule (10%), approach including quality assurance and control methods, and how the project manager intends to ensure cost control and maintain project schedule.

A maximum total of 100 points is available for the proposal. If interviews are held, interview scoring will be added to the proposal score to determine the final rankings of the proposers.

C. Disqualifications and Limitations

The City reserves the right to disqualify incomplete or late submittals or waive minor defects in proposals submitted. The City also reserves the right to accept or reject any or all submittals received; to cancel this RFP at any time; or to modify and reissue this RFP, if it is in the best interest of the City. This RFP does not commit the City to award a contract, to pay any costs incurred in preparation of a response to this RFP, or to procure or contract services outlined in this RFP.

Any documentation submitted to the City in response to this RFP and not withdrawn prior to the closing date shall, upon receipt by the City, become the property of the City.

D. Non-Discrimination Statement

The City is an equal opportunity employer. The City's programs, services, and employment opportunities are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

E. Qualification Protest

A person may protest a qualification decision in accordance with protest procedures set forth in the Oregon Model Public Contract Rules (OAR 137-048-0240).

V. TERMS AND CONDITIONS

A. Development of a Scope of Services and Award of Contract

The City will negotiate a scope of work and fee with the top ranked consultant or consultant team and recommend to City Council for final approval. Award of the contract is subject to approval by City Council.

Following agreement of a scope of work and fee between the City and the awarded consultant or consultant team and the approval of the scope and fee by City Council, the City will enter into a Professional Services Agreement (Agreement) with the awarded consultant or consultant team. The City reserves the right without limitation to do the following:

1. Determine acceptability of the Agreement;
2. Modify its selection of the awarded consultant or consultant team if any provisions of the Agreement are not mutually acceptable;
3. Enter into Agreement with the next highest ranked consultant or consultant team in the event the originally selected consultant or consultant team defaults or fails to execute the Agreement; and
4. Take any other action regarding this RFP or the selection of the awarded consultant or consultant team that would be in the best interest of the City.

B. Payment

Billings and progress reports shall be submitted monthly for services provided for the previous month. Compensation shall be based on hours expended for services provided in conjunction with the hourly rates.

City of Gladstone
Formal Solicitation for Engineering Consulting Services

Request for Proposal (RFP) to Provide a
Sanitary Sewer Master Plan

Due Date: February 24, 2015

City of Gladstone Public Works
525 Portland Ave.
Gladstone, OR 97027

**City of Gladstone, Oregon
Sanitary Sewer Master Plan Development
Request for Proposals from Prequalified Engineering Consultants**

The City of Gladstone (City) seeks a qualified engineering consultant or consultant team to develop a Sanitary Sewer Master Plan (SSMP) for its sanitary sewer infrastructure that will enable the City to identify necessary system upgrades and improvements and document funding requirements. The Master Plan will also assist the City to address current and long-term future infrastructure needs. The planning horizon for this study will be 20 years into the future. Qualified consultants or consultant teams are asked to respond to this request.

Within the requested project scope and budget, proposing consultants or consultant teams are asked to recognize a key element to project success is use of an efficient and cost-effective strategy for completion of the master plan.

Project Name: Engineering Consulting Services – City of Gladstone Sanitary Sewer Master Plan

Proposal Schedule: The Request for Proposals (RFP) will be distributed via e-mail to the consultant's project manager identified for each prequalified consultant or consultant team on . A pre-submission meeting will not be held for this project. Questions related to the RFP must be submitted in writing to the City's point of contact.

Project Schedule:	Proposal due:	February 24, 2015
	Interviews (if necessary):	February 27, 2015
	Awarded consultant notified:	March 2, 2015
	Scope and fee negotiation complete:	March 9, 2015
	City Council approval:	March 10, 2015
	Project completion:	November 20, 2015

City's Point of Contact: Pete Boyce, City of Gladstone Administrator
boyce@ci.gladstone.or.us

All questions related to this RFP must be submitted in writing via e-mail. The City will provide a response to questions, and as necessary, the City will issue a project addendum/clarification to those prequalified consultants or consultant teams.

I. BACKGROUND

A. City Description

The City of Gladstone is a primarily developed residential community located in Clackamas County, Oregon. The Clackamas River borders the city on the south and the Willamette River on the west. There is little vacant or undeveloped land available within the city limits. The principal land use within the city is residential. The major transportation corridors of Interstate 205 (I-205) and Highway 99 East (99E) run through the city. Commercial land use is primarily isolated to the corridor along Highway 99E and I-205. The population of Gladstone (per the 2008 records) was 12,215 and the city encompasses approximately 1,500 acres.

B. Existing Utility Services/Programs

The City owns and operates a sanitary sewer system consisting of 125,000 linear feet of piping ranging in diameter from 2 to 24 inches. The City also owns two sanitary pump stations that are operated by Clackamas County that will be part of this study. Sanitary flows are conveyed from the City to either the Oak Lodge Sanitary District Water Reclamation Facility or the Clackamas County Tri-City Water Pollution Control Plant for treatment. The study area for this plan is the current and planned sanitary sewer utility service area for the City, which includes the current city limits as well as the City's unincorporated urban planning area (see Exhibit A). The City's sanitary sewer system is currently being mapped electronically in CAD and ESRI-based geographic information system (GIS) formats and should be available to the selected consultant or consultant team.

Pump station flow data are available from the Clackamas County Gladstone Pump Station. A manhole level sensor recording diversion of flow at Portland Avenue from early 2012 is also available. No other flow data have been collected in the City's system.

Additional information that can be provided reasonably from existing records will be available to the proposers upon request.

The City does not have an existing stand-alone sanitary sewer master plan or a comprehensive list of capital improvement projects related to the sanitary system.

C. Project Goals and Objectives

The City has identified specific project goals and objectives. Proposals submitted for consideration should reference these goals and objectives in the submittal of a statement of understanding (see Section II). The goals and objectives are as follows:

1. Meet pertinent regulatory (federal, state, and local) requirements.
2. Create usable documents that can be easily referenced, revised, updated, and used as tools to aid in fiscal evaluations, planning and policy decisions.
3. Maintain project schedule and budgetary commitments efficiently and effectively.
4. Develop, prioritize, and provide estimated costs for utility-specific capital improvement projects.
5. Engage the City Council and internal and external stakeholders as appropriate.

II. PROJECT SCOPE AND DELIVERABLES

The selected engineering consultant or consultant team shall develop a scope of work to address the following project elements and any additional elements that may be necessary or required within the allowable budget provisions. In addition, the consultant or consultant team may be asked to perform any or all of the following supplementary services, contingent upon project budget: identify compliance requirements to meet the Capacity Management Operations and Maintenance regulations, including spill response; and develop an infiltration/inflow (I/I) abatement program. Project elements that may be beneficial but not required for completion of the project may be presented in the scope of work as optional tasks. Preparation of this document shall consider the following:

- Review the City's sanitary sewer mapping and GIS database for any missing data needed for the development of the SSMP. Collaborate with City staff or perform necessary investigation and field work to obtain missing data needed for mapping, modeling, and analysis associated with preparing the SSMP.
- Review existing documents that pertain to the development of the SSMP, including 1990 Clackamas County Tri-City Facilities Plan, Intergovernmental Agreement between the City of Gladstone and Clackamas County, and relevant permits.
- Identify stakeholders and regulatory agencies that are affected by or have a direct interest in this SSMP. Communicate with stakeholders and regulators to receive and address input and concerns that may affect the SSMP, including but not limited to, Clackamas County, Oak Lodge Sanitary District, and the Oregon Department of Environmental Quality.
- Use smoke testing and dye testing techniques to identify any immediate short-term improvements that will greatly benefit the development of the SSMP.
- Identify and implement any flow monitoring needed to evaluate the capacity of the existing sanitary system and to support future modeling efforts.
- Evaluate and recommend modeling software appropriate for the City. Recommendation of an appropriate hydrologic and hydraulic model should consider the functional needs of City staff. Determine the extent of the model for the City's specific needs.
- Develop a prioritized list of capital improvement projects (CIP) to address short-term capital needs to eliminate I/I from the system. The CIP should consider the known structural condition of the collection system as well as consider alternative solutions, such as I/I abatement and coordination with the City's draft stormwater master plan. This CIP program will identify future modeling effort to develop further understanding of the City collection system, include recommendations related to operations and maintenance practices and/or development policies in the CIP as applicable.
- The CIP list should also consider the estimated costs and timing of each recommended project and any necessary changes in rates or connection fees needed to fully fund the CIP.
- Conduct a rate study and recommend rates that will support on-going maintenance of the system and proposed CIP's. Review the City's current bases and rate factors for assessing sanitary sewer system development charges, research bases and rate factors used by similar jurisdictions, and make recommendations for retention or revision of the City's current approach.

III. INSTRUCTIONS FOR PROPOSERS

The submitted proposal shall be a maximum of 14 pages, not including a one-page cover letter and resumes.

A. Proposal Format

The following elements must be contained in the submitted proposal.

1. Cover letter (1 page) – Not included in the total page count. The cover letter shall describe the consultant or consultant team's interests in performing the range of services anticipated and identify the consultant or consultant team's project manager/primary contact person for this contract.

10-12

2. Project Team Roles and Responsibilities (2 pages) – A project organization chart and description of the roles of key staff shall be provided and shall correlate with the tasks identified in the scope of work. Include an estimate of staff's availability to work on the project. Identify the project manager, lead scientists, or other professionals for each major discipline including flow monitoring lead, hydrologic and hydraulic modeler, financial consultant, other key personnel and the length of tenure each has with the project team's proposed firm(s).
3. Project Team Experience (3 pages) – Proposer shall provide project descriptions of up to five completed projects in the last 5 years that involved sanitary sewer master planning for municipal agencies and related projects including sanitary sewer system development charge and utility rate studies, projects that included developing long-range cost estimates for sanitary sewer projects, projects involving sanitary sewer modeling, and other similar projects with other government agencies. Proposer shall include a list of references associated with each of these projects including the contact name, title, agency, phone number, e-mail address, and mailing address; the initial and final project fee; and the initial and actual project completion date.
4. Statement of Understanding (2 pages) – Provide a statement of understanding, confirming the proposing consultant or consultant team's understanding of the City's goals and objectives outlined in Section I.C of this RFP. The statement of understanding shall also include a description of the requirements for the project (as understood by the consultant or consultant team) and identification of major issues anticipated for the project.
5. Project Approach and Scope of Work (5 pages) – Proposer shall prepare a project approach that discusses how the consultant or consultant team will approach this project. Include a scope of work, highlighting (at a minimum) a description of the tasks and activities necessary to meet the City's objectives and project elements outlined in Section II, the primary team members responsible for each task, and the deliverables resulting from each task. Include any suggestions of additional work tasks that could be performed in conjunction with or subsequent to the project elements outline in Section II.
6. Quality Assurance and Control Measures (1 page) – Provide a description of the quality assurance and control methods to be employed on the project. Specifically highlight management methods, tools, and personnel that will be used to ensure that the project deliverables are completed on schedule and within budget.
7. Schedule (1 page, 11 by 17 inches allowed) – Provide a proposed project schedule identifying the key tasks, their duration and sequence, and key milestone dates.
8. Resumes – Provide resumes (maximum 2 pages each) for each key staff member. Resumes should include recent experience regardless of the type of project to demonstrate the abilities of the proposed staff. Provide professional registration number and state of registration for registered personnel.

B. Proposal Submittal Requirements

Each proposer's submission in response to this RFP must:

1. Be clear and concise, printed double-sided, and within the allowable page number. A page is defined as one side of an 8.5 by 11-inch sheet that would contain text, figures, graphs, charts, or any other graphic. Text must be no smaller than 11 point font with 0.5-inch margins. For the project schedule, an 11 by 17-inch single-sided page will be allowed and counted as one page.
2. Follow the outline as detailed in Section III.A. Emphasis should be concentrated on accuracy, clarity, and completeness.
3. Include four (4) paper originals (marked as such) and four (4) CD/DVD copies of the proposal that include the consultant or consultant team's name and name of the proposed project manager. Label all CD/DVD(s) accordingly.

4. Provide documents and CD/DVD(s) submitted in a sealed envelope, plainly marked as "Proposal to Provide Sanitary Sewer Master Planning Services" and include the lead firm's name and address.
5. Be received by the City of Gladstone's Administrator's Office, 525 Portland Avenue, Gladstone, OR 97027 no later than 3:00 pm February 24, 2015.

IV. EVALUATION PROCEDURES/SELECTION PROCESS

A. Selection Process

The selection committee will be comprised of City staff, staff from other local jurisdictions who have recently conducted similar master planning efforts and others as the City deems necessary. Submittals will be scored as outlined in Section IV.B. A ranking of the submittals will be developed based on the individual scoring. Interviews may be conducted if multiple proposals are ranked too closely and/or the scoring is tied.

The City may request additional information from proposing teams once submittals are obtained. Dates or deadlines may change at the City's discretion.

B. Scoring/Evaluation Criteria

The selection committee will score submittals in accordance with the following general evaluation criteria and point allocation:

- Project Understanding (15%), specifically how well the team understands the tasks required to complete the project while demonstrating an understanding of the City's identified goals and objectives within the proposal.
- Project Approach and Scope of Work (40%), with an emphasis on clarity in the presentation of the detailed scope of work and identification of potential cost saving measures and efficiencies. Costs are an important factor for the City and will be considered in the context of the proposed scope of work.
- Project Team and Experience (35%), emphasizing the abilities, qualifications, and past experience of key staff that will work on specific tasks as identified in the proposed scope of work.
- Project Management, Quality Control, and Schedule (10%), approach including quality assurance and control methods, and how the project manager intends to ensure cost control and maintain project schedule.

A maximum total of 100 points is available for the proposal. If interviews are held, interview scoring will be added to the proposal score to determine the final rankings of the proposers.

C. Disqualifications and Limitations

The City reserves the right to disqualify incomplete or late submittals or waive minor defects in proposals submitted. The City also reserves the right to accept or reject any or all submittals received; to cancel this RFP at any time; or to modify and reissue this RFP, if it is in the best interest of the City. This RFP does not commit the City to award a contract, to pay any costs incurred in preparation of a response to this RFP, or to procure or contract services outlined in this RFP.

Any documentation submitted to the City in response to this RFP and not withdrawn prior to the closing date shall, upon receipt by the City, become the property of the City.

D. Non-Discrimination Statement

The City is an equal opportunity employer. The City's programs, services, and employment opportunities are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

E. Qualification Protest

A person may protest a qualification decision in accordance with protest procedures set forth in the Oregon Model Public Contract Rules (OAR 137-048-0240).

V. TERMS AND CONDITIONS

A. Development of a Scope of Services and Award of Contract

The City will negotiate a scope of work and fee with the top ranked consultant or consultant team and recommend to City Council for final approval. Award of the contract is subject to approval by City Council.

Following agreement of a scope of work and fee between the City and the awarded consultant or consultant team and the approval of the scope and fee by City Council, the City will enter into a Professional Services Agreement (Agreement) with the awarded consultant or consultant team.

The City reserves the right without limitation to do the following:

1. Determine acceptability of the Agreement;
2. Modify its selection of the awarded consultant or consultant team if any provisions of the Agreement are not mutually acceptable;
3. Enter into Agreement with the next highest ranked consultant or consultant team in the event the originally selected consultant or consultant team defaults or fails to execute the Agreement; and
4. Take any other action regarding this RFP or the selection of the awarded consultant or consultant team that would be in the best interest of the City.

B. Payment

Billings and progress reports shall be submitted monthly for services provided for the previous month. Compensation shall be based on hours expended for services provided in conjunction with the hourly rates.

VI. EXHIBIT

A. Map of Study Areas

City of Gladstone Staff Report

Report Date: March 3, 2015
Meeting Date: March 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Police Station Seismic Upgrade Grant – Additional Information for Consideration

History/Background

At the February 10, 2015 city council meeting council members discussed this grant opportunity and asked some questions regarding it. Staff has conducted additional research based on those questions. This report contains the information we were able to gather.

Proposal

Staff recommends City Council accept the grant award of \$360,729 to seismically upgrade the police station. By accepting the grant the City would be able to wait until the November 2015 election to determine if it wished to expend the funds. If the City were to get citizen approval for a new police facility the funds could be returned without penalty. If the City used the funds to seismically upgrade the current police facility this facility would need to remain in use for 10 years.

Options

Attached you will find the e-mail string between Maria Aikin and Gloria Zacharias, our Seismic Rehabilitation Grant Coordinator. Here are the facts as told to us:

- There is no penalty for returning the grant award as long as the City has not drawn down any funds. If the City were to draw down grant funds and then chose to not complete the project, the City would have to repay the funds that were drawn.
- If the project exceeds the 24 month deadline to complete the project there could be a penalty to the City – depending on how far past the deadline we are. If it is a short period of time past the deadline they can work with us; however if it is a year plus, there could be complications.
- The quarterly milestones as noted in the grant application are flexible. If the City were to begin the seismic upgrade work after a ballot measure in November 2015 we would still need to provide quarterly updates, but would not necessarily be held to them as currently listed. However, the project needs to be completed in 24 months from the date the contract is signed.

Cost Impact

A moving company was consulted to obtain an estimate (\$8,469) on costs related to moving the police department. The estimate is attached for your review. We've included an estimate related to moving city hall as well, though this estimate is separate from the police department estimate. There would also be an expense for moving the IT infrastructure. An estimate is still being developed but will be several thousand dollars. Leasing space for the police department or obtaining a modular building could be considered for the temporary police facility while construction is ongoing.

Recommended Staff Action

Staff recommends accepting the Seismic Upgrade grant and reevaluate following the November 2015 election.

H

Department Head
Signature

Date

City Administrator

Signature Pete Boyce Date 3/3/15

14-2

**SEISMIC REHABILITATION GRANT PROGRAM
GRANT CONTRACT**

Project Name: City of Gladstone Police Department Seismic Rehab

Project Number: EM1511

This grant contract ("Contract"), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority ("IFA"), and the City of Gladstone ("Recipient") for financing of the project referred to above and described in Exhibit B ("Project"). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

- Exhibit A: General Definitions
- Exhibit B: Project Description
- Exhibit C: Project Budget

SECTION 1 - KEY TERMS

The following capitalized terms have the meanings assigned below.

"Estimated Project Cost" means \$360,729.

"Grant Amount" means \$360,729.

"Project Closeout Deadline" means 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

"Project Completion Deadline" means 24 months after the date of the issuance of the Bonds to fund this Contract, which issuance date is _____.

SECTION 2 - FINANCIAL ASSISTANCE

The IFA shall provide Recipient, and Recipient shall accept from IFA, a grant (the "Grant") in an aggregate amount not to exceed the Grant Amount. This Grant is made from the net proceeds from the sale of the Bonds.

SECTION 3 - DISBURSEMENTS

- A. Reimbursement Basis. The Grant will be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Grant on an IFA-provided or IFA-approved disbursement request form ("Disbursement Request").
- B. Financing Availability. The IFA's obligation to make, and Recipient's right to request, disbursements under this Contract terminates on the Project Closeout Deadline.

SECTION 4 - CONDITIONS PRECEDENT

- A. Conditions Precedent to IFA's Obligations. The IFA's obligations are subject to the receipt of the following items, in form and substance satisfactory to IFA and its Counsel:
- (1) This Contract duly signed by an authorized officer of Recipient within 60 days of Recipient's receipt of this Contract document.
 - (2) A copy of the ordinance, order or resolution of the governing body of Recipient authorizing the Project and the execution, delivery and performance of this Contract.
 - (3) Such other certificates, documents, opinions and information as IFA may reasonably require.
- B. Conditions to Disbursements. As to any disbursement, IFA has no obligation to disburse funds unless all following conditions are met:
- (1) There is no Default or Event of Default.
 - (2) The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
 - (3) The IFA, in the reasonable exercise of its administrative discretion, has sufficient funding, appropriations, limitations, allotments, allocation and other expenditure authority to make the disbursement.
 - (4) The IFA (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as IFA may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.
 - (5) The Recipient has delivered documentation satisfactory to IFA that, in addition to the Grant, Recipient has available or has obtained binding commitments for all funds necessary to complete the Project.
 - (6) Any conditions to disbursement elsewhere in this Contract are met.

SECTION 5 - USE OF FINANCIAL ASSISTANCE

- A. Use of Proceeds. The Recipient shall use the Grant (and any interest earned by Recipient on the Grant) only for the activities described in Exhibit B and according to the budget in Exhibit C. The Recipient may not transfer Grant proceeds among line items in the budget without the prior written consent of IFA.
- B. Costs of the Project. The Recipient shall apply the Grant to the Costs of the Project in accordance with the Act and Oregon law, as applicable. The Grant cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project and cannot be used for pre-Award Costs of the Project, unless permitted by Exhibit B.
- C. Costs Paid for by Others. The Recipient may not use any of the Grant to cover costs to be paid for by other financing for the Project from another State of Oregon agency or any third party.

- D. Federal Tax Law Limits. Expenditures submitted for reimbursement under this Agreement are limited to expenditures for the Project that would qualify as capital expenditures for federal income tax purposes.

SECTION 6 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

The Recipient represents and warrants to IFA:

- A. Estimated Project Cost, Funds for Repayment. A reasonable estimate of the Costs of the Project is shown in section 1, and the Project is fully funded.
- B. Organization and Authority.
- (1) The Recipient is an eligible applicant under the Act, and validly organized and existing under the laws of the State of Oregon.
 - (2) The Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, (b) incur and perform its obligations under this Contract, and (c) receive financing for the Project.
 - (3) This Contract has been duly authorized and executed by Recipient, and when executed by IFA, is legal, valid and binding, and enforceable in accordance with its terms.
- C. Full Disclosure. The Recipient has disclosed in writing to IFA all facts that materially adversely affect the Project, or the ability of Recipient to perform all obligations required by this Contract. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Contract is true and accurate in all respects.
- D. Pending Litigation. The Recipient has disclosed in writing to IFA all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- E. No Defaults.
- (1) No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Contract.
 - (2) The Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party or by which the Project or its property may be bound, that would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of a material agreement, indenture, mortgage, deed of trust, or other instrument, to which Recipient is a party or by which the Project or any of its property or assets may be bound; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.
- G. Governmental Consent. The Recipient has obtained or will obtain all permits and approvals, and has made or will make all notifications, declarations, filings or registrations, required for the making and performance of its obligations under this Contract and undertaking and completion of the Project.

