

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING**

North Plains Senior Center
31450 NW Commercial Street
Monday, November 17, 2014 – 7:00 P.M.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
 - A. Approval of regular session agenda
 - B. Approval of minutes of 11/03/2014 Council meeting
5. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a "Public Comment Registration form" on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*
6. **PRESENTATION**
None Scheduled
7. **STAFF REPORTS**
Staff reports will be provided by the Public Works Director and the Chief of Police.
8. **PUBLIC HEARING:**
None Scheduled
9. **NEW BUSINESS:**
 - A. Consider Resolution No.1857 MACC's proposal to extend term of current franchise agreement with Comcast
 - B. Interview the North Plains Events Association for the role of Event Planner for the Elephant Garlic Festival.
 - C. Consider Resolution No.1858 approving the purchase of gift certificates for employee holiday gifts.
 - D. Review of October 2014 Check Register
10. **UNFINISHED BUSINESS:**
11. **ORDINANCES:**

FIRST READING:

None Scheduled

SECOND READING:

12. CITY MANAGER REPORT

13. COUNCIL REPORTS

- A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.
- B. December 2014 Council Calendar

14. ADVICE/INFORMATION ITEMS:

- Thanksgiving Holiday, Thursday, November 27 and Friday, November 28: City Offices closed.

15. ADJOURNMENT:

North Plains City Council meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

The following City Council Meetings are scheduled to be held at the North Plains Senior Center, 31450 NW Commercial Street, North Plains, Oregon.

The meetings will be held on the following dates at 7:00 p.m.:

Monday, December 1, 2014 Monday, December 15, 2014 Monday, January 5, 2015

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center 31450 NW Commercial Street
Monday, November 3, 2014

1. **CALL TO ORDER:** Mayor David Hatcher called the Regular Session of the City Council to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher led the flag salute.
3. **ROLL CALL:** Mayor David Hatcher, Council President Teri Lenahan, Councilors: Charlynn Newton, Michael Broome, Michael Demagalski, and Glen Warren

Excused: Robert Kindel, Jr.

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder; Public Works Director Blake Boyles; Library Director Debra Brodie; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 10/06/2014 Council meeting
 - C. Approval of minutes of 10/29/2014 Special Meeting

Motion by Broome and seconded by Warren to approve the Consent Agenda. The motion was approved unanimously.

5. **PUBLIC COMMENT:**

Sherrie Simmons, 30796 NW Brooking Court, addressed the Council as the President of the North Plains Events Association. Simmons presented a check for \$934.60 to the Council. This check represents the 20% net revenue from the 2014 North Plains Elephant Garlic Festival, which fulfills NPEA's obligation to the City per North Plains Resolution No. 1831.

6. **PRESENTATIONS:**
None scheduled

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles presented a few more details to the items submitted in his written report.

Chief of Police. Chief Snyder reported the department participated in an OLCC sting with the Washington County Sheriff's office and the Hillsboro and Forest Grove Police departments. They received positive feedback and visited 42 establishments.

Snyder will meet with Polygon Northwest Company to discuss what phase of development they may bring security on site.

Library Director. Debra Brodie informed the Council of a raffle for the Wizard of Oz Christmas tree at the library. The tree was on display at the library last year. They are selling tickets until November 24, 2014.

About six months ago, Brodie reported to Council that the Beaverton, Cedar Mill, and North Plains Libraries had been awarded a grant through the Institute of Museum and Library Services to present free programming for the growing population of older adults in the county. Planning is now underway for springtime classes. The Library's Volunteer Coordinator recently participated in a training workshop in San Diego. A national nonprofit, Lifetime Arts, will guide the professional arts program which will involve 80 libraries across the country and which will "focus on serving independent adults interested in exploring creative expression in a social group setting."

8. PUBLIC HEARINGS:

None Scheduled

9. NEW BUSINESS:

A. Consider the waiver of fees for the use of Jessie Mays for the North Plains Community Garden Club.

Motion by Lenahan. Second by Warren to approve the waiver of fees for the North Plains Community Garden Club for the use of Jessie Mays for their monthly meetings and the use of the tennis courts for their annual plant sale in May. The motion was approved unanimously.

B. Consider the waiver of fees for the use of Jessie Mays for the Jingle thru North Plains.

Motion by Lenahan. Second by Broome to approve the waiver of fees for the North Plains Events Association for the use of Jessie Mays for the Jingle thru North Plains event. The motion was approved unanimously.

C. Consider the waiver of fees for the use of Jessie Mays for the North Plains Senior Center Crab Feed

Motion by Warren. Second by Lenahan to approve the waiver of fees for the North Plains Senior Center for the use of Jessie Mays in January for their annual Crab Feed fundraiser. The motion was approved unanimously.

D. Discussion of Property Tax comparisons

The total assessed valuation for the City has increased by 9% and we anticipate about an additional \$32,000 in General Fund Revenue and another \$40,000 in Urban Renewal revenue. The largest increase in the General Fund was from the reclassification of land from Farmland to developed land (most likely Sunset Ridge) the remainder would be associated with infill projects.

No action required as this item was informational only.

E. Approval of Resolution No.1856 Declaring Surplus Equipment: one Kohler Generator and one Go4 Meter Reading Cart

Boyles presented the staff report and requested the Council approve Resolution No. 1856.

Motion by Demagalski. Second by Warren to adopt Resolution Number 1856 declaring equipment as surplus: one Kohler Generator and one Go4 Meter Reading Cart. The motion was approved unanimously.

F. Review a Request for Qualifications for Planning Services

DeBry presented the staff report. The Mayor has requested that an RFQ for Planning Services be presented to Council for discussion. The City had relied heavily on consultant planners for routine applications until 2012, when a more aggressive effort was made to align planning revenues and consultant expenses. Since the Comprehensive Plan is being revised more than originally planned, a consultant should be hired to compose the Comprehensive Plan. Additionally a planner would assume most of the planning application processing responsibilities, relieving the City Manager of that workload. An RFQ has been forwarded to planning firms. Staff will ask a few Councilors to participate in the interview process and bring a recommendation to the Council.

G. Review of September 2014 Check Register

Council reviewed the items on the September Check Register. The staff report included a list of account numbers with the corresponding departments to help clarify some questions Council may have when previewing the check register. A few questions were asked by the Council and were satisfactorily answered by staff.

H. Discuss Fireworks Display for 2015 Fourth of July Celebration

DeBry presented the staff report. For the past three years the City of North Plains has hosted a fireworks show on the 4th of July. Staff is seeking direction from Council if a fireworks show should be reserved for the 2015 holiday. Discussion ensued. Council would like to see the Chamber of Commerce be more involved and enlist more businesses and community members to contribute to the fireworks fund. Motion by Warren. Second by Demagalski to approve directing staff to move forward with reserving a show for July 4, 2015. Motion passed with a 5/1 vote, with Lenahan voting in opposition to the motion.

10. UNFINISHED BUSINESS:

A. Personnel Analysis with History requested by Mayor at 10/06/14 meeting.

DeBry presented the staff report prepared by Finance Manager Rachael Lembo. A brief discussion ensued. No action was necessary as this was informational only.

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

A. Approval and adoption of Ordinance No. 423— An Ordinance of the City Council of the City of North Plains, Oregon, Establishing a Tax on the Sale of Marijuana and Marijuana-Infused Products in the City of North Plains and Adding a New North Plains Municipal Code Subchapter 2.30. First reading by title only took place at a Special City Council Meeting on October 29, 2014.

Motion by Demagalski. Second by Warren to read Ordinance No. 423 by title only for the second time. The motion was approved unanimously.

Hatcher read Ordinance No. 423 an Ordinance of the City Council of the City of North Plains, Oregon, Establishing a Tax on the Sale of Marijuana and Marijuana-Infused Products in the City of North Plains and Adding a New North Plains Municipal Code Subchapter 2.30 by title only for the second reading.

Motion by Lenahan. Second by Broome to adopt Ordinance No. 423. The motion was approved unanimously.

12. CITY MANAGER REPORT

DeBry reported staff is issuing the first of the building permits for Sunset Ridge; the dance to raise funds for the canopy at the food pantry will be Saturday, November 8, 2014; DeBry is working on the Public Works standards; the Jingle thru North Plains is coming up on December 4 and staff needs to know which Councilors want to ride in a golf cart.

13. COUNCIL REPORTS

Lenahan reported she attended the Library Board meeting in October. This was the joint meeting with the Banks Library Board and North Plains Library Board. WCCLS was represented also and a report on library statistics was presented.

Newton wanted public clarification of the City Attorney's presence at the meeting. DeBry stated Council has expressed concerns about the personnel complaint process, and as that issue was vetted it was acknowledged that the relationship between Council and the City Attorney was weak. Having the attorney present at meetings will help in relationship building. Legal counsel will be more apprised of the goings on with the City and will be better equipped to address the needs of the community. Having the attorney present at meetings should also expedite decisions requiring legal counsel.

14. ADVICE/INFORMATION ITEMS:

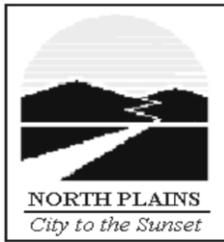
- Fundraiser Country Dance for Food Pantry at Jessie Mays Community Hall on Saturday, November 8 from 7:30-11:00 p.m.
- Veterans Day, Tuesday, November 11: City Offices closed.
- Thanksgiving Holiday, Thursday, November 27 and Friday, November 28: City Offices closed.

16. ADJOURNMENT: Council adjourned the meeting at 8:47 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved _____



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 10, 2014
To: City Council
From: City Manager Martha DeBry
Subject: Resolution No.1857 Extending the Term of the Cable Television Service Agreement with Comcast of Oregon Inc. to Enable the Metropolitan Area Communications Commission to Complete the Formal Renewal Process.

Request: Council adopt Resolution No.1857 extending the Comcast franchise.

Background: The Metropolitan Area Communications Commission (MACC) has requested that its member agencies extend the franchise for cable television held by Comcast of Oregon. A full staff report from MACC is in the Council packet.

Fiscal Impact: Extension of the agreement does not change the current financial arrangement between the City and Comcast. At the end of franchise negotiations, there may be some changes in compensation and services.

Recommendation:

Council adopt Resolution No.1857 extending the term of the Cable Television Service Agreement with Comcast of Oregon Inc. to enable the Metropolitan Area Communications Commission to complete the formal Renewal Process.

Sample Motion:

I moved to adopt Resolution No.1857.

REPORT TO MACC MEMBER JURISDICTIONS RECOMMENDATION COMCAST CABLE FRANCHISE TERM EXTENSION

OCTOBER 2014

(Prepared by MACC Staff)

Your jurisdiction is a member of the Metropolitan Area Communications Commission (MACC), the intergovernmental agency that administers and regulates cable television franchises for fourteen cities and Washington County. MACC currently administers Comcast's multiple cable television franchises (Comcast Franchise) on behalf of its members, as well as a Frontier Cable Franchise for eleven jurisdictions where that service is offered. MACC staff, its legal counsel and advisors, negotiate directly on your behalf. Each MACC jurisdiction has its own representative, a MACC Commissioner.

MACC Recommendation – On October 9, 2014, the MACC Board of Commissioners (MACC Commission) unanimously passed a resolution (copy attached as Exhibit A) recommending its fifteen member jurisdictions extend the current Comcast Franchise term from December 31, 2014 to June 30, 2015, in order to provide time to complete the ongoing process to renew the Comcast Franchise.

Background

Comcast was granted a 15 year renewal of its cable television franchise in 1999 (then held by TCI Cable). That Franchise was to expire on January 31, 2014.

As we reported to you last winter, informal negotiations with Comcast began in February 2013 and continued over eight months until it became clear to MACC that continued informal negotiations with Comcast would not result in an acceptable franchise agreement before the franchise expired. Therefore, the Commission voted on December 11, 2013, to move negotiations into the Federal Formal Renewal Process (Formal Process) and requested that the member jurisdictions agree to extend the term of the Comcast Franchise from January 31, 2014 to December 31, 2014 in order to provide time to complete that Formal Process. That extension was unanimously approved by the Member Jurisdictions.

