

**PRELIMINARY AGENDA  
REGULAR SESSION  
CITY OF NORTH PLAINS, CITY COUNCIL MEETING  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Monday, June 3, 2013  
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 05/20/2013 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:**

Chief Snyder will be performing the Swearing-In Ceremony of Sam Freshner, the new Reserve Officer for the North Plains Police Department.
7. **PUBLIC HEARING:**
  - A. Budget Adoption: City Council adopt Resolution No. 1789 adopting the annual budget for fiscal year 2013 – 2014 and Resolution No. 1790 approving the 2013-2014 fee schedule.
8. **NEW BUSINESS:**
  - A. State Revenue Sharing Eligibility and Election. City Manager presenting Adoption of:
    1. Resolution No. 1787. A Resolution of the City Council of the City of North Plains, Oregon, Certifying the Provision of Municipal Services Enumerated In ORS 221.760 and Establishing the Eligibility of the City to Receive State Shared Revenues for Fiscal Year 2013 - 2014.
    2. Resolution No. 1788. A Resolution of the City Council of the City of North Plains, Oregon, Declaring the City's Election to Receive State Shared Revenues for Fiscal Year 2013 - 2014.

- B. Resolution No. 1791 authorizing the City Manager to certify the need to impose property taxes with Washington County.
- C. Resolution No. 1792 Reallocating Funds within the 2012-2013 budget
- D. Discussion of revised events schedule
- E. Council consider a request by the North Plains Events Association for loan or donation.

**9. UNFINISHED BUSINESS:**

- A. Farmers' Market request to close Commercial Street August 17, 2013

**10. ORDINANCES:**

**FIRST READING:**

- A. None Scheduled.

**SECOND READING:**

- B. Ordinance No. 417 Municipal Code Chapter 6.15; An Ordinance of the City Council of the City of North Plains, Oregon, amending Municipal Code 6.15 Business Licenses. This item is for second reading and adoption. (First reading was at May 20, 2013 Council meeting.)

**11. STAFF REPORTS**

Staff reports will be provided by the City Manager, Public Works Director, Police Chief, and Library Director

**12. COUNCIL REPORTS**

- A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.
- B. June 2013 Council Calendar

**13. ADVICE/INFORMATION ITEMS:**

Ice Cream Social on Tuesday, June 4, 2013 at 6:30 p.m. at Jessie Mays Hall.

**14. ADJOURNMENT**

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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

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**City Council Meetings are scheduled to be held at the North Plains Senior Center, 31450 NW Commercial Street, North Plains, Oregon, on the following dates at 7:00 p.m.:**

**Monday, June 17, 2013**

**Monday, July 1, 2013**

**Monday, July 15, 2013**

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
**MINUTES REGULAR SESSION**  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Monday, May 20, 2013  
7:00 P.M.

1. **CALL TO ORDER** Mayor David Hatcher called the meeting to order at 7:00 p.m. Mayor Hatcher asked for a moment of silence for the disaster in Oklahoma.
2. **PLEDGE OF ALLEGIANCE:** Hatcher conducted the flag salute.
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Michael Broome, Michael Demagalski, Charlynn Newton, and Glenn Warren

Excused Absent: Robert Kindel, Jr.

**Staff present:** City Manager Martha DeBry, Public Works Director Blake Boyles, Chief of Police Bill Snyder, Account Clerk Margaret Reh

4. **CONSENT AGENDA:**
  - A. Approval of regular session agenda
  - B. Approval of minutes of 5/06/2013 Council meeting

Motion by Warren, seconded by Demagalski to approve the Consent Agenda as presented. The motion was approved unanimously.

5. **PUBLIC COMMENT:**  
There were none forthcoming

6. **PRESENTATION:**

Mayor Hatcher invited Nick Jones, Paramedic Supervisor, Metro West Ambulance, forward. Jones expressed his thanks to the Council and the city of North Plains for their commitment and continued support of EMS in Washington County. Jones presented a plaque to Hatcher on behalf of the EMS workers in the North Plains area.

Motion by Lenahan, seconded by Demagalski to authorize the mayor to submit the proposed proclamation: Declaring the week of May 19-25, 2013 as Emergency Medical Services Week. Hatcher proclaimed May 19-25, 2013 as Emergency Medical Services Week.

7. **PUBLIC HEARING:**
  - A. State Revenue Sharing.

DeBry explained that every year we have to have two public hearings regarding the State

Revenue Sharing dollars. This amounts to approximately \$13,000 this year. This meeting was the second of these required public hearings. The first was heard before the Budget Committee on May 13, 2013. DeBry asked Hatcher to open the public hearing and accept comments to satisfy the state requirements.

Hatcher opened the public hearing at 7:05. Hearing no public testimony Mayor Hatcher closed the public hearing at 7:05:20.

Discussion ensued regarding the estimated dollar amount of State Revenue dollars and how it is applied to the General Fund. There was no further action required of the Council at this meeting.

**8. NEW BUSINESS:**

- A. Council consider making a donation to the First LEGO League for the purchase of robotics equipment and waive rental fees for Jessie Mays.

Roger Newton, Chancellor Commander of the Knights of Pythias and John George appeared before the Council. Last year John George asked the Pythians for a donation to support the First Lego league team in North Plains and they were able to do that. This year the Knights of Pythias youth budget has been spent. They are asking the Council to consider a matching donation of \$270.00. Discussion ensued.

Motion by Lenahan. Seconded by Warren to support the Lego League and match the Knights of Pythias' donation of \$270 and to waive the fees for the use of Jessie Mays Community Hall.

- B. Farmers' Market request to close Commercial Street August 17, 2013

DeBry presented her staff report. In March, the Farmers' Market Board requested and received Council's approval for the closure of Commercial Street on July 20. The purpose of the closure was to host a Farm Truck and Tractor Show between 7 a.m. and 4 p.m., which would be a fund raiser for the Farmer's Market.

The Market is now requesting August 17, 2013 instead of July 20. The event would include the show and a barbeque hosted by the Senior Center.

Staff supports the closure of the street to attract more visitors to the downtown area and fundraise for community groups.

Discussion ensued. There was a concern that this is the same weekend as the Bank's Tractor Pull and the North Plains Chamber of Commerce Elephant Garlic festival that is being held in the City of Banks. The concern is that it would be perceived as North Plains competing with the event. With all the controversy that has already transpired surrounding this event, some members of the Council strongly suggested that the Farmer's Market Board choose a different day for their Truck and Tractor Show.

Motion made by Demagalski to approve the street closure on August 17, 2013. Motion failed due to lack of second.

Council directed DeBry to return to the Farmer's Market Board with the Council's concerns and to see if another day will work for them.

- C. Council to discuss a discount for water rates for seniors and persons on fixed income.

Council recently adopted a change in water rates to be effective October 2013. DeBry stated that at that time some Councilors expressed concern about rates increasing for seniors and persons on fixed incomes. The City of North Plains does not offer discounts for seniors and disabled persons. Some agencies such as Portland Water Bureau offer credits to low-income households. Cornelius offers a \$5 monthly discount to seniors for water bills. Forest Grove, Banks, Beaverton, and Hillsboro do not offer a discount.