SECTION 7 - COVENANTS OF RECIPIENT

The Recipient covenants as follows:

- A. Notice of Adverse Change. The Recipient shall promptly notify IFA of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to perform all obligations required by this Contract.
- B. Compliance with Laws. The Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract and the Project. These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law. In particular, but without limitation, Recipient shall comply with the following, as applicable:
- (1) State procurement regulations found in the Oregon Public Contracting Code, ORS chapters 279A, 279B and 279C.
 - (2) Seismic Rehabilitation Grant Program rules found in Oregon Administrative Rules chapter 123, division 51.
 - (3) State labor standards and wage rates as required by ORS chapter 279C.
- C. Project Obligations. The Recipient shall:
- (1) Provide financial status reports to IFA for each calendar quarter of the Project. Reports are due no later than the end of the month following each quarter. Reports must be in a format provided by IFA and completed in a manner determined acceptable by IFA.
 - (2) Provide performance/progress status reports to IFA for each calendar quarter of the Project. Reports are due no later than the end of the month following each quarter. Reports must be in a format provided by IFA and completed in a manner determined acceptable by IFA.
 - (3) Provide final financial status and performance/progress status reports to IFA about completion of the Project, due no later than the Project Closeout Deadline. The final reports must include totals of all Project expenditures; Recipient's certification that the Project is complete and all payments have been made; and a copy of a certificate of substantial completion or occupancy; provided however, for the purposes of this Contract, IFA will be the final judge of the Project's completion. Reports must be in a format provided by IFA and completed in a manner determined acceptable by IFA.
 - (4) Complete the Project according to the Project Description in Exhibit B and the Project Budget in Exhibit C, unless otherwise allowed in writing in advance by IFA.
 - (5) Complete the Project, including any cost overruns, using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided by IFA through this Contract.
 - (6) Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by the IFA in writing.
 - (7) Permit IFA to conduct field engineering and inspection of the Project at any time.
 - (8) Obtain and maintain as-built drawings for all facilities constructed as part of the Project.
- D. Professional Responsibility. A professional engineer or architect, as applicable, registered and in good standing in Oregon, will be responsible for the design and construction of the Project. All service providers retained for their professional expertise must be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty. The Recipient shall follow standard construction practices, such as bonding requirements for construction contractors, requiring errors and omissions

insurance, and performing testing and inspections during construction. Recipient shall cause the work on the Project to be done so that at completion of the Project the Project's seismic safety performance level will be at immediate occupancy as defined in OAR 123-051-0200(13).

- E. Use of Project. Until ten years after the Project Completion Date, the Project must be used for its existing purposes. In the case of sale, lease, exchange, abandonment, transfer or other disposition of any substantial portion of or interest in the Project to another party, Recipient shall include, in any contract or instrument that transfers interest in the Project, language in form and substance satisfactory to IFA, that requires such continued use.
- F. Operation and Maintenance of the Project. Until ten years after the Project Completion Date, Recipient shall operate and maintain the Project in good repair and operating condition so as to preserve the long term public benefits of the Project, including making all necessary and proper repairs, replacements, additions, and improvements. On or before the Project Closeout Deadline, Recipient shall adopt a plan acceptable to IFA for the on-going operation and maintenance of the Project without reliance on IFA financing and furnish IFA, at its request, with evidence of such adoption. The plan must include measures for generating revenues sufficient to assure the operation and maintenance of the Project during the usable life of the Project.
- G. Insurance, Damage. Until ten years after the Project Completion Date, the Recipient shall maintain, or cause to be maintained, insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. Nothing in this provision precludes Recipient from exerting a defense against any party other than IFA, including a defense of immunity. If the Project or any portion is destroyed, any insurance proceeds will be paid to IFA, not to exceed the Grant Amount, unless IFA agrees in writing that the insurance proceeds may be used to rebuild the Project.
- H. Sales, Leases and Encumbrances. Until ten years after the Project Completion Date, unless specifically described in Exhibit B, Recipient shall not sell, lease, exchange, abandon, transfer or otherwise dispose of any substantial portion of or interest in the Project, unless worn out, obsolete, or, in the reasonable business judgment of Recipient, no longer useful in the operation of the Project. Nevertheless, IFA may consent to such disposition if it has received 90 days' prior written notice from Recipient. Such consent may require payment of IFA's costs related to such consent and be conditioned upon receipt by IFA of an opinion of Bond Counsel to the effect that such disposition complies with applicable law and will not adversely affect the exclusion of interest on any State Bonds from gross income for purposes of federal income taxation under Section 103(a) of the Code. The term "Bond Counsel" means a law firm determined by IFA to have knowledge and expertise in the field of municipal law and whose opinions are generally accepted by purchasers of municipal bonds. In the case of sale, lease, exchange, transfer or other disposition of any substantial portion of or interest in the Project, Recipient shall, within 30 days of receipt of any proceeds from such disposition, pay such proceeds to IFA, not to exceed the Grant Amount, unless IFA agrees otherwise in writing. If Recipient abandons the Project, Recipient shall repay the Grant Amount immediately upon demand by IFA, unless otherwise agreed by IFA.
- I. Condemnation Proceeds. Until ten years after the Project Completion Date, if the Project or any portion is condemned, within 30 days of receipt of any condemnation proceeds, Recipient shall pay such proceeds to IFA, not to exceed the Grant Amount, unless IFA agrees otherwise in writing.
- J. Financial Records. The Recipient shall keep accurate books and records for the use of the Grant, and maintain them according to generally accepted accounting principles established by the Government Accounting Standards Board in effect at the time.

- K. Inspections; Information. The Recipient shall permit IFA and any party designated by IFA: (i) to inspect, at any reasonable time, the property, if any, constituting the Project; and (ii) at any reasonable time, to inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters. The Recipient shall supply any related reports and information as IFA may reasonably require.
- L. Records Maintenance. The Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract, the Project or the Grant until the date that is three years following the later of the final maturity of the Bonds or the final maturity or redemption date of any obligation, or series of obligations, that refinanced the Bonds, or such longer period as may be required by other provisions of this Contract or applicable law. Such documentation includes, but may not be limited to, all documentation necessary to establish the uses and investment of the Grant, all construction contracts and invoices detailing the costs paid from the Grant, and all contracts related to the uses of the Project, including leases, management contracts and service contracts.
- M. Economic Benefit Data. The IFA may require Recipient to submit specific data on the economic development benefits of the Project and other information to evaluate the success and economic impact of the Project, from the date of this Contract until six years after the Project Completion Date. The Recipient shall, at its own expense, prepare and submit the data within the time specified by IFA.
- N. Minority, Women & Emerging Small Business. ORS 200.090 requires all public agencies to "aggressively pursue a policy of providing opportunities for available contracts to emerging small businesses..." The IFA encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045. Additional resources are provided by the Director of Economic & Business Equity at <http://www.oregon.gov/gov/MWESB/Pages/index.aspx>. Also, the Office of Minority, Women, and Emerging Small Business at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified MWESB firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.
- O. Notice of Default. The Recipient shall give IFA prompt written notice of any Default as soon as any senior administrative or financial officer of Recipient becomes aware of its existence or reasonably believes a Default is likely.
- P. Indemnity; Release. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless the State, IFA, the Grant Selection Committee and their officers, employees, members and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorneys' fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors; however, the provisions of this section are not to be construed as a waiver of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.
- Further, Recipient hereby releases the State, IFA, the Grant Selection Committee and their officers, employees, members and agents from and against any and all claims of liability for providing funding for seismic rehabilitation that Recipient may have, including but not limited to any claims for costs, expenses, and attorneys' fees incurred by Recipient.
- Q. Further Assurances. The Recipient shall, at the request of IFA, authorize, sign, acknowledge and deliver any further resolutions, conveyances, transfers, assurances, financing statements and other instruments and documents as may be necessary or desirable for better assuring, conveying, granting, assigning and confirming the rights, security interests and agreements granted or intended to be granted by this Contract.

R. Exclusion of Interest from Federal Gross Income and Compliance with Code.

- (1) The Recipient shall not take any action or omit to take any action that would result in the loss of the exclusion of the interest on any Bonds from gross income for purposes of federal income taxation, as governed by Section 103(a) of the Code. IFA may decline to disburse the Grant if it finds that the federal tax exemption of the Bonds cannot be assured.
- (2) The Recipient shall not directly or indirectly use or permit the use of any of the Grant or any other funds, or take any action or omit to take any action, which would cause any Bonds to be "arbitrage bonds" within the meaning of Section 148(a) of the Code.
- (3) The Recipient shall not cause any Bonds to be treated as "federally guaranteed" for purposes of Section 149(b) of the Code, as may be modified in any applicable rules, rulings, policies, procedures, regulations or other official statements promulgated or proposed by the Department of the Treasury or the Internal Revenue Service with respect to "federally guaranteed" obligations described in Section 149(b) of the Code. For purposes of this paragraph, any Bonds will be treated as "federally guaranteed" if: (a) all or any portion of the principal or interest is or will be guaranteed directly or indirectly by the United States of America or any agency or instrumentality thereof, or (b) five percent (5%) or more of the proceeds of the Bonds will be (i) used in making loans if the payment of principal or interest is guaranteed in whole or in part by the United States of America or any agency or instrumentality thereof, or (ii) invested directly or indirectly in federally insured deposits or accounts, and (c) none of the exceptions described in Section 149(b)(3) of the Code apply.
- (4) Upon IFA's request, Recipient shall furnish written information regarding its investments and use of the Grant, and of any facilities financed or refinanced therewith, including providing IFA with any information and documentation that IFA reasonably determines is necessary to comply with the arbitrage and private use restrictions that apply to the Bonds.
- (5) Notwithstanding anything to the contrary, so long as is necessary to maintain the exclusion from gross income for purposes of federal income taxation of interest on any Bonds, the covenants contained in this subsection will survive the payment of the Bonds, and the interest thereon, including the application of any unexpended Grant proceeds. The Recipient acknowledges that the Project may be funded with proceeds of the Bonds and that failure to comply with the requirements of this subsection could adversely affect any exclusion of the interest on the Bonds from gross income for federal income tax purposes.

SECTION 8 - DEFAULTS

Any of the following constitutes an "Event of Default":

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Contract or in any document provided by Recipient related to this Grant or the Project, or in regard to compliance with the requirements of Section 103 and Sections 141 through 150 of the Code.
- B. The Recipient fails to perform any obligation required under this Contract, other than those referred to in subsection A of this section 8, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by IFA. The IFA may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 9 - REMEDIES

A. Remedies. Upon any Event of Default, IFA may pursue any or all remedies in this Contract, and any other remedies available at law or in equity to collect amounts due or to become due or to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to:

- (1) Terminating IFA's commitment and obligation to make any further disbursements of the Grant under the Contract.
- (2) Barring Recipient from applying for future awards.
- (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Contract; however, this provision is not to be construed in a way that Recipient's obligations would constitute debt that violates Section 10, Article XI of the Oregon Constitution.
- (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.

If, as a result of Recipient's default, IFA demands return of all or a portion of the Grant moneys or payment of interest earned on the Grant moneys, such amount shall be due and payable upon demand. IFA may deduct the amount demanded from any payment due from IFA or any other agency of the State of Oregon to Recipient, including but not limited to, any payment to Recipient from IFA under this Agreement and any payment to Recipient from IFA under any other contract or agreement, present or future, between IFA or any other agency of the State of Oregon and Recipient.

- B. Application of Moneys. Any moneys collected by IFA pursuant to section 9.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by IFA; then, to repay any Grant proceeds owed; and last, to pay any other amounts due and payable under this Contract.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to IFA is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract will preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. The IFA is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 8 of this Contract.
- D. Default by IFA. In the event IFA defaults on any obligation in this Contract, Recipient's remedy will be limited to injunction, special action, action for specific performance, or other available equitable remedy for performance of IFA's obligations.

SECTION 10 - MISCELLANEOUS

- A. Time is of the Essence. The Recipient agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
 - (2) Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
 - (3) This Contract will be binding upon and inure to the benefit of IFA, Recipient, and their respective successors and permitted assigns.

11-10

I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

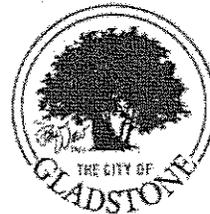
J. Integration. This Contract (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.

K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

The Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
acting by and through the
Oregon Infrastructure Finance Authority



CITY OF GLADSTONE

By: _____
Paulina Layton, Manager
Program Services Division

By: _____
Peter Boyce, City Administrator

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

/s/ Cynthia Byrnes as per email dated 17 February 2015
Cynthia Byrnes, Assistant Attorney General

11-12

EXHIBIT A - GENERAL DEFINITIONS

As used in this Contract, the following terms have the meanings below.

“Act” means ORS 401.910, as amended.

“Award” means the award of financial assistance to Recipient by IFA dated 17 December 2014.

“Bonds” means the bonds issued pursuant to Article XI-M and Article XI-N of the Oregon Constitution for seismic rehabilitation.

“C.F.R.” means the Code of Federal Regulations.

“Code” means the Internal Revenue Code of 1986, as amended, including any implementing regulations and any administrative or judicial interpretations.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Grant under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, IFA or Recipient.

“Default” means an event which, with notice or lapse of time or both, would become an Event of Default.

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient completes the Project.

EXHIBIT B - PROJECT DESCRIPTION

The Recipient shall complete a seismic rehabilitation project at the City of Gladstone Police Department to bring the building to immediate occupancy standards, including but not limited to the following upgrades:

- 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 wall and foundation along the east wall.
- New wood shear walls and foundations along the south seismic joint.
- New shear wall and foundation along the north wall.
- New wood shear wall and foundation along the west face of the 1940 construction.
- Diaphragm dragstruts and chords.

Exhibit C: Project Budget

	IFA Funds	Other / Matching Funds
Activity	Approved Budget	Approved Budget
Architectural / Engineering	\$27,182	
Construction Management	20,387	
Construction Labor / Materials	271,823	
Permitting / Inspection	14,155	
Contingency	27,182	
Total	\$360,729	

11-14

Peter Boyce

From: Maria Aikin
Sent: Tuesday, March 03, 2015 7:11 AM
To: Peter Boyce
Cc: Maria Aikin
Subject: FW: One More Question from Gladstone PD

Morning Pete,

Here is the email string requested. If there's anything else needed, please advise.

Thanks,

Maria

From: ZACHARIAS Gloria * BIZ [<mailto:Gloria.Zacharias@oregon.gov>]
Sent: Tuesday, February 17, 2015 4:31 PM
To: Maria Aikin
Subject: RE: One More Question from Gladstone PD

It would depend on how much over the two years. We could work with you if it is a short period of time but if it is going to be over a year or something we could meet with complications because the funding is bond funding and we promise when we sell the bonds the projects will be completed in a certain time frame.

From: Maria Aikin [<mailto:aikin@ci.gladstone.or.us>]
Sent: Tuesday, February 17, 2015 3:38 PM
To: ZACHARIAS Gloria * BIZ
Cc: Maria Aikin
Subject: One More Question from Gladstone PD

Gloria – I forgot to ask you about what happens if we go past the 24-month completion deadline of the grant contract? Is there a penalty and if yes, what would it consist of?

Thanks,

Maria

From: ZACHARIAS Gloria * BIZ [<mailto:Gloria.Zacharias@oregon.gov>]
Sent: Wednesday, February 11, 2015 4:06 PM
To: Maria Aikin
Subject: RE: Questions from Gladstone PD

Please see below for the answers to your questions. Please feel free to contact me if you need more information.

From: Maria Aikin [<mailto:aikin@ci.gladstone.or.us>]
Sent: Wednesday, February 11, 2015 3:39 PM
To: ZACHARIAS Gloria * BIZ
Cc: Maria Aikin
Subject: Questions from Gladstone PD

Hi Gloria –

As you know, our city council is in the process of making the final decision as to whether or not we should move ahead with the seismic upgrade to our PD building. At last night's council meeting they asked a couple of questions that I need your help in answering.

First, could you send me a blank copy of the contract used for this transaction so we could take some time to read and evaluate the specifics of the obligation.

I am sending a draft contract to all of our recipients. Our contract folks have been sending me contracts on a daily basis so as soon as I have the draft for the Gladstone project I will forward it to you.

Second, can you confirm in writing that there would not be any financial penalties if we accept the grant and then for some reason don't proceed with the project and don't use any of the funds. (Or conversely, at what point would there be a financial penalty invoked?).

There is no penalty for returning the award as long as you have not drawn down any funds. If you were to draw down funds and not complete the project you would have to repay the funds that were drawn.

The council's current plan is to have a ballot measure regarding a new police &/or city hall building on the November ballot – and how and when the seismic upgrade work would proceed might depend on the outcome of that ballot. A new library building, previously approved by voters, is also in the mix. From what the council said last night it seems likely we will move ahead with the seismic upgrade either way, but they are looking in detail at what any potential financial risks might be.

If I could get this information this week, it would be appreciated. Council is meeting again later this month to discuss this issue and our staff report update is due to our city administrator by next Tuesday (2/17/15).

Please call or email if you have any questions. Appreciate your help.

Thanks,

Maria

Maria Aikin

Executive Assistant

Gladstone Police Dep't

(503) 557-2798 office

(503) 650-8938 fax

(503) 747-9350 cell

aikin@ci.gladstone.or.us

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Peter Boyce

From: Maria Aikin
Sent: Tuesday, March 03, 2015 7:17 AM
To: Peter Boyce
Cc: Maria Aikin
Subject: FW: DRAFT Contract for Council Review

From: ZACHARIAS Gloria * BIZ [mailto:Gloria.Zacharias@oregon.gov]
Sent: Thursday, February 19, 2015 11:32 AM
To: Maria Aikin
Subject: RE: DRAFT Contract for Council Review

We have no problem with the city returning all of the funds after the November vote if the city decides to build a new building. Once the building has been seismically retrofitted we do expect it to be used and not demolished at least for a certain period of time. We are certainly open to discussion on how long of a term this would be if the city's circumstances change. I think it is important to remember that it would take some time to design and build a new building and relocate the department to that new building. I am not sure what the time frame is that the city is looking at for this but that might be a consideration also. Hope this helps.

From: Maria Aikin [mailto:aikin@ci.gladstone.or.us]
Sent: Thursday, February 19, 2015 10:46 AM
To: ZACHARIAS Gloria * BIZ
Cc: Maria Aikin
Subject: FW: DRAFT Contract for Council Review

Hi Gloria –

Could you please look at the attorney's concerns/questions below and respond accordingly.

Thanks,

Maria

Maria Aikin
Executive Assistant
Gladstone Police Dep't

(503) 557-2798 office
(503) 650-8938 fax
(503) 747-9350 cell
aikin@ci.gladstone.or.us

From: James Pryde
Sent: Thursday, February 19, 2015 9:20 AM
To: Maria Aikin
Subject: FW: DRAFT Contract for Council Review

Please help with this to see if Gloria can provide what the city attorney is suggesting-

Thank you

From: Peter Boyce
Sent: Thursday, February 19, 2015 4:33 AM
To: James Pryde
Subject: FW: DRAFT Contract for Council Review

Jim,

Could you please follow up on this?

Thanks,

Pete

Peter J. Boyce | City Administrator
City of Gladstone
525 Portland Avenue
Gladstone, OR 97027
Office: 503.557.2767
Cell: 503.347.4568
E-mail: boyce@ci.gladstone.or.us
Web: www.ci.gladstone.or.us

From: Shane Abma [<mailto:Shane@gov-law.com>]
Sent: Wednesday, February 18, 2015 5:39 PM
To: Peter Boyce
Subject: RE: DRAFT Contract for Council Review

Pete,

Per the contract, the City must use the "Project" (i.e. building with upgrades) for 10 years absent written agreement by IFA. If the City sells the building (rather than demolish), it must put language in the sell or lease of the building requiring use of the building. 7(E).

There are also "notice" provisions regarding any "adverse" facts that might impact the Project [7(A)] and a requirement that the City actually "complete" the Project unless otherwise allowed in writing by IFA. 7(c)(4).

I think your concerns regarding giving the funds back and using the building for 10 years are valid. I would inform IFA of the possibility of the election results, which could impact this Project, and get something in writing that the City can give the funds back depending on the election results. I don't think IFA will have a problem with the City giving all funds back unless it can show it will incur costs as a result or that the City's grant damaged another viable recipient, etc. I would just get it in writing because the Grant doesn't contemplate giving the funds back.

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As for the 10-year use, the Grant as currently written is pretty clear that the building needs to be used and maintained for 10 years. Whether IFA would agree to alter this is up to them of course, but you are justified in being concerned about that provision.

Best,

Shane Abma
Attorney
BEERY ELSNER & HAMMOND, LLP
1750 SW Harbor Way, Suite 380
Portland, OR 97201
503.802.0014
www.gov-law.com

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 Please consider the environment before printing this email.

From: Peter Boyce [<mailto:boyce@ci.gladstone.or.us>]
Sent: Wednesday, February 18, 2015 3:23 PM
To: Shane Abma
Subject: FW: DRAFT Contract for Council Review

Shane,

Attached is the contract for the Police Department seismic upgrade grant.

Pete

Peter J. Boyce | City Administrator
City of Gladstone
525 Portland Avenue
Gladstone, OR 97027
Office: 503.557.2767
Cell: 503.347.4568
E-mail: boyce@ci.gladstone.or.us
Web: www.ci.gladstone.or.us

From: James Pryde
Sent: Wednesday, February 18, 2015 3:09 PM
To: Peter Boyce
Subject: RE: DRAFT Contract for Council Review

Duh -

From: Peter Boyce
Sent: Wednesday, February 18, 2015 3:08 PM
To: James Pryde
Subject: RE: DRAFT Contract for Council Review

I think you forgot the attachment

From: James Pryde
Sent: Wednesday, February 18, 2015 3:06 PM
To: Peter Boyce
Subject: DRAFT Contract for Council Review
Importance: High

This just came in and is just a draft and is not the one we would sign. For the council to review if you like. Sorry it's late.