MACC Formal Process and Need for a Second Extension

The move to a Formal Renewal Process placed the renewal into a structure similar to a "request for proposal," where the cable operator must provide a response that meets the "cable related needs and interests of the MACC communities." It also requires MACC to carefully review the operator's response before making a recommendation to either grant or deny a new franchise agreement. Typically, the Formal Process provides an additional incentive and structure for the parties to agree on a new franchise agreement. That has been the MACC/Comcast experience as well.

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On April 8, 2014, the Commission took the next step in the Formal Process and approved the MACC Request for Formal Renewal Proposal (RFRP). The RFRP, among other things, set forth the results of MACC's Needs Assessment and provided Comcast with a model franchise agreement. Comcast provided its response to MACC's RFRP on August 6, 2014. Under the Formal Process, MACC has four months from this date in which to either renew the franchise or issue a preliminary assessment that the franchise should not be renewed and commence an administrative proceeding to consider the matter.

However, between April and September, MACC and Comcast agreed to continue informal negotiations. These talks have resulted in significant progress on a number of major franchise issues. At the end of September, MACC and Comcast agreed to "toll" or delay the Formal timeline to allow time for the informal negotiations to continue and conclude prior to a decision on the RFRP.

As part of the agreement to toll the Formal timeline, both parties also agreed to ask for an extension of the Comcast Franchise term until June 30, 2015. This action ensures both parties' rights are reserved, including the requirement on Comcast to provide service under the existing franchise agreement, and pay the member jurisdictions franchise fees.

At the MACC Commission's October 9th meeting, the Board unanimously agreed to recommend that the MACC member jurisdictions extend the term of the Comcast Franchise Agreement to June 30, 2015.

Action Requested

Today, MACC asks you to extend the term of the Comcast Cable Franchise Agreement until the end of June 2015 in order to accommodate the time needed to complete the current informal negotiations. If negotiations are not successful (which we do not expect), the Formal process and its deadlines will still be there to conclude the process in that timeframe.

We have worked with your staff and legal counsel to prepare a resolution to effect this change in your jurisdiction.

In addition to this report and a copy of MACC's recommending resolution, we have also enclosed a "Question & Answer" memorandum that addresses expected questions about this action. Your MACC Commissioner is a good resource to contact regarding this requested action.

MACC staff would be happy to answer any questions you have about this recommended action.

Enclosures:

- MACC Resolution 2014-03
- MACC "Questions & Answers"

CITY OF NORTH PLAINS, OREGON

RESOLUTION NO. 1857

A RESOLUTION EXTENDING THE TERM OF THE CABLE TELEVISION SERVICES AGREEMENT WITH COMCAST OF OREGON, INC. TO ENABLE THE METROPOLITAN AREA COMMUNICATIONS COMMISSION TO COMPLETE THE FORMAL RENEWAL PROCESS

WHEREAS, the Metropolitan Area Communications Commission, hereinafter “MACC,” is an intergovernmental cooperation commission formed by Intergovernmental Agreement (“IGA”) under ORS Chapter 190, with Washington County and the cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard, Tualatin and West Linn as members (“Member Jurisdictions”); and

WHEREAS, the IGA contemplates that MACC and its Member Jurisdictions may grant one or more nonexclusive cable franchise agreements to construct, operate, and maintain a cable service system within the combined boundaries of the Member Jurisdictions; and

WHEREAS, on February 1, 1999, MACC and its Member Jurisdictions at that time, granted nonexclusive cable franchise agreements (“Comcast Franchises”) which are now held by Comcast of Oregon II, Inc. (“Comcast”); and

WHEREAS, on March 9, 2011, Comcast requested that the Comcast Franchises be renewed; and

WHEREAS, the IGA authorizes MACC to process Comcast’s renewal request on behalf of the Member Jurisdictions, including informal negotiations as set forth in 47 U.S.C. 546 (h) and the formal renewal process set forth in 47 U.S.C. 546 (a)-(g); and

WHEREAS, in its letter of April 5, 2011, MACC properly responded to Comcast’s request for renewal of the Comcast Franchises and thereafter commenced the franchise renewal process set forth in federal law at 47 U.S.C. 546; and

WHEREAS, on January 24, 2013, MACC directed staff to begin informal franchise renewal negotiations with Comcast, as set forth in 47 U.S.C. 546 (h), which informal negotiations began in February 2013; and

WHEREAS, on November 22, 2013, the MACC Executive Committee directed MACC staff to begin the formal renewal process set forth in 47 U.S.C. 546 (a-g), which direction the MACC Board of Commissioners ratified by Resolution 2013-08 on December 11, 2013; and

WHEREAS, the Member Jurisdictions previously agreed to extend the term of Comcast Franchises to December 31, 2014, to provide time for MACC to process Comcast’s franchise proposal under the formal process rules prior to expiration of the Comcast Franchises; and

WHEREAS, on October 9, 2014, the MACC Commission adopted Resolution 2014-03, recommending that Member Jurisdictions extend the Comcast Franchises to June 30, 2015, to allow MACC and Comcast additional time to complete the formal renewal process; and

WHEREAS, Comcast has agreed to execute extension agreements with each Member Jurisdiction; and

WHEREAS, the City of North Plains finds that it is in the best interest of the City and its residents to extend the term of the Comcast Franchise to allow MACC to complete the formal renewal process.

Now, therefore, BE IT RESOLVED BY THE NORTH PLAINS CITY COUNCIL that:

Section 1. The Mayor is hereby authorized to execute the extension agreement with Comcast substantially in the form attached hereto as Exhibit A to allow MACC to complete the formal renewal process set forth in 47 U.S.C. 546 (a)-(g).

Section 2. This resolution shall be effective from and after its adoption.

Introduced and adopted this 17th day of November 2014.

David Hatcher, Mayor

ATTEST:

Margaret L. Reh, City Recorder

FRANCHISE EXTENSION AGREEMENT

WHEREAS, Comcast of Oregon II, Inc. (“Comcast Oregon”) currently holds, through its subsidiary, Comcast of Tualatin Valley, Inc. (“Comcast Tualatin”), formerly TCI Cablevision of the Tualatin Valley, Inc., a cable franchise with the City of North Plains (“City”), with an effective date of February 1, 1999, which was to expire on January 31, 2014 (“Franchise”); and

WHEREAS, the City entered into an Intergovernmental Agreement, in accordance with ORS Chapter 190, with the Metropolitan Area Communications Commission (“MACC”) for transfer of administration responsibilities associated with the Franchise, including renewal negotiations; and

WHEREAS, the City and Comcast Oregon subsequently agreed, pursuant to a franchise extension agreement dated April 7, 2014, to extend the term of the Franchise to December 31, 2014; and

WHEREAS, MACC, on behalf of the City, has been working to process Comcast’s response to MACC’s request for a formal renewal proposal for renewal of the Franchise in accordance with 47 U.S.C. 546 (“Proposal”); and

WHEREAS, the City and Comcast Oregon wish to extend the Franchise to allow for additional negotiations toward agreement on a renewed franchise agreement, as well as to provide time for MACC to process Comcast’s Proposal under the formal renewal process, prior to expiration of the Franchise.

NOW, THEREFORE, the City and Comcast Oregon agree as follows:

1. The Franchise shall be extended to expire on June 30, 2015, unless a renewed franchise agreement takes effect prior to that date, in which case the Franchise shall expire on the effective date of the renewed franchise.

2. All provisions of the Franchise, other than the duration of the Franchise as set forth in Section 1, shall remain in full force and effect through the expiration date set forth herein.

3. The parties do not waive any rights which they enjoy under law as a result of agreeing to this Franchise Extension Agreement.

ACCEPTED this ____ day of _____, 2014.

City of North Plains, Oregon

By: _____

Print Name: _____

Title: _____

ACCEPTED this ____ day of _____, 2014.

Comcast of Oregon II, Inc.

By: _____

Print Name: _____

Title: _____

**QUESTIONS & ANSWERS
ABOUT THE PROPOSED EXTENSION OF
COMCAST'S FRANCHISE TERM**

The following Questions & Answers were prepared by MACC Staff to provide you answers to expected questions regarding the proposed action:

Q1: Why are MACC and Comcast seeking a second extension?

A: Significant progress in informal negotiations was made toward a new agreement this Summer. Rather than interrupt the momentum of negotiations with a forced decision on the merits of Comcast's RFRP response, both parties believe a quicker resolution can be accomplished through a few more months of informal negotiations.

Q2: What progress was made in negotiations that give the parties this confidence?

A: MACC and Comcast have agreed in principle on many of the issues where we were far apart earlier in the year (although nothing is final until the all topics are resolved), including:

- Jurisdictions' control of their individual Right of Way
- Franchise Fee Definition
- Customer Service Standards
- Comcast's contribution toward Public and Government Access TV services
- An agreement on the upgrade of local Access channels to HD quality

Q3: Was a longer extension considered?

A: We feel deadlines are helpful to keep both MACC and Comcast on track. Certainly we could come back for another extension, especially if we were extremely close to an agreement on a complete franchise. For now, we feel the time proposed is adequate to get the job done if both parties continue to work together to make it happen.

Q4: Has this renewal Process been costly to the MACC member jurisdictions?

A: No, not at all. Long before the renewal discussions began, MACC budgeted appropriately for the costs of the community needs assessment, and expected renewal costs – both Informal and Formal. Funds were budgeted in this year's MACC budget for the Formal Process costs. MACC is within its budget.

However, if MACC had accepted Comcast's positions when talks broke off in 2013, the resulting franchise would have been very costly to the jurisdictions in lost franchise fee revenues and reduced public benefits.

Q5: Is use of the Formal Process common and are other jurisdictions moving to this process in their negotiations with Comcast?

Although it has been uncommon in the past, recently it has been used more frequently in Comcast systems. Besides MACC, Oregon City is currently in the Formal Process, and at least one other jurisdiction in the Comcast West region has moved to the Formal Process. We hear others are considering it.

Q6: Has Google's interest in providing service to four of MACC's jurisdictions raised any issues?

A: Google's potential entry appears to have increased Comcast's concerns with the section of the franchise related to competitive equity.

Q7: What happens if Comcast is denied a renewal of its franchise agreement?

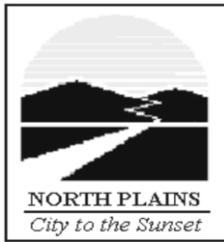
A: In the unlikely event the MACC jurisdictions under the Formal Process eventually decide to deny Comcast a cable franchise renewal, Comcast would lose its right to use the ROW and may need to respond to a new MACC RFP, this time with competition from other providers.

Q9: Are the subscriber rates for cable services negotiated during a renewal?

No, most subscriber rate regulation at the local level ended in 1998. We cannot regulate cable rates or dictate the actual programming offered by a cable operator in a cable franchise.

Q10: Why can't MACC just force Comcast to accept the terms of a new cable franchise?

A: Federal Law dictates the process used for renewing a franchise based on a community's needs. MACC has to follow Federal Law and does not have the ability to force a franchise on a provider.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 3, 2014
To: City Council
From: City Manager Martha DeBry
Subject: Interview of Elephant Garlic Festival Event Planner

Request: Council interview the sole applicant to the request for proposal (RFP) for event planning services.

Background: The City of North Plains assumed ownership of the North Plains Elephant Garlic Festival in 2013. Ownership was transferred to ensure that the City's signature event will be perpetuated into the future.

In 2014, operation of the event was licensed to the North Plains Events Association (NPEA) to ensure continuity of operations for the year.

The following schedule was used for the RFP process:

Oct 9, 2014:	RFP Distributed
Oct 20, 2014:	Last day for written questions to be received
Oct 31, 2014:	RFP Close Date
Nov 17, 2014:	Interview of finalists by City Council
Dec 1, 2014:	Award of contract.

Notices were sent to community organizations advising of the RFP; an announcement was placed on the website; and an article appeared in the Oregonian (http://www.oregonlive.com/hillsboro/index.ssf/2014/10/north_plains_looking_for_garli.html) regarding the open process to find an event planner.

The NPEA presented the only response to the RFP.

Specific information was requested in "Section V RFP RESPONSE INFORMATION" of the proposal and summary of the proposal response is below:

- 1. Name and Overview:** Name and contact information for responding person/organization.

NPEA provided overview and contact information. The NPEA is a 501(c) 6 corporation which is tax exempt and in the same category as business leagues and chambers of commerce, which are not organized for profit and no part of the net earnings inures to the benefit of any private shareholder or individual.