The process for determining if a household is low-income or in poverty is not as objective as something like age. Variables such as age and size of household could be considered to make such a determination.

Discussion ensued. Council could authorize discounts that would help offset the rate increase. Because of limited resources, the City would need to rely on a self-certification process to establish eligibility for the credit. Recertification would be required on an annual basis. This can be accomplished using the water bill/newsletter.

A different alternative the Council could consider is providing relief from the Transportation Utility Fee (TUF) which is billed with water and is currently set at \$1.30 for a single family home. While this would not affect the income of the water fund, it would reduce income for the street fund.

Any loss of income to the water fund would need to be evaluated with subsequent water rate increases. It may have some impact on future water increases. Fortunately, the City will have more new homes added to the rate base which may help offset all or some of this loss.

- D. Council to consider approving renewal of contract with City Attorney.

DeBry presented her staff report. The current contract with Beery, Elsner and Hammond, LLP is set to expire on June 30, 2013. The term of the new contract is for three years, unless terminated earlier by the City. Staff is recommending that Council renew this contract by Resolution.

Motion by Demagalski. Seconded by Warren to adopt Resolution Number 1786: A Resolution of the City Council of the City of North Plains, Oregon, Authorizing Execution of a Professional Services Agreement between Beery, Elsner and Hammond, LLC, and the City to Provide Legal Services. The motion was approved unanimously.

E. Council to review April 2013 Check Register

Council reviewed the April 2013 Check Register. There were a few clarifying remarks. No action was required. This item was for information only.

9. **UNFINISHED BUSINESS:**

None Scheduled

10. **ORDINANCES:**

**FIRST READING:**

A. Ordinance No. 417: An ordinance of the City Council of the City of North Plains, Oregon, amending Municipal Code 6.15 Business Licenses. This item is for first reading by title only.

**SECOND READING:**

B. Ordinance No. 416 Municipal Chapter 16.80; An Ordinance of the City Council of the City of North Plains, Oregon, Approving Amendments of Municipal Code Chapter 16.80 Sign Standards—Zoning and Development Code Regarding Signs: **(12-009-01-ZDA)**. This item is for second reading and adoption.

Councilor Warren made a motion to adopt Ordinance No. 416.

Substitute motion was made by Kindel. Seconded by Lenahan to amend motion to include the wording “in poor repair” in place of “substantially damaged” in Section 16.80.045.A9D Highway Signs.

Hatcher read the ordinance by title.

On a motion by Demagalski and seconded by Warren Ordinance 416 was unanimously adopted.

11. **STAFF REPORTS**

DeBry reminded the Council of the Ice Cream Social coming up on Tuesday, June 4<sup>th</sup>, 2013 at 6:30 p.m. It will take place at Jessie Mays Community Hall and will have live music.

Increased time is being spent on Planning. McKay Fields is proceeding. There are additional variances and partitions being applied for. The East Expansion area is moving forward. There has been an amended master plan due to some wetland issues. It has been seven years since the original plans were drawn and there are different ways of interpreting allowable development and wet land requirements. In order to meet the density requirements of 8.4 dwelling units per acre, they will be building on smaller lots Polygon is the interested party for the development of the 24 acres. Hatcher expressed a concern of the additional work load that accruing for staff. He stated that DeBry was hired to be the

City Manager, not the Planner. Discussing ensued regarding how staff will handle this workload.

Public Works Director Boyles reported that the new swings have been installed and are being well used.

Boyles also reported on the status of the walking trail tunnel being installed under the interchange at Glencoe and Highway 26. They are working on redrafting the alignment of the walking trail and are working with ODOT and the property owners on the details.

There was an issue on the Claxtar Street project when the contractor dug right through the phone line. The locator company had not marked the area indicating the line was buried there. Phone service was out for most of the day as a result.

Public Works hired two new employees for temporary summer help.

Public Works installed six new beds in the Community Gardens. The first six individuals on the waiting list will be contacted of the availability.

Police Chief Snyder reported on the status of the electronic speed sign set up on North Avenue. He will compile the statistical data and report back to the Council.

## 12. COUNCIL REPORTS

Lenahan attended the May Planning Commission meeting and reported that the plat for McKay Fields was approved by the Commission.

Lenahan reported the survey for the City Manager Review was scheduled to be sent out to all staff tonight. The goal is to have the review process completed by the end of June.

## 13. ADVICE/INFORMATION ITEMS:

Memorial Day: Monday, May 27, 2013-City Offices Closed

## 14. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 8:44 p.m.

\_\_\_\_\_  
David Hatcher, Mayor

\_\_\_\_\_  
Martha DeBry, City Manager/Recorder

Date approved \_\_\_\_\_



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 28, 2013  
To: City Council  
From: Martha DeBry, City Manager  
Subject: Adoption of Resolution No. 1789 adopting the annual budget for fiscal year 2013-2014 and Resolution No.1790 establishing a revised 2013-2014 Master Fee Schedule

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**Request:** City Council approve Resolution No.1789 adopting the annual budget for fiscal year 2013-2014 and Resolution No.1790 establishing a revised 2013-2014 Master Fee Schedule.

**Background:** Each year the City Council must adopt an annual budget that accurately reflects the City's fiscal spending plan for the year. The budget has been reviewed and approved by the Budget Committee. Minor changes made to the budget document include the addition of three planning-related fees:

- 1457 Planned Use Development (PUD) \$2,528- Same as fee 1545 Development Other than Single family.
- 1506 Master Plan Refinement \$1,941 - Same as fee 1550 Modification of Approved Development Plan Major.
- 1507 Master Plan Review \$2,528 - Same as fee 1545 Development Other than Single family.

The purpose of these revisions is to specially call out PUD's in the schedule. Recently the City Attorney advised staff that it will need to conduct a refinement which is a new process similar to a subdivision modification. Someday when the UGB is expanded we should anticipate having to review a master plan in addition to a subdivision map, thus a similar fee is proposed. In the past a large deposit was provided for the subdivision and expenses were charged against the deposit periodically. Since fees have been revised to reflect a set amount, adding fees for Master Plan reviews and refinements are needed. Similarly, a PUD is a type of subdivision that may involve commercial and residential components.

**Recommendation:**

1. I move to adopt Resolution No. 1789 approving the 2013-2014 budget.
2. I move to adopt Resolution No. 1790 approving the 2013-2014 fee schedule.