Jim Pryde, Chief of Police
Gladstone Police Department
535 Portland Avenue
Gladstone, OR 97027
503-557-2765
pryde@ci.gladstone.or.us

"Life is a great big canvas; throw all the paint you can at it."
- Danny Kaye



66 SE Morrison St.
Portland, OR 97214
503.810.2770

www.allservicemoving.com

Proposal for Services

Maria Aikin
Gladstone Police Department
535 Portland Avenue
Gladstone, OR 97027

All Service Moving, LLC both welcomes and appreciates the opportunity to consult with you regarding your relocation needs in the Portland Metro area or any location where you may have moving needs.

Through many years of seasoned experience, All Service Moving LLC believes there is a system and procedure for the most efficient relocation of office and plant facilities of all types. Our experience ranges across a diversified spectrum from planning to transportation and we consistently strive for perfection of these methods.

In addition, we can provide rigging and crane services and we have a division solely dedicated to the installation and disassembly of furniture systems. Furthermore, we have other divisions dedicated to special products handling, household goods relocation, warehousing, and record storage management that can be tailored to meet your specific needs. We have the capability to fit your specific situation from inventory management to interstate and around the world transportation.

Attached are some of the reasons why we at All Service Moving LLC believe that you have found the solution to your current relocation challenges. If we can be of assistance in any way, please do not hesitate to contact me at **my office at 503-810-2770 or my cell 503-867-5594.**

Jeff Church
Commercial Accounts
503-810-2770
C: 503-867-5594

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503.810.2770

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IT GOES WITHOUT SAYING...

A successful move is the result of complete, carefully drawn plans and meticulously executed actions. We feel each plan must reflect the attention to detail that will meet all your moving requirements and expectations. Our goal is to create a consistent and concise plan that will involve a minimum of interruption to your flow of business.

When moving day arrives, we feel there should be no unanswered questions. In the flow of executing the move plan, we use only moving crews that are trained to maintain a continuous flow of furniture and equipment. Supervisors are positioned to hold the crew accountable in maintaining the time and sequence charts that we have established throughout our joint planning.

Let's take it step-by-step...

THE PROFESSIONAL/MOVE TEAM CONCEPT

The Professional Team is the planning group. In most moves it will include all the management resources our company has to offer. These resources will offer their numerous skills and talents in such areas as the survey, estimate, list of inventory along with the vital meetings with you and your organization's members. Our Professional Team is involved in all the phases of the planning functions which also include the intricate details of coding and marking locations for your goods and furniture to specific areas of your facility.

The Move Team is the group that executes the move plan into action. Their job is to carry out all the functions of the plan into a well-organized and consistent flow. Our team of employees not only possesses the skill necessary to handle your goods and furniture; they are also trained to handle all types of sensitive equipment with the proper tools and knowledge to ensure damage free movement. In addition, they have the training to mesh with the Professional Team, so that color codes and numerical sequences are integrated into an efficient flow and completion of the relocation plan.

AN ESSENTIAL PART OF THE PLAN

Prior to your move, our Professional Team will need a drawing or blueprint of your new location. It will be your organization's designated representative's responsibility to work with our Professional Team to properly code the blueprints and establish the proper sequence schedules for the relocation.

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HOW WE'LL MAKE IT WORK FOR YOU

Trucks, vans and trailers: All Service Moving has a large fleet of local road equipment necessary for your relocation needs. Our inventory includes air-ride vans, bobtail trucks and flatbed trailers. Each of our trailers and vans is equipped with furniture pads, refrigerator dollies, magnesium walkboards and logistical strap restraints.

Moving equipment: Our equipment inventory includes "J" bars, heavy equipment skates, cranes, forklifts, roll-a-lifts that are capable of lifting 5,000 pounds and a knowledgeable and trained moving team that is prepared to handle all types of relocation challenges.

Specialized moving equipment:

- Four-wheel dollies, gondolas, and library carts* reduce handling to save time and money in your move.
- Picture carts* are used to transport pictures posters, wallboards and glass table tops.
- "Auto-bottom" cartons* do not require assembly or tape. These easy-to-use cartons are delivered flat and only need to be pulled open for the bottom to fall into place. Once the cartons are loaded the tab is folded to close the container and they are ready to be transported. Considering the large amount of cartons that will be used to pack desks, filing cabinets and bookcases, these re-usable cartons can save your organization time and energy.

Protection of floors, doors and elevators: We will provide an adequate amount of tempered Masonic to protect all types of flooring as well as protective covering for doors as necessary at both origin and destination. If needed, we will install elevator pads and protection as well.

Operating authority: We operate by the authority of the Oregon Public Utilities Commission under the rules and regulations they have established as well as interstate transportation authority through our affiliation with Allied Van Lines.

A FINAL NOTE

Judging a mover's value: We suggest the criteria for choosing your mover should be clearly defined before the beginning of your evaluation and the information you require should be thoroughly documented in the mover's proposal, we suggest the proposal should include the following details:

- Statement of company's commitment and experience.
- Equipment definition and availability.
- State of quality and availability of crew.
- Relocation adaptability – origin and destination.
- Relocation equipment inventory.
- Identification plan (color-coding).
- Move preparation guide.
- Detailed operational move plan.

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- Type and amount of packing material needed.
- Arrangements with third-party vendors.
- Total cost of relocation.
- Hourly rates for packing and moving.

Request not only written references, but if time permits, witness a move by each of the competing movers. An on-site examination of mover's performance is strongly encouraged. It is important to be attuned to subtleties such as:

- Is the staff uniformed, clean and neat?
- Are the elevators adequately padded?
- Do the crewmembers handle pieces as if they were their own?

Talk to the mover's client.

- Has rapport been good throughout the relocation?
- What services did the mover provide that other moves could not?
- Has the mover's performance met expectations?

It is not just the bottom-line dollar of a relocation that can adequately measure a mover. It is a combination of the factors we described along with innovation, planning and acceptance your relocation challenges that are the true measure of mover and the value you receive from their service.

Scope/description of work: Moving office furniture, fixtures and equipment for both the Gladstone Police Department as well as for Gladstone City Hall into either storage units, outside offices or office trailers while seismic upgrade remodel is done. After completion of remodel, all furniture fixtures and equipment will be moved back into original office space. This will be broken down between the Police Department and City Hall.

Gladstone Police Department segment of move:

Move out (includes disassembling modular furniture):

Day 1 – 7 men and 2 trucks @ \$298/hour for 8 hours = \$2,384

Day 2 – 6 men and 2 trucks @ \$264/hour for 6 hours = \$1,584

Move in (includes reassembly of modular furniture)

Day 1 – 7 men and 2 trucks @ \$298/hour for 8 hours = \$2,384

Day 2 – 6 men and 2 trucks @ \$264/hour for 6 hours = \$1,584

(continued on next page)

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Packing material:

75 (1.5 cube) boxes @ \$2.30/box = \$172.50

35 (3.0 cube) boxes @ \$3.90/box = \$136.50

6 rolls of packing tape @ \$4/roll = \$24.00

50 lbs of packing paper @ \$1/lb = \$50.00

20 units of shrink wrap @ \$7.50/unit = \$150

8 machine carts

5 panel carts

Total packing material = \$533

Total Estimate (Gladstone Police Department) = \$8,469

Gladstone City Hall segment of move:

Move out (includes disassembly of modular furniture)

8 men and 3 trucks @ \$362/hour @ 8 hours = \$2,896

Move in (includes reassembly of modular furniture)

8 men and 3 trucks @ \$362/hour @ 8 hours = \$2,896

Packing material:

60 (1.5 cube) boxes @ \$2.30/box = \$138.00

20 (3.0 cube) boxes @ \$3.90/box = \$78.00

4 rolls of packing tape @ \$4/roll = \$16

40 lbs of packing paper @ \$1/lb = \$40

15 units of shrink wrap @ \$7.50/unit = \$112.50

6 machine carts

5 panel carts

Total packing materials = \$384

Total Estimate (Gladstone City Hall) = \$6,176

Total Estimate for both = \$14,645

(continued on next page)

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****All items will be have damage coverage of \$0.60/lb per item**

****A 25% deposit may be required to reserve a day(s) for the move.**

****If client cancels or reschedules the move date 4 days or less prior to move date, a three hour minimum charge for the scheduled crew may be charged.**

If you accept this estimate, please sign below and email back to:
jchurch@allservicemoving.com.

Signed _____

Dated _____

Company _____

Title _____

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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 Plan has been completed; council adoption is expected Oct/Nov 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.

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			
2			
3			
4			
5			
6			

7			
8			

G. Property Information

1. Project name	Gladstone Police Department
2. Project address	535 Portland Ave., Portland, OR
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	
13. Replacement cost of contents stored in the building	
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 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	\$
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.

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

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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:

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

Date

Signature

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.

City of Gladstone

Staff Report

Report Date: February 27, 2015
Meeting Date: March 10, 2015
To: Pete Boyce, City Administrator
From: Irene Green, Library Director

AGENDA ITEM

Approval of the Gladstone Public Library's Policy Manual.

History/Background

Over the past decade the library operated on an insufficient number of policies resulting in unclear direction for staff and poor customer service for many library users. The manual attached will give clear guidelines on the expectations of library services and materials ensuring that the library's operations run effectively and efficiently.

A draft of the *Gladstone Public Library's Policy Manual* was presented to City Council on January 13, 2015 to see if the library was on track with council's expectations. The Library Director presented changes made to the document reflecting suggestions made by Councilman Sieckmann. The question Councilman Sieckmann noted regarding the legality of library staff conducting searches of a patron's property, whom they suspect of theft, was sent to the city attorney for clarification.

The document, as presented to city council on the January 13th, contained an adaptation of Clackamas County's Behavior Ordinance. There was discussion about adopting the county's ordinance, however, additional changes were needed to reflect the city's organizational structure.

Council felt that the Policy Manual was on track and the Library Director could proceed with the final draft. The document was sent to the City Attorney for final legal review.

Proposal/Options

The Policy Manual was completed with the changes and corrections suggested by the city attorney. The one area to bring to city council's attention is with the Behavior Policy. The current policy council has now contains a behavior policy. The suggested ordinance was deleted. However, there are four options council can consider should they choose to do so.

1. Choose not to adopt a policy or ordinance on behaviors.
2. Adopt the policy manual written as is with a behavior policy specific for the library. This is what is recommended by staff as it would give library staff clear guidelines as to what they can and cannot do. Should council decide to adopt behavior guidelines for the

library to use, the city attorney has recommended go this route as policies can be amended much easier than an ordinance.

3. Adopt a behavior ordinance for the library.
4. Adopt a behavior ordinance that would cover all city departments.

COST IMPACT

There is no cost impact to adopt these policies.

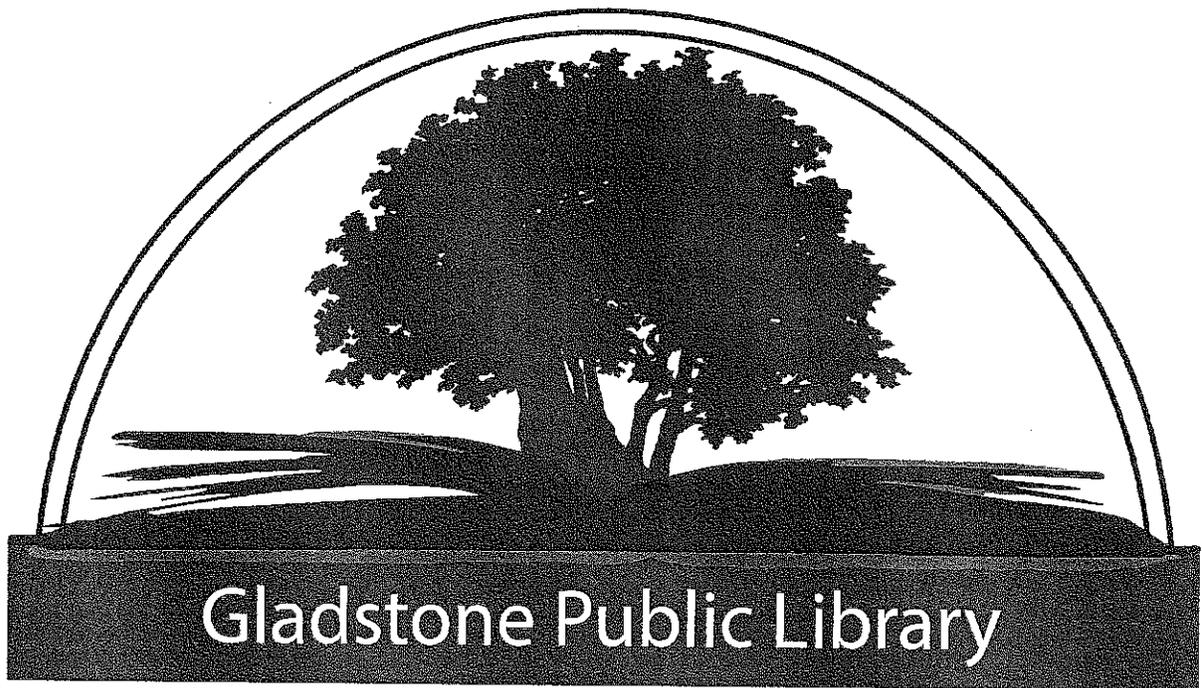
RECOMMENDED STAFF ACTION

To review and approve the policies.

Department Head: Irene Green
Signature

Date

City Administrator: Pete Boyce
Signature Date



Gladstone Public Library

**Policy Manual
Council Review
March 2015**

Gladstone Public Library Policy Manual

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2 PHILOSOPHY AND EXPECTATIONS

2.1 MISSION STATEMENT

The Gladstone Public Library will be recognized as a dynamic and transformational force in the community by creating an environment that nurtures intellectual freedoms, inspires curiosity, connects people with resources, supports new technologies, and contributes to the success of the community.

2.2 ETHICS STATEMENT

Library staff has a responsibility to maintain high ethical standards in accordance with library policies and to preserve the confidentiality of patron records.

2.3 EXPECTATIONS

It is the policy of the Gladstone Public Library Board that library users may expect a high quality of service that includes:

- Courtesy
- Reliable information
- Access to materials and information from other libraries and agencies
- Consideration of suggestions, complaints, and praise
- Confidentiality of patron records
- An atmosphere conducive to the use of the library

2.4 ENVISIONED FUTURE

The Gladstone Public Library is recognized as being indispensable to our community's success in lifelong education, economic growth and workforce development.

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3 LIBRARY STRUCTURE AND ORGANIZATION

3.1 GLADSTONE PUBLIC LIBRARY

The Library Director manages the operations of the library and is directly responsible to the city manager who supervises all city departments.

The Gladstone Public Library is a member of the Library District of Clackamas County. This District was created by a vote of the people of Clackamas County and operates under the provisions of intergovernmental agreements approved by the City of Gladstone and the Library District of Clackamas County. The District provides the cities with: an automated library system and related telecommunications; courier services; database management services including creating/acquiring MARC format bibliographic records; inter-library loan services; and inter and intra-regional cooperative planning.

3.2 GLADSTONE PUBLIC LIBRARY BOARD

The Gladstone Public Library Board shall act in accordance with the provisions of Chapter 2.25, Ordinance No 1072 of the Gladstone Municipal Code and in accordance with Oregon Revised Statutes (ORS) 357.465.

3.2.1 MEMBERS/TRUSTEES

The Gladstone Public Library Board shall be composed of five (5) volunteers who are not officers or employees of the city. Board members shall be appointed by the Gladstone City Council and must be residents of Clackamas County and of the Gladstone Public Library service area. A majority of board members must be residents of the city of Gladstone.

Board members shall be appointed or reappointed for four (4) year terms, staggered so that there will always be holdover members. No member shall hold appointment as a member for more than two full consecutive terms. Any person may be appointed again to the board after an interval of one year. (ORS 357.465[3]). The terms of office shall commence on the first day of the calendar year and trustees shall serve until their successors are appointed. Each member shall have one vote.

The Library Director shall sit with the board, provide information and reports, and take part in its discussions or deliberations. The Director shall have no vote on any matter to come before the board. A member of the Gladstone City Council may sit on the Gladstone Public Library Board and act as a liaison and a nonvoting member.

If a board member has three (3) consecutive absences without prior notification from regular meetings, he/she shall be replaced with the new member being appointed by the Gladstone City Council. Appointments to fill a board vacancy shall be for the remainder of the unexpired term. If

necessary to establish continuity of membership, appointments may be made for less than a four year term.

3.2.2 OFFICERS

Officers of the board shall be the Chair and the Treasurer and shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the board. They shall be elected by the board at its first meeting in each calendar year to serve for one year or until their successors are elected. The officers may serve two consecutive terms in the same office. The chair shall preside over meetings, name committees, and call special meetings when it is deemed necessary. The treasurer shall preside in the absence of the chair.

The treasurer shall keep the books and submit financial reports at each regularly scheduled meeting of the board. The books shall be audited annually by an independent auditor. The Library Board's funds, or fund, shall be maintained separately from the city budget. These funds will be for the benefit of the Gladstone Public Library and obtained from sales, gifts, devices or bequests. The expenditure of such funds will be the sole responsibility of the board based on policies which it establishes.

The Library Director, or his/her duly authorized representative, shall serve as secretary to the board and keep a record of all its actions (ORS 357.470).

3.2.3 POWERS AND DUTIES

The board shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinance or resolutions of the city of Gladstone and general laws of this state. The board shall:

Advise the Library Director on policy matters pertaining to the Gladstone Public Library;

Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-standing needs of the community;

Make recommendations to the City Council regarding matters as outlined above;

Recommend to the City Council prospective board members based upon review of a standard application form and possible personal interview as Board vacancies occur;

Serve as an autonomous body to represent the needs, interests, and desires of the entire service area of the library;

Participate actively in the goals, aims and purposes of the Library Information Network of Clackamas County; and

Perform such other related duties as requested by the City Council

3.2.4 MEETINGS

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The board shall establish a regular time and place for meetings and shall adopt such rules it deems necessary to conduct its business. The annual meeting of the Gladstone Public Library Board shall be held in January. Meetings shall be scheduled monthly. A meeting date may be changed or cancelled by the chair with prior notice to the membership.

Special meetings may be called by the chair and/or upon the written request of two or more members of the board. The purposes of the meetings shall be stated in the call and business discussed at the special meetings shall be limited to those matters listed in the call for the meeting. Except in cases of emergencies, at least seven days' notice shall be given.

Three members shall constitute a quorum.

3.2.5 COMMITTEES

The board shall establish all standing and special or adhoc committees. The chair shall appoint chairs of the committees with the approval of the board. Chairs shall select their committee members. Committee members may consist of the general public, library users, and/or library staff, depending on the nature and purpose of the committee. Charges to the committees will be expressly stated. Standing committee terms shall coincide with the term of the appointed officer.

3.2.6 AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Gladstone Public Library Board in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the Gladstone Public Library Board may adopt.

3.2.7 AMENDMENTS

Bylaws of the Gladstone Public Library Board may be amended at any regular meeting of the Gladstone Public Library Board by a two-thirds (2/3) vote of those present, provided notice of such amendment has been given in writing to all board members at least seven days prior to the meeting.

3.3 GLADSTONE PUBLIC LIBRARY FOUNDATION

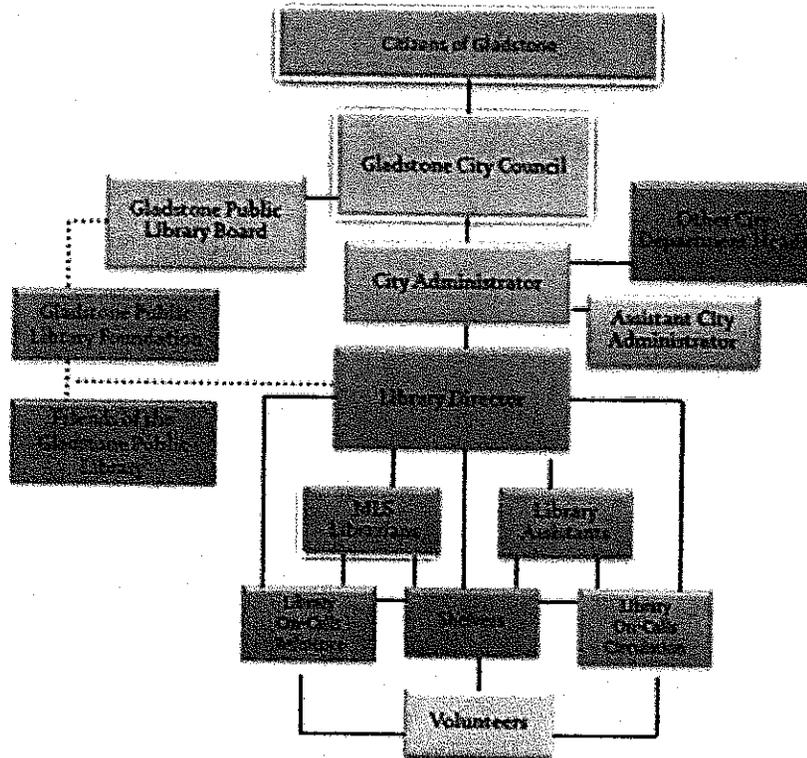
The Gladstone Public Library Foundation is a nonprofit 501(c)3 organization that provides support to the Gladstone, Oregon library community. It is independent of city and county government and is focused on the literary and cultural needs of the surrounding community. The foundation is directed by a nine-member all-volunteer board.

The goal of the Gladstone Public Library Foundation is to provide opportunity to all for lifelong education and development, support the library and its programs, and increase cultural awareness and pride in the community.

The Gladstone Public Library Foundation, with the help of the community, provides the library with support for reading and educational programs, and other opportunities for enrichment.