- 2. Services:** Description of services offered; together with organization chart if

applicable.

NPEA provided bullet points regarding services offered and an organizational chart for its board of directors. The NPEA does not appear to have a general membership, though the 2014 Elephant Garlic Festival demonstrated its ability to gather volunteers for the purpose of staging the Festival.

3. Customer and Event References: List of similar events in the scope and industry.

Customer and event references did not include names or contact information for references. The NPEA cited several City of North Plains' events where it performed effectively.

4. Written Event Description that specifies theme, budget, marketing plan and timeline. The description should define the overall concept of the event.

No specific theme was identified in the proposal, however bullet points regarding the types of marketing to be used and concept for the event were included in the proposal.

A pro forma budget was presented that estimates \$31,400 in revenues, and \$26,850 in expenses, for a net profit of \$4,550.

No specific timeline featuring milestones for planning was included in the proposal, though a statement was made that monthly meeting of volunteers will occur, clean-up will occur the Monday after the event and an evaluation meeting will be scheduled. It is assumed the NPEA has a general understanding of the timing of events, given the coordinators experience in managing past Elephant Garlic Festivals.

5. Sample Festival/Event Power Point Presentation from an event that the applicant has planned to concisely demonstrate experience in every facet of an event (research, design, planning, calendar, logistical needs, budget, and evaluation). This presentation should be saved on a labeled USB drive.

A sample power point was submitted and is included in Council's packet.

6. Resume of principal event coordinator/engagement manager for 2015 event

A resume for Patti Burns was submitted for the event coordinator. Ms. Burns has organized the Elephant Garlic Festival since 2004, and is well qualified to organize the 2015 event. She will be compensated \$5,000 for her services as an independent contractor.

It should be noted the NPEA can determine who the independent contractor will be in future years. This agreement does not bind Ms. Burns for all 5 years.

7. Framework for Fiscal Management – The respondent shall be solely responsible for the fiscal management and outcome of the event. It should be noted that the City of North Plains is providing only the intellectual property for the festival, use of signage

and limited number of barricades, and the venue for the event. The City of North Plains will not provide capital or operating funds for the event; nor will it provide staff for the event.

The applicant has acknowledged that it must accept full risk for operating the event.

8. **License Fee** - The person/organization must provide a framework to provide the City with a share of profits from the event (i.e. a fixed payment or formula for compensation.) This fee is in exchange for the privilege to operate the event for five years.

The NPEA has proposed paying the City 20% of net revenue (after expenses) up to \$2,000 per year for the right to stage the event. If there is a loss, the City will be paid nothing, and the applicant will absorb the cost. When this formula is applied to the 2015 event pro forma, a total of \$910 would be paid to the City. Staff asked if a floor on compensation could be set to ensure the City receives an annual payment. The NPEA's response was that they open to exploring a \$1,000 annual payment with 10% of an uncapped net profit.

A matter not considered in the RFP was the future construction at Jessie Mays. There is a possibility at some point in time a significant portion of the park may not be accessible for the garlic festival. The NPEA was asked if there is a plan B, and they responded that they will address that challenge when it occurs. As a practical matter a significant renovation of Jessie Mays would require between 90-180 days to complete. It is not known when this work will occur, but there is a reasonable risk it will affect the operation of the garlic festival.

Fiscal Impact: An agreement with the NPEA may yield up to \$2,000, but is more likely to be \$910 in FY16 under the proposed framework.

Recommendation:

1. Council conduct an interview with the NPEA.
2. Council make a decision regarding entering into a contract (the alternative is to reissue the RFP or provide other direction).
 - a. Council provide direction regarding the compensation framework.

North Plains Events Association Presents



RFP Submittal North Plains Elephant Garlic Festival 2015 – 2019

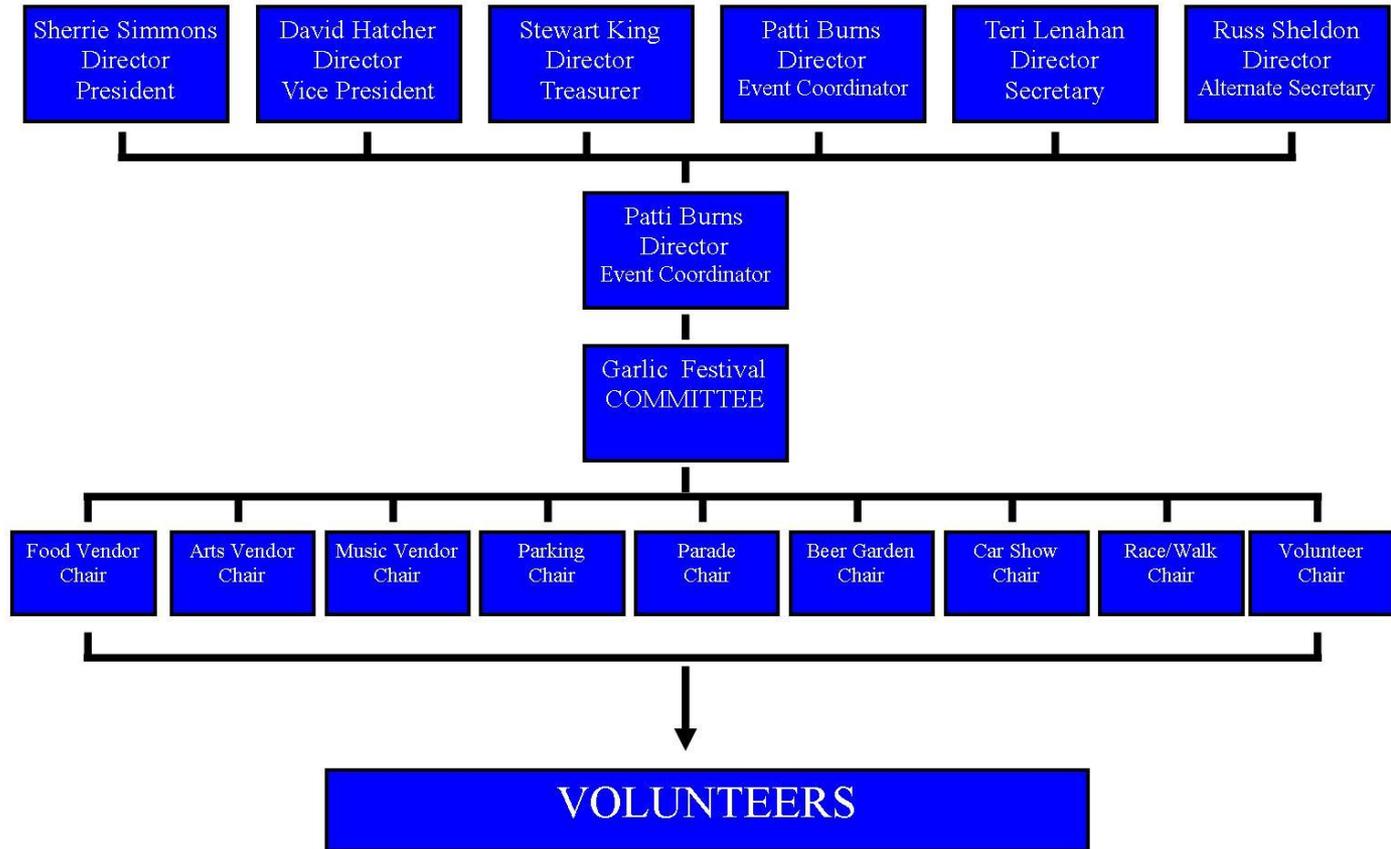
Name and Overview

- ▶ President of NPEA – Sherrie Simmons
503-449-5447
- ▶ Presenter – Russ Sheldon
503-312-1511
- ▶ North Plains Events Association, Inc. (NPEA)
a 501 c(6) Non-Profit Corporation
- ▶ Established September 2012

Proposed Services

- Complete event management includes:
 - Yearly theme
 - Sponsorship solicitation
 - Vendor solicitation and management (food & arts)
 - Budget management
 - Advertising
 - OLCC management
 - Insurance & Risk Management
 - Entertainment coordination (adult/children)
 - Parade coordination
 - Monthly meetings with volunteer area coordinators

Organizational Chart



Customer and Event References

- 2014 North Plains Elephant Garlic Festival
- 2013 Summer Fest and Garlic Out West
- North Plains Jingle
- North Plains Easter Egg Hunt
- North Plains 4th of July Parking
- North Plains Volunteer Appreciation, 2014

Event Description

- ▶ A small town festival for the City of North Plains that the town is familiar with for the last 18 years.
- ▶ To promote a variety of ways to bring the City of North Plains, OR and its neighboring areas together. To include being an educational resource which encourages community and family involvement in an environment combining nature, music, art, food and fun.

Festival Event Scope of Work

Prior to the existence of the NPEA, its members have many years experience in coordinating and operating the North Plains Elephant Garlic Festival.

- Scheduling, coordinating and hold monthly volunteer meetings
- Prepare pro-forma event budget
- Solicit & secure Sponsors
- Selection of a Theme
- Coordinate parade and car show logistics
- Music, sound and lighting contracts
- Secure public and private property for the event
- Begin artwork and design
- Order & print posters & post cards
- Send confirmation letters to vendors
- Order portable restrooms
- Order all ribbons and trophies
- Coordinate the TSL with OLCC
- Continuous updates to website & social media
- Printing of festival material
- Secure Garbage & Recycling
- Secure the shuttle to/from MAX Transit line
- Order festival & vendor supplies
- Coordinate with City; road closures, detours and park maintenance
- Road closure notifications to affected neighborhoods
- Advertising & signage
- Meet with City to finalize logistics
- Confirm vendor application paperwork
- Coordinate with volunteer organization for Beer Garden infrastructure
- Prepare and complete documents for Health Department
- Check out vendors on departure
- Coordinate event tear down
- Monday morning, final clean-up of all City streets and event site
- Evaluation – hold debriefing with all volunteer coordinators

Festival Marketing

We are proposing to undertake the following marketing activities for the promotion of The North Plains Elephant Garlic Festival:

- Promotion through the Washington County Visitors Association
- Promotion through the Oregon Festivals & Events Association
- Distribute Posters, Postcards throughout Washington & Multnomah Counties
- Promotion through Fun Stinks website
- Promotion via social media sites (Garlic Festival FaceBook)
- Promotion through Chambers of Commerce
- Sponsor advertising
- Vendor advertising
- Promotion through Hillsboro Argus
- Promotion through Hillsboro Tribune
- Promotion through Willamette weekly
- Promotion through North Plains City newsletter
- Banners, Signs & Signage
- Area news stations event calendars leading up to event
- Area radio station events calendars leading up to event
- Live interviews through KUIK radio
- T-shirt & promotional materials

Festival Fiscal Management

We are proposing following pro-forma budget for the 2015 The North Plains Elephant Garlic Festival:

REVENUE / INCOME	SPONSORSHIPS	\$ 11,000.00
	KNIGHTS SPONSORSHIP	\$ 4,000.00
	FOOD VENDORS	\$ 6,000.00
	ARTS & CRAFTS VENDORS	\$ 8,000.00
	INFORMATION BOOTH SALES	\$ 2,000.00
	ICE SALES	\$ 400.00
	MISC INCOME	\$ 50.00
	REFUNDS	\$ (50.00)
	TOTAL GROSS REVENUE	\$ 31,400.00
COST OF GOODS SOLD	ENTERTAINMENT & RELATED	\$ 8,000.00
	FACILITIES & RELATED	\$ 3,500.00
	ADVERTISING & RELATED	\$ 1,000.00
	EVENT PROMOTION & RELATED	\$ 2,200.00
	COORDINATOR'S FEE	\$ 5,000.00
	MISCELLANEOUS	\$ 100.00
	TOTAL COST OF GOODS SOLD	\$ 19,800.00
SELLING EXPENSES	DESIGN & PRINTING	\$ 1,700.00
	SIGNS, SIGNAGE & RELATED	\$ 300.00
	ICE & RELATED	\$ 450.00
	MISCELLANEOUS SELLING EXP	\$ 100.00
	TOTAL SELLING EXPENSES	\$ 2,550.00
GENERAL EXPENSES	EVENT INSURANCE	\$ 4,000.00
	SUPPLIES & RELATED	\$ 100.00
	POSTAGE	\$ 100.00
	MISCELLANEOUS EXPENSES	\$ 300.00
	\$	-
	\$	-
	TOTAL GENERAL EXPENSES	\$ 4,500.00
	TOTAL COSTS & EXPENSES	\$ 26,850.00
NET INCOME / PROCEEDS		\$ 4,550.00

Photos



License Fee Proposal

North Plains Events Association, Inc. proposes the following share arrangement of the net profit, if any:

- 20 % of final net revenues account balance each year, up to maximum of \$2,000 to be paid annually.
- In the event of an operating loss, the North Plains Events Association, Inc. assumes the liability and further, understands and agrees that the City of North Plains will provide no capital or operating funds to offset the loss.