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the \_\_\_ City of North Plains \_\_\_\_\_ will be held on \_\_\_ June 3 \_\_\_, 2013 at \_\_\_ 7:00 \_\_\_ am \_\_\_ X \_\_\_ pm at \_\_\_ North Plains Senior Center, 31450 NW Commercial St, North Plains, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013\_ as approved by the \_\_\_ City of North Plains \_\_\_\_\_ Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at North Plains City Hall, 31360 NW Commercial St \_\_\_, between the hours of \_\_\_ 8 \_\_\_ a.m. and \_\_\_ 5 \_\_\_ p.m. or online at \_\_\_ www.northplains.org \_\_\_. This budget is for an \_\_\_ X \_\_\_ annual \_\_\_ biennial budget period. This budget was prepared on a basis of accounting that is \_\_\_ X \_\_\_ the same as \_\_\_ different than used the preceding year. If different, the major changes and their effect on the budget are:

Contact: Rachael Lembo Telephone: 503-647-5555 Email: rachael@northplains.org

**FORM LB-1**

**City of North Plains**

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	<b>Actual Amount 2011-12</b>	<b>Adopted Budget This Year 2012-13</b>	<b>Approved Budget Next Year 2013-14</b>
Beginning Fund Balance/Net Working Capital	3,208,203	2,995,490	3,156,980
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	1,486,440	1,187,208	1,559,306
Federal, State and All Other Grants, Gifts, Allocations and Donations	386,454	639,586	552,205
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	299,075	847,743	1,068,181
All Other Resources Except Current Year Property Taxes	51,456	21,740	32,360
Current Year Property Taxes Estimated to be Received	320,257	333,930	352,922
<b>Total Resources</b>	<b>5,751,885</b>	<b>6,025,697</b>	<b>6,721,954</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	983,926	910,660	1,149,231
Materials and Services	784,454	675,359	676,488
Capital Outlay	340,305	593,201	594,000
Debt Service	155,516	134,333	134,332
Interfund Transfers	260,998	833,774	1,060,095
Contingencies	0	410,000	410,000
Special Payments	20,059	34,300	72,700
Unappropriated Ending Balance and Reserved for Future Expenditure	3,206,627	2,434,070	2,625,108
<b>Total Requirements</b>	<b>5,751,885</b>	<b>6,025,697</b>	<b>6,721,954</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
<b>Name of Organizational Unit or Program FTE for that unit or program</b>			
City Council	0	6,350	30,950
FTE	0	0	0
City Attorney	0	20,000	25,000
FTE	0	0	0
City Manager	0	103,143	123,067
FTE	1	1	1
City Recorder	0	21,383	7,000
FTE	1	0	0
Finance	165,888	147,270	262,834
FTE	2	2	3
City Engineer	0	8,500	5,000
FTE	0	0	0
General Government	0	130,574	122,669
FTE	0	0	0
Public Works	0	368,951	415,861
FTE	4	4	4
Police	409,878	359,877	433,170
FTE	2	2	2
Parks	54,831	157,941	169,650
FTE	0	0	0
Library	159,928	204,177	247,368
FTE	0.5	0.5	0.5
Planning	114,527	80,644	78,724
FTE	0	0	0
Non-Departmental / Non-Program	4,846,834	4,416,887	4,800,661
FTE	0	0	0
<b>Total Requirements</b>	<b>5,751,885</b>	<b>6,025,697</b>	<b>6,721,954</b>
<b>Total FTE</b>	<b>10.5</b>	<b>9.5</b>	<b>10.5</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit <u>2.1712</u> per \$1,000)	2.1712	2.1712	2.1712
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	0	0
Other Bonds	0	0
Other Borrowings	1,366,378	0
<b>Total</b>	<b>1,366,378</b>	<b>0</b>

**RESOLUTION NO. 1789**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2013 - 2014**

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

**Section 1.** That the City Council of the City of North Plains hereby adopts the budget approved by the Budget Committee with any amendments by the Council for fiscal year 2013 - 2014 in the total of \$6,721,954, now on file in the office of the City Manager.

**Section 2.** That the amount for the fiscal year beginning July 1, 2013, and for the purposes shown are hereby appropriated in accordance with Attachment A.

**Section 3.** This Resolution shall become effective immediately upon adoption by the City Council.

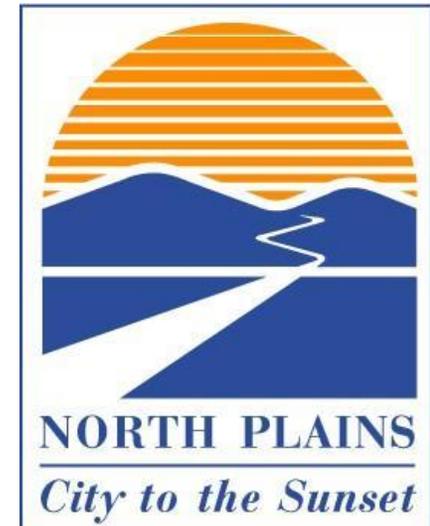
**INTRODUCED AND ADOPTED** this 3<sup>rd</sup> day of June, 2013.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Martha DeBry, City Manager/City Recorder



# City of North Plains, Oregon Proposed Budget 2013-2014

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## North Plains Urban Renewal Agency Proposed Budget

Draft June 3, 2013



Figure 1 Community Garden Opening Day

**North Plains, Oregon  
Proposed 2013/2014 Annual Budget  
Budget Committee**

City Council:

Mayor David Hatcher

President Teri Lenahan

Michael Broom, Michael Demagalski

Charlynn Newton, Robert Kindel, Glen Warren

Citizen Members

Marrina Abeln, Cindy Hirst, Jennifer Knowles

Anapreet Kaur-Gill, Dann King, Roger Newton, Vacant

Budget Officer

City Manager Martha DeBry

Document prepared with the assistance of Finance Manager Rachael Lembo

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# Budget Message

May 29, 2013

Honorable Mayor and City Councilors,

The 2013-14 budget was approved by the Budget Committee on May 13, 2013. There has been one change since that approval: the transfer from the Street Fund to the General Fund has been reduced from \$72,000 to \$62,000. These funds represent the accumulation of prior year revenues received in the Street Fund from Recology. The Budget Committee recommended that an amount sufficient to cover expected street work be retained in the Street Fund. This proposal reduces the transfer so that a balance of \$10,000 remains, and the City intends to transfer \$10,000 annually for the next four years from the General Fund to the Street Fund to build reserves of \$50,000.

The 2013-14 budget proposes expenses of \$3,686,846, contingencies of \$410,000, and an unappropriated fund balance of \$2,625,108, for a total of \$6,721,954.

Minor changes were also made to the City's fee schedule.

For reference the budget messages from the previous two drafts of the budget are included in the appendices.