3.4 ORGANIZATIONAL CHART

GLADSTONE PUBLIC LIBRARY ORGANIZATIONAL STRUCTURE



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4 PATRON RECORDS

4.1 CONFIDENTIALITY OF RECORDS

The Gladstone Public Library's confidentiality policies comply with applicable federal, state, and local laws. Oregon Revised Statute 192.502 (23) exempts from disclosure under open records law: The records of a library, including: (a) Circulation records, showing use of specific library material by a named person; (b) The name of a library patron together with the address or telephone number of the patron; and (c) The electronic mail address of a patron.

It is Gladstone Public Library policy to withhold information that would reveal the identity of a library patron who checked out or used certain materials or who requested an item of information from the Library. Information concerning a patron's account will only be released to that patron.

However, the Library will release information to the parent or guardian of a minor child for the purpose of recovering overdue material and settling accounts for lost, late or damaged material or charges incurred by minor children for which a parent or guardian may be considered liable. The library will not provide information to parents or guardians whose sole purpose for requesting the information is to determine what materials a minor child is using or viewing.

Notwithstanding the library's confidentiality policy, the library will release confidential patron records if ordered to do so by a court of competent jurisdiction. Before releasing these records, the Library Director may forward the court order to the city attorney's office for review.

4.2 CHOICE AND CONSENT

The Gladstone Public Library will not collect or retain a patron's private and personally identifiable information without the patron's consent. If a patron consents to give the patron's personally identifiable information to the library, it will keep it confidential and will not sell, license, or disclose personal information to any third party without the patron's consent unless the library is required by law to do so.

4.3 REQUEST FOR INFORMATION

The Library Director is the custodian of library records. All requests for records from law enforcement, the public, the press, or any other source must be forwarded to the Library Director. The Library Director will consult with the City Administrator and the City Attorney before deciding the appropriate response for records requests.

4.4 USE OF LIBRARY RECORDS

The Gladstone Public Library reserves the right to use library records for administrative and safety purposes, such as recovering overdue materials, payment for lost items, customer surveys, administrative mailings, or assisting in the investigation of crimes committed at the library. The library does not allow the use of library records for fund-raising or political purposes.

4.5 REQUIREMENT TO REPORT CHILD ABUSE

Child abuse is a crime. The passage of HB 4016 expanded the definition of mandatory reporters to include all "employee(s) or volunteers of a public or private organization providing child-related services or activities that allow the employee(s) or volunteers(s) temporary care, control or supervision of a child..." The state legislature made a decision to relieve a narrow group of mandatory reporters from the duty to report if the communication is privileged under ORS 40.225 to 40.295. Library employees are not within the narrow group of mandatory reporters that are exempt from the duty to report.

ORS 419B.010 establishes the duty to report and does not relieve a person of that duty (or of civil liability for failing to report) because of the confidentiality of library records.

As a mandatory reporter, a library employee is to report, if known, names and addresses of the child and parents or other persons caring for the child, the age of the child, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse, and any other information.

5 LAW ENFORCEMENT

5.1 LAW ENFORCEMENT REQUESTS

The library must comply with all applicable federal, state, and local laws. Oregon Revised Statute 192.502 (23) exempts library records from open disclosure law as stated in this policy manual under 4.1 *Confidentiality of Records*. Should law enforcement, or any agency of state, federal, or local government request patron records, they can only do so upon a court order or subpoena authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. All law enforcement requests will be referred to the Library Director. If the Library Director is unavailable, staff will inform the city manager or the assistant city manager of such request and supply them with the following information:

- The identification of the officer or agent including:
- Badge number
- Name of the law enforcement agency
- The officer/agent's name and phone number
- If possible, obtain a business card.

5.2 SEARCH WARRANTS AND SUBPOENAS

Any employee who receives a request for library records must ask for the identification of the person or entity making the request and then immediately refer such person or entity to the Library Director. In the absence of the Library Director, the employee should immediately refer to the designee in charge as assigned by the Library Director. The Library Director, or designee, should attempt to contact City Administrator and the library's legal counsel (City of Gladstone Attorney) and to have such legal counsel present.

In the event that legal counsel is not available, the Library Director, or designee, should only meet with the requesting person or agent with another library staff member in attendance. If the requesting person or entity, the agent, or officer of that person or entity does not have a court-issued order, subpoena, or search warrant compelling production of the records, the Library Director, or designee, will explain the library's confidentiality policy and the State's confidentiality law and inform the person that library patron records are not available unless the requesting party has presented a valid court order, subpoena or search warrant has been presented.

If the court order is in the form of a court-issued order or subpoena, before any records are produced, the library's legal counsel will examine the order or subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form, or any insufficient showing of good cause made to the court. If the order is in the form of a duly-issued search warrant, the agent or officer may legally begin the search of library records as soon as

the Library Director, or designee, is served with the order. However, the Library Director, or designee, must ask to have the library's legal counsel present before the search begins in order to allow the library's legal counsel an opportunity to examine the sufficiency of the search warrant and to assure that the search conforms to the terms of the search warrant.

If the order is a search warrant issued under the Foreign Intelligence Security Act, the library may not disclose to any party, including the patron whose records are subject to the search, any information regarding the existence of the search warrant, or of the records that the library produced pursuant to the warrant. The Library Director or designee must seek legal advice concerning the warrant from the library's legal counsel and must request that the library's legal counsel be present during the actual search and execution of the warrant.

6 LIBRARY MATERIALS AND SERVICES

Essential to the mission of the library is the active promotion of library services, collections, community outreach and partnerships. All persons are welcome to use the library and library materials on the premises during operating hours. The privilege of borrowing materials requires a library card.

6.1 CIRCULATION POLICIES

6.1.1 CARD ISSUANCE

In order to receive a Libraries IN Clackamas County (LINCC) library card, patrons age 18 and over must complete a Gladstone Public Library application form. The first library card is free and available to all Clackamas County Residents except those residing in Johnson City. (Johnson City is not a part of the LINCC network and does not participate in the MIX agreement.) There is no minimum age to obtain a library card. The library will record required information from the library card application in the Library District's database under "Patron Record."

Residents of some neighboring counties may also receive a LINCC library card without a fee through the Metropolitan Interlibrary Exchange (MIX) agreement. Residents who live in Multnomah County, Washington County, Hood River County Oregon, reside in the Fort Vancouver Regional Library District, or in the City of Camus Washington, may obtain a LINCC library card without paying a non-resident fee.

6.1.2 ID REQUIREMENTS

At age 18, a card applicant is considered an adult for purposes of ID requirements. Adult applicants must be able to provide proof of identity and proof of residence in order to obtain a LINCC library card.

Although a picture ID is strongly encouraged, proof of identity may be presented using the following:

- Valid driver's license or Department of Motor Vehicles State ID card
- Valid passport
- An official government ID
- A valid state birth certificate or marriage certificate
- Valid student body card
- Social Security card
- Valid fishing or hunting license

Proof of residence may be verified by any of the following:

- Valid driver's license or Department of Motor Vehicles State ID card
- Property tax statement
- Rent receipt within the last 6 months
- Personal check with name and address imprinted
- Valid signed voter's registration card
- Business mail dated within 30 days
- Valid fishing or hunting license
- Valid vehicle registration

6.1.3 CARDS FOR MINORS

The library encourage everyone to get a library card. A co-signer of a parent, or legal guardian, is required in order for children 17 and under to obtain a library card. The parent, or legal guardian, is responsible for fines and other charges accrued on their child's card. This includes replacement costs and billing charges for lost materials. A parent or legal guardian in possession of a minor child's library card is permitted all services regarding the card. This includes picking up materials on hold, checking out materials, payment of charges, and full disclosure of materials checked out on the card.

Children ages 11-17 may use their student ID as proof of identification and may take the library card applications home for their parents to sign.

6.1.4 NON-RESIDENCE CARDS

Non-resident cards are issued to those who do not qualify for resident cards. The out-of county rates for non-resident cards are set by the consortium and approved by the Gladstone City Council in the Master Fee Schedule. Cards must be paid in advance and proof of current address is required. The current charge for a non-resident card is \$95.00 a year. Non-resident cards expire 365 days from the date of payment.

6.1.5 CARD EXPIRATION

Library cards do not expire. However, the library will delete cards from the library database that have been inactive for three consecutive years (1095 days), and which have no bills, checkouts or holds. The library will delete inactive cards owing less than \$100.00 after seven years of inactivity. Users with a status of "Barred" will remain in the system.

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6.1.6 CARD IN-HAND REQUIREMENTS

Patrons must present a valid library card to conduct circulation transactions, or to receive information about a patron's circulation records. Patrons conducting business by phone must provide the library card barcode number. Discretionary exceptions to this policy may be made for the occasional forgotten library card if the patron offers valid identification.

6.1.7 LOST OR STOLEN CARD

The patron, or his or her parent/guardian, is responsible for reporting a lost or stolen card. If the card is not reported as lost or stolen, the patron is responsible for the items checked out on the card.

6.1.8 HIGH VOLUME CARDS

A High Volume Card is a library card issued to patrons who regularly exceed the stated 50 item loan limit and who have a proven record of responsible library card use. Patrons eligible for this card must be in "good standing" at their library, have had a card for at least six months, and have no more than three "claims returned" on their record. "Good standing" is defined as not having a card that is blocked or delinquent at the time that the High Volume Card is requested. The Library Director or Director's designee's approval is required for the library to issue a High Volume Card. The maximum number of items a patron can check out on a High Volume Card is 80. All libraries in the District agree to honor a High Volume Card issued by any other library in conjunction with the limits set by the Gladstone Public Library.

6.1.9 TEMPORARY CARDS

The library may issue a library card to temporary residents, i.e. visitors, college students, business travelers. Satisfactory proof of local and permanent address is required. Temporary cards are valid for 90 days and are limited to checking out three items. Reserves cannot be placed with a temporary card.

6.1.10 SCHOOL LIBRARY CARDS

Library cards may be issued to schools in Clackamas County. All library materials sent to schools will be processed through the library network office. Schools may choose to have items delivered through the ESD courier or delivered to their local LINCC library. Teachers may not use school cards for personal use.

- Checkout period: *6 weeks*
- Borrowing limit: *300 items*
- Holds allowed: *30 items*
- Overdue fines: *None*
- Replacement costs: *cost of the item.*

6.1.11 HOMEBOUND CARDS

The library issues cards to homebound patrons. Homebound patrons should meet the following criteria.

1. The help of another person or medical equipment such as crutches, a walker or a wheelchair is needed to leave your home *or* your doctor believes that your health or illness could get worse if you leave your home.
2. It is difficult to leave your home and you typically cannot do so.

Homebound patrons do not accrue fines and may checkout items for 6 weeks. There are three ways homebound patrons receive library items:

- A caretaker may pick the items up at the library with the homebound patron's library card.
- Library materials delivered by mail
- An approved library volunteer drops delivers them to the patron's home or facility.

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6.2 CIRCULATION OF MATERIALS

6.2.1 LOAN PERIODS

Items are loaned for the following loan periods.

- DVDs 7 Days
- Lucky Day DVDs 7 Days (no renewals)
- Lucky Day Books 14 Days (no renewals)
- New Books 14 Days
- Books 28 Days
- Audio Books 28 Days
- Music CDs 28 Days
- Holiday Music/Books 14 Days
- Magazines 14 Days
- Kindles 14 Days
- Xbox & Wii Games 7 Days
- Lucky Day Xbox & Wii Games 7 Days (no renewals)
- Cultural Passes 1 Day

Books marked as Reference, current issues of all periodicals, and all material in archives are for in-library use only.

6.2.2 LUCKY DAY MATERIALS

The Lucky Day book and DVD collection contains new and bestselling titles with specific limitations:

- 2 titles per checkout
- Loan periods:
 - 2 weeks for books
 - 1 week for DVDs
- No holds or renewals

6.2.3 MATERIAL RENEWALS

Most materials may be renewed up to five times if they are not on reserve for another patron. Lucky Day materials cannot be renewed. Interlibrary loans may or may not be renewed depending on the policies of the lending library.

6.2.4 EXTENDED LOAN

The loan period may be extended to accommodate a patron's request if the material is not in high demand or likely to be requested. Only materials owned by the Gladstone Public Library are eligible for extended loans. All circulating items are eligible for an extended loan. The maximum extended loan period is nine weeks.

6.2.5 HOLDS

Patrons are limited to a maximum of 15 holds per card and 25 holds for a High Volume Card.

6.2.6 BORROWING MAXIMUMS

A maximum of 50 items can be checked out per card. Patrons are limited to checking out three video games per card and 15 DVDs per card. A maximum of 80 items can be checked out on High Volume Cards.

6.2.7 RETURNING MATERIALS

With the exception of Cultural Passes and Kindles, a patron may return items to any Clackamas County Public Library regardless of where they were originally checked out. Cultural Passes and Kindles must be returned to the Gladstone Public Library.

The library does not assume responsibility for items that are not properly returned, including any items left at the door.

6.3 NOTIFICATION SYSTEM

6.3.1 HOLD AVAILABLE

The Gladstone Public Library will notify patrons via the LINCC's email or phone system when their holds are available for pick-up. Notifications are sent out daily. Depending upon a patron's notice preference, the notice may be received the day after the item is available for pick-up. The library will hold items for a maximum of 10 days.

6.3.2 HOLD EXPIRE

Patrons will receive a courtesy notice via the LINCC system three days prior to the expiration of their hold. A notice for "Hold Expire" is sent out after the last copy of an item is discarded stating the item is no longer available. All holds expire after one year if not filled. Hold Expired notices are in only in the form of email or paper preferences.

6.3.3 OVERDUE NOTICES

Depending on the preference noted on a patron's account, patrons will receive an email, phone call, or written notification via the U.S. Postal Service from the LINCC system, 10 days after an item is due and then again 30 days after the due date.

6.3.4 NOTIFICATION FOR LOST ITEMS

Bills for lost items are sent via the U.S. Postal Service 45 days after an item is due.

6.4 CHARGES AND FEES

The library operates best when all patrons cooperate for the timely check out and return of items. This enables all patrons to have a larger selection of materials available. Fines begin accruing the day after the material is due.

The library may impose fines or charges as provided in ORS 357.975 and Gladstone City Council Resolution 1033 in the event that a patron willfully refuses to return library items. The library may impose fines or charges as follows.

6.4.1 OVERDUE CHARGES

The library will charge a daily fine of 25 cents for each item that is overdue.

- \$3.00 maximum per children's item
- \$5.00 maximum per young adult item
- \$5.00 maximum per adult item

6.4.2 LOST MATERIALS CHARGES

Items not returned within 45 days after the due date will be deemed as lost. The charge for a lost item is the cost of the item plus any overdue charges. Lost items borrowed from other libraries will be charged according to the fees of the owning library. The library that accepts payment for lost items will retain those funds regardless of whether the item is later returned.

6.4.3 DAMAGED MATERIALS

Any item damaged beyond repair is handled as a lost item. Damage to non-print material is assessed on an item-by-item basis. The library is not responsible for personal equipment damaged by library materials. Fees for damaged materials are as follows:

6.4.3.1 *Lost or Damaged Barcode Label*

- \$1.00 fee per label on library materials.

6.4.3.2 *Missing Booklet or Artwork*

- \$3.00 fee to replace missing booklets or artwork from DVDs and CDs

6.4.3.3 *Broken or Missing CD Case/Kits*

- Single CD Case \$1.50

- Double CD Case \$3.00
- Bag with barcode missing \$2.00

6.4.3.4 Library Card Replacement Fee

- \$1.00

6.4.3.5 Lost Cultural Pass

- Replacement cost (varies from \$75.00 - \$200.00)

6.4.4 WAIVING FINES

Library staff may waive fines charged to patron records under certain circumstances. These include a crisis (family, medical, financial, etc.) theft, confusion about library policies or services, or possible error. The Director, or designee, must approve any fine waived in excess of \$10.00. Library staff may not waive charges on their own accounts or accounts involving their family members, friends or household members.

6.4.5 CLAIMS RETURNED

If a patron claims that they returned an item considered lost a staff member will search for the item. If the item is found, library staff will immediately remove all associated charges from the patron's account. A patron may have up to six active claims returned at any one time.

6.4.6 REFUND CREDIT FOR LOST ITEMS

The library will refund the lost book charge if a lost item is found, and returned to the library in good condition, within six months of the original due date. A refund, or credit, will be in the amount of the item price minus the amount of overdue fines owed by the user for the item. The LINCC library that collected the money will issue the refund. A patron must show a receipt in order to receive a refund. The City of Gladstone's Finance Department will issue refunds that exceed \$25.00. Refunds or credits can only be issued within 6 months of payment.

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7 INTERLIBRARY AND INTERAGENCY COOPERATION

7.1 INTERLIBRARY LOAN

Items not owned by libraries in the LINCC network can be requested from other libraries through Interlibrary Loan. The lending library will decide whether or not to honor requests and/or charge for the item. The exact time for receiving items cannot be guaranteed.

The Gladstone Public Library enhances its borrowing and lending capabilities through membership in the OCLC (Online Computer Library Center) network, an automated system that connects the library to over 5000 libraries in the United States and other countries. The Library relies on resource sharing as an extension of the collection. The Gladstone Public Library will ask to borrow materials for patrons upon request. The Gladstone Public Library will also share its collection with any other library upon request when possible.

7.2 HOLDS REPORT

As a member of the LINCC Network, the Gladstone Public Library is responsible for printing the holds pickup report at least once each day the library is open for business. The library is also responsible for checking and resolving all items on the pickup list within one business day of printing the list. Other lists to be completed daily may include but are not limited to: "clean hold shelf", "staff cancelled holds", and "change pickup location".

7.3 INSPECTION FOR DAMAGES TO PRINT AND NON-PRINT

Patrons may return library materials at any Clackamas County Library. It is the responsibility of each library to inspect materials for obvious damage or missing parts. If a library material is found damaged or incomplete it will remain checked out to the patron and sent directly to the owning library with the patron information and a description of the problem.

7.4 COURIER DELIVERY

Courier service is provided through the intergovernmental agreement formed among the Clackamas County Libraries. Courier delivery to each library shall occur daily and on a regular schedule. Exceptions are made due to inclement weather and other unforeseen circumstances. It is the responsibility of the library to check-in all items received from and for other libraries before the courier arrives the next business day.

8 COLLECTION DEVELOPMENT AND MATERIALS SELECTION

8.1 PHILOSOPHY

To support the mission of the Gladstone Public Library, library materials are selected and made accessible to the public. The Gladstone Public Library Board adopts this materials selection policy to guide librarians and to inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating goals and indicating boundaries will assist in choosing from a vast array of materials available.

8.2 POLICY STATEMENT

The Gladstone Public Library upholds the following principles of service:

8.3 ACCESS

Provide open, non-judgmental access to collections and services without regard to ethnicity, citizenship, national origin, age, gender, educational level, economic status, religion, disability, or any other protected class, qualification, or condition. Promote and provide free access to the communication of ideas and information.

Advocate and support First Amendment rights and the Library Bill of Rights, and protect library materials from censorship.

The Library Board believes that although anyone is free to reject for himself/herself library materials that he or she does not approve, the individual cannot restrict the freedom of others to read, view, or hear. Parents or legal guardians have the responsibility to guide and direct the reading, viewing, or listening of their own minor children. The library does not take the place of the parent or legal guardian.

8.4 CRITERIA FOR SELECTION

- Create an environment that encourages users to encounter the rich diversity of concepts upon which a democratic society depends.
- Materials selected for the library collection are intended to meet the cultural, informational, educational, and entertainment needs of the citizens of Gladstone.
- The primary objective of selection is to acquire materials of both contemporary significance and permanent value. The Gladstone Public Library strives for representative and current materials that reflect new trends, ideas, and controversial topics from various points of view as well as a broad range of material that illuminates the past.
- Each item selected or donated, regardless of format, is evaluated in accordance with established library procedures.

- Since no library can feasibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. Selection decisions are made on the basis of staff member judgment, expertise and knowledge of what is already in the collection, and by evaluating reviews and other selection tools and criteria.
- As set forth in the Gladstone Public Library Internet Policy, the selection of websites and online information should be consistent with the goals and principles of this Materials Selection Policy. Ultimate responsibility for the selection of library materials rests with the Library Director, who operates within the framework of this policy.

8.5 RECONSIDERATION OF MATERIALS

Library customers may request that materials be re-evaluated for placement or re-considered for inclusion in the library collection. The criteria employed in the selection process are intended to be inclusive, rather than exclusive, and are deliberately flexible. Although all relevant factors are considered in the selection process, some may be given more weight than others in any specific selection decision. The evaluation of materials is characterized by flexibility and responsiveness to the changing needs of Gladstone citizens. These changing needs require that materials be evaluated initially and on a continuing basis. Consequently, materials that were not recommended for purchase initially may be purchased later.

The Gladstone Public Library recognizes the right of individuals to question the placement of materials in the library collection. Anyone questioning material in the collection may ask the staff about such materials. A staff member will give the patron a copy of this policy.

Individuals still questioning library materials may complete a written "Request for Reconsideration of Library Materials" form. The form will be referred to the Library Director. The Library Director will consider whether the material meets the criteria of the selection policies described in this policy. The Library Director will respond, in writing, to each individual as soon as possible citing the reason(s) for the decision.

8.6 DE-SELECTION

Library staff continuously monitor materials within the library collection. Staff may withdraw items if they contain outdated or inaccurate information, are superseded by a newer edition, become worn, badly marked or damaged, or are duplicates or seldom used materials. Factors in the decision to withdraw items will include material space, replacement cost, and the quality and appearance of the collection. Additionally, multiple titles are essential in meeting the public demand for best sellers and other heavily used materials. Donations, memorials, and gifts of material to the library will be accepted subject to this same selection criteria.

8.7 PATRON REQUESTS

The library strongly encourages its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive serious consideration and requested materials will be purchased whenever possible.