North Plains Elephant Garlic Festival Logo

- ▶ Stinkee Logo owned by Stewart King.
 - Mr. King has provided North Plains Events Association, Inc. with exclusive rights to use the ‘Stinkee’ logo for the purposes for which it’s granted.
 - All uses are to be approved by Stewart King and the Event Coordinator.

Resume, Event Coordinator

Patti Burns

Lochlolly1@aol.com
(503) 319-5428

Professional Experience

North Plains Events Association Board member
10/12 – Present

Events Coordinator
10/12 – Present
Responsibilities:

North Plains Elephant Garlic Festival
Summer Fest & Garlic Out West (AKA North Plains Elephant Garlic Festival)
Festival Sponsorship
Monthly meetings for volunteer Coordinators
Knights of Pythias (Beer Garden)

Resume, Event Coordinator... Patti Burns

North Plains Elephant Garlic Festival

Summer Fest & Garlic Out West (AKA North Plains Elephant Garlic Festival) ...

10 K Run

Parade

Car show

Parking, Art & Craft, Food, Clean up group

Communicate with the City/ Public Works for road closures

Communicate with the Police Chief for security plans

Oversee City and County permits

OLCC TSL

Festival insurance

Review festival ground needs including all infrastructure.

Check all electrical needs and evaluate any updates

Budget management

Manage all festival time line needs

Resume, Event Coordinator... Patti Burns

North Plains Chamber of Commerce 2004–2012

Events Coordinator
Responsibilities:

North Plains Elephant Garlic Festival

Responsibilities:

Festival Sponsorship

Monthly meeting for volunteer Coordinators

Knights of Pythias (Beer Garden), 10 K Run, Parade, Car show,
Parking

Art & Craft

Food

Clean up group.

Communicate with the City/ Public Works for road closures

Communicate with the Police Chief for security plans

Oversee City and County permits

OLCC TSL

Festival insurance

Review festival ground needs including all infrastructure

Check all electrical needs and evaluate any updates

Resume, Event Coordinator... Patti Burns

North Plains Senior Center Board President
7/2014 – Present

North Plains Senior Center Board member
2011 – 2014

North Plains Senior Plaza Board member
2009 – Present

North Plains Senior Center Steering committee Board President
2006 – 2010

Friends of the North Plains Library Board member, Events Coordinator
2006 – 2010

North Plains Public Library Ground Breaking & Grand Opening Co Coordinator
2006 – 2007

Resume, Event Coordinator... Patti Burns

2010 North Plains Centennial Celebration

Event Coordinator

Responsibilities:

- Event Sponsorship
- Monthly meeting for Volunteer Coordinators
- Knights of Pythias (Beer Garden), Historical Society,
- Parking
- Historical information tour
- Food
- Clean up group,
- Firework Display Company
- Communicate with the City/ Public Works for road closures
- Communicate with the Police Chief for security plans
- Oversee City and County permits
- OLCC TSL
- Festival insurance
- Review festival ground needs including all infrastructure.
- Check all electrical needs and evaluate any updates

Steering Committee chairperson for the North Plains Senior Center
2007 – 2010

Accomplishments

2011

- Presented with the Washington County Visitors Association award for the “Essence of Washington County” for the North Plains Elephant Garlic Festival
- North Plains Garlic Festival voted one of the “Top ten Garlic Festivals in the World”
- Voted the North Plains Volunteer Lifetime Achievement Award

2009

- Wrote grant with the Washington County Visitors Association for the North Plains Elephant Garlic Festival for \$10,000.00

2007

- Voted the North Plains Volunteer of the year

History

12/2002

- Joined the North Plains Chamber of Commerce 09/2002
- Moved to North Plains owner of Loch Lolly Christmas Forest business 1994–2002
- Volunteered at Reedville School, Aloha, Oregon

Reedville School Parent Cub President

1996 – 2002

Event Coordinator

Responsibilities:

- Spaghetti dinner/ Bingo night,
- School Carnival
- Back to school picnic
- Fundraiser chairperson, Outdoor school fundraising
- Height & weight checkups,
- School pictures
- Gathered and filled all the BIG envelope information for the packets
- Mother/Daughter Banquet,
- Father/ Son night
- Back to school night
- Holiday parties

Resume, Event Coordinator... Patti Burns

Supervised the school store, 1998 – 2002

- Ordered & inventoried and stocked all items
- Arranged for children to work the store

In home licensed daycare provider ,1985 – 2002

Worked part time for Beaverton School district, 1983 – 1985

- Food services
- Crossing Guard

In home licensed daycare provider, 1975 – 1983

Education

Clatsop Community College, Astoria, Oregon

NPEA Governance: Board of Directors' Biography

Sherrie Simmons

North Plains Events Association, Inc.

Sherrie Simmons, Board Director of Non-Profit North Plains Events Association, Inc. since its inception and has served as the Arts Vendor Coordinator for the North Plains Elephant Garlic Festival since 2006. Currently serves as President of the Non-Profit organization.

Past and Current Community Involvement

Past volunteering included the 12 Bridges Run, 2010 North Plains Centennial Celebration, North Plains Citizen Involvement Committee, Friends of the North Plains Public Library, North Plains Elementary School Past. Current Volunteering includes events such as the annual Ice Cream Social, Easter Egg Hunt and the North Plains Jingle.

North Plains City Planning Commission - 1999 to 2002 and 2006 and 2009.

North Plains City Councilor - 2003 to 2004.

Awarded North Plains Volunteer of the Year- 2008

Awarded North Plains Volunteer Lifetime Achievement- 2013

NPEA Governance: Board of Directors' Biography

David Hatcher

Mayor of the City of North Plains

David Hatcher is the Mayor of the City of North Plains since 2009. Prior to that Mr. Hatcher has served as City Councilor and Planning Commission member. Mr. Hatcher has over 20 years community service in these capacities for in the City of North Plains

Business Owner

Mr. Hatcher co-owns I.T. Business Solutions which is an I.T. support company for small to medium size businesses.

North Plains Events Association, Inc.

David Hatcher, Board Director of Non-Profit North Plains Events Association, Inc. since its' inception. Has served as a volunteer at the Elephant Garlic Festival Beer Garden for several years. Mr. Hatcher currently serves as Vice-President of the North Plains Event Associations. In the past Mr. Hatcher has served as the Advertising coordinator and Parking coordinator for the Elephant Garlic Festival.

Other Non-Profit Ventures.

Mr. Hatcher is presently a Board Member/Vice President of a 250 person family week long summer camp that also sponsors other events that run throughout the year. This camp draws folks from all over the United States and from as far away as Europe. Mr. Hatcher has served on the Board of Directors in Energy Park for 12+ years at the Oregon Country Fair putting on a fair experience in Veneta Oregon. Past President of the Portland Oregon Tilth which teaches organic gardening and farming practices. Oregon Tilth has a vendor booth at our Elephant Garlic Festival.

Workshops

Mr. Hatcher coordinates and puts on workshops for self-improvement and spiritual growth.

Awarded North Plains Volunteer of the Year

Awarded North Plains Volunteer Lifetime Achievement

NPEA Governance: Board of Directors' Biography

Teri Lenahan

City Council, City of North Plains

Teri Lenahan was elected to City Council in 2008. She has been Council President since 2010. In addition to her duties as Councilor, she attends various meetings as the ex-officio to local community organizations and regional committees.

North Plains Events Association, Inc.

Teri Lenahan, Board Director of the non-profit North Plains Events Association, Inc. since its inception. She currently serves as Secretary for this organization. For the last two years, she has served as the assistant to the Elephant Garlic Festival Arts & Craft Vendor Coordinator and she has been instrumental in securing sponsorships for the annual Garlic Festival. Teri has served as a Parking Coordinator for the Elephant Garlic Festival, Summer Fest & Garlic Out West and the 4th of July Celebration in North Plains. She has served as an Assistant Coordinator for the annual Holiday Jingle and the Easter Egg Hunt.

Other Volunteer Adventures

Teri was named Volunteer of the Year in 2010. She was instrumental in the formation of the Walking Trail Committee and the re-introduction of the National Night Out event to North Plains in 2010. She presently serves as a Board Director on the North Plains Parks Board. She has volunteered for the annual Chili Cook-off, Ice Cream Social, the City-wide Clean-Up Day and the Volunteer Recognition events. She volunteered and acted as the secretary for the North Plains Centennial Celebration Committee and she recently accepted the invitation to participate in the Advisory Board for the Humans Rights Council for Washington County. Teri is a North Plains Chamber of Commerce member. Teri is a lifetime member of the GSUSA, Girl Scouts of the USA.

NPEA Governance: Board of Directors' Biography

Stewart King

North Plains Events Association, Inc.

Stewart King, Board of Director of the non-profit North Plains Events Association, Inc. since its inception and currently serves as Treasurer. His volunteer services for the NPEA has been with the production of the North Plains Elephant Garlic and the Summer Fest and Garlic Out West Festivals as Facilities and Events Coordinator assistant.

City of North Plains

Mr. King was appointed to the City of North Plains, Planning Commission in June of 1995 and has served as past Vice-President. He is currently serving as the Chairperson and has served in this position since 2001. He has also served on numerous sub-committees including the Gateway/Interchange and Downtown Revitalization committees.

North Plains Chamber of Commerce

Mr. King became a member of the Chamber of Commerce in 1997 and has served on the Board of Directors for most of his membership. He has served as past President and Vice-President and is currently serving as Treasurer. He has volunteered in assisting in the then Chamber's North Plains Elephant Garlic Festival in many facets including, poster and T-shirt designs, theme development, parade organizer, procurement of tables and chairs and facilities and coordinator assistant.

Business Owner

Stewart King is the Founder, Owner and Principle Broker of Tri-Star Properties, Inc. which was incorporated in 1997. He relocated his business to his new home town of North Plains in September of 1998.

Other Volunteer Adventures

Stewart was named Volunteer of the Year in 2004 and received the 2010 Volunteer Lifetime Achievement Award from the City of North Plains. He is currently serving as a Board of Director for the North Plains Senior Plaza and volunteers many hours to both St Edward Catholic Church and St Francis of Assisi Catholic School. Mr. King has also served as a North Plains T-Ball Coach and Assistant Soccer Coach.

NPEA Governance: Board of Directors' Biography

Russ Sheldon

North Plains Events Association, Inc.

Russ Sheldon, Board Director of Non-Profit North Plains Events Association, Inc. since its' inception and has served as the Garlic Festival Beer Garden Coordinator since 2003. Mr. Sheldon currently serves as Alternate Secretary of the Non-Profit organization.

North Plains Knights of Pythias, Glencoe Lodge No. 22

Mr. Sheldon, Board Director, Knights of Pythias, Glencoe Lodge No. 22, currently Secretary. He has also served as Chairman of the Beer Garden Committee for the Garlic Festival, from January 2003 through December 2014. He was Chancellor Commander of the Knights of Pythias, Glencoe Lodge No.22, a fraternal organization, from January 2003 until July 2010 and has served as Vice Chancellor, Trustee and Inner Guard. Mr Sheldon has also served on the Grand Council and currently sits on the Grand Tribunal as a Grand Representative for the organizations state program. He also serves as the Knights of Pythias appointed representative to the North Plains Chamber of Commerce.

North Plains Chamber of Commerce.

Mr. Sheldon is also a Board Director of the Non-Profit organization, North Plains Chamber of Commerce and currently serving as its' President.

North Plains Junior Baseball Association

Mr. Sheldon served for North Plains Junior Baseball Association, as a Coach, Assistant Coach and volunteer leader from 2001-2010.