Respectfully submitted,

Martha DeBry,  
City Manager

## Summary of Change in Fund Balance

Fund / Dept	Opening Fund Balance	Total Revenues	Total Expenditures	Change in Fund Bal	Contingency	Change in FB after Contingency	Unappropriated Ending FB
610 Internal Service	-	992,381	992,381	-	-	-	-
110 General Fund	1,017,900	941,916	928,912	13,004	100,000	(86,996)	930,904
111 Street	513,369	425,550	633,918	(208,368)	50,000	(258,368)	255,001
210 Water	747,837	990,172	956,636	33,537	50,000	(16,463)	731,374
130 Trans. Dev. Tax	173,836	99,820	50,000	49,820	50,000	(180)	173,656
131 Park Cap	391,517	99,675	75,000	24,675	100,000	(75,325)	316,192
132 Traffic Impact Fee	287,033	1,435	50,000	(48,565)	50,000	(98,565)	188,468
009 Vehicle Reserve	25,488	14,025	-	14,025	10,000	4,025	29,513
<b>TOTAL CITY</b>	<b>3,156,980</b>	<b>3,564,974</b>	<b>3,686,846</b>	<b>(121,872)</b>	<b>410,000</b>	<b>(531,872)</b>	<b>2,625,108</b>
113 URA	116,745	92,341	54,663	37,677	50,000	(12,323)	104,422
<b>TOTAL CITY &amp; URA</b>	<b>3,273,725</b>	<b>3,657,315</b>	<b>3,741,510</b>	<b>(84,195)</b>	<b>460,000</b>	<b>(544,195)</b>	<b>2,729,530</b>

# Summary of Expenses

Fund / Dept	Personal Services	Materials & Services	Capital Outlay	Debt Service	Transfers	Contingency	Total Expenditures	Unappropriated Fund Balance
City Council	-	30,950	-	-	-	-	30,950	-
City Attorney	-	25,000	-	-	-	-	25,000	-
City Manager	121,567	1,500	-	-	-	-	123,067	-
City Recorder	-	7,000	-	-	-	-	7,000	-
Finance	231,574	31,260	-	-	-	-	262,834	-
City Engineer	-	5,000	-	-	-	-	5,000	-
General Government	-	122,669	-	-	-	-	122,669	-
Public Works	374,841	34,020	-	-	7,000	-	415,861	-
<b>Total Internal Service</b>	<b>727,982</b>	<b>257,399</b>	-	-	<b>7,000</b>	-	<b>992,381</b>	-
Police	264,333	110,717	-	-	58,120	-	433,170	-
Parks	-	26,760	-	-	142,890	-	169,650	-
Library	147,099	45,930	-	-	54,339	-	247,368	-
Planning	9,816	5,850	-	-	63,057	-	78,724	-
General	-	-	-	-	-	100,000	100,000	940,904
<b>Total General Fund</b>	<b>421,249</b>	<b>189,257</b>	-	-	<b>318,406</b>	<b>100,000</b>	<b>1,028,912</b>	<b>940,904</b>
Street	-	33,952	368,000	-	231,966	50,000	683,918	255,001
Water	-	268,580	51,000	134,332	502,724	50,000	1,006,636	731,374
Trans. Dev. Tax	-	-	50,000	-	-	50,000	100,000	173,656
Park Cap	-	-	75,000	-	-	100,000	175,000	316,192
Traffic Impact Fee	-	-	50,000	-	-	50,000	100,000	188,468
Vehicle Reserve	-	-	-	-	-	10,000	10,000	29,513
URA	-	-	-	46,577	8,086	50,000	104,663	104,422
<b>TOTAL</b>	<b>1,149,231</b>	<b>749,188</b>	<b>594,000</b>	<b>180,909</b>	<b>1,068,181</b>	<b>460,000</b>	<b>4,201,510</b>	<b>2,739,530</b>

## Summary of Revenues

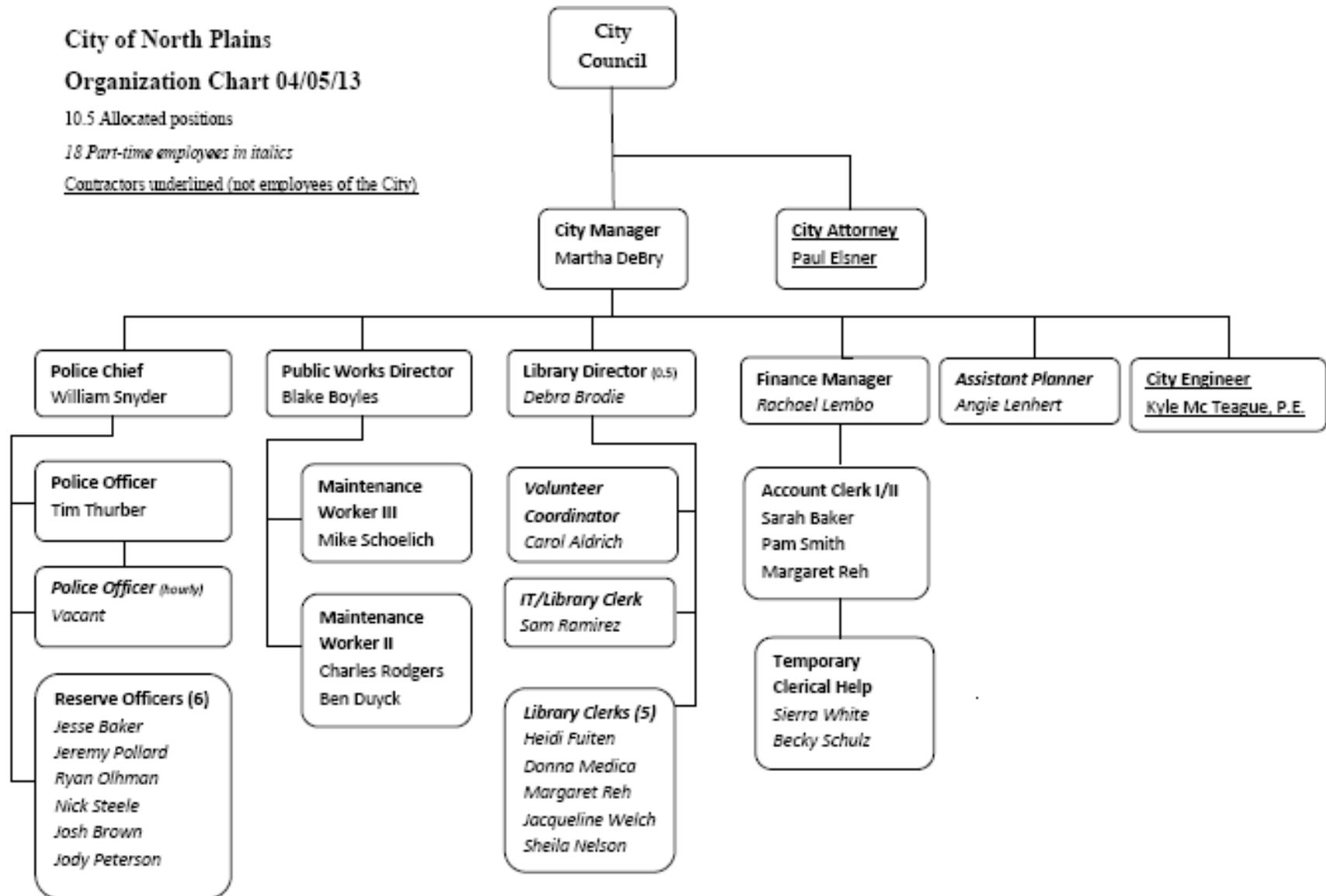
Fund / Dept	Opening Fund Balance	Property / Trans Dev Tax	Charges for Services	Licenses, Permits, Fees	Fines, Forfeitures	Inter-governmental / Grants	Interest / Rentals / Misc	Transfers	Total Revenues
610 Internal Service	-	-	-	-	-	-	-	992,381	<b>992,381</b>
110 General Fund	<b>1,017,900</b>	352,922	7,000	278,650	52,229	168,705	20,410	62,000	<b>941,916</b>
111 Street	<b>513,369</b>	-	-	38,150	-	383,500	3,900	-	<b>425,550</b>
210 Water	<b>747,837</b>	-	986,127	-	-	-	4,045	-	<b>990,172</b>
130 Trans. Dev. Tax	<b>173,836</b>	-	-	99,400	-	-	420	-	<b>99,820</b>
131 Park Cap	<b>391,517</b>	-	-	97,750	-	-	1,925	-	<b>99,675</b>
132 Traffic Impact Fee	<b>287,033</b>	-	-	-	-	-	1,435	-	<b>1,435</b>
009 Vehicle Reserve	<b>25,488</b>	-	-	-	-	-	225	13,800	<b>14,025</b>
113 URA	<b>116,745</b>	85,751	6,000	-	-	-	590	-	<b>92,341</b>
<b>TOTAL</b>	<b>3,273,725</b>	<b>438,673</b>	<b>999,127</b>	<b>513,950</b>	<b>52,229</b>	<b>552,205</b>	<b>32,950</b>	<b>1,068,181</b>	<b>3,657,315</b>