9 GIFT ACCEPTANCE POLICY

The Gladstone Public Library welcomes donations and gifts of materials that enrich and improve public library resources gifts as well as gifts of money, securities, or real property. The Library Director and/or the Library Board and/or the Gladstone Public Library Foundation, as appropriate, is authorized to accept donated materials and gifts as long as no restriction is placed upon their location, use, or disposal.

Gifts having significant ramifications to library's operations, or policy, shall be directed to the Gladstone Public Library Board. The Gladstone Public Library Board will disseminate information on any gift requiring additional attention to the Gladstone City Council.

The Gladstone Public Library Board receives and oversees gifts of cash or gifts with marketable value for support of the library. The Library Director will direct to the Gladstone Public Library Board these gifts that the Director deems to be most appropriately considered and handled by the Board. The Board may also accept gifts presented directly to the Gladstone Public Library Board.

- The Gladstone Public Library Board will serve as a Gift Acceptance Committee to address and resolve due diligence issues with regard to gifts of property that may present legal, environmental or other complications for the Library. The Library Board will collaborate with the Library Director to officially acknowledge gift proceeds.
- Gifts bequeathed to the library will generally be directed to the Gladstone Public Library Board for handling and subsequent distribution to the library according to wishes of the legator.
- The Gladstone Public Library Board will not retain ownership of securities, real estate, or of in-kind gifts. If in-kind gifts are not intended to become the property of the library for use, display, or as art of the collection, they will be disposed of or sold and the proceeds distributed to the library according to the donor's wishes.
- Unrestricted gifts will be distributed to the library in collaboration with the Library Director, who is responsible for determining the library's priorities and needs.
- Gifts with donor restrictions accepted by the Gladstone Public Library Board will be distributed to the library according to the donor's wishes and consistent with the Library's Gift Acceptance Policy.

9.1 VALUATION OF PROPERTY

- The library and its entities are not legally authorized to appraise or estimate the value of property donations for tax purposes. The responsibility for such assessment lies with the donor.
- Each organization will provide, on request, a receipt for donations of library materials or other in-kind items describing their quantity, general nature and condition. When a donor makes a charitable contribution of property (other than money or publicly traded

securities) and the amount claimed (or reported as a charitable deduction) exceeds thresholds of \$250, \$500 and \$5,000, the donor generally must meet certain additional substantiation requirements. Those donors in need of an itemized list of their donations and/or of a specific IRS Contribution Receipt form must present the list and/or form with their donations.

- Donors should discuss details regarding gifts of property and appraisal requirements with the donor's tax counsel and with the Library Director.

9.2 GIFT RESTRICTIONS

Donors may place restrictions on gifts under the following conditions:

- The restriction must be compatible with the overall mission of the library.
- The restriction cannot impede the ability of the library to acquire gifts from other sources.
- The restriction cannot place any undue burden on the library's resources.
- The restriction cannot subject the library to adverse publicity.
- The restriction cannot require the library to violate existing policies or agreements.

The donor must clearly communicate in writing any restrictions. The Library Board and Library Director must approve any restrictions before the gift is accepted, and some gifts may require the Gladstone City Council approval.

9.3 GIFT ACCEPTANCE APPROVAL

The Library Director, the Gladstone Public Library Board or the Gladstone Public Library Foundation, as appropriate, must approve the acceptance of the following types of gifts:

- Gifts of art or other valuables given on the condition that it/they be used or displayed in the library or that they encumber the library either financially or administratively. If the gift is approved, the donor may be required to provide a current appraisal completed by a qualified third-party appraiser.
- Gifts to create a new library program.
- Gifts of unusually valuable book, CD, DVD, or specific item collections.
- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined in conjunction with the Gladstone City Council on its individual merits, including but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. The donor must provide a current appraisal completed by a qualified third-part appraiser.
- Gift annuities.
- Charitable Remainder trusts or Charitable Lead trusts.
- Named endowment funds.

Gifts of materials are accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, donate, trade, sell, or discard them. Donated books or lost items not included in the collection may be given to the Gladstone Public Library Foundation for their books sale to benefit the library.

Books or items given with a requirement that they be placed in the collection are subject to the Collection Development Policy and with consideration regarding condition, value and usefulness of the items. The Library applies the same criteria for evaluating gift items as it applies to materials purchased. The Library is not responsible for notifying donors of withdrawal or replacement gift items.

The Library reserves the right to decline any gift that interferes with its ability to fulfill its mission; violates Oregon or the City of Gladstone's Code, library policies or agreements; or that unduly encumbers the library.

9.4 ROLE OF THE LIBRARY DIRECTOR, THE LIBRARY BOARD, AND THE LIBRARY FOUNDATION

The Library Director may accept gifts that in the Director's judgment do not require the Gladstone Public Library Board's approval. The Library Director may generally accept cash gifts made directly to the library, most in-kind gifts, and gifts of library materials. The Library Director will officially acknowledge such gifts as appropriate. If, in the Library Director's judgment, a gift requires Library Board approval, the Director will forward a request to the Board for its consideration and action as appropriate under the terms of the Gift Acceptance Policy.

9.5 DISPOSITION OF GIFT MATERIALS

Materials may be donated to the Gladstone Public Library Board and be sold on behalf of the city for the benefit of the library. Materials may be offered to other libraries and/or institutions (hospitals, nursing homes, etc.). The library may recycle or discard donated materials that are of limited use to the public or which cannot be sold or donated to other institutions.

10 RULES OF BEHAVIOR

10.1 BEHAVIOR GOVERNING THE USE OF THE GLADSTONE PUBLIC LIBRARY

The Gladstone Public Library is dedicated to providing friendly, courteous, respectful service, and an enjoyable, clean and comfortable environment for all library users. The behavior rules governing the library have a threefold purpose: to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve the library's materials, facilities and property.

10.2 DEFINITIONS AND SCOPE

The Gladstone Public Library supports the right of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy.

Upon probable cause, the library reserves the right to inspect an individual's belongings including purses, backpacks, bags, parcels, shopping bags, briefcases, and other items to prevent unauthorized removal of library materials and equipment or for the health and safety of staff and other customers.

These behavior rules apply to the library's interior and exterior, and to all grounds and buildings controlled and operated by the Gladstone Public Library (the "premises") and to all persons entering in or on the premises. Listed below are the library's behavior rules. Persons who violate these rules may be removed from the premises and excluded from future use of all library premises.

10.3 BEHAVIOR POLICY

Listed below are the library's behavior rules. Persons who violate these rules may be ejected and excluded from the library's premises for the period of time listed below.

Any person who violates rules 1-6 while in or on the library's premises will be immediately ejected and excluded from the library's premises without being given a warning. Any person so excluded shall lose all library privileges for a period of up to three years and the incident will be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that would constitute a violation of any federal or state criminal statutes or city ordinance.
 2. Directing a specific threat of physical harm against an individual, group, or property.
 3. Being under the influence of alcohol or controlled substance or selling, using, distributing, or possessing alcohol or controlled substance. Controlled substance is defined by the current Oregon Revised Statute. Alcoholic beverages are allowed only at library-approved events.
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4. Engaging in sexual conduct, as defined by the current Oregon Revised Statute, including but not limited to indecent exposure or physical contact through clothing for sexual gratification.
5. Removing materials from the library without first properly checking them out.
6. Carrying a weapon of any type unless authorized by law

Any person who violates rules 7-25 while in or on the library's premises will be given one warning by library staff. Then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the library's premises. Any person so excluded shall lose all library privileges for a period of up to one year.

7. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.
8. Using library materials, equipment, furniture, fixtures, or building in a manner inconsistent with customary use; or in a destructive, abusive, or potentially damaging manner; or in a manner likely to cause personal injury or injury to others.
9. Disobeying the reasonable direction of a library staff member.
10. Interfere with library employees' performance of their duties.
11. Soliciting, petitioning, distributing written materials, conducting surveys, or canvassing inside the library building, or in a manner that unreasonably interferes with or impedes access to the library.
12. Entering or remaining on the premises after posted closing hours other than authorized by staff.
13. Entering non-public areas of the library
14. Bringing bicycles, grocery carts, or other similar equipment inside the library building.
15. Interfering with free passage of library staff or patrons in or on the library premises including but not limited to: placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage.
16. Smoking within 10' of the library entrance. The vaping of e-cigarettes shall be subject to the same rules as smoking tobacco cigarettes.
17. Smoking, chewing, or other tobacco use in library facilities.
18. Littering
19. Running
20. Parking vehicles on library premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.

21. Consuming food or drink, except non-alcoholic beverages in closed or re-sealable containers.
22. Bringing animals inside the library unless otherwise allowed by law as a service animal, assistance animal or in compliance with the American Disabilities Act.
23. Leaving tethered and unattended animals near the entrance of the library.
24. Violating the posted Computer Use Policy.
25. Taking library materials into the restroom if the materials have not been checked out.

Any person who violates rules 26-29 while in or on the library's premises will be given up to two warnings by library staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the premises. Any person so excluded shall lose all library privileges for a period of up to six months.

26. Sleeping and/or using bedding, sleeping bag or other sleeping matter in the library unless such use has been approved in advance by the Library Director.
27. Improperly using library restrooms, including, but not limited to, bathing, washing hair, or doing laundry.
28. Loud or excessive noise, or the use of amplified electronic equipment including but not limited to: cell phones, tablets, and smart phones at a volume that disturbs others.
29. Leaving one or more children under the age of 8, or vulnerable adults who reasonably appear to be unsupervised or unattended anywhere in or on library premises. Children under the age of 8 must be with an adult at ALL times. See the Gladstone Public Library Policy on Unattended Children.

Any person who violates rules 30 -33 while in or on library premises will be excluded from the premises until the problem is corrected.

30. Violating the current Oregon Statute requiring children between the ages of 7 and 18 years who have not completed the 12th grade to attend regularly a public full-time school, unless the child is exempt from compulsory school attendance by Oregon law.
31. Entering the library without appropriate clothing such as: not wearing shoes or other footwear; a shirt or other covering of their upper bodies; pants or other covering of their lower bodies.
32. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other persons.
33. Bringing in personal belongings, backpacks, garbage, or articles, with an offensive odor, or articles which, alone or in their aggregate, are placed against buildings, furniture, equipment, or fixtures in a manner that interferes with the use of the library by other users.

10.4 REPEAT OFFENSES

Individuals who repeatedly violate these Behavior Rules after having been previously excluded for library rule violations may face a longer exclusion than indicated in these guidelines. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

10.4 ENFORCEMENT

Unlawful activities will be reported to the police. Refusal to leave when directed may result in arrest for trespassing.

The Library Director is designated by the Gladstone City Council as the person in charge of the library for the purposes of excluding or ejecting individuals and issuing exclusion notices in accordance with this policy. In the Library Director's absence, the Library Director, with the consent of the City Administrator, may authorize other personnel to exclude or eject individuals or issue exclusion notices consistent with this policy.

10.5 EXCLUSION NOTICE

The Library Director, or in the Library's Director's absence personnel authorized by the City Administrator, will issue the written exclusion notice, excluding the person from the library, if an individual engages in conduct warranting exclusion from the library as described in the policy above.

The notice shall specify: the person who is to be excluded from the Library, the period of the exclusion, the time the exclusion is to commence, as well as contain information concerning the right to appeal the exclusion notice.

10.6 RIGHT TO APPEAL

An individual issued an exclusion notice has the right to appeal the decision. Requests to appeal the decision must be sent in writing to the City Administrator within five (5) business days of the exclusion notice's issuance. The notice of appeal shall state the following:

1. The appellant's name;
2. The appellant's address and a telephone number where they can be reached.
3. A concise statement as to why the exclusion was in error; and
4. Attach a copy of the notice.

A hearing on the appeal shall be held no more than thirty (30) calendar days after the Administrator receives the appeal request, except in the event the City Administrator determines otherwise. The Library Director, or authorized personnel, shall have the burden to show by a preponderance of evidence that exclusion is based on conduct described and that the ordered

duration of the exclusion is appropriate. Copies of any and all City documents used by the City at the hearing shall be made available to the appellant upon request.

The exclusion shall remain in effect during the pendency of the appeal. The hearing shall afford a reasonable opportunity for the person requesting it to present and rebut evidence that the exclusion is invalid or unjustified. The decision of the City Administrator is final and shall be in writing.

11 CHILD SAFETY POLICY

11.1 UNATTENDED CHILDREN

The Gladstone Public Library is dedicated to providing a welcoming environment that encourages children to visit the library, attend programs, and use the library collections and computers. However, the Gladstone Public Library does not accept responsibility for a child's safety and supervision.

Parents and legal guardians must adequately supervise children less than 10 years of age. Adequate supervision is defined as having a parent/guardian or assigned caregiver in the immediate vicinity (within sight and conversational distance). Children 10 and older may use the library unattended provided they maintain proper behavior. Staff is authorized to contact appropriate authorities if a situation appears to be dangerous or neglectful to a child, or if a parent/guardian or caregiver cannot be located or contacted within 30 minutes or if a child is suspected to be truant. The library is not responsible for children who are left unattended as of library closing time. Failure to comply with this policy may result in suspension of library privileges

11.2 CHILD/VULNERABLE ADULT SAFETY

Library employees and volunteers who work with youth (under age 18) and vulnerable adults should observe the two person rule or open door policy. The two person rule requires that employees make every reasonable effort to avoid situations where an employed or volunteer worker is alone with a child or youth in a closed room with no outside visual contact. The open door policy requires any solid panel door be open at all times an employee or volunteer worker is alone with a child or youth. Staff members are prohibited from transporting a minor child, taking away a minor child from the library building, or remaining in a building alone with a minor child.

12 COMPUTER USE POLICY

12.1 INTRODUCTION

The Gladstone Public Library provides access to a broad range of information resources, including those available through the Internet. The library makes this service available as part of its mission to provide free and open access to information of all types in a wide range of formats for library users of all ages and backgrounds. The Internet is a global electronic network of ideas, images and commentary that may enhance resources already available in the library. However, the library cannot control the information available over the Internet and is not responsible for its content. Some sources provide information that is inaccurate, incomplete or dated; some sources may be offensive, disturbing, and/or illegal.

12.2 INTELLECTUAL FREEDOM

The Gladstone Public Library upholds the rights of all library users to read, seek information and speak freely as guaranteed by the First Amendment, regardless of format or technology. These are fundamental rights in a democratic society and are core values of the library.

12.3 GENERAL RULES GOVERNING USE

All users must comply with signup and time limitations in order to allow all users an opportunity to use the equipment

All users must respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

The Library's Rules of Conduct and pertinent state, federal, and local laws apply to all library users.

Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, or any other illegal utility on any computer
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights
- Intention to expose other individuals to materials or images they find personally unsuitable.

Users engaging in these activities may lose computer privileges and/or be asked to leave the library. Library staff may summon law enforcement authorities.

12.3.1 ACCESS BY CHILDREN

Computers on the main floor of the library are not filtered. Computers in the teen and children's area are filtered. Parents or legal guardians assume responsibility for deciding which library resources are appropriate for their own children. Children less than 10 years old must be accompanied by an adult.

12.3.2 TIME AND OTHER LIMITATIONS

Each patron is limited to two, one-hour sessions per day of Internet access on the library's public computers. Patrons are encouraged to use his or her own library card number to access the internet. Visitors who does not have a library card may receive an internet guest pass. No visitor may receive more than one guest pass per day. If other computers are available, extra time may be allowed if the patron is in the process of:

- Seeking employment
- Paying taxes
- Taking an examination or testing

During periods when demand for computers is slower, the Library Director may allow computer time extensions at staff discretion.

The library's computers are set up for use by a single individual. A maximum of two persons may sit/work together at any one computer.

12.4 COMPUTER USE GUIDELINES

Computers at the Gladstone Public Library are shared resources. The following guidelines apply for public use of computers to ensure fair and equal access for all:

- Public computers are available to users on a walk-in, first-come first-served basis.
- Each user must use his/her own library card, or a guest pass, to reserve a computer. Use of another person's library card number is not allowed for computer access.
- Each person is allowed up to two sessions per day. Computers are set for one hour sessions. If there is no one waiting, session lengths may be extended. There is no time limit for catalog stations.
- All computers in the designated children's area are only for use by children age 12 and younger and for parents or caregivers assisting children.
- All computers reserved for special purposes (such as children's use, catalog searches) may not be used for any other purpose.
- Users may not perform any action that might damage the computer equipment or make it inoperable, such as downloading or installing any harmful program.
- Anyone using library computers may not violate copyright or trademark laws, software licensing agreements, or intellectual property rights.
- Users should notify library staff if the computer equipment or peripherals are not

functioning properly.

- Computer users must use headphones when listening to audio on any computer (including personal laptops) and keep the volume to a level that does not disturb those nearby.
- Users may be limited to one person per computer station, at the discretion of library staff.
- Work saved on Gladstone Public Library computers is automatically erased when a patron logs off. To save documents, patrons must copy it to a flash (aka "thumb") drive or upload it to an online storage service.
- Tablets and laptops may be available for use by patrons 16 and older and are limited to two hours per day. Patrons must present a valid government-issued photo ID or passport to library staff in order to use a tablet or laptop. Library staff will hold the ID until the patron returns the tablet or laptop and its power cable to library staff. Patrons are liable for any damage to, or loss of, a borrowed laptop and/or its accessories.
- The Gladstone Public Library is not responsible for any damage or loss of data arising from the use of its computers or network.

The Gladstone Public Library may withhold computer privileges from anyone who do not comply with the above procedures or who are barred from the Library due to violation(s) of the Library's Rules for Behavior.

12.5 WIRELESS ACCESS

The Gladstone Public Library provides wireless Internet access to our patrons for use on laptops or other wireless-enabled mobile devices for web and email access. As with most public wireless "hot spots," the library's wireless connection is not secure. Cautious and informed wireless users should not transmit credit card information, passwords and other sensitive personal information while using any wireless "hot spot."

- Wireless users must comply with all provisions of the Gladstone Public Library Internet Policy. Any activities deemed illegal apply regardless of whether a patron is on a Library-owned computer or the patron's own computer.
- The library is not responsible for any information (i.e. credit card) that is compromised, or for any damage caused to a patron's hardware or software due to power surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The user is responsible for anti-virus and security protection.
- Laptop computer users must be considerate of patrons nearby and refrain from excessive noise, including the playing of music or movies on the laptop without the use of headphones.
- The library is not responsible for laptops left unattended.

13 CULTURAL PASSES

13.1 DESCRIPTION

The cultural pass program provides free admittance to select cultural institutions in the Portland area. The library has one pass per institution. The number of persons admitted to a particular venue with a pass varies in accordance with each institutions regulations. Patrons may incur additional expenses. It is the patron's responsibility to contact the institution regarding specific admission requirements.

13.2 RESERVATIONS

Reservations for cultural passes may be made in person or by phone up to one month in advance and are on a first come, first served, basis. Borrowers must be at least 18 years old to reserve a pass and must have a LINCC library card in good standing. Only one pass per day, per card, can be checked out. Passes can be picked up one hour before closing on the date before intended use or within the first hour of opening on the day of use. Non-reserved passes may be picked up any time the library is open.

13.3 LOAN PERIOD

Cultural passes are loaned for 1 day and cannot be renewed.

13.4 PASS RETURN

Patrons must return passes on the day of use at least one hour before closing. If the day of use is a closed day for the library, the pass is due before 8:00 a.m. on the next day of business. Passes must be returned to the library where the pass was checked out and may be returned in the library's book drop. Patrons are responsible missing or damaged passes returned via the book drop.

13.5 LATE RETURN

A \$5.00 late fee is charged per day up to the cost of the pass. Late fees begin to accrue on the day the pass is due but not returned timely. All pass privileges are lost until charges have been paid.

13.6 LOST PASSES

The replacement cost for a lost cultural pass is the cost of the pass. A pass is considered lost if not returned within three days after the due date.

14 PROCTORING EXAMS

14.1 DESCRIPTION OF SERVICE

The library offers exam proctoring services for a fee of \$25 per exam provided that the library has sufficient staff availability and resources. Proctoring services are only available during open hours.

Students wishing to use the library's proctoring services must schedule all arrangements 15 days before the exam. Students are responsible for delivery of the exam to the library and for making all arrangements with the institution giving the exam. This includes ensuring that the library staff member proctoring the exam meets all requirements to do so.

If the exam is to be returned to the institution by mail upon completion, the library is not responsible for the postage costs.

15 PHYSICAL FACILITIES AND GROUNDS

15.1 HOURS OF OPERATION

The Gladstone Public Library is open to the public on the days/hours listed below:

Monday:	10:00 a.m. – 8:00 p.m.
Tuesday:	10:00 a.m. – 8:00 p.m.
Wednesday:	10:00 a.m. – 8:00 p.m.
Thursday:	10:00 a.m. – 8:00 p.m.
Friday:	11:00 a.m. – 5:30 p.m.
Saturday:	11:00 a.m. – 5:30 p.m.
Sunday:	1:00 p.m. – 5:00 p.m.

15.2 HOLIDAYS

The library recognizes the following holidays:

New Year's Day
President's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

The library makes every effort to keep regular hours during inclement weather. However, there may be occasions when this is not possible. For example, weather conditions may deteriorate to the point where it would not be safe for staff on duty to get home, or road conditions may prevent library staff from getting to the library in time to open it. The library staff reserves the right to close the library early or open it late when conditions mandate.

16 BULLETIN BOARD, DISPLAY AND EXHIBIT POLICY

16.1 BULLETIN BOARD ACCEPTABLE USES

Bulletin-board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. A library staff member must initial and approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. Political campaigning or signature gathering are not permitted. The library is not responsible for the theft of or condition of materials posted. Posting of a notice does not imply endorsement by the library staff, library board, or the City of Gladstone.

16.2 DISPLAYS AND EXHIBITS POLICY

As part of its mission the Gladstone Public Library promotes the power of lifelong learning to our diverse community through quality resources and services. Those resources include displays and exhibits.