North Plains Cub Scout Pack 175

Mr. Sheldon served for North Plains Cub Scout Pack 175, as a Den Leader, Assistant Den Leader and volunteer from 2001-2006.

Awarded North Plains Volunteer of the Year in 2012.

NPEA Governance: Board of Directors' Biography

Patti Burns

North Plains Events Association

10/12 - Present

Patti Burns, Board Director of the Non-Profit North Plains Events Association, Elephant Garlic Festival Coordinator Summer Fest & Garlic Out West (AKA North Plains Elephant Garlic Festival) Event Coordinator 2013

North Plains Chamber of Commerce

2004-2012

Patti Burns, Board Director for the North Plains Chamber of Commerce, served as Secretary, Treasurer, and Events Coordinator for the Elephant Garlic Festival.

North Plains Senior Center Board President

7/2014 - Present

Patti Burns, President of the Senior Center Board, oversees the day-to-day running of this Non Profit organization. The Senior Center is a Meals on Wheels center, which provides meals and activities to area seniors.

North Plains Senior Plaza Board member

2009 - Present

Patti Burns, Board Director for the North Plains Senior Plaza, the Plaza is an independent, over 55 years of age, affordable apartment building.

North Plains Senior Center Steering committee Board President

2006 - 2010

Patti Burns was the Board President of The Non Profit, North Plains Senior Center. The Steering committee raises funds to maintain that the center will continue to keep its doors open. Each year we raise money with the annual Crab feed, numerous dances and BBQ's in the porch.

Friends of the North Plains Library Board member

2006 - 2010

Patti Burns served on the board and was Events Coordinator.

North Plains Public Library Ground Breaking & Grand Opening Co Coordinator

2006 - 2007

During the planning stages of the Library, Patti Burns coordinated the Ground Breaking event; the public as well as architects, City & State officials as well as the Family who donated the money to build the Library were in attendance of this event. Two Grand Opening celebrations were held for the Library, in which I was the coordinator.

2010 North Plains Centennial Celebration

2010

Patti Burns was the Event Coordinator for the Centennial Celebration, a year of planning this daylong event. The event was filled with memorabilia, stories, tours, speeches and tributes to this City. The day ended with the first ever Firework display in the City of North Plains.

Awarded North Plains Volunteer of the Year

2007

Awarded North Plains Volunteer Lifetime Achievement

2011

Margaret Reh

From: SHERRIE SIMMONS <westiesrus@msn.com>
Sent: Thursday, November 06, 2014 9:34 AM
To: Martha DeBry
Subject: RE: Elephant Garlic Festival Proposal

Hi Martha,
Below are answers to your questions.

Please let me know if you have additional questions.

Thank you,

Sherrie Simmons

From: Martha@northplains.org
To: westiesrus@msn.com; russ@emergencyvehiclepro.com
Date: Tue, 4 Nov 2014 15:36:48 -0800
Subject: Elephant Garlic Festival Proposal

Hi Sherrie and Russ,

Can you clarify a few things about your proposal?

- 1) Will the festival coordinator be an employee of the NPEA or an independent contractor?

Answer: The Garlic Festival Coordinator will be under a contractual agreement as an Independent Contractor as defined by the Internal Revenue Service, whereby, North Plains Events Association, Inc. will only direct the result of the work and not what will be done or how it will be done, as it's been done in the past.

- 2) The compensation for the coordinator was \$5,800 last year, but is proposed at \$5,000 in 2015. Is \$5,000 correct?

Answer: The compensation for the coordinator is variable based in large part on two factors. First, there is a basis of \$4000.00 paid for services rendered and second, there is a percentage that will be paid based on a formula of gross sponsorship income that will be decided upon by the North Plains Events Association, Inc.. The proposed budget is conservative in it's approach and without large assumptions that could counter historical financial data.

- 3) Is it possible to expense an annual payment to the City in addition to offering a percentage? Eg. \$1,000 and the lesser of 20% of net profit or \$1,000. The way the proposal is written, a cynical person could argue that the budget can be manipulated to lower/eliminate net profit; and the City has no controls in place to ensure

income from use of its asset. It is not clear why the City should accept the risk of no payment for use of its asset, when the maximum payment is capped at \$2,000.

Answer: Anything is possible. If the event brought in huge sums of money and little to no risk, then perhaps an annual payment would be more palatable to our organization. While the City acquired the asset at no cost, we do understand there needs to be a licensing agreement in place for some form of remuneration for the use of the asset; however, the North Plains Events Association is assuming all the risks of operating the event, without the benefit of huge reserves in doing so. We are open to exploring an annual payment of \$1,000.00 for the use of the asset and 10% of the net profit, not capped. There is much that is unpredictable and to this end, we want to ensure we can successfully complete the festival without incurring an operating loss. If other proposers are ready and willing to pay more, then this should be a factor in the decision to award.

- 4) I anticipate Jessie Mays will be remodeled at some point in the future. What would be the plan B if a large portion of the park is unavailable?

Answer: Good question and to be honest, we have considered this. There are not many appealing alternatives; however, we will make alternative arrangements if and when we are faced with this predicament. Also a little forward thinking and planning would be helpful on the City's side to not tear up the grounds in the summer months of August. As a side note: This was not on the RFP. If you have received other RFP's then this same question must go out to them as well.

- 5) Can the NPEA find volunteers to assume some roles that have traditionally fallen on City staff in order to reduce public costs for this event? For example, installation of the sink, set up of barriers for street, or managing street closures for the parade.

Answer: Perhaps, but the public costs are part of what is a city celebration. In our opinion, the City is a partner in this aspect and has participated in this capacity in the past 17 years'. We expect the majority of citizens of the City anticipate bearing some burden of costs to the public, for the benefit of the public. After all, it is a great community celebration.

- 6) Can we get a copy of 501c6 determination or papers of incorporation that we can keep on file?

Answer: Yes, we will provide the requested documentation.

Kindest regards,

Martha DeBry
City Manager
31360 NW Commercial Street
North Plains, Oregon 97133
503.647.5555

AGREEMENT BETWEEN THE CITY OF NORTH PLAINS AND NORTH PLAINS
EVENTS ASSOCIATION FOR ELEPHANT GARLIC FESTIVAL PLANNING
SERVICES

An agreement between the City of North Plains, Oregon (“CITY”), an Oregon municipal corporation, and the North Plains Events Association (“NPEA”), an Oregon 501.c.6 corporation dated this 17th day of November 2014.

WHEREAS, the City of North Plains owns the North Plains Elephant Garlic Festival (FESTIVAL) name and related property; and

WHEREAS, the City of North Plains issued a request for proposal for event planning services in October 2014; and

WHEREAS, the NPEA prepared a successful response to the request for proposal for event planning services; and

WHEREAS, NPEA has operated similar events in the recent past and demonstrated to CITY’s satisfaction the ability to conduct a three-day civic festival with minimal CITY-provided logistical support and no financial support.

NOW THEREFORE, the CITY shall permit the NPEA to use the CITY’s FESTIVAL property and operate the annual North Plains Elephant Garlic Festival consistent with the following covenants:

1. Term

This Agreement is effective from January 1, 2015 for a five-year period through December 31, 2019.

2. FESTIVAL Planning

- A. The NPEA shall operate the North Plains Elephant Garlic Festival the second weekend in August including activities on Friday, Saturday and Sunday during the Term of this Agreement.
- B. The daily hours of operation will be determined by the NPEA between 7 a.m. and midnight.
- C. The NPEA contracts for the services of FESTIVAL planning as (an) independent contractor, and not as (an) employee of the CITY. NPEA shall provide a sufficient quantity of capable: performer(s), operators, employees, volunteers, independent contractors and subcontractors (collectively hereinafter referred to as “Subcontractors”) as needed for the performance of this FESTIVAL.
- D. The NPEA shall be solely responsible for compensating any performer(s), artists, operators, employees, independent contractors and subcontractors

required for the performance and services of this FESTIVAL, and as agreed between NPEA and its Subcontractor(s). The Subcontractor(s) are self-employed or employees of NPEA, who will have the duty of and will be responsible for complying with Federal, State and Internal Revenue Service laws and regulations pertaining to the withholding of taxes and social security, and for complying with any union or federation rules pertaining to deduction for dues and any health or welfare fund, and any other union or federation deduction or payment, and NPEA will hold the CITY harmless and indemnify it for any claims therefrom.

3. NPEA as Employer

The NPEA acknowledges the following:

- a. Overtime - Any person employed on work under this contract, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC §§ 201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week. (ORS 279.316)
- b. Contributions to the Industrial Accident Fund - NPEA shall pay all contributions or amounts due the Industrial Accident Fund from NPEA incurred in the performance of this contract, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279.312)
- c. Income Tax Withholding - NPEA shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- d. Workers Compensation - NPEA is a subject employer that will comply with ORS 656.017. NPEA warrants that all persons engaged in contract work and subject to the Oregon workers compensation law are covered by a workers compensation plan or insurance policy that fully complies with Oregon law. NPEA shall indemnify the City for any liability incurred by the City as a result of NPEA's breach of the warranty under this Paragraph. (ORS 279.320)
- e. Medical Care for Employees - NPEA shall make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of NPEA's employee(s), all sums which NPEA agrees to pay for such services and all moneys and sums which NPEA collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service. (ORS 279.320)
- f. Payment for Labor or Materials - NPEA shall make payment promptly, as due, to all persons supplying to NPEA labor or material for the prosecution of the work provided for in this contract. (ORS 279.312)

4. Access to Venue

The NPEA and its Subcontractors will be allowed reasonable access to the facility used for the FESTIVAL before and after the FESTIVAL for the purpose of assembling and removing equipment. The NPEA will be allowed access for consultation with Subcontractors at any time.

5. Security

- A. The CITY shall provide such security as it deems reasonably necessary and incidental to the FESTIVAL venue. The CITY shall not provide overnight security for vendor areas.
- B. In the event NPEA shall provide their own security, the NPEA shall inform and identify to CITY, the designated security personnel at least 24 hours prior to the commencement of the FESTIVAL venue, and said security shall comply with all federal, state and local laws, ordinances and regulations, and they shall be subject to the stipulations, rules and control of CITY's security at all times while on the premises of the CITY venue.

6. Intellectual Property

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this agreement shall vest in the CITY. NPEA shall execute any assignment or other documents necessary to effect this paragraph. NPEA may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. NPEA shall transfer to the CITY any data or other tangible property generated by NPEA under this agreement and necessary for the beneficial use of intellectual property covered by this paragraph.

7. Parking

NPEA shall ensure adequate parking facilities are available for visitors and participants in the FESTIVAL.

8. Notice to Community

The NPEA shall provide written notice to all businesses and residents within 250 ft of a FESTIVAL activity of the time and date of the event. This notice should be presented to businesses and residents at a minimum 72 hours in advance of the activity.

9. Sponsorships and Donations

- A. The NPEA is solely responsible for soliciting sponsorships and donations from private individuals and organizations for financial and logistical support of the FESTIVAL.

- B. Sponsorships or donations shall be provided directly to the NPEA.
- C. The NPEA shall not characterize or represent the donations as gifts to the CITY.
- D. Each year, the City of North Plains shall be acknowledged as a major sponsor of the FESTIVAL.

10. NPEA Identification

NPEA shall furnish to CITY, the NPEA's employer identification number, as designated by the Internal Revenue Service.

11. Project Managers

CITY's Project Manager is the City Manager.

The NPEA's Project Manager is the President of the NPEA.

Each party shall give the other written notification of any change in Project Manager.

12. Duty to Inform

NPEA shall give prompt written notice to CITY's Project Manager if, at any time during the performance of this agreement, NPEA becomes aware of actual or potential problems, faults, or defects in its obligations relative to the FESTIVAL, any nonconformity with the Agreement, or with any federal, state, or local law, rule, or regulation. Any delay or failure on the part of CITY to provide a written response to NPEA shall constitute neither agreement with nor acquiescence in NPEA's statement or claim, and shall not constitute a waiver of any of CITY's rights.