**City of North Plains**  
**Organization Chart 04/05/13**

10.5 Allocated positions

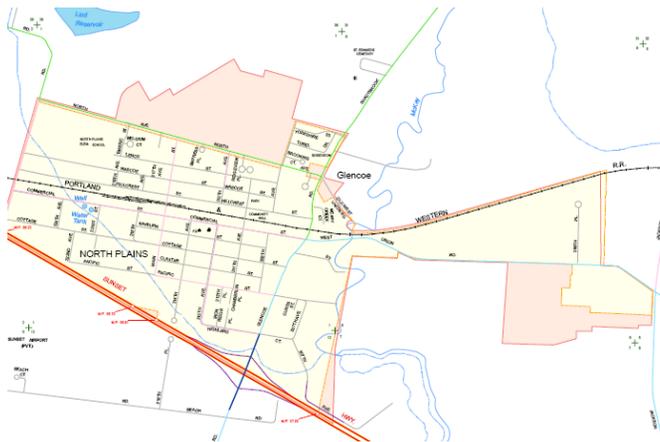
*18 Part-time employees in italics*

Contractors underlined (not employees of the City)



# About North Plains

The City of North Plains was conceived in 1910 when Newell Gossett & Walsh Engineers drew the first map the city for the Ruth Trust Company. It would be another 53 years before the City formally incorporated in 1963. It operates under a Home Rule Charter. The 2007 Charter defines the powers and offices of the city. North Plains has a directly elected Mayor and six Councilors including the Council President.



US Census 2010 information indicates the following about North Plains based on the 2010 census: ([www.factfinder2.census.gov](http://www.factfinder2.census.gov))

## People

Population was estimated at 1,947 persons. About 15% of residents are over age 60, and 31% are 19 or under. The median age is 36.5 years.

Subject	Number	Percent
Total population	1,947	100.0
Under 5 years	143	7.3
5 to 9 years	140	7.2
10 to 14 years	163	8.4
15 to 19 years	135	6.9
20 to 24 years	95	4.9
25 to 29 years	110	5.6
30 to 34 years	143	7.3
35 to 39 years	152	7.8
40 to 44 years	154	7.9
45 to 49 years	149	7.7
50 to 54 years	158	8.1
55 to 59 years	110	5.6
60 to 64 years	115	5.9
65 to 69 years	58	3.0
70 to 74 years	37	1.9
75 to 79 years	27	1.4
80 to 84 years	33	1.7
85 years and over	25	1.3
Median age (years)	36.5	( X )

Almost 63% of households have families with children, and half of these households have children under 18 years of age. About 17% of households, includes a person 65 years or older. Almost 24% of households consist of one person living alone. The average household size is 2.36 persons. Family households are slightly larger at 2.98.

<b>HOUSEHOLDS BY TYPE</b>	
Total households	786
Family households (families)	493
With own children under 18 years	256
Married-couple family	420
With own children under 18 years	216
Male householder, no wife present, family	19
With own children under 18 years	3
Female householder, no husband present, family	54
With own children under 18 years	37
Nonfamily households	293
Householder living alone	191
65 years and over	64
Households with one or more people under 18 years	262
Households with one or more people 65 years and over	133
Average household size	2.36
Average family size	2.98

Some 581 children (31% of residents) were present in North Plains in 2010, with almost 200 attending grade school, and another 100 attending high school.

<b>SCHOOL ENROLLMENT</b>	
Population 3 years and over enrolled in school	385
Nursery school, preschool	7
Kindergarten	5
Elementary school (grades 1-8)	197
High school (grades 9-12)	107
College or graduate school	69

Most North Plains residents (84%) identified themselves as having western European ancestry. About 1/3<sup>rd</sup> of residents report having German ancestry. Irish, English, Scandinavian, Scottish and Dutch heritages are also common.

<b>ANCESTRY</b>	
Total population	1,854
American	53
Arab	3
Czech	4
Danish	9
Dutch	128
English	166
French (except Basque)	37
French Canadian	18
German	568
Greek	19
Hungarian	0
Irish	278
Italian	8
Lithuanian	0
Norwegian	62
Polish	25
Portuguese	0
Russian	27
Scotch-Irish	30
Scottish	103
Slovak	0
Subsaharan African	0
Swedish	77
Swiss	27
Ukrainian	6
Welsh	29
West Indian (excluding Hispanic origin groups)	0

English is the only language spoken by 84% of residents over age 5. About 8.7% speak Spanish. The remaining 8% speak other languages.

### **Housing**

There are 852 housing units in North Plains census tract (which captures some homes outside of the incorporated City limits.) The City experienced substantial growth in the 1990's and early 2000's. Growth has been more gradual since 2005:

The median is the numerical value separating the higher half of a data sample from the lower half.

<b>YEAR STRUCTURE BUILT</b>	
Total housing units	852
Built 2005 or later	58
Built 2000 to 2004	104
Built 1990 to 1999	418
Built 1980 to 1989	63
Built 1970 to 1979	78
Built 1960 to 1969	31
Built 1950 to 1959	14
Built 1940 to 1949	25
Built 1939 or earlier	61

Most residences have 3 or fewer bedrooms:

<b>BEDROOMS</b>	
Total housing units	852
No bedroom	12
1 bedroom	93
2 bedrooms	78
3 bedrooms	528
4 bedrooms	127
5 or more bedrooms	14

Of the occupied units at the time of the census, almost 75% were owner occupied.