The library adheres to the "Interpretation of the Library Bill of Rights: Exhibit Spaces and Bulletin Boards," adopted by the American Library Association Council in 1991. All exhibits considered for space within the library must support the mission of the library, must not cause disruption of the regular flow of library work and service, and must provide educational, cultural or civic content. Library initiated exhibits and displays have priority. Non-library organizations may request exhibit space following the library's display guidelines.

Exhibits and displays are for a period of one month. They are not to be used for commercial purposes, solicitation, fundraising, political recruitment, or religious proselytizing. Educational exhibits or displays on the aforementioned subjects may be allowed. Determination of educational exhibits will be made by library staff. All exhibits will be considered using the following criteria:

- Suitability of subject
- Quality of presentation
- Local interest
- Space requirements
- Timeliness

The library reserves the right to remove or refuse any material judged unsuitable or to rescind an exhibit/display for violation of policy.

Because individuals of all ages will view exhibits, materials must visually meet a standard acceptable to the community. However, the library does not guarantee that exhibits will be suitable for all children. Parents are encouraged to view displays and exhibits with their children.

17 SOCIAL MEDIA POLICY

17.1 SOCIAL MEDIA

The Gladstone Public Library uses social media in many forms. Library staff maintains and edits the content of the library's social media sites to comply with library policies. Library social media is intended to create a welcoming online space where library users will find useful and entertaining information and can interact with staff and other users. Social media is defined as any web application, website, or account used by the library to facilitate the sharing of opinions and information about library-related subjects and issues. It includes any facility for online publication and commentary, such as blogs, wikis, and social networking sites. The library utilizes social media tools to encourage community involvement and to create a dialog between the library and its patrons regarding library services, resources, events and programs, and community information.

17.2 PUBLIC POSTINGS

Comments, posts, and messages are welcome on the library's social networking sites. Although the library recognizes and respects differences in opinion, library staff will regularly monitor and review all such interactions for content and relevancy. The library reserves the right to refrain from posting user submissions or comments or to remove them at any time.

17.3 RULES FOR PUBLIC COMMENTS AND POSTS

- Stay on topic. Comments and posts should be library related.
- Multiple posts from the same individual will be deleted.
- Users should not include personal information about themselves or others. The library discourages individuals from posting personal information and reserves the right to remove any posts with personal information.
- The library is not responsible for user-generated content. A posted comment is the opinion of the user only, and publication of a comment does not imply endorsement or agreement by the Gladstone Public Library.
- Spam and commercial content will be removed. The library will remove posts or comments used for campaigns, religious or commercial purposes, or for soliciting funds. Gratuitous links to sites are viewed as spam and will result in the comment being removed. Repeat offenders may be banned.
- Individuals should not post any unauthorized content. The Library follows a notice-and-takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.

- Posts containing offensive, obscene, threatening language, abusive language, or hate speech are strictly prohibited and will be deleted. The library reserves the right to contact law enforcement authorities in these situations.
- If a user reports a concern regarding a post, library staff will review those concerns as soon as possible.

17.4 ADVERTISEMENTS

The Gladstone Public Library does not endorse the advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express the Gladstone Public Library's views or positions.

18 PROGRAMMING POLICY

Library programming supports the library's mission to serve the informational, educational, cultural and recreational needs of its residents. The library strives to offer a variety of programs for all ages that reflect the community's interests, encourage library usage, promote library materials and extend library services to the community. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. All programs are open to the general public. However some programs may be designed with specific audiences in mind, such as children's programs and story times. Programs targeted toward specific audiences will be publicized as such.

The Gladstone Public Library reserves the right to promote library-sponsored programs as it sees fit. Such promotion may include, but is not limited to, the use of social media, in-house marketing, photography, video, print and online media.

Library sponsored programs may be offered at locations outside the library as well as on-site. Such locations may include schools, community centers, information fairs and area businesses.

Library sponsored programs shall be at the discretion of the library staff. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs or program by any library personnel or by the City of Gladstone.

Grant funded programs are subject to the regulations of the grantor.

Library staff that present programs do so as part of their regular job and are not hired as outside contractors for programming. Programs may be held on-site or off-site.

The library does not offer programs of a commercial nature. Library sponsored programs must have a special educational, informational or cultural value to the community.

The library may draw upon other community resources in developing programs and actively partner with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.

The library will not be held liable for the consequences of any information presented by a speaker during a library program.

The City of Gladstone assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups on individuals, while attending a library-sponsored program.

Any specific requirements of a program will be noted with the posting of the program.

18.1 PROGRAM REGISTRATION

Registration will begin on the day and time specified on the program's flier or on the library website. Registration will NOT begin any earlier than the specified date.

If there is an age requirement for a library program, only children who meet the specified age requirement will be registered for that program.

Parents/caregivers may register their children for programs in person, online, or over the telephone.

Registration is done on a "first come, first served" basis. If all slots have been filled, children's names will be added to a waitlist. Should a slot open up, the library staff will call the names on the list in order.

If a child is unable to attend a program, the parent/caregiver is requested to call the library to cancel so that the spot may be filled as soon as possible.

If a parent/caregiver brings more than four minor children to a program, another adult must accompany them to provide additional supervision.

If a program is anticipated to be extremely popular, library staff will open registration to Gladstone residents for a specified time before registration is open to non-Gladstone residents.

19 PUBLIC RELATIONS POLICY

The public relations goals of the Gladstone Public Library are to promote a good understanding of the library's objectives and services among governing officials, civic leaders, the general public, and to promote active participation in the varied services offered by the library to people of all ages.

The Library Director and the Gladstone Public Library Board recognize that public relations involve every person who has connection with the library. Because Board members and library staff represent the library in every public contact they make, their public interactions should further the library's public relations goals and guidelines. The library recognizes that good service supports good public relations.

The Director is expected to make presentations and to participate in community activities to promote library services. The Director must approve all materials to be used by press, radio, or television.

20 HUMAN RESOURCES

20.1 LIBRARY STAFF

The Gladstone Public Library is a department within the City of Gladstone. The City of Gladstone Personnel Manual outlines the benefits and requirements for all employees.

20.2 STAFF DEVELOPMENT AND TRAINING

The library encourages and supports the training and development of staff based on the following:

- The library's needs and priorities for development of specific expertise to meet future growth of services.
- Staff members' individual needs to develop specific competencies in their positions.
- To support statewide library activities or initiatives.
- To meet minimum competencies in the use of new technologies.

20.3 VOLUNTEERS

The library encourages individuals and groups to volunteer their time and effort in the service of the library.

The volunteer coordinator is responsible for all volunteer applications, communication, and training of volunteers. Training will be conducted prior to any volunteer assignment in the area in which they are assigned. Library volunteers are not allowed access to library records and should not be given assignments that jeopardize patron confidentiality. All volunteers must abide by rules and regulations set forth in the "City of Gladstone Volunteer Handbook".

In appreciation of volunteer services, the library acknowledges the need to organize volunteer activities and will provide appropriate recognition befitting the benefit to the library and the communities it serves.

20.3.1 APPLICATIONS

All volunteers are required to complete an application form. This form is used to determine the individual's eligibility for volunteer service, identify skills that the library may use (or skills the volunteer may wish to offer or develop), indicate the length of service that is anticipated, and indicate the reasons that such service is being provided. The library will keep all completed applications confidential to the extent allowed by the Oregon Public Records laws. Library staff will submit the volunteer application to the Assistant City Administrator for a background check approval.

20.3.2 BACKGROUND CHECKS

Background checks are required for library volunteers 18 years of age or older. The Library reserves the right to discontinue service based on the results of a background check.

20.3.3 AGE

The minimum age for volunteers is 12. Volunteers under the age of 18 are not eligible for volunteer service unless the application is signed and approved by a parent or legal guardian. All volunteers under the age of 18 must also submit a "Student Volunteer Recommendation Letter" signed by their teacher or guidance counselor.

20.3.4 RELATIVES OF EMPLOYEES

Family members of employees (who meet all qualifications) may volunteer for the library. Family members will be treated the same as any volunteer with all of the same privileges and benefits. Employees may not supervise family members who are volunteers.

20.3.5 COMMUNITY SERVICE

Individual volunteers who are completing required service hours for a community or school organization are welcome at the library. It is the responsibility of the volunteer to keep track of any required paperwork. Reasonable time should be allowed for library staff to complete required paperwork. The library does not accept volunteers who are completing court ordered community service hours.

20.3.6 COMMUNITY SERVICE GROUPS

The library welcomes the volunteer efforts of community service groups completing special projects for the library or providing specialized services. Approval of such group activities requires that one adult be designated as the group's representative to the library. The group leader will be responsible for coordinating the activities of the individual members of the group, making contact with library staff as appropriate, and monitoring the behavior of the group in the performance of its tasks.

Groups that wish to provide a service for the library should provide a written explanation of the activity to be performed, the extent of the services that will be provided, and an indication of the length of time this service will be provided. The library cannot guarantee that the results of a special project will be maintained as an ongoing activity of its staff members.

20.3.7 LIBRARY SPONSORED GROUPS

The library may occasionally coordinate the activities of a group of volunteers in a specified project or series of projects. In such cases, the library will provide supervision for the activities of the group.

APPENDICES

12-54

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also ALA Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and Privacy: An Interpretation of the Library Bill of Rights.)
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.¹

¹Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a

profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

FREE ACCESS TO LIBRARIES FOR MINORS

AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the

role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

STANDARDS FOR OREGON PUBLIC LIBRARIES

REVISION APPROVED 2014

OREGON LIBRARY ASSOCIATION

PUBLIC LIBRARY DIVISION

12-65

Standards for Oregon Public Libraries (Revision Approved 2014)
Oregon Library Association
Public Library Division

Introduction

In the fall of 2012, the Public Library Division of the Oregon Library Association, in association with the Oregon State Library, convened a committee of library professionals from small, medium, and large public libraries across the state to review and rewrite the **Standards for Oregon Public Libraries**.

Under the direction and leadership of the Board of Directors of the Public Libraries Division of the Oregon Library Association, the committee created this document to assess and guide the development of quality library service for all Oregonians. It was the intention of the committee to provide a relevant and useful tool for library professionals to not only manage the resources entrusted to them under state law, but also to provide assistance in strategic planning regardless of the current level of services offered.

Vision

The committee was guided by the Oregon Library Association's **Vision 2020** statement, officially adopted in 2010.

Vision 2020 is intended to paint a picture of the challenges and opportunities Oregon's libraries will face in the next decade and explicitly charges the divisions, committees and task forces of the Oregon Library Association to take on the concrete work of making the principles of **Vision 2020** a reality. The guiding principles of collaboration, flexibility, and innovation as stated in **Vision 2020** provide the framework for these standards. [Provide link to Vision 2020 here.]

The standards committee recognizes the diversity of libraries across the state and developed these standards to allow for the strength this diversity creates, and the adaptability it requires. By meeting these standards, a library establishes a baseline from which it can strive for excellence. To better support innovation in library services, the standards establish a starting point that library boards and staff can use to direct local long-range planning efforts. Although the standards define good and reasonable library service, The Oregon Library Association would like to recognize exemplary libraries as well and provide mentoring and support opportunities for libraries that are struggling.

Process

Each major heading has check boxes for essential, enhanced and exemplary (definitions below). The Public Library Division recognizes that there are many ways to achieve excellence. The standards listed are simply a means, not necessarily an end. In other words, some libraries may achieve an exemplary level, and the outcomes, without achieving any of the standards listed. In that case, a library may choose to check exemplary and offer an explanation on their unique means.

A library will know they have met a standard when:

Levels of achievement:

- **Essential**—This is the basic level. A public library operating below essential is in critical condition and needs local, state and OLA support.

- Enhanced—This level recognizes programs, services and other aspects of a public library that stand out compared to their peers.
- Exemplary—This level recognizes public libraries for being state and national leaders.

A. Governance

Governance Standards ensure that each Oregon public library shall be legally established, publicly funded, and publicly managed in a way that provides transparency and accountability to the taxpayers. It shall be responsive to the community served, and shall have policies and procedures in place to establish competent library management and lawful employment practices.

Services and Leadership—In order to meet essential standards, each Oregon public library shall adopt and review national and local policies responsive to the local community .

Essential Enhanced (n/a) Exemplary (n/a)

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library is a legally established public library according to Oregon State Law.
		Library is significantly supported with funds from local governments on an ongoing basis. Grants, and private donations supplement, but do not supplant the responsibility of the local funding authority to support the library.
		Library has adopted ALA Code of Ethics.
		Library has adopted the ALA Library Bill of Rights.
		Library has adopted the ALA Statement on the Confidentiality of Library Records.
		Library has adopted the ALA Freedom to Read Statement
		Library has adopted the ALA Freedom to View Statement.
		Library has adopted the ALA Free Access to Libraries for Minors Statement.
		Library Board meets at least quarterly and has written bylaws.
		Governing body with board involvement hires the director according to local, state and federal regulations and delegates the day-to-day management of the library to the director.
		When permissible, the Library Board has staggered, finite terms of service. There is a limit on the number of consecutive terms a member may serve on the board.
		Library Director or designee submits an annual statistical report, filed with the state library.
		Library has a written mission statement.
		Appropriate authority evaluates the performance of the director annually.
		All national and local library policies are reviewed at least once every three years.
		Library reviews its strategic or strategic plan annually and/or conducts a regular planning process.
		The public has easy access to all written policies and by-laws, both in print and online.

Enhanced—None

Exemplary—None

Outcome—The community has access to free public library services and is confident in the effective leadership of the library.

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Policies and Procedures — The Library has written operational policies and procedures, adopted and reviewed by the appropriate authority, which cover the following standards.

Essential

Yes	No	Standard
		Circulation
		Collection Management
		Emergencies and Safety
		Finances
		Gifts and Donations
		Human Resources
		Interlibrary and Interagency Cooperation
		Internet and Other Technology Issues
		Patron Suggestions
		Public Relations (information dissemination)?
		Rules of Conduct for Library Users
		Exhibits and Displays
		Programming
		Use of Library Meeting Rooms
		Use of Library Equipment
		Request for Reconsideration of Materials
		Strategic Plan
		All operational library policies are reviewed at least once every three years

Outcomes—Community members have access to public library services provided in a consistent manner. Community members consistently experience efficient, effective and courteous library service.

Enhanced

Yes	No	Standard
		Strategic plan includes a technology plan that is reviewed each year and revised at least every five years.
		Provide orientation and continuing education support for Library Board.
		Trustees participate in continuing education activities such as the OLA Annual Conference.
		Has a disaster preparedness plan for both the facility and ongoing services.
		Conducts a formal study of community needs at least every five years.

Outcomes--The community benefits from well-planned library services, technologies and facilities. Community members are aware of the library's role in their community and have access to the library's long-range plan. Community members are engaged in library assessment and planning and are more knowledgeable about the library and its impact on the community.

Exemplary

Yes	No	Standard

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		Holds an annual retreat attended by Library Board and Library Director that includes a self-evaluation process.
		Has a disaster preparedness plan that outlines the library's responsibilities in case of a community-wide disaster, and participates in training exercises annually.

B. Staff

Library staff create and maintain programs and services integral to the mission of the public library in relation to its community. The design of the staffing standard supports both the processes and resources necessary to provide equal, consistent, and quality service in a manner sustainable for the future.

Every member of library staff, paid or volunteer, contributes to the library's primary mission: providing uncompromising access to information. All library staff actions are in service to the public and support the social wellness of the community.

Library staff, regardless of degree or position, must possess the depth and breadth of knowledge necessary to provide quality service. To ensure service of the highest quality, libraries must provide all staff with the education, training, and support necessary to identify and meet the needs of their patrons and community.

Human Resources—The library maintains and adheres to accessible, well-defined, and consistent written policies governing the training, performance, and recognition of all staff in order to provide a clear and transparent organizational environment. The library also maintains a full staff of well-qualified professionals and paraprofessionals in possession of the skills, knowledge and abilities to serve the community as outlined in the library's mission, goals, and strategic plans.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library employs a full-time, paid director possessing formal management experience or adequate professional training and education
		The library employs qualified librarian(s) possessing a Master of Library Science degree from American Library Association-accredited institutions, or who have equivalent training and education.
		The library employs paid staff members who are present during all library service hours.
		The library maintains sufficient staff to provide the services central to the library's mission and goals.
		The library maintains contemporary, written job descriptions for all

		classifications and provides regular job performance evaluations for all staff members.
		Written job descriptions must include a defined salary range and benefits package for each job description that is comparable to the average for all library services staff in each category for similarly sized entities.
		The library provides a salary and benefits package at or above the median for that of all library services staff in each category for similar positions in the same jurisdiction or in other local government bodies.
		The library maintains, supports, and funds an annual staff development plan.
		All written personnel policies related to effective personnel management are correlated with policies of the governing body.
		Policies and procedures address the work and contributions of non-employees and volunteers.
		Volunteers enhance the general level of library service but do not replace the services provided by paid library staff.
		The library provides and adequately funds advanced professional levels of library support services; this includes but is not limited to information technology support and collection management.
		The library provides sufficiently trained staff to facilitate an advanced, professional level of public library services to all ages, in four or more of the following areas: reference services, youth services, reader's advisory, community outreach, event programming, services in languages other than English, and technology support during all library service hours.
		Volunteers are selected through a defined hiring process which may include a background check.
		Volunteers are matched to the specific needs of the library.

Enhanced

Yes	No	Standard
		Upon offering 20 open hours a week, the library employs a full-time, paid director possessing a Master of Library Science degree from an ALA accredited institution or who has equivalent training or education.
		The library provides sufficiently trained staff to facilitate an advanced, professional level of public library services to all ages, in five or more of the following areas: reference services, youth services, reader's advisory, community outreach, event programming, services in languages other than English, and technology support during all library service hours.
		All staff members receive salary and benefits packages which are within the top twenty-five percent for comparable positions in the same jurisdiction or in similar local government bodies.

Exemplary

Yes	No	Standard

		The library provides sufficiently trained staff to facilitate an advanced, professional level of public library services to all ages, in all six of the following areas: reference services, youth services, reader's advisory, community outreach, event programming, services in languages other than English, and technology support during all library service hours.
		All staff members receive salary and benefits packages which are within the top five percent for comparable positions in the same jurisdiction or in similar local government bodies.
		The library maintains a succession plan for all professional library positions.

Outcome: *By maintaining efficient policies and procedures and actively supporting professional development, the library is able to provide excellent services to its community delivered by a highly educated and passionate staff.*

Diversity and Community Engagement—Libraries must provide the education, training, and support necessary for staff to design and implement appropriate community needs responses. Libraries which are actively aware of demographic changes in their service area are more able to effectively service their community. Consequently, libraries are more capable of providing staff, programming, and collections which meet the needs of both minority and majority populations.

Libraries must maintain an active and engaged presence to remain an integral part of their communities. Consequently, libraries must actively seek input on the library's work and stewardship from community members and groups in addition to library users.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library's strategic plan includes specific goals for surveying community diversity.
		The library's strategic plan articulates a method for reflecting the demographic, ethnic, and social diversity of its community.
		The library provides diversity training to all staff.
		Diversity training is reflected in staff development plans.
		As part of its regular strategic plan review process, the library evaluates the linguistic, ethnic, and cultural diversity of its community.
		The library utilizes diversity assessment in developing library services and programs to meet the needs of minority populations.
		If a significant percentage (more than 10%?) of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language.

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		To advocate for the library, Friends and Foundation groups, boards, volunteers, non-employees, and library partners are well trained in the mission, goals, and strategic plan of the library.
		Staff participation in community organizations and groups is encouraged and supported by the library as outlined in the staff development plan.

Enhanced

Yes	No	Standard
		If more than 5% of the library community speaks a language other than English in the home, the library ensures that its staff and/or volunteers are capable of speaking and culturally engaging with those patrons.
		Trained staff deliver culturally and socially relevant services for new immigrants in their primary language(s)
		In response to library needs assessment, staff develop outreach programs to address the current and projected needs of their community.

Exemplary

Yes	No	Standard
		If more than 1% of the library community speaks a language other than English in the home, the library responds by adding staff and/or volunteers capable of speaking and culturally engaging with those patrons.
		Trained, professional librarians oversee culturally and socially relevant services for new immigrants in their primary language(s).

Outcome: All who enter the library feel welcome and find the services, collections, and programs of the library meet their unique needs. The community as a whole benefits from strong collaborations among local organizations. Additionally, when library staff is involved with communal activities, the library as an organization can more fully participate in its community.

Staff Duties and Responsibilities—Public libraries are thriving learning centers, community gathering places, and places of play and discovery. Successful libraries require dedicated, engaged library staff who are committed to the discipline of library science; the library's staff is central to the library's success as an institution that supports learning, community engagement, and cultural expression.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Professional librarians oversee the collections, programs, outreach, and services for children, teens, and adults. Professionals are defined as holding a Master of Library Science degree from an American Library Association accredited institution or its equivalent in education and experience.
		Formally trained, qualified staff oversee technical matters such as (but not limited to) information technology, cataloging, and finances. These staff member(s) may be employed by the library directly or work closely with the library through a parent agency (e.g. local government).
		The library maintains and follows a written plan for recognizing outstanding achievement by library staff and volunteers.

Enhanced

Yes	No	Standard
		A staff member coordinates and oversees public relations and marketing for the library, including the use of social media and other emerging communication media.
		Professional librarians coordinate and deliver at least 50% of the collections, programs, outreach, and services for children, teens, and adults.

Exemplary

Yes	No	Standard
		A dedicated library staff member who possesses formal training in marketing and communication is given the primary focus of coordinating and overseeing public relations and marketing for the library, including the use of social media and other emerging communication media.
		Professional librarians coordinate and deliver at least 75% of the collections, programs, outreach, and services for children, teens, and adults.

Outcome: Every Oregon citizen, regardless of rural, urban, or suburban locality, enjoys the benefits of professional and professionally assisted staff. These excellent staff members provide professional, relevant library services and collections that meet and exceed community needs and expectations.

Staff Development and Learning—The library constantly strives to adapt to meet the needs and interests of its community. One of the major engines of this growth is the library staff; consequently the library must actively support continuing education and professional development of its staff. With the rapid technological advances in Oregon libraries, all staff must be able to utilize complex technological services and operating procedures. Staff must also stay abreast of current professional and government trends, specifically those which directly impact their community.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards

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below.

Essential

Yes	No	Standard
		The library provides the resources and technological tools required for professional education and development.
		The library supports staff participation in continuing education programs and self-education. This support is provided in the form of time allotted for training, learning, teaching, and in the form of financial support for education opportunities that require fees, travel expenses, etc.

Enhanced

Yes	No	Standard
		The library supports staff participation in state and national professional associations.
		Professional librarians and management staff participate in the Oregon library community.
		Professional librarians and management staff "give back" by sharing their education and professional experiences with the library community.
		All employees, regardless of classification or job type, set annual goals in accordance with the staff development plan for personal and professional development with their direct supervisor.

Exemplary

Yes	No	Standard
		Support for professional development, publication, conventions, classes, and other means of development is an integral part of the library's strategic plan and is generously funded by the library.

Outcome: Library staff members are educated, engaged, and capable of adapting to community needs. The public benefits from staff that are valued, respected and creatively encouraged to provide innovative services for their communities, as well as enthusiastic in their service.

C. Materials

Providing access to materials and information resources is integral to the public library. These standards address the importance of developing a collection of materials that is reflective of and responsive to the community which the library serves. In addition to outlining a strategic approach to all steps related to material acquisition, access and assessment, the following standards also acknowledge the need for a dynamic approach to technology as it impacts library collections. Beyond the need to provide access to both print and electronic resources as appropriate for the community served, these standards embrace the value added by collaboration and cooperation, from allowing for material requests from members of the community to engaging in resource sharing.

Community Value – The Library will obtain, organize, and make conveniently available to all the people of the community educational, recreational, and informational materials in convenient forms, including print, non-print and electronic.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

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Yes	No	Standard
		The library adopts a Collection Management Plan which includes policies and procedures for selection, de-selection, reconsideration, conservation, preservation, gifts, donations, and special collection items.
		The library provides a dynamic collection which reflects the community's needs, interests, local standards, and diversity and is available in formats appropriate for all users.
		Funds are allocated for purchasing materials and are expended based on the Collection Management Plan and other policies directing library activities.
		The collection is contemporary, is available in current physical and electronic formats, and provides both in-house and remote access as is appropriate to the format.
		The library provides materials and access to information representing a wide variety of viewpoints.
		The library regularly evaluates the items in the collection for retention, replacement, or withdrawal according to the Collection Management Plan.
		The library maintains material records formatted to facilitate access while complying with existing national cataloging standards and schema to facilitate resource sharing.
		The library tracks annual circulation statistics per capita with consideration for provision of access measured by service area and turnover rates.
		The library and staff stay abreast of the technological impacts of changing formats for content delivery.
		The library places orders at regular intervals throughout the year to ensure a steady flow of new materials for public consumption.
		Processing procedures provide expeditious access to new materials
		Circulation procedures provide expeditious access to materials.
		All users have access to all materials, unless restricted by law or library policy.
		The library provides easy and accessible ways for patrons to give written feedback on collections, i.e. purchase suggestion forms and web-based forms.
		If more than 10% of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats.

Enhanced

Yes	No	Standards
		The library participates in reciprocal borrowing and lending programs, such as participation in consortia or by providing interlibrary loan services.
		The library reviews the Collection Management Plan within a three year period.
		The library provides access to online databases as appropriate to meet the needs of the community.

		The library and staff stay connected with the technological impacts of the e-media market.
		If more than 5% of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats.
		The library provides access to adult basic-skills and English-as-a-Second-Language material with reading levels and formats appropriate to meet the needs of patrons who are adult new learners, have developmental disabilities, or possess limited English speaking skills.

Exemplary

Yes	No	Standards
		Libraries housing local history and archival collections follow the best practices of the Society of American Archivists.
		The library provides access to federal, state, and local government documents appropriate to the community.
		If more than 1% of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats.
		The library provides access to special collections appropriate to the community.

Outcome: *The community has access to items in a variety of formats and reflecting a balanced collection.*

D. Services and Programs

Services such as reference, reader's advisory, and services to youth are an integral component of library services and should be available whenever the building is open to the public. The public library develops and offers educational, recreational and cultural programs designed to best meet the diverse needs and interests of their individual communities. Services and programs are offered free of charge to everyone in the library's service area and are continually evaluated to assure they are effective. Alternate methods of delivery of service need to be explored and provided for populations unable to come to the library facility.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library is welcoming and has effective services and programs for community members.
		The library provides basic services free of charge to everyone in its service population as defined by written policies.
		The library offers services that include a circulating collection, public technology, story times, and a community meeting space.

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		The library has a public meeting space which is governed by a written policy.
		The library provides reference and reader's advisory services to patrons of all ages and levels of literacy in person, by telephone, and by text telephone (TTY) or chat services all hours the library is open to the public.
		The library provides reference and reader's advisory services to patrons with physical disabilities in formats they can utilize.
		The library provides free summer reading and regular story time programs for children and young adults.
		The library provides a summer reading program for adults.
		The library provides trained staff members, who offer assistance to the public during all hours the library is open, in the use of technology, circulation, and access to materials.
		The library invites patrons to provide written feedback on the library and its services.

Enhanced

Yes	No	Standards
		The library provides free educational or cultural programs for all ages.
		The library offers programs to all ages reflecting the community's needs and interests.
		The library provides a variety of meeting rooms and community spaces based on local needs.
		The library promotes lifelong learning for all community members.
		The library provides current information regarding children's, adult and/or family literacy programs.
		The library provides current information about agencies and organizations that connect programs of interest to the patrons.
		The library provides staff trained to assist patrons with the effective use of technologies necessary to access and use the Internet and other electronic and non-print resources.
		The library ensures effective communication with persons with disabilities at all service points by providing staff with training, adaptive equipment and software, and by making materials available in alternative formats.
		The library surveys patron satisfaction with services on an annual basis.
		The library evaluates all services based on whether the service achieves a defined goal/success (outcome measurement) on a regular basis.
		The library prepares bibliographies and other access guides and user aids to inform patrons of the availability of resources on a specific topic or issue, and makes them available in alternate formats, as appropriate.

Exemplary

Yes	No	Standards
		The library provides literacy programming and/or provides space or referrals to other agencies to teach literacy classes.

		The library provides regular free programs serving informational, recreational, cultural and educational needs to library users of all ages.
		The library provides services that meet the needs of the demographics of the community including special populations.
		The library collaborates with other community organizations, schools, and other educational institutions to provide community programs.
		The library offers programs outside the library building(s).
		The library provides resources and services to support economic development.
		The library facilitates or serves as custodian of local history.

Quantitative Standards—Total unduplicated hours the library is open to the public at all facilities.

Population Served	Essential	Enhanced	Exemplary
0—4,999	20	35	50
5,000—9,999	30	45	60
10,000—24,999	40	55	70
25,000 and above	50	60	75

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E. Technology Standard

The OLA technology standards have taken a radical departure from recent iterations. Borrowing heavily from the benchmark framework from Library Edge's Initiative we have proposed a broad-based standard that is broken into three main categories:

- **Community Value and Support:** external practices that connect the library to the community
- **Engaging the Community and Decision Makers:** specific programs, services, and support that enable people to get value from their use of technology
- **Organizational Management:** internal management and infrastructure

The details of specific programs, services and support have been removed due to the ever changing environment of library technology. We hope that these standards will allow libraries to achieve an essential, or greater, standard without requiring them to follow a detailed recipe. We rely heavily on the leadership of each library to determine the best route for success.

Community Value—Library staff and volunteers provide assistance and training with the goal of increasing the level of digital literacy in the community.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library provides training and one-on-one assistance
		Library provides access to relevant digital content
		Library enables community members to create their own basic digital content (e.g. Word or Excel documents)
		Library provides free public access to the internet through dedicated high speed connections.
		Library provides remote electronic access to library catalog and other resources 24/7.

Enhanced

Yes	No	Standard
		Library provides licensed software in the current versions

Exemplary

Yes	No	Standard
		Library enables community members to create their own advanced digital content (e.g. photo editing, web design and audio/video recording)
		Library provides free public internet through wireless access.

Community Needs—Library provides technology to meet community members' demand for critical areas of research.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library provides technology to meet community members' job-seeking and entrepreneurial needs
		Library provides technology to meet community members' need for government and legal information and services/assistance
		Library provides technology to meet community members' need for educational support

Enhanced

Yes	No	Standard
		Library provides curated guides to resource areas listed above

Exemplary

Yes	No	Standard
		Library provides instruction on the resources listed above

Engaging the Community and Decision Makers—Libraries are a valuable community resource and a strategic partner in helping people and communities improve their quality of life.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library has leaders and staff who actively engage in high level community planning and addressing the digital divide to amplify their value in the community

Enhanced

Yes	No	Standard
		Library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.

Exemplary

Yes	No	Standard
		Library supports continuous improvement in public access technology services by

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		sharing expertise and best practices with other providers locally, regionally, and nationally.
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Organizational Management—Libraries manage resources so that members of the community who need or want access can get it regardless of ability, skill personal technology, or available time.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library integrates public access technology into planning and processes.
		Library has some staff/volunteers with technology expertise to help patrons achieve their goals.
		Library ensures participation in digital technology for people with disabilities.
		Library has sufficient devices and bandwidth to accommodate user demand.

Enhanced

Yes	No	Standard
		Library has sufficient staff with technology expertise to help patrons achieve their goals.

Exemplary

Yes	No	Standard
		Library manages their technology resources to maximize quality by monitoring systems and minimizing out-of-service devices.

F. Advocacy

Today's public libraries are consistently being challenged to do more with less—less money, less staff, and less time. It has never been more important for librarians, staff members, trustees, and others with a vested interest in their public libraries, to convey to their communities the value of the library. Advocacy, the process of acting on behalf of the public library to increase public funds and ensure that it has the resources need to be up to date, is critical to the success of libraries. With proper community relations we can increase awareness and support of library services through advocacy efforts on the library and staff/supporter level.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Collaborative Advocacy—Together our libraries will advocate for broader access, useful legislation and a robust information infrastructure.

Essential

Yes	No	Standards
		Collaborate with regional libraries for advocacy events when able.
		Be informed of OLA and ALA legislative issues and promote those issues whenever possible.
		Advocate for improved library service at the local, state, and federal level.
		Participate in statewide campaigns that focus on public awareness of libraries in order to garner support and funding.
		Participate when critical legislative issues arise that affect the future of libraries.
		Provide information and training to all library staff regarding the impact of customer service and marketing on the library's image and community relations.
		Library builds and nurtures strategic relationships with other community organizations to support common goals.

Enhanced

Yes	No	Standards
		Host events to which elected officials are invited to attend.
		Have representation at events, hearings and programs elected officials attend.
		Maintain an active list of community interest groups and individuals and regularly provide promotional materials and library updates.
		Support OLA Legislative Day with calls, mail and representation.

Exemplary

Yes	No	Standards
		Train and provide resources for external advocates for the library.

		Design and implement a communication plan for informing interested community members and library supporters about legislation concerning libraries.
		Library communicates its value to the community.

Staff and Supporter Advocacy—Our libraries will be staffed and supported by people who are educated and empowered to effectively advocate for their organizations, their communities and the information profession. Advocacy must be non-partisan.

Essential

Yes	No	Standards
		Staff and supporters are dedicated to the marketing and advocacy initiatives of the library.
		Staff and supporters serve as representatives on behalf of the library, promoting its use, encouraging its development, and enhancing communication between the library and the public.
		Staff and supporters develop and nurture community stakeholders and educate with the goal of being advocates.
		Library provides legal and state election law training to staff and supporters.
		Library provides support and resources to staff and supporters to ensure that they can be successful advocates.

Enhanced

Yes	No	Standards
		Active participation in local events, such as festivals and celebrations.
		Create and nurture relationships with elected officials on community, county, other local governances, state and federal levels.

Exemplary

Yes	No	Standards
		Participation in pertinent local and state legislature and awareness campaigns.

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G. Facilities

As a community commons dedicated to the mind, library facilities should provide the physical space where Oregonians can connect to people, ideas, and information. As library usage continues to rise both nationally and regionally, library facilities should be safe, comfortable, efficient, welcoming and allow for flexibility of space, service, growth, and community priorities. Library facilities should be reflective of an ongoing community assessment process. Libraries may partner with other community organizations to provide space for certain activities. Libraries should consider regional availability of similar services when figuring space needs. Ultimately, each library must consider and reflect their community as the unique entity it is. OLA encourages library leaders to consider excellence in facilities by looking at best practices and the facilities of those libraries succeeding at providing, meeting and surpassing community needs.

Community Anchor—Community recognizes library as a cultural capital and a symbol of civic pride; community members take pride in their library facility.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Community and cultural activities take place in the library.
		Library services are readily available to all residents of the service jurisdiction.

Enhanced

Yes	No	Standard
		Library is used by a diverse population for a variety of services.
		Library is a cultural and civic partner in the community.
		Library offers a full range of services at convenient times.

Exemplary

Yes	No	Standard
		The library is the "third place" for the community.
		Community perception of the library facility is regularly assessed.

Legal—The library is an entity which leads by example, provides a safe, comfortable environment and is responsive to the community.

Essential Enhanced Exemplary (n/a)

Check the box above that best describes your library in the respective category based on the standards below.

12-88

Essential

Yes	No	Standard
		Building complies with all federal, state and local codes, including safety, parking and ADA compliance.
		Emergency plans exist and are reviewed annually.
		There is adequate space for staff duties and activities.

Enhanced

Yes	No	Standard
		Policies regarding the use of the facilities are created and are reviewed annually.

Exemplary—None

Design—All who enter the library find a pleasing space suited to their needs and wants; the building serves the current and future needs of the community well; the building supports services and programs for lifelong learning, from pre-natal throughout all stages of life. Technology has not reduced the need for library space; library traffic grows in spite of and because of technology.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library ensures access to its resources and services for patrons with disabilities through the provision of assistive technology and alternative formats, in compliance with the Americans with Disabilities Act.
		The library includes space for patrons to access library resources via various and multiple formats and devices.
		The library recognizes multiple audiences and accordingly provides equipment and furniture for their unique needs: Adults, Teens, Children, People with disabilities.
		Lighting levels comply with standards issued by the Illuminating Engineering Society of North America.
		The library provides space that aligns with library's mission and goals. Examples of these spaces are: story time space, study areas, study rooms, quiet space, public meeting space, programming areas with enough space to access and utilize materials, public computing areas, seating areas.
		The library provides separate areas for staff workspace(s) and breaks and a private area for breast feeding staff
		The entrance is clearly visible and is located on the side of the building that

		most users approach.
		The library provides a convenient, safe book return location during the hours the library is closed. Material depositories are fireproof and are accessible to people with disabilities.
		The library provides a well designed interior that encourages self directed use of the library through appropriate layout and signage

Enhanced

Yes	No	Standard
		The library has allocated appropriate space for a multitude of users with all materials readily available, furnished with suitable furniture and equipment.
		The library provides storage areas for equipment and supplies.
		The library provides a well-lit exterior with signage that clearly identifies the building from the street.
		The library maintains a sufficient, well lit parking located near or adjacent to the facility.

Exemplary

Yes	No	Standard
		The library installs signs in the community that direct people to the library.

Technology—The building supports ever-evolving technology services which support community members' needs.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Allow easy access to electrical outlets and power supply to support current technology.
		Wifi seating areas and charging stations exist for the use of patron supported devices.

Enhanced

Yes	No	Standard
		The library continually evaluates options and plans for incorporation of technological changes.

12-90

Exemplary

Yes	No	Standard
		The library building supports the implementation of current and future telecommunications and electronic information technologies.

Assessment/Planning—The library provides adequate space to implement the full range of library services that are consistent with the library's strategic plan, current community needs based on on-going assessment, and the standards in this document.

Essential Enhanced Exemplary (n/a)

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library's facilities plan is reviewed and analyzed every 5 years using community input and analysis.

Enhanced

Yes	No	Standard
		Usage statistics are maintained and compared to space allocations in order to plan library facilities to meet current needs of the community.
		The library provides adequate space to implement the full range of library services that are consistent with the library's strategic plan and the standards in this document.
		The professional expertise of a library planner and/or library architect is sought for any new construction or major remodeling.

Exemplary—None

Partnerships/Collaboration—Partnerships foster community investment in a cooperative environment and the community benefits from collaborative spaces.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Provide meeting rooms and other spaces for community events.

Enhanced

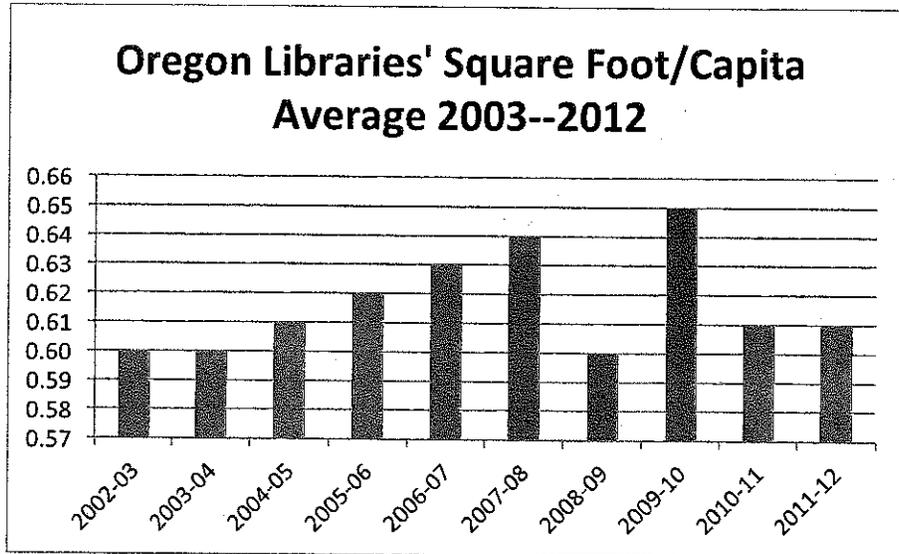
Yes	No	Standard
		The library seeks partnerships for all new buildings.
		The library seeks partnerships for alternative service outlets.

12-92

Exemplary

Yes	No	Standard
		The library participates in cooperative planning and programming with local agencies and organizations.
		The library participate in cooperative planning and programming with local government agencies and community organizations.

Oregon State Public Libraries Facilities Square Foot/Capita Tables: these tables are handy comparators for facility planning.



Oregon State Public Libraries Facility Square Foot/Capita 2011—2012				
Population	Mean	Median	High	Low
Over 100,000	0.56	0.54	0.89	0.37
50,000—99,999	0.52	0.42	0.97	0.09
25,000—49,999	0.88	0.79	2.09	0.39
10,000—24,999	0.85	0.83	1.71	0.24
5,000—9,999	0.81	0.62	2.11	0.16
1,000—4,999	1.29	1.00	4.45	0.34
Under 1,000	3.13	2.44	13.01	0.83
Statewide	0.61	0.87	13.01	0.09

H. Resources

Glossary:

Curated guides:

Outcome measures:

Turnover rate:

General

Oregon Library Association Vision 2020,

http://www.olaweb.org/assets/documents/Vision_2020_FINAL.pdf

Governance

American Management Association. <http://www.amanet.org>

Association for Library Trustees, Advocates, Friends and Foundations.

<http://www.ala.org/ala/mgrps/divs/altaff/index.cfm>

A Library Board's Practical Guide to Finding the Right Library Director.

<http://www.owlsweb.info/L4L/trustees/GuideToFindingTheRightLibraryDirector.pdf>

Nelson, Sandra and June Garcia. Creating Policies for Results: From Chaos to Clarity. PLA, 2003.

Sandra Nelson, Ellen Altman & Diane Mayo. Managing for Results: Effective Resource Allocation for Public Libraries. PLA, 2003.

Trustee manuals. Reed, Sally. The Complete Library Trustee Handbook. ALA, 2010.

Weingand, Darlene E. Administration of the Small Public Library, 4th ed. Chicago, IL: ALA, 2001

Staffing

Human Resources

ALA Office of Human Resource Development and Recruitment

ALA Office for Human Resource Development and Recruitment: ALA's Core Competencies of Librarianship

Young Adult Library Services Association: YALSA's Competencies for Librarians Serving Youth: Young Adults Deserve the Best

Association for Library Service to Children: Competencies for Librarians Serving Children in Public Libraries

Info on standards/resources for specific positions mentioned in this section:

- ALA Certified Public Library Administrator Program
- The National Association of Schools of Public Affairs and Administration (NASPAA) is the accrediting body for Masters of Public Administration degrees.

Diversity & Community Engagement

RUSA: Guidelines for Library Services to Spanish-Speaking Library Users January 2007
RUSA: Guidelines for the Development and Promotion of Multilingual Collections and Services January 2007

IFLA Section on Library Services to Multicultural Populations: Multicultural Communities: Guidelines for Library Services: An Overview July 2011 (more detail is in: Working group of the IFLA Section on Library Services to Multicultural Populations: Multicultural Communities: Guidelines for Library Services, 3rd edition, 2009)

REFORMA: Information for libraries and librarians serving Latinos & Spanish-speaking communities

Staff Duties & Responsibilities

ALA Core Competencies for Librarians
Staff Development & Learning

ALA Learning Round Table

The Oregon State Library's Continuing Education Resources Page (LOTS of links to other external resources collected here, including resource lists from other states)

ALA Tools and Fact Sheets (especially useful if you're looking for a bibliography of materials) resources for finding pre-packaged training, conferences, etc:

- NW Central
- OCLC Webinars
- WebJunction

Advocacy

ALA Advocacy, Legislation & Issues <http://www.ala.org/advocacy/home>

ACRL Oregon Library Advocacy Resources <http://www.olaweb.org/acrl-oregon-library-advocacy-resources>

Facilities

Impact Survey, <http://impactsurvey.org/>

PLA's The Edge Initiative, <http://www.ala.org/pla/advocacy/edge>

Every year, Library Journal publishes a list of all library construction in the US. This is a good place to look for norms and trends across the country. Libraries in the midst of a construction project are considering all aspects of current and future community needs as well as current and future technologies and will be responding with their best plans to meet those needs in new facilities. Therefore, looking at new library construction nationally will provide insight into how much square footage to allot per capita.
<http://lj.libraryjournal.com/2012/11/buildings/year-in-architecture-2012-public-library-data/>

City of Gladstone Staff Report

Report Date: March 3, 2015
Meeting Date: March 10, 2015
To: City Council
From: Fire Department, Stan Monte; Chief.

AGENDA ITEM

Fire Department concern for Water system within the "High Pressure Zone" of the City.

History/Background

With the City completed or nearing completion of water, storm and sanitary system survey and developing their priorities or Master Plans for Capitol Improvement, the Fire Department would like to remind the City Council of a situation within the water system, specifically the "High Pressure Zone" of the city's water system, which is most of the area between northeast Oatfield, Webster and Cason Roads. As out lined in the attached two letters from Public works and the Fire Department, from December of 2013, due to the age and construction of the water systems in this area the Fire Department has withheld flow testing of this system for the last three years and will continue to do so until approved as safe and prudent by Public works.

Proposal

For safety and preservation of the system the Fire Department will continue to not "Flow test" any hydrants in the High Pressure zone of the City until permitted or allowed to by Public works. The fire department will continue to utilize the hydrants as needed for fire protection and suppression. As it appears failures and damage normally occurs when the system is shut down and shrinks to its normal static size, flows during fire suppression should not/may not be an issue. However without the flow testing we have no idea of the status of individual hydrants until needed for fire suppression.

Options

- Review the Water system Master plan and make need repairs to the pumping system or the effected piping as identified.
- Continue with the moratorium on hydrant flow testing, understanding a well maintained and tested system is not only prudent to both the water users and fire departments but is also a portion of the city's ISO insurance rating.

Cost Impact

Unknown.

Recommended Staff Action

Staff recommends City Council be aware of the situation and integrate repairs the "High Pressure Zone" within the City as soon as economically possible.

Department Head
Signature

Date

City Administrator
Signature

Date

13-1



Gladstone Fire Department

December 5, 2013

Pete Boyce, City Administrator
Stan Monte, Fire Chief

I have a concern about the water system in the City of Gladstone, I feel obligated to report to you. Please understand this is not intended to reflect on the public works staff or their day to day work, but rather the distribution system (underground piping). The fire department has not been able to perform the annual maintenance of flowing fire hydrants in Gladstone's water system (upper zone) for the last 2 years. Until there are system improvements Mr. Tabor does not recommend that hydrant flow testing resume in this area.

As you may know the Fire Department and Public Works staff work well together as it relates to Gladstone's water system. The FD uses lots of water to put out fires and the water department always makes sure the water is there and ready to use. Mr Tabor would have to explain the condition of the water pipes throughout the rest of the city, but I have been receiving an education from Scott about the water lines in the high pressure zone. The high pressure zone covers about 1/3 of the City. (map attached)

The Fire Department strives at all times to provide the best service that we can. As an example, we are proud to boast that our Fire Insurance rating went from a 5 to a 4. Part of this rating is based on the water system and our ability to provide good water pressures throughout the City. The good water pressures are verified through the flow testing of every fire hydrant in the city and recording the water flows.

You will see from the attached letter from Mr. Tabor that he has strong concerns about allowing the FD to do flow testing in the high zone due to the possibility of another system failure. I agree with Scott that at this time, it is not in our best interest to flow the upper zone due to the possibility of another major line failure. However in the event of a house fire in this area, the fire department must hook-up and use the high system as needed.

Both Scott and I agree that in an emergency we must do what is necessary to mitigate the emergency (put the fire out). However, due to the possibility that normal firefighting efforts could cause another major water line break, we feel it only prudent to formally place our concerns before you.

Please provide guidance as to whether the fire department should resume flowing fire hydrants in the upper system and chance a line rupture, or shall we hold off on flow testing until the city further investigates the problem.

Respectfully submitted:

Michael R. Funk

Michael Funk, Fire Marshal

Mike as you know in July of 2012, we had back to back water main delaminating on Devonshire Dr. within 10 feet of each other. During that time the Fire Department was flow testing fire hydrant in the high level system. after checking the Webster pump station it was determined that during flow testing there was a lag time between when the pumps increase flow capacities to meet the demands of hydrant flow. It is not the pump station that is at issue here, it is the Transite water main that is in the high level system. During pressure differentials, the pipe expands and contract with fluxuating pressures and the age and also the quality of pipe causes a spiral delaminating and failing of six to ten feet of pip at a time. Normally, this would not be a problem if the water main was in the right of way in the street. The major problem is most of the water mains in the high level system are behind curb in people's front yards, under driveways and even going between properties and even in back of houses. The big concern is property damage on a large scale has not occurred at this time, but when it does, it will be a logistic nightmare to access and repair the water main. Also a water main break between or behind homes could be extremely dangerous and could cause major damage, and possibly injury to residences living in them.

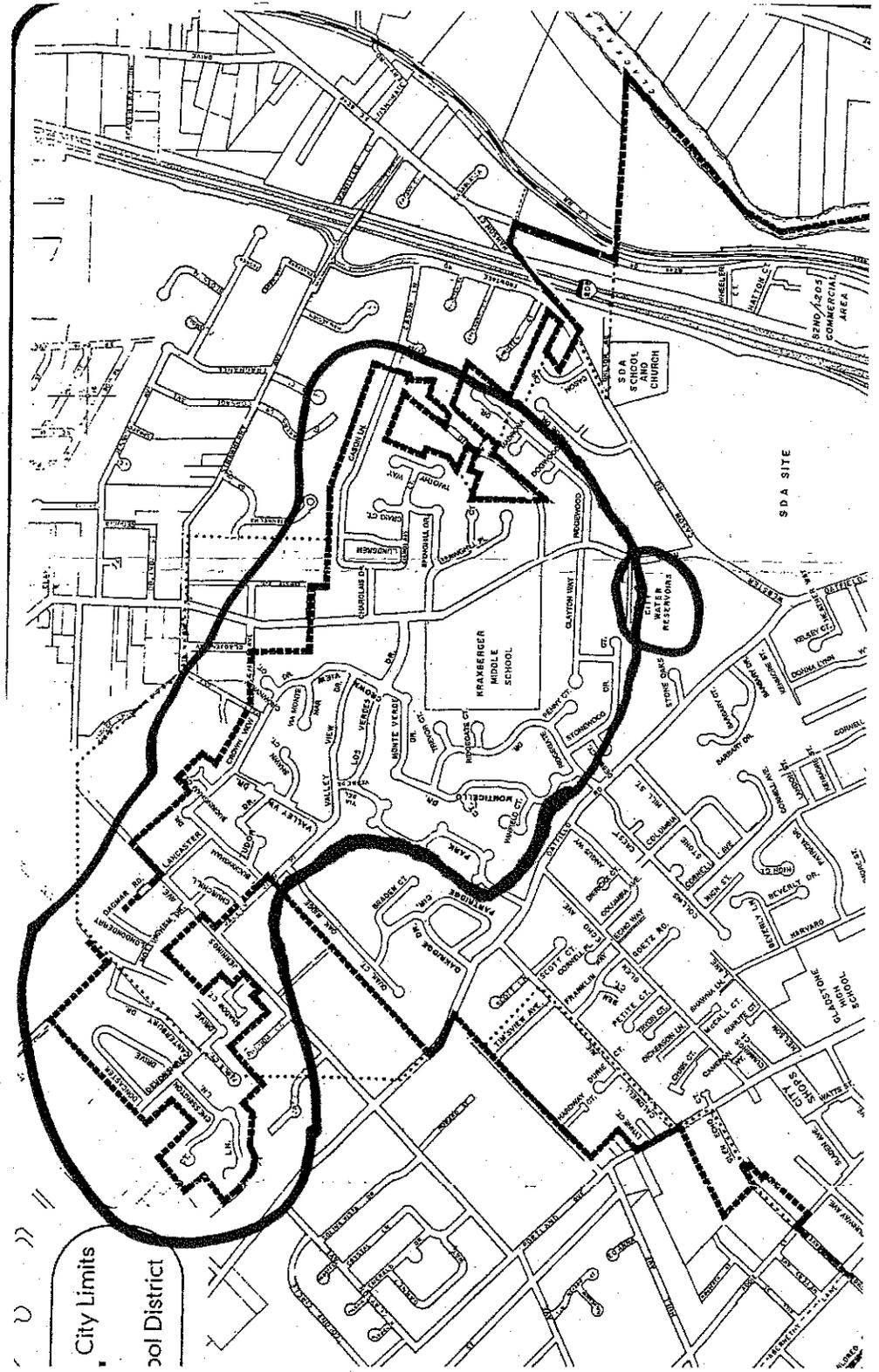
It is clearly evident that when you stopped flowing fire hydrant is the high level system as you did this year, we experienced not one major water main break in this area.

I am recommending that this moratorium be continued though to 2014 and at that time the water master plan will be completed and we will have a plan to follow for capital improvements in the water system to address this issue.

Sincerely,

Scott Tabor
Public Works Supervisor
City of Gladstone

High Zone area of concern.



City of Gladstone Staff Report

Report Date: March 3, 2015
Meeting Date: March 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

House Bill 2800 Tri-City Governance

History/Background

Representative Brent Barton has presented legislation that would allow the Cities of Gladstone, Oregon City and West Linn to decide if they would like to change the governance structure of the Tri-City Sewer District. Both Clackamas County and Oregon City have asked Gladstone to take a position on the legislation. Attached is a copy of House Bill 2800 that is under consideration.

Proposal

Consider if Gladstone should support, oppose or remain silent on HB 2800.

Options

N/A

Cost Impact

N/A.

Recommended Staff Action

Staff recommend city council debate the bill and consider the impact on Gladstone rate payers.

Department Head: N/A
Date:

Administration: Pete Boyce
Date: 03/03/2015

House Bill 2800

Sponsored by Representative BARTON

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Allows city to assume duties and functions of county service district, directly or by transfer of duties and functions to successor entity, when majority of district residents are residents of city.

A BILL FOR AN ACT

1
2 Relating to governance of county service district; creating new provisions; and amending ORS
3 451.435 and 451.485.

4 Be It Enacted by the People of the State of Oregon:

5 **SECTION 1.** Section 2 of this 2015 Act is added to and made a part of ORS 451.410 to
6 451.610.

7 **SECTION 2.** (1) When a majority of the individuals residing within the boundaries of a
8 district also:

9 (a) Reside within the boundaries of a city, the governing body of the city may assume the
10 duties and functions of the district by initiating a change of organization of the district as
11 provided in this section.

12 (b) Reside within the boundaries of two or more cities, the governing bodies of the cities
13 jointly may assume the duties and functions of the district by initiating a change of organ-
14 ization of the district as provided in this section.

15 (2) A city may cause the dissolution of a district described in subsection (1) of this sec-
16 tion and the transfer of the duties and functions to a successor entity by:

17 (a) Adopting a resolution that declares the district described in subsection (1) of this
18 section to be dissolved on a date certain that is at least _____ days after the resolution is
19 adopted and either:

20 (A) Declares the intention of the governing body of the city to assume the duties and
21 functions of the dissolving district directly;

22 (B) Transfers the duties and functions of the dissolving district to a successor district
23 organized under ORS 451.410 to 451.610, but with the governing body of the city, in lieu of the
24 governing body of a county, in the role of governing body of the successor district; or

25 (C) Transfers the duties and functions of the dissolving district to a successor district
26 established under a different principal Act that allows the successor district to perform the
27 duties and functions transferred; and

28 (b) Delivering copies of the resolution to the governing bodies of the dissolving district,
29 the principal county and any affected counties.

30 (3) On or before the effective date of the dissolution, the governing body of the dissolving
31 district shall turn over to the governing body of the city, or other successor entity, all funds,

NOTE: Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted.
New sections are in boldfaced type.

142

1 property, contracts and records of the dissolving district. On the effective date of the dis-
 2 solution:

3 (a) The city or successor entity succeeds to the property, contracts, rights and respon-
 4 sibilities of the dissolving district, and, unless the city performs the duties and functions di-
 5 rectly, the successor entity constitutes a regularly organized district as if originally
 6 organized in the manner provided by the successor entity's principal Act;

7 (b) Uncollected taxes, assessments or charges levied by the dissolving district become the
 8 property of the successor entity and upon collection must be credited to the account of the
 9 successor entity; and

10 (c) Subject to a debt distribution plan, if any, adopted under subsection (6) of this section,
 11 the successor entity:

12 (A) Becomes liable for the obligations, legal or contractual, of the dissolving district.

13 (B) Shall levy taxes and assessments to liquidate outstanding indebtedness, subject to
 14 authority granted by the charter, principal Act or other instrument under which the suc-
 15 cessor entity is organized or created.

16 (4) Within _____ days after adoption of the resolution under subsection (2) of this sec-
 17 tion, the governing body of the city shall call a joint meeting of the governing bodies of the
 18 dissolving district, the city and the successor entity, if any. The meeting must be held at a
 19 time and place designated by the city. The city shall give notice of the time and place of the
 20 meeting to each member of the governing bodies of the dissolving district, the city and the
 21 successor entity, if any.

22 (5) At the joint meeting:

23 (a) A majority of the members of the governing body of each entity described in sub-
 24 section (4) of this section constitute a quorum for the transaction of business.

25 (b) If the successor entity is a district and the successor district has not yet been or-
 26 ganized, the members of the successor district shall elect from among its members a number
 27 of individuals consistent with the principal Act to serve as the governing body of the suc-
 28 cessor district. The governing body of the successor district shall immediately meet and or-
 29 ganize as provided by the principal Act; and

30 (c) All governing bodies described in subsection (4) of this section shall, at the meeting,
 31 review the property, contracts, rights and financial status of the dissolving district.

32 (6) After the joint meeting described in subsections (4) and (5) of this section, the gov-
 33 erning bodies of the dissolving district and either the city or the successor district may adopt
 34 a debt distribution plan by duplicate resolutions adopted within _____ days of each other.
 35 The plan may provide for any distribution of indebtedness of the dissolving district and may
 36 require that the city or successor district become liable for all or a portion of the indebt-
 37 edness outstanding on the effective date of the dissolution or may require that the taxpayers
 38 within the territory of dissolving district remain solely liable for all or a portion of the
 39 indebtedness.

40 (7)(a) When a majority of the individuals residing within the boundaries of a district also
 41 reside within the boundaries of two or more cities, the governing bodies of the cities jointly
 42 may assume the duties and functions of the district by adopting duplicate resolutions within
 43 _____ days of each other and proceeding under this section.

44 (b) In addition to and not in lieu of the options under subsection (2)(a) of this section,
 45 two or more cities may transfer the duties and functions of the district to an intergovern-

1 mental entity created by the cities under ORS 190.003 to 190.130 to serve as the successor
 2 entity.

3 (c) Notwithstanding subsection (3)(a) of this section, an intergovernmental entity estab-
 4 lished under ORS 190.003 to 190.130 is not a district established under ORS 451.410 to 451.610.

5 **SECTION 3.** ORS 451.485 is amended to read:

6 451.485. (1) Except as provided in section 2 of this 2015 Act, the county court shall be the
 7 governing body of a county service district established under ORS 451.410 to 451.610.

8 (2) A district shall be known by the name or number specified in the order declaring its for-
 9 mation and by that name shall exercise and carry out the powers and duties conferred and declared
 10 in this chapter.

11 (3) Before proceeding to construct or provide any service facilities authorized by this chapter,
 12 the governing body of the district shall make an order:

13 [(1)] (a) Determining the service facilities to be constructed, maintained and operated and the
 14 part of the work to be undertaken immediately.

15 [(2)] (b) Determining the manner of financing the construction, maintenance and operation of the
 16 service facilities.

17 [(3)] (c) Determining the method by which the district shall bear the share of the cost of con-
 18 struction of the service facilities that is to be apportioned to the district.

19 [(4)] (d) Where it appears that any service facilities to be constructed will provide service to
 20 areas outside the district at some future date, determining the equitable and fair share of the cost
 21 of construction of such facilities that should be borne by such areas, which share shall be borne by
 22 the revolving fund established under ORS 451.540, by funds obtained by the county under ORS
 23 280.055 or by any other method of financing described by ORS 451.490 until such areas are served
 24 by the facilities.

25 [(5)] (e) Where the service facilities of the district are to be integrated into other service facil-
 26 ities constructed or being constructed by another district or by other public bodies as defined in
 27 ORS 174.109, determining the fair and equitable amount the district should assume as its share of
 28 the construction of such other service facilities, which amount shall be paid to the other district or
 29 public body upon terms and conditions to which the governing body of the district has agreed.

30 [(6)] (f) In the case of sewage works, where trunk or interceptor sewers, treatment plants and
 31 similar facilities are to be charged to all property within the district while lateral sewers, street
 32 mains and similar facilities are to be charged only to property to be served immediately by the
 33 system, determining the fair and equitable share of the total cost to be charged to areas within the
 34 district.

35 [(7)] (g) If any of the cost of the work is to be assessed against benefited property, describing
 36 portions of the district, if any, within which service facilities will not be financed by assessment.

37 **SECTION 4.** ORS 451.435 is amended to read:

38 451.435. (1) Except as provided in this section or section 2 of this 2015 Act, all district for-
 39 mation and change of organization proceedings shall be initiated, conducted and completed as pro-
 40 vided by ORS 198.705 to 198.955.

41 (2) Except for an order allowing an existing district established to provide sewage works to also
 42 provide drainage works, no county or portion thereof shall be included within a district which is to
 43 provide services in more than one county without the consent of the governing body of the affected
 44 county.

45 [(2)] (3) In the case of sewage works, upon certification to the county court by the Environ-

1 mental Quality Commission or the county health officer that an emergency exists the county court
2 shall initiate the formation of a district in the manner specified in ORS 198.835, or annexation to
3 an existing district in the manner specified in ORS 198.850 (3), whichever is most appropriate.

4 [3] (4) A petition or order initiating the formation or change or organization of a district shall,
5 in addition to the requirement specified by ORS 198.705 to 198.955, state which of the service facil-
6 ities specified by ORS 451.010 the district shall be authorized to construct, maintain and operate.

7 [4] (5) A final order in a formation or change of organization proceeding of a district shall, in
8 addition to the requirements specified by ORS 198.705 to 198.955, state which of the service facilities
9 specified by ORS 451.010 the district shall be authorized to construct, maintain and operate.

10

RESOLUTION NO. 15-04

**A RESOLUTION SUPPORTING GOVERNANCE CHANGES
AT THE TRI-CITY SERVICE DISTRICT**

WHEREAS, The Tri-City Service District exists for the sole purpose of providing sewage treatment services in the District to the Cities of Oregon City, West Linn and Gladstone; and

WHEREAS, the governing body of the District is currently composed exclusively of the members of the Board of County Commissioners (BCC), none of whom reside within the District; and

WHEREAS, no resident or elected official living within the District currently has an opportunity to serve on the District governing body or to directly participate in policy decisions affecting rates, capital projects, management or oversight of the District or its operations; and

WHEREAS, it is a bedrock principle of American government that one must reside within the political boundaries of the area in which one seeks to serve and that our citizens be allowed to participate in political decisions affecting them; and

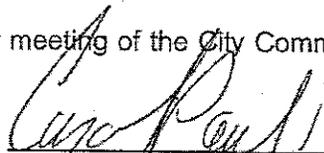
WHEREAS, The City of Oregon City has respectfully requested that the BCC change the District governance structure to include residents/elected officials from each of the three cities within the District; and

WHEREAS, The BCC has not made the requested changes, stating that it lacked the statutory authority to do so; and

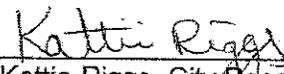
NOW, THEREFORE BE IT RESOLVED THAT THE UNDERSIGNED:

- 1) Authorize and support all reasonable efforts of its representatives and citizens to pass the Local Utility Accountability Act – HB2800.
- 2) Encourage and support its fellow cities within the District in their efforts to improve District governance in a collaborative manner.
- 3) Encourage the efforts of all citizens, interested groups, the business community, and all rate payers within the District, for so long as necessary, to effect and advance the democratic principles articulated above on behalf of the Cities and the District.

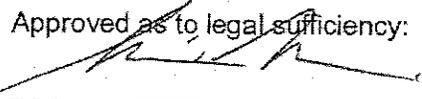
Adopted, signed and approved at a regular meeting of the City Commission this 4th day of February 2015.


DAN HOLLADAY, Mayor Carol Pauli, Commission President
Signed on behalf of the Mayor

Attested to this 4th day of February 2015:


Kattie Riggs, City Recorder

Approved as to legal sufficiency:


City Attorney

Summary of Draft Bill

LC 1179 is a bill prepared by legislative counsel at the request of Representative Barton on the City's behalf. The bill essentially allows a city, or cities, to take over a county service district, such as the Tri-Cities Service District, if the majority of the individuals residing within the district are also city residents.

When the majority of the residents of a district also reside within the boundaries of a city and the city wants to change that situation, the city begins the process by adopting a resolution. The resolution must declare the city's intent to change the governance of the district and dissolve the existing service district. The resolution must also identify the successor to the service district, whether it is the city itself or some other entity and the date on which the transfer will occur. The resolution must then be delivered to the service district as well as any affected counties.

After the resolution is adopted, the city must then call a joint meeting with the governing body of the city and the service district that is being replaced and the successor entity. At that meeting, the entities shall review the property, contracts, rights and financial status of the service district to be replaced. After the meeting, the parties may, but do not have to, adopt a debt distribution plan to ensure that all outstanding indebtedness of the service district is paid off. The bill then provides that, on the effective date declared in the resolution, the city, or successor entity succeeds to all of the property, rights, responsibilities and duties of the service district.

If the service district involves more than one city, all cities must adopt duplicate resolutions setting forth their intent to change the governance of the service district. Otherwise, the process for assuming the duties of the service district is generally the same as for a single city.