13. Media Relations

- A. NPEA is solely responsible for information, news or press releases related to the FESTIVAL.
- B. During the Agreement's term, NPEA shall have control over the domain www.funstinks.com, <https://www.facebook.com/funstinks>, twitter.com/NPFunstinks, and shall be solely responsible for the content of the sites. NPEA may not post, comment or otherwise disseminate any message on the CITY's media accounts that disparages the CITY or the FESTIVAL. The CITY reserves the right to remove any comment, post, message or similar dissemination of content from its electronic media accounts. CITY reserves the right to terminate NPEA's control over the CITY's electronic media accounts at any time and for any reason in its sole discretion.

- C. The CITY shall retain ownership of the electronic media accounts. If additional accounts are created on other social media facilities, it shall be the obligation of the NPEA to share the account administration information with the CITY, and at the end of the term of this agreement to surrender ownership and control of those accounts to the CITY.

14. Compensation

NPEA shall pay the CITY 20% of the net profit up to \$2,000 by November 1st of each year. In the event no net profit is realized, the payment to the CITY shall be zero dollars.

In calculating the net profit, any amounts paid by NPEA to its employees that collectively exceed \$XX for services related to the Elephant Garlic Festival may not be used to determine “net profit.”

OR...

In calculating the net profit, the parties agree that any sums paid by NPEA to its employees that collectively exceed \$XX for services related to the Elephant Garlic Festival may not be considered an “expense” when determining net profit.

The CITY shall pay no compensation to the NPEA for the operation of the FESTIVAL.

15. Reporting and Fiscal Management

- A. NPEA shall submit an annual financial report by November 1st of each year to the CITY which will include a pro forma with all actual revenues received, expenses, and net profit for the most recent FESTIVAL.
- B. By November 1 of each year the NPEA shall prepare a projection for the subsequent year’s FESTIVAL and submit it to the CITY.
- C. NPEA is solely responsible for the revenues, expenses, and profit or loss associated with the event.

16. Records

- A. NPEA shall retain all books, documents, papers, and records that are directly pertinent to this contract for at least three years.
- B. NPEA shall allow the CITY, or any of its authorized representatives, to audit, examine, copy, take excerpts from, or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement as it relates to the operations of the FESTIVAL.

17. Indemnity and Insurance

- A. Indemnity: NPEA acknowledges responsibility for any and all liability arising out of its performance under the Agreement and agrees to defend, indemnify and hold CITY, its elected officials, employees, agents and insurers (collectively CITY) harmless as against any and all liability, settlements, loss, costs and expenses in connection with any action, suit or claim resulting or allegedly resulting from NPEA's acts, omissions, activities or services in the course of performing its obligations under this Agreement or for the acts or omissions of their assignees, transferees, agents, employees and/or subcontractors.
- B. Liability Insurance: NPEA shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of NPEA, the CITY, its elected officials, directors, officers, agents, and employees. Coverage shall include personal injury, bodily injury, including death, and broad form property damage, including loss of use of property, occurring in the course of or in any way related to NPEA's operations, in an amount not less than \$2,000,000 combined single limit per occurrence. Such insurance shall name the CITY as an additional insured.
- C. Host Liability Insurance: If alcohol is served at the FESTIVAL, the NPEA shall ensure host liquor liability insurance for the protection of NPEA, the CITY, its elected officials, directors, officers, agents, and employees. Coverage shall include personal injury, bodily injury, including death, and broad form property damage, including loss of use of property, occurring in the course of or in any way related to FESTIVAL operations, in an amount not less than \$2,000,000 combined single limit per occurrence. Such insurance shall name the CITY as an additional insured.
- D. Workers' Compensation Coverage: As an employer NPEA certifies that it will qualify for State of Oregon Workers' Compensation coverage for all NPEA's employees who are subject to Oregon's Workers' Compensation statute, either as a carrier insured employer as provided by ORS 656.407 or as a self-insured employer. NPEA shall provide to CITY within 10 days of receiving coverage a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes insured by an insurance company satisfactory to CITY, if any. The certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to CITY.
- E. Certificates: NPEA shall furnish the CITY certificates evidencing the date, amount, and type of insurance required by this agreement. All policies will provide for not less than thirty (30) days' written notice to the CITY before they may be canceled.
- F. Primary Coverage: The coverage provided by insurance required under this agreement shall be primary, and any other insurance carried by CITY

shall be excess.

18. Work is Property of City

All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by NPEA under this contract shall be the property of City.

19. CITY Responsibilities

CITY agrees to:

- A. Provide a venue for the FESTIVAL at no cost to the NPEA.
- B. CITY will provide access and use of all FESTIVAL related equipment.
- C. Assist with the development of traffic control plan, and provide equipment to implement the same.
- D. CITY to provide access to its existing electrical power sources at the FESTIVAL venue, at no cost to the NPEA.

20. Law of Oregon

The agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Washington County, Oregon, and the United States District Court for the District of Oregon (Portland) if in federal court.

21. Assignment

- A. Each party binds itself, and any partner, successor, executor, administrator, or assign to this agreement.
- B. Neither the CITY nor the NPEA shall assign or transfer their interest or obligation hereunder in this Agreement without the written consent of the other.

22. Breach of Agreement

NPEA shall remedy any breach of this agreement within the shortest reasonable time after NPEA first has actual notice of the breach or the CITY notifies NPEA of the breach, whichever is earlier. If NPEA fails to remedy a breach in accordance with this paragraph, the CITY may terminate that part of the agreement affected by the breach upon written notice to NPEA, may obtain substitute services in reasonable manner, and may recover from NPEA the amount by which the price for those substitute services exceeds the price for the same services under this agreement.

If the breach is material and NPEA fails to remedy the breach in accordance with this paragraph, the CITY may declare NPEA in default and pursue any remedy available for a default.

Pending a decision to terminate all or part of this agreement, the CITY unilaterally may order NPEA to suspend all or part of the services under this agreement.

23. Termination for Convenience

The CITY or NPEA may terminate this agreement without cause prior to the end of the term by providing at least 10 days' written notice between November 1 and November 30 of any year.

24. Modification

Any modification of the provisions of this agreement shall be reduced to writing and signed by the parties.

25. No Waiver of Legal Rights

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

26. Integration

This agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

27. Time is Of the Essence.

NPEA agrees that time is of the essence under this Agreement.

28. Force Majeure.

Neither the CITY nor NPEA shall be held responsible for delay or default caused by fire, riot, acts of God, war or similar events or occurrences where such event or occurrence was beyond the reasonable control of the CITY or NPEA respectively. NPEA will however make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under this Agreement.

29. Authority

Any person/entity executing this contract, expressly warrants that he/it is authorized to execute this contract. The CITY representatives signing this agreement certify that they sign as properly authorized representatives of the CITY and do not assume any personal liability for meeting the terms of this

contract.

This contract shall not be binding upon the CITY until fully executed, including signing and initialing of any changes by the parties hereto, or their authorized representatives, and delivered to the CITY.

NORTH PLAINS EVENTS ASSOCIATION
Sherrie Simmons, President

CITY OF NORTH PLAINS, OR
Martha DeBry, City Manager

Date: _____

Date: _____

Telephone _____

503-647-5555

Email: _____

martha@northplains.org

Rec'd 8-16-2014

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 17 2014**

NORTH PLAINS EVENTS ASSOCIATION INC
C/O SHERRIE SIMMONS
30796 NW BROOKING CT
NORTH PLAINS, OR 97133

Employer Identification Number:
46-0650919
DLN:
17053129340043
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
September 12, 2012
Contribution Deductibility:
No
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 948



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: November 10, 2014
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Resolution No.1858 Gift Certificates to Paid Staff for Holidays

Request: Adopt Resolution No.1858 approving of purchase of gift certificates for employee holiday gifts.

Background: Annually the Council approves the purchase of \$25.00 gift certificates from Fred Meyers for employees for the Thanksgiving and Christmas holidays. These gift certificates are budgeted from City Council 110-419-500000 "Employee recognition" to pay for the gift certificates to the employees in said department. Cards are provided to all full-time and part-time employees and reserve officers who are employed the day prior to each holiday.

Fiscal Impact: This year \$1475 was budgeted for the certificates. Currently the City has 29 employees on payroll, the actual cost is projected at \$1,450 for \$25 each on Thanksgiving and Christmas.

Environmental Issues: No environmental issues associated with this item.

Recommendation: Approve distribution of gift cards for Thanksgiving and Christmas.

Sample Motion: I move to approve Resolution No.1858 approving the purchase and distribution of gift certificates to employees.

Attachment – Resolution

RESOLUTION NUMBER 1858

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, APPROVING THE PURCHASE OF GIFT CERTIFICATES FOR
EMPLOYEE HOLIDAY GIFTS**

WHEREAS, the City Council of the City of North Plains annually approves the purchase of \$25.00 gift certificates purchased from Fred Meyer; and

WHEREAS, these gift certificates are purchased for employees for the Thanksgiving and Christmas holidays; and

WHEREAS, all full-time and part-time employees and reserve officers who are employed the day prior to each holiday are the recipients of these gift certificates; and

WHEREAS, funds are budgeted from the City Council line item for "Employee Recognition.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF NORTH PLAINS, OREGON, AS FOLLOWS:**

Section 1. Approves the purchase of \$25 gift cards for paid staff.

INTRODUCED AND ADOPTED this 17th day of November, 2014.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder

Accounts Payable

Transactions by Account

User: mre
 Printed: 11/10/2014 - 2:54PM
 Batch: 00000.00.0000

October 2014

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
009-093-770200	STARK STREET LAWN AND GAR	8295-04-01 SN#1140055844	10/27/2014	22515	6,269.00	
		Vendor Subtotal for Section 2:093			6,269.00	
009-093-770200	VISA/ CARDMEMBER SERVICE	Auto Accessories - snow plow	10/14/2014	22485	1,804.05	
		Vendor Subtotal for Section 2:093			1,804.05	
		Subtotal for Section 1: 009			8,073.05	
110-000-100200	OREGONIAN	Wed/Fri	10/01/2014	22453	54.00	
		Vendor Subtotal for Section 2:000			54.00	
110-000-200001	ASI Flex - Auto Pay	ASI Deductions for Pay Date 10.10.20	10/14/2014	0	156.25	
110-000-200001	ASI Flex - Auto Pay	ASI Deductions for Pay Date	10/27/2014	0	156.25	
		Vendor Subtotal for Section 2:000			312.50	
110-000-200001	ING - State of OR Plan	ING - Pay Date 10.10.2014	10/14/2014	0	1,250.00	
110-000-200001	ING - State of OR Plan	Pay Date 10.24.2014	10/27/2014	0	1,250.00	
		Vendor Subtotal for Section 2:000			2,500.00	
110-000-200002	AFLAC		10/29/2014	22522	243.09	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					243.09	
		Vendor Subtotal for Section 2:000			243.09	
110-000-200004	PERS Deposit	September	10/14/2014	0	9,060.52	
		Vendor Subtotal for Section 2:000			9,060.52	
110-411-300106	IMPACT SIGN CO.	RUN EVENT - Watch for Pedestrians!	10/27/2014	22496	265.00	
		Vendor Subtotal for Section 2:411			265.00	
110-411-300106	VISA/ CARDMEMBER SERVICE	dollar tree - Pumpkin Run	10/14/2014	22485	30.00	
		Vendor Subtotal for Section 2:411			30.00	
110-411-300107	AMERICAN EXPRESS	costco - cookies/plates/napkins/bowls	10/29/2014	22523	129.48	
		Vendor Subtotal for Section 2:411			129.48	
110-411-300107	NP SENIOR CENTER	Chili and Corn Bread	10/27/2014	22510	331.77	
		Vendor Subtotal for Section 2:411			331.77	
110-411-300107	VISA/ CARDMEMBER SERVICE	trophies 2 go - chili cook off	10/14/2014	22485	77.81	
		Vendor Subtotal for Section 2:411			77.81	
110-411-300114	Leslie Lanza	reimbursement 22.66 gloves and hand	10/29/2014	22532	59.20	
		Vendor Subtotal for Section 2:411			59.20	
110-419-300000	OMFOA	Webinar Event R.Lembo	10/01/2014	22451	120.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					120.00	
	Vendor Subtotal for Section 2:419					
110-419-300000	MARGARET REH	mileage and parking	10/14/2014	22475	138.60	
110-419-300000	MARGARET REH	hotel and milege	10/14/2014	22475	711.97	
					850.57	
	Vendor Subtotal for Section 2:419					
110-419-300010	CITY OF HILLSBORO-BUG	BUG usage and partner payment	10/01/2014	22443	908.17	
					908.17	
	Vendor Subtotal for Section 2:419					
110-419-310000	NW NATURAL GAS CO.	08/28/2014-09/26/2014	10/01/2014	0	15.80	
110-419-310000	NW NATURAL GAS CO.	08/28/2014-09/26/2014	10/01/2014	0	8.49	
					24.29	
	Vendor Subtotal for Section 2:419					
110-419-310000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	35.28	
110-419-310000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	365.20	
					400.48	
	Vendor Subtotal for Section 2:419					
110-419-310000	XO COMMUNICATIONS	09/18-10/17	10/01/2014	22459	586.91	
110-419-310000	XO COMMUNICATIONS		10/29/2014	22538	587.11	
					1,174.02	
	Vendor Subtotal for Section 2:419					
110-419-330000	MACC	FS YR 14/15	10/29/2014	22534	75.41	
					75.41	
	Vendor Subtotal for Section 2:419					
110-419-330000	MOONLIGHT BPO	News Letter September	10/14/2014	22472	369.00	
110-419-330000	MOONLIGHT BPO	September Water Billing Statements	10/14/2014	22472	453.30	
110-419-330000	MOONLIGHT BPO	News Letter October	10/14/2014	22472	492.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					1,314.30	
		Vendor Subtotal for Section 2:419				
110-419-330000	SERVICE AMERICA COMMERCL	City Hall Janitorial Service for Octobe	10/14/2014	22478	195.00	
					195.00	
		Vendor Subtotal for Section 2:419				
110-419-330000	VISA/ CARDMEMBER SERVICE	fred meyer - cake	10/14/2014	22485	11.99	
110-419-330000	VISA/ CARDMEMBER SERVICE	lodging in sunriver	10/14/2014	22485	214.65	
110-419-330000	VISA/ CARDMEMBER SERVICE	robinson - flowers	10/14/2014	22485	50.00	
110-419-330000	VISA/ CARDMEMBER SERVICE	Facebook	10/14/2014	22485	7.17	
					283.81	
		Vendor Subtotal for Section 2:419				
110-419-330100	BEERY, ELSNER & HAMMOND,	general	10/27/2014	22488	220.00	
110-419-330100	BEERY, ELSNER & HAMMOND,	personnel	10/27/2014	22489	52.50	
110-419-330100	BEERY, ELSNER & HAMMOND,	landuse	10/27/2014	22489	580.00	
					852.50	
		Vendor Subtotal for Section 2:419				
110-419-330102	ASI SECURITY PARTNERS	McAfee Endpoint Protection Advance	10/01/2014	22439	399.00	
					399.00	
		Vendor Subtotal for Section 2:419				
110-419-330105	ADP, INC.	payroll ending 09/21/2014	10/01/2014	0	217.01	
110-419-330105	ADP, INC.	payroll ending 10/05/2014	10/27/2014	0	195.80	
110-419-330105	ADP, INC.	OR-SUIER 09/23/2014	10/27/2014	0	112.06	
110-419-330105	ADP, INC.	payroll ending 10/19/2014	10/29/2014	0	217.01	
					741.88	
		Vendor Subtotal for Section 2:419				
110-419-330107	TYCO INTEGRATED SECURITY	City Hall 11/01-01/31/2015	10/27/2014	22518	656.21	
					656.21	
		Vendor Subtotal for Section 2:419				

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-419-340000	Anctil Plumbing	NPPL womens room faucet	10/27/2014	22486	120.00	
		Vendor Subtotal for Section 2:419			120.00	
110-419-340100	PACIFIC OFFICE AUTOMATION	Printer	10/01/2014	22454	816.20	
110-419-340100	PACIFIC OFFICE AUTOMATION		10/29/2014	22536	816.20	
		Vendor Subtotal for Section 2:419			1,632.40	
110-419-340101	TEMP CONTROL MECHANICAL	10/01/2014-10/31/2014	10/14/2014	22481	309.00	
		Vendor Subtotal for Section 2:419			309.00	
110-419-350000	GOVERNMENT ETHICS COMMIS	CNP	10/01/2014	22447	516.09	
110-419-350000	GOVERNMENT ETHICS COMMIS	URA	10/01/2014	22447	41.28	
		Vendor Subtotal for Section 2:419			557.37	
110-419-350000	STATE OF OR. - Administrative Scr	ORCPP Procurement Service	10/14/2014	22479	200.00	
		Vendor Subtotal for Section 2:419			200.00	
110-419-610000	AWARD SPECIALITIES	R.Kindel name badge	10/14/2014	22462	10.00	
110-419-610000	AWARD SPECIALITIES	2 2x10 walnut and white name plate	10/29/2014	22524	13.00	
		Vendor Subtotal for Section 2:419			23.00	
110-419-610000	COASTWIDE LABORATORIES	17x18 Liner 6 mic 2000/cs clr	10/27/2014	22492	79.56	
		Vendor Subtotal for Section 2:419			79.56	
110-419-610000	OR. COFFEE ROASTER, INC.	Coffee	10/01/2014	22452	37.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-419-610000	OR. COFFEE ROASTER, INC.	5 pounds of italian ground	10/27/2014	22511	38.75	
		Vendor Subtotal for Section 2:419			76.25	
110-419-610000	MARGARET REH	08/19-08/26	10/14/2014	22475	56.50	
		Vendor Subtotal for Section 2:419			56.50	
110-419-610000	THAYER COMPANY	office supplies	10/14/2014	22482	101.05	
		Vendor Subtotal for Section 2:419			101.05	
110-419-610000	VISA/ CARDMEMBER SERVICE	Apple online - planning comm.	10/14/2014	22485	399.00	
110-419-610000	VISA/ CARDMEMBER SERVICE	Rite Aid - Supplies	10/14/2014	22485	27.48	
110-419-610000	VISA/ CARDMEMBER SERVICE	USPS postage	10/14/2014	22485	6.00	
		Vendor Subtotal for Section 2:419			432.48	
110-419-621000	ADP, INC.	OR SUIER	10/01/2014	0	112.06	
		Vendor Subtotal for Section 2:419			112.06	
110-419-621000	ASIFlex	ASI Flex period ending	10/14/2014	22461	15.00	
		Vendor Subtotal for Section 2:419			15.00	
110-419-621002	CIS - TRUST	NRP-W2013-A01 WC Audit Invoice	10/01/2014	22442	-1,211.35	
110-419-621002	CIS - TRUST	WC Q2 Payment	10/01/2014	22442	4,427.96	
		Vendor Subtotal for Section 2:419			3,216.61	
110-421-330000	DMV, MOTOR VEHICLES DIVISI	NPPD - Suspension Package	10/14/2014	22464	11.50	
		Vendor Subtotal for Section 2:421			11.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-330000	RADAR SHOP, INC.	on site radar and laser re-cert	10/27/2014	22514	305.00	
		Vendor Subtotal for Section 2:421			305.00	
110-421-330000	THE SIGN CO.	removal of graphics from E258270	10/14/2014	22483	125.00	
		Vendor Subtotal for Section 2:421			125.00	
110-421-330000	T-MOBILE	08/21/2014-09/20/2014	10/14/2014	22484	93.46	
		Vendor Subtotal for Section 2:421			93.46	
110-421-330000	VISA/ CARDMEMBER SERVICE	lodging in sunriver	10/14/2014	22485	214.65	
110-421-330000	VISA/ CARDMEMBER SERVICE	City of Portland Parking	10/14/2014	22485	1.60	
110-421-330000	VISA/ CARDMEMBER SERVICE	Davis Lock and Safe - 2 file cabinet lo	10/14/2014	22485	30.00	
110-421-330000	VISA/ CARDMEMBER SERVICE	Metro Central SW Disposal	10/14/2014	22485	28.00	
110-421-330000	VISA/ CARDMEMBER SERVICE	late fee	10/14/2014	22485	39.00	
110-421-330000	VISA/ CARDMEMBER SERVICE	Interest	10/14/2014	22485	28.94	
		Vendor Subtotal for Section 2:421			342.19	
110-421-330102	KRP DATA SYSTEMS	WebLeds Application 09/28/2014-09/2	10/14/2014	22470	1,679.84	
		Vendor Subtotal for Section 2:421			1,679.84	
110-421-330108	VERIZON WIRELESS	09/08-10/07	10/27/2014	22520	80.02	
110-421-330108	VERIZON WIRELESS	10/07-11/06	10/27/2014	22519	323.10	
		Vendor Subtotal for Section 2:421			403.12	
110-421-340000	DUYCK'S GARAGE	dodge 2500 - dash pad and pressure cl	10/29/2014	22527	789.40	
		Vendor Subtotal for Section 2:421			789.40	
110-421-350000	OREGON COUNCIL OF POLICE A	Dues Oct-Nov-Dec 2014	10/27/2014	22512	78.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-610224	CHEVRON	NPPD FUEl 09/06/2014-10/05/2014	10/14/2014	0	1,223.47	
		Vendor Subtotal for Section 2:421			1,223.47	
110-421-610224	DUYCK'S GARAGE	oil change 2012 dodge charger	10/29/2014	22527	58.00	
110-421-610224	DUYCK'S GARAGE	oil change crown vic	10/29/2014	22527	50.00	
110-421-610224	DUYCK'S GARAGE	oil change tahoe	10/29/2014	22527	85.20	
		Vendor Subtotal for Section 2:421			193.20	
110-433-310000	AT&T WIRELESS SERVICE	08/06/2014-09/05/2014	10/01/2014	22440	64.86	
110-433-310000	AT&T WIRELESS SERVICE	09/06-10/05	10/27/2014	22487	32.77	
		Vendor Subtotal for Section 2:433			97.63	
110-433-330000	MURRAY, SMITH & ASSOCIATE:	McKay Fields SD SD-VAR-07-0006	10/27/2014	22509	23.52	
110-433-330000	MURRAY, SMITH & ASSOCIATE:	General Service - Water	10/27/2014	22508	360.00	
		Vendor Subtotal for Section 2:433			383.52	
110-433-340000	CNH CAPITAL	Metro New Holland	10/29/2014	22526	26.56	
		Vendor Subtotal for Section 2:433			26.56	
110-433-340000	FERGUSON ENTERPRISES, INC.	Cast Iron Grate	10/29/2014	22528	73.71	
		Vendor Subtotal for Section 2:433			73.71	
110-433-340000	HORTNAGL AUTOMOTIVE & MI	Ford F350 repair	10/27/2014	22495	238.31	
		Vendor Subtotal for Section 2:433			238.31	
110-433-340000	ONE CALL CONCEPTS, INC.		10/14/2014	22473	33.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					33.00	
	Vendor Subtotal for Section 2:433					
110-433-340000	PRECISION OUTDOOR POWER E		10/14/2014	22474	131.95	
					131.95	
	Vendor Subtotal for Section 2:433					
110-433-340000	RON-JONS UNLIMITED, INC.	Monthly service for standard toilet	10/14/2014	22476	166.00	
					166.00	
	Vendor Subtotal for Section 2:433					
110-433-340000	VISA/ CARDMEMBER SERVICE	southwest public safety	10/14/2014	22485	34.75	
110-433-340000	VISA/ CARDMEMBER SERVICE	Home Depot	10/14/2014	22485	103.16	
110-433-340000	VISA/ CARDMEMBER SERVICE	lowes	10/14/2014	22485	73.42	
					211.33	
	Vendor Subtotal for Section 2:433					
110-433-610000	TRAFFIC SAFETY SUPPLY CO., I	Premark Thermal Tape	10/27/2014	22517	177.05	
					177.05	
	Vendor Subtotal for Section 2:433					
110-433-610000	VISA/ CARDMEMBER SERVICE	lowes	10/14/2014	22485	27.62	
110-433-610000	VISA/ CARDMEMBER SERVICE	Lowes	10/14/2014	22485	15.92	
110-433-610000	VISA/ CARDMEMBER SERVICE	Harbor Freight Tools	10/14/2014	22485	21.35	
					64.89	
	Vendor Subtotal for Section 2:433					
110-433-610090	ROGERS, III, CHARLES A.	Work Pants	10/01/2014	22457	65.86	
					65.86	
	Vendor Subtotal for Section 2:433					
110-433-610224	FERRELLGAS		10/14/2014	22466	347.23	
					347.23	
	Vendor Subtotal for Section 2:433					