<b>HOUSING TENURE</b>	
Occupied housing units	786
Owner-occupied	585
Renter-occupied	201
Average household size of owner-occupied unit	2.48
Average household size of renter-occupied unit	2.01

A majority of households moved into their homes since 2000. Almost 43% of households have moved into their homes since 2005:

<b>YEAR HOUSEHOLDER MOVED INTO UNIT</b>	
Occupied housing units	786
Moved in 2005 or later	341
Moved in 2000 to 2004	160
Moved in 1990 to 1999	227
Moved in 1980 to 1989	35
Moved in 1970 or earlier	23

At any point in time only a handful of homes are available for sale in North Plains. Currently one subdivision is constructing new attached single family homes (duplexes).

In 2013-2014 at least one subdivision will be selling up to 27 single-family dwelling units. These are likely to be 3 or 4 bedroom homes on 2,500 square foot lots in the price range between \$200,000 - \$299,000.

In North Plains, newer homes tend to have a higher value than older homes, which are often smaller and have fewer rooms. The addition of 27 homes may cause the median value of homes in North Plains to trend upwards.

The value of most owner-occupied housing is above \$200,000 in 2010. About 15% of owners who occupy units (89) have no mortgage on their home.

VALUE	
Owner-occupied units	585
Less than \$50,000	15
\$50,000 to \$99,999	6
\$100,000 to \$149,999	19
\$150,000 to \$199,999	150
\$200,000 to \$299,999	265
\$300,000 to \$499,999	125
\$500,000 to \$999,999	3
\$1,000,000 or more	2
Median (dollars)	\$237,400

Mortgages in North Plains tend to be modest in the range between \$1,000-\$2,000 per month, with a median of \$1,601.

SELECTED MONTHLY OWNER COSTS	
Housing units with a mortgage	496
Less than \$300	0
\$300 to \$499	3
\$500 to \$699	0
\$700 to \$999	14
\$1,000 to \$1,499	178
\$1,500 to \$1,999	217
\$2,000 or more	84
Median (dollars)	1,601

It should be noted that the City's growth will remain gradual in future years as there is limited buildable residential acreage available. Currently, about 28 acres is available in high density zones (R2.5), and 22 acres is available in a Neighborhood Community zone in the eastern part of the City, creating both high and low density housing. **The 5 acre McKay Fields project and 22 acres in the east is anticipated to develop in 2014.**

Residential rental costs also tend to be modest in North Plains. About 23% of the City's residences are rented. Most multi-family units rent for less than \$1,000/month, including housing for seniors.

GROSS RENT	
Occupied units paying rent	198
Less than \$200	4
\$200 to \$299	4
\$300 to \$499	9
\$500 to \$749	66
\$750 to \$999	45
\$1,000 to \$1,499	55
\$1,500 or more	15
Median (dollars)	\$887

Most occupied residences have access to vehicles:

VEHICLES AVAILABLE	
Occupied housing units	786
No vehicles available	49
1 vehicle available	155
2 vehicles available	320
3 or more vehicles available	262

**Work**

Approximately 1,500 of North Plains residents are of an age to work, and about 72% did work in 2010, while 9% reported being unemployed.

EMPLOYMENT STATUS	
Population 16 years and over	1,488
In labor force	1,069
Civilian labor force	1,060
Employed	962
Unemployed	98
Armed Forces	9
Not in labor force	419

Workers over the age of 16 most often drive alone to work. The mean travel time to work is 25 minutes.

<b>COMMUTING TO WORK</b>	
Workers 16 years and over	950
Car, truck, or van -- drove alone	838
Car, truck, or van -- carpooled	38
Public transportation (excluding taxicab)	10
Walked	9
Other means	3
Worked at home	52
Mean travel time to work (minutes)	24.9

Most employed residents are engaged in manufacturing, retail trade, or educational/health care/social services.

<b>INDUSTRY</b>	
Civilian employed population 16 years and over	962
Agriculture, forestry, fishing and hunting, and mining	14
Construction	89
Manufacturing	312
Wholesale trade	22
Retail trade	136
Transportation and warehousing, and utilities	48
Information	17
Finance and insurance, and real estate and rental and leasing	24
Professional, scientific, and management, and administrative and waste management services	61
Educational services, and health care and social assistance	136
Arts, entertainment, and recreation, and accommodation and food services	20
Other services, except public administration	51
Public administration	32

Almost 1/3<sup>rd</sup> of employed residents identified themselves as having professional occupations.

<b>OCCUPATION</b>	
Civilian employed population 16 years and over	962
Management, business, science, and arts occupations	314
Service occupations	84
Sales and office occupations	226
Natural resources, construction, and maintenance occupations	147
Production, transportation, and material moving occupations	191

Most residents (82%) work for private industry. About 10% work for government and 8% are self-employed.

<b>CLASS OF WORKER</b>	
Civilian employed population 16 years and over	962
Private wage and salary workers	787
Government workers	99
Self-employed in own not incorporated business workers	76
Unpaid family workers	0

**Income**

Per capita income (all population divided by earnings) in North Plains is \$31,597.

Median household income in North Plains is relatively high for the area at \$71,346. Other area communities have lower medians.

Washington County	\$63,814
Hillsboro	\$64,197
Banks	\$65,417
Beaverton	\$55,155
Cornelius	\$48,788
Forest Grove	\$49,034

<b>INCOME AND BENEFITS (IN 2011 INFLATION-ADJUSTED DOLLARS)</b>	
Total households	786
Less than \$10,000	30
\$10,000 to \$14,999	29
\$15,000 to \$24,999	48
\$25,000 to \$34,999	52
\$35,000 to \$49,999	105
\$50,000 to \$74,999	153
\$75,000 to \$99,999	187
\$100,000 to \$149,999	141
\$150,000 to \$199,999	31
\$200,000 or more	10
Median household income (dollars)	\$71,346
Mean household income (dollars)	\$74,187

An arithmetic mean is equal to the sum of the values divided by the number of values

Households with families reported slightly higher incomes:

<b>INCOME AND BENEFITS (IN 2011 INFLATION-ADJUSTED DOLLARS)</b>	
Families	493
Less than \$10,000	13
\$10,000 to \$14,999	3
\$15,000 to \$24,999	19
\$25,000 to \$34,999	36
\$35,000 to \$49,999	61
\$50,000 to \$74,999	117
\$75,000 to \$99,999	106
\$100,000 to \$149,999	97
\$150,000 to \$199,999	31
\$200,000 or more	10
Median family income (dollars)	\$74,107
Mean family income (dollars)	\$82,972

## Elected Representatives

**Mayor David Hatcher** david\_hatcher@northplains.org

**Council President Teri Lenahan** teri\_lenahan@northplains.org

**Michael Broome** michael\_broome@northplains.org

**Michael Demagalski** michael\_demagalski@northplains.org

**Charlynn Newton** charlynn\_newton@northplains.org

**Robert Kindel** robert\_kindel@northplains.org

**Glen Warren** glen\_warren@northplains.org

31360 NW Commercial Street, North Plains, OR 97133

Phone: (503) 647-5555

WebSite: [www.northplains.org](http://www.northplains.org); E-Mail: [info@northplains.org](mailto:info@northplains.org)

**Washington County Commisioner Bob Terry** District 4

**Washington County Commissioner Andy Duyck**

Chair of Board and Commissioner at Large

155 N. First Avenue, MS-21, Hillsboro, OR 97124-3072

Phone: (503) 846-8681; Fax: (503) 846-4545

WebSite: <http://www.co.washington.or.us/BOC/>

**State Sen. Bruce Starr (R)**

District: 015, 900 Court Street NE, Suite S-411

Salem, OR 97301

Phone: (503) 986-1715; Fax: (503) 986-1058

WebSite: <http://www.leg.state.or.us/starrb/>,

E-Mail: [sen.brucestarr@state.or.us](mailto:sen.brucestarr@state.or.us)

**State Rep. Joe Gallegos (D)**

District: 030, 900 Court Street NE, Suite H-484

Salem, OR 97301

Phone: (503) 986-1430

WebSite: <http://www.leg.state.or.us/gallegos/>

E-Mail: [rep.joegallegos@state.or.us](mailto:rep.joegallegos@state.or.us)

**U.S. Sen. Jeffery A. Merkley (D)**

United States Senate, 313 Hart Senate Office Building Washington, DC 20510

Phone: (202) 224-3753; Fax: (202) 228-3997

WebSite: <http://merkley.senate.gov/>,

E-Mail: <http://merkley.senate.gov/contact/>

**U.S. Sen. Ron Wyden (D)**

United States Senate, 221 Dirksen Senate Office Building Washington, DC 20510-3703

Phone: (202) 224-5244; Fax: (202) 228-2717

WebSite: <http://wyden.senate.gov/>,

E-Mail: <http://wyden.senate.gov/contact/>

**U.S. Rep. Suzanne Bonamici (D)**

District: 001, U.S. House of Representative, 2338 Rayburn House Office Building, Washington, DC 20515-3701

Phone: (202) 225-0855; Fax: (202) 225-9497

WebSite: <http://bonamici.house.gov/>,

E-Mail: <https://bonamici.house.gov/contact-me/email-me>

## About the Budget

Oregon's Local Budget Law is governed by Chapter 294 of the Oregon Revised Statutes (ORS 294). This law does two important things: (1) establishes the standard procedures for preparing, presenting and administering the budget, and (2) requires citizen involvement in the same.

A budget as defined by ORS 294 is a financial plan containing estimates of revenues and expenditures for a given period or purpose, such as the fiscal year. The City is required to budget all funds and for each fund to have a balanced budget. The State of Oregon defines balanced budgets as ones in which total resources, including beginning resources, current resources and debt proceeds, equal total requirements, including current year expenditures, capital outlay, transfers, debt service and any other requirements such as debt service reserves. As a rule, local governments in Oregon operate on a fiscal year that begins on July 1 and ends the following June 30. North Plains' budget operates on this schedule. Budgeting is critical to cities because it requires local governments to evaluate plans and establish priorities in relation to available financial resources. Also under ORS, a legally adopted budget is necessary to establish and justify a given rate and or amount of property taxes to be levied on the property within the City. The City of North Plains' budget will accomplish each of the four major

purposes of Oregon Local Budget Law (ORS 294.305 – 294.555 and 294.565) including:

- Establish standard financial procedures
- Outline programs and services in conjunction with the fiscal policy and implement those policies
- Provide methods of estimating revenue, expenditures, and proposed tax levies, and
- Encourage public involvement in the budgeting process before budget adoption

North Plains prepares and adopts its annual budget in accordance with the City Charter, Oregon Law and the Government Finance Officers Association budget guidelines. Before the budget can accomplish these goals, a schedule for preparation is developed. This schedule is called the budget calendar.

### **2013-2014 Budget Calendar**

**April 15** - City Manager releases proposed budget

**April 22 – June 30** - Budget Committee meetings and Budget Hearings. First public hearing is scheduled for April 22. Second meeting is scheduled for May 13.

**June 3** - City Council meeting to hold public hearing on the approved 2013-2014 budget and the State Revenue Sharing Proposed Use and enact resolutions to adopt budget, make appropriations, and impose taxes.

**By June 17** - The City Council holds a public hearing, adopts budget and levies taxes prior to July 1. *If a change will increase property taxes or increase expenditures within a fund by more than ten percent or \$5,000, whichever is greater, the budget must be referred back to the Budget Committee.*

**By July 15** - The adopted budget is filed with the County Clerk and State of Oregon, and the property tax levy is certified to the County Assessor.

### **The Budget Amendment Process**

Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt resolution changes that decrease one existing appropriation and increase another. Certain changes of ten percent or more to any fund require a supplemental budget, which requires a public hearing. Because of the very lean nature of the proposed budget, staff anticipates presenting a supplemental budget in January 2014 should there be a need to reallocate funds.

### **The Budget Committee**

The Budget Committee is composed of the Mayor, City Councilors, and seven citizen members appointed by the Council. The appointed members:

- Must live in the City of North Plains
- Cannot be officers, agents, or employees of the local government,
- Serve three-year terms that are staggered so approximately one-third of the terms end each year,

### **Accounting**

The budget is prepared using the modified accrual method of accounting. This means that obligations of the City are budgeted as expenses when the related goods or services are available for use rather than when invoices are paid. The City of North Plains manages its finances according to Generally Accepted Accounting Principles (GAAP). During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and State law.

Monthly reports are prepared by the Finance department and reviewed by the City Manager. A check register is included in Council's agenda packet every month to provide full transparency regarding who the City's vendors are, what they are paid and when payments occur. Quarterly financial reports

are distributed to the City Council. All of these reports are public records and available for the general public to review.

Annually, an audit is performed and filed with the State of Oregon by an independent certified public accountant. The City of North Plains annually publishes the financial report on its website. The audit explains the City's budgetary performance and the financial health. This report compares budgeted to actual revenues and expenditures, thus documenting the City's budgetary compliance. Revenues are recorded when earned, and expenses are recorded when a liability is incurred. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, under accrual accounting. However, long-term compensated absences are recorded only when payment is due. These liabilities are tracked through payroll reports. Principal and interest on long-term debt are recorded as fund liabilities only when due.

## **Funds**

For accounting purposes, a local government is not treated as a single, integral entity. Rather, a local government is viewed instead as a collection of smaller, separate entities known as "funds". Fund accounting is different from multi-company commercial accounting, although it encompasses most aspects of commercial accounting. Fund accounting goes beyond the requirements of a commercial system both in form and function. A fund is a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific activities and objectives.

### ***Government Funds***

Governmental Funds are supported by tax revenues, user fees, intergovernmental payments and other revenues. The accounting for a governmental-type activity focuses on available resources and the near-term demands upon them.

*General Fund 110:* This fund accounts for the general services provided by the City. Revenue is primarily generated through property taxes, state shared revenues, fines, fees, franchises, contributions from other funds, public agencies and grants. The General Fund supports most of the major activities of the City including Police, Parks, Library and Planning.

**Enterprise Funds**

Enterprise Funds are supported by revenues from user charges. The City has one enterprise.

*Water Fund 210:* This fund accounts for the operation of the City's water utility. The principal sources of revenue are user fees and System Development Charges (SDCs). Expenditures are for the operation, administration, maintenance, system betterments and expansion of the system. Capital projects and bond indebtedness are also funded from this source.

**Special Revenue Funds**

Special Revenue Funds are derived from specific taxes or other earmarked revenue sources, which are legally restricted to expenditures for specified purposes:

*Street, Transportation and Storm Drain (STSD) Fund 111:* The STSD Fund provides the accounting for streets and pathways programs including repair, construction and maintenance of streets and pathways. Funding sources include the state highway gas tax, county gas tax, city gas tax, state contributions and revenue sharing. Heavy equipment, vehicles and maintenance, project oversight and administration, and support services costs are accounted for through allocated expenses from the Public Works Department.

*Urban Renewal Agency (URA) 113:* The URA is a separate legal entity from the City of North Plains; technically it has a separate governance board and budget committee.

Established to encourage economic development in a specific area of the City that is along Glencoe and Commercial Streets, the URA derives its income for an increment of property taxes in those areas. Most URA funds are used for capital projects. A minor amount of funding is charged to URA for administrative support of the agency by the City.

**Capital Project Funds**

These funds are established solely for the funding of capital projects.

*Transportation Development Tax (TDT) 130.* This capital improvement fund is used to account for the financing of new or improved streets, sidewalks, signals and bridges within the City. Revenue is generated through the Washington County Transportation Development.

*Parks SDC Fund 131.* This fund accounts for the receipt and expenditures of parks SDCs. SDCs are charged to builders to provide a source of income to pay for the expansion of the City's parks system.

*Transportation Impact Fund (TIF) 132:* This capital improvement fund is used to account for the financing of new or capacity-enlarging improvements to streets, sidewalks, signals and bridges within the City. The primary source of revenue was generated through the Traffic Impact Fee that was in effect prior to 2009, when it was supplanted by the Transportation Development Tax. Interest income is the sole source of revenue this year.

**Internal Service Fund**

An Internal Service Fund is used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City on a cost-reimbursement basis.

*Internal Service Fund 610* - Administrative and occupancy costs for City Hall are paid through charges allocated to the Internal Services Fund. Included in these expenses are the costs for administration, financial services, risk management, utilities, computer and phone services, and building usage. These appear as “allocated” costs in budget activities.

The basis for allocation is based on the number of staff as well as activity related to budget administration, human resources, financial services and information technology. The Internal Service Fund serves the following budget activities:

- City Council
- General Government
- City Manager
- City Recorder
- Finance
- City Attorney
- City Engineer
- Public Works

**Decoding the Budget**

Every expense and revenue is associated with a 12-digit code, which is comprised of three components:

<b>Fund</b>	--	<b>Department</b>	--	<b>Account</b>
<b>110</b>	--	<b>455</b>	--	<b>610000</b>
<b>General</b>	--	<b>Library</b>	--	<b>Supplies</b>

The first set of numbers, 110, represents the fund, which in this case is the General Fund. The second set of numbers, 455, represents the department, in this case the Library. The third set of numbers, 610000, represents the type of expense, in this case Supplies.

All invoices paid by the City are coded and approved by a department manager. With the automated accounting system, the City can readily determine the status of any budget or line item at any time.



Figure 2 Volunteer Recognition Dinner

## Distribution of Shared Costs

Allocations are the methods the City uses to charge each department for its portion of shared services such as administration, insurance, facilities and engineering. Allocation factors differ for each budget activity. Below is summary of the allocations as they are calculated in the budget

### Internal Service Fund Distribution of Costs, as a percentage

	<b>Council</b>	<b>City Attny</b>	<b>City Manager</b>	<b>City Recorder</b>	<b>Finance</b>	<b>City Engineer</b>	<b>General Govt</b>	<b>Public Works</b>
	<b>610-411</b>	<b>610-412</b>	<b>610-413</b>	<b>610-414</b>	<b>610-415</b>	<b>610-416</b>	<b>610-419</b>	<b>610-433</b>
<b>General Fund</b>								
<b>Police</b>	16%	15%	12%	13%	4%	0%	13%	0.5%
<b>Parks</b>	16%	5%	12%	13%	2%	0%	13%	24%
<b>Library</b>	15%	5%	12%	13%	5%	0%	13%	0.5%
<b>Planning</b>	16%	35%	20%	13%	3%	0%	13%	0%
<b>Street</b>	16%	5%	12%	15%	10%	35%	13%	25%
<b>Water</b>	20%	30%	30%	30%	75%	65%	34%	50%
<b>URA</b>	1%	5%	2%	3%	1%	0%	1%	0%
<b>Park Cap</b>	0%	0%	0%	0%	0%	0%	0%	0%
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Internal Service Fund Distribution of Costs, allocated costs**

	<b>Council</b>	<b>City Attny</b>	<b>City Manager</b>	<b>City Recorder</b>	<b>Finance</b>	<b>City Engineer</b>	<b>General Govt</b>	<b>Public Works</b>	
	<b>610-411</b>	<b>610-412</b>	<b>610-413</b>	<b>610-414</b>	<b>610-415</b>	<b>610-416</b>	<b>610-419</b>	<b>610-433</b>	<b>Total</b>
<b>Proposed Expenditures</b>	30,950	25,000	123,067	7,000	262,834	5,000	122,669	415,861	<b>992,381</b>
<b>General Fund</b>									
<b>Police</b>	4,952	3,750	14,768	910	10,513	-	15,947	2,079	52,920
<b>Parks</b>	4,952	1,250	14,768	910	5,257	-	15,947	99,807	142,890
<b>Library</b>	4,643	1,250	14,768	910	13,142	-	15,947	2,079	52,739
<b>Planning</b>	4,952	8,750	24,613	910	7,885	-	15,947	-	63,057
<b>Street</b>	4,952	1,250	14,768	1,050	26,283	1,750	15,947	103,965	169,966
<b>Water</b>	6,190	7,500	36,920	2,100	197,125	3,250	41,708	207,930	502,724
<b>URA</b>	310	1,250	2,461	210	2,628	-	1,227	-	8,086
<b>Park Cap</b>	-	-	-	-	-	-	-	-	-
	<b>30,950</b>	<b>25,000</b>	<b>123,067</b>	<b>7,000</b>	<b>262,834</b>	<b>5,000</b>	<b>122,669</b>	<b>415,861</b>	<b>992,381</b>

# Employee Compensation

The City of North Plains compensates its employees in accordance with statutory