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-433-610224	SUNSHINE INC.	September fuel for PW	10/14/2014	22480	947.32	
		Vendor Subtotal for Section 2:433			947.32	
110-452-310000	COMCAST	JM 10/09-11/08	10/14/2014	0	46.13	
		Vendor Subtotal for Section 2:452			46.13	
110-452-310000	NW NATURAL GAS CO.	08/28/2014-09/26/2014	10/01/2014	0	28.71	
		Vendor Subtotal for Section 2:452			28.71	
110-452-310000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	16.47	
110-452-310000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	56.49	
110-452-310000	PORTLAND GENERAL ELECTRIC	NP Chamber-JMCH 762100 0 08/29/2	10/14/2014	0	15.28	
		Vendor Subtotal for Section 2:452			88.24	
110-452-340000	DANIEL'S IRON DESIGN	Fabricate and install railings for NPPL	10/01/2014	22444	1,755.00	
		Vendor Subtotal for Section 2:452			1,755.00	
110-455-300000	VISA/ CARDMEMBER SERVICE	Oregon Library Association	10/14/2014	22485	10.00	
		Vendor Subtotal for Section 2:455			10.00	
110-455-310000	COMCAST	NPPL 10/03-11/02	10/01/2014	0	87.46	
		Vendor Subtotal for Section 2:455			87.46	
110-455-310000	NW NATURAL GAS CO.	08/28/2014-09/26/2014	10/01/2014	0	59.12	
		Vendor Subtotal for Section 2:455			59.12	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-310000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	438.88	
		Vendor Subtotal for Section 2:455			438.88	
110-455-330000	SERVICE AMERICA COMMERCIAL	NPPL Janitorial Service for October	10/14/2014	22478	175.00	
		Vendor Subtotal for Section 2:455			175.00	
110-455-330102	3M	contract period 10/30/2014-10/29/2015	10/14/2014	22460	1,449.00	
		Vendor Subtotal for Section 2:455			1,449.00	
110-455-340100	PACIFIC OFFICE AUTOMATION	NPPL 10/01-10/31	10/27/2014	22513	212.00	
		Vendor Subtotal for Section 2:455			212.00	
110-455-610000	BRODIE, DEBRA	Book	10/01/2014	22441	15.00	
		Vendor Subtotal for Section 2:455			15.00	
110-455-610000	DEMCO, INC.		10/01/2014	22445	105.09	
110-455-610000	DEMCO, INC.	Credit for Return	10/01/2014	22445	-27.68	
110-455-610000	DEMCO, INC.		10/27/2014	22493	175.35	
		Vendor Subtotal for Section 2:455			252.76	
110-455-610000	FUITEN, HEIDI	Lysol Wipes	10/14/2014	22467	13.59	
		Vendor Subtotal for Section 2:455			13.59	
110-455-610000	GROSSENBACHER BROS. INC.	The Beacon Newspaper	10/01/2014	22448	75.65	
		Vendor Subtotal for Section 2:455			75.65	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-610000	VISA/ CARDMEMBER SERVICE	Dollar Tree Lucky Library Barcode Cc	10/14/2014	22485	6.00	
110-455-610000	VISA/ CARDMEMBER SERVICE	Office Depot - planner	10/14/2014	22485	11.25	
110-455-610000	VISA/ CARDMEMBER SERVICE	Amazon - Monthly Planner	10/14/2014	22485	12.99	
110-455-610000	VISA/ CARDMEMBER SERVICE	fred meyer - cards	10/14/2014	22485	8.98	
110-455-610000	VISA/ CARDMEMBER SERVICE	trader joes - deep clean and unbrithday	10/14/2014	22485	21.34	
110-455-610000	VISA/ CARDMEMBER SERVICE	Amazon - return	10/14/2014	22485	-4.29	
110-455-610000	VISA/ CARDMEMBER SERVICE	office depot - supplies	10/14/2014	22485	46.56	
110-455-610000	VISA/ CARDMEMBER SERVICE	Dollar Tree Lucky Library Barcode Cc	10/14/2014	22485	3.00	
110-455-610000	VISA/ CARDMEMBER SERVICE	Fred Meyer - deep clean and volunteer	10/14/2014	22485	29.60	
110-455-610000	VISA/ CARDMEMBER SERVICE	Dollar Tree Artist Reception - cups, pl	10/14/2014	22485	21.00	
110-455-610000	VISA/ CARDMEMBER SERVICE	USPS - Postage	10/14/2014	22485	2.56	
110-455-610000	VISA/ CARDMEMBER SERVICE	amazon - 6 pack easel book holder sta	10/14/2014	22485	120.01	
		Vendor Subtotal for Section 2:455			279.00	
110-455-640000	JOYCE GIESZLER	Then and Now Quilts	10/29/2014	22529	20.00	
		Vendor Subtotal for Section 2:455			20.00	
110-455-640000	INGRAM LIBRARY SERVICES		10/01/2014	22449	15.66	
110-455-640000	INGRAM LIBRARY SERVICES		10/01/2014	22449	294.64	
110-455-640000	INGRAM LIBRARY SERVICES		10/27/2014	22498	144.97	
110-455-640000	INGRAM LIBRARY SERVICES		10/27/2014	22497	387.09	
110-455-640000	INGRAM LIBRARY SERVICES		10/27/2014	22498	33.04	
110-455-640000	INGRAM LIBRARY SERVICES		10/29/2014	22531	3.56	
110-455-640000	INGRAM LIBRARY SERVICES		10/29/2014	22531	454.76	
		Vendor Subtotal for Section 2:455			1,333.72	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon - Barbie and the secret door	10/14/2014	22485	12.99	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon - Orange is the new black, po	10/14/2014	22485	48.44	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon - Disney Nature	10/14/2014	22485	22.49	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon - grimm, homeland, the pacif	10/14/2014	22485	176.32	
110-455-640000	VISA/ CARDMEMBER SERVICE	amazon - big bang theory	10/14/2014	22485	24.99	
		Vendor Subtotal for Section 2:455			285.23	
		Subtotal for Section 1: 110			48,029.07	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
111-433-610000	TRAFFIC SAFETY SUPPLY CO., I	Thermal Tape	10/27/2014	22517	1,093.80	
		Vendor Subtotal for Section 2:433			1,093.80	
111-433-640000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	15.50	
111-433-640000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	22.62	
111-433-640000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	15.17	
111-433-640000	PORTLAND GENERAL ELECTRIC	Street Lights 09/09/2014-10/08/2014	10/14/2014	0	1,816.20	
		Vendor Subtotal for Section 2:433			1,869.49	
		Subtotal for Section 1: 111			2,963.29	
113-463-830000	THE BANK of NEW YORK MELL	Principal payable November 1, 2014	10/27/2014	22516	10,000.00	
		Vendor Subtotal for Section 2:463			10,000.00	
113-463-831000	THE BANK of NEW YORK MELL	Interest payable November 1, 2014	10/27/2014	22516	6,321.88	
		Vendor Subtotal for Section 2:463			6,321.88	
		Subtotal for Section 1: 113			16,321.88	
131-452-770000	Woofter Architecture	09/02/2014-09/30/2014	10/27/2014	22521	2,940.00	
		Vendor Subtotal for Section 2:452			2,940.00	
		Subtotal for Section 1: 131			2,940.00	
210-000-200200	RECOLOGY	Refund Check	Uncommitted	22456	1,000.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Section 2:000			1,000.00	
210-000-200200	ERIK PETERSON	Refund Check	Uncommitted	22455	61.24	
		Vendor Subtotal for Section 2:000			61.24	
210-000-200200	Roll Tide Properties Corporation	Refund Check	Uncommitted	22458	69.30	
		Vendor Subtotal for Section 2:000			69.30	
210-000-200200	LONNIE RICE	Refund Check	Uncommitted	22537	27.92	
		Vendor Subtotal for Section 2:000			27.92	
210-000-200200	OLSON BROS EXCUVATING, INC	Refund Check	Uncommitted	22535	896.68	
		Vendor Subtotal for Section 2:000			896.68	
210-433-310000	NW NATURAL GAS CO.	08/28/2014-09/26/2014	10/01/2014	0	39.10	
		Vendor Subtotal for Section 2:433			39.10	
210-433-310000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	574.96	
210-433-310000	PORTLAND GENERAL ELECTRIC	08/29/2014-09/30/2014	10/14/2014	0	33.10	
		Vendor Subtotal for Section 2:433			608.06	
210-433-330111	METEREADERS, LLC	Monthly Water Meter Reading	10/01/2014	22450	722.10	
210-433-330111	METEREADERS, LLC		10/27/2014	22507	722.10	
		Vendor Subtotal for Section 2:433			1,444.20	
210-433-330112	ALEXIN ANALYTICAL LABORATORY	Routine Coliform Bacteria testing	10/01/2014	22438	87.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					87.00	
		Vendor Subtotal for Section 2:433			87.00	
210-433-340000	FERGUSON ENTERPRISES, INC.	24 flo well dry well	10/14/2014	22465	98.04	
					98.04	
		Vendor Subtotal for Section 2:433			98.04	
210-433-340000	HOSS PAVING INC.	asphalt patches on 313th and cottage	10/14/2014	22469	700.00	
					700.00	
		Vendor Subtotal for Section 2:433			700.00	
210-433-610000	GENERAL PACIFIC, INC.		10/01/2014	22446	1,649.70	
					1,649.70	
		Vendor Subtotal for Section 2:433			1,649.70	
210-433-610000	VISA/ CARDMEMBER SERVICE	Davis lock and safe	10/14/2014	22485	195.00	
					195.00	
		Vendor Subtotal for Section 2:433			195.00	
210-433-610600	CITY OF HILLSBORO - Utility Bill	11653 units	10/14/2014	0	14,333.19	
					14,333.19	
		Vendor Subtotal for Section 2:433			14,333.19	
210-433-630000	FERGUSON ENTERPRISES, INC.	LF 3/4 FIP x MTR BV w/ LW	10/27/2014	22494	1,859.57	
210-433-630000	FERGUSON ENTERPRISES, INC.	Lever Handle	10/29/2014	22528	185.31	
					2,044.88	
		Vendor Subtotal for Section 2:433			2,044.88	
210-433-770000	BIGGI CONSTRUCTION, LLC	add 15% overhead	10/29/2014	22525	4,478.10	
210-433-770000	BIGGI CONSTRUCTION, LLC	Terry Olson Invoice for work done on	10/29/2014	22525	29,854.00	
					34,332.10	
		Vendor Subtotal for Section 2:433			34,332.10	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
210-433-820000	CITY OF HILLSBORO - Water Dep	July 1, 2014-September 30, 2014 JWC	10/27/2014	22491	21,042.00	
		Vendor Subtotal for Section 2:433			21,042.00	
				Subtotal for Section 1: 210	78,628.41	
				Report Total:	156,955.70	

December 2014 Council Calendar

Meeting	Primary	Alternate	Note	Date
City Council			7:00 p.m. at North Plains Senior Center	12/01
Parks Board	Tuesday, Special Session @ 6:00 p.m. at the Senior Center with Woofter Architecture			12/02
<i>The Jingle Thru North Plains</i>			<i>Thursday @ 6:30 at Jessie Mays</i>	12/04
First Friday Flick at Jessie Mays Community Hall! Movie in the Hall			6:00 p.m.	12/05
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 nd Monday @ 12 noon	12/08
Planning Commission	Newton		2 nd Wednesday @ 7 p.m.	12/10
Library Board	(Newton or Warren?)		Special Session @ 7:30 p.m. at the Library	12/10
Washington County Office of Community Development Policy Advisory Board	Kindel	Demagalski	2 nd Thursday @ 7 p.m.	12/11
City Council			7:00 p.m. at North Plains Senior Center	12/15
Metro Policy Advisory Committee (MPAC)	Hatcher		4 th Wednesday @ 5 p.m.	12/24
Christmas Holiday			Thursday: City Offices Closed	12/25
New Years' Day Holiday			Thursday: City Offices Closed	01/01/2015
Metropolitan Area Communications Commission (MACC)	DeBry	Demagalski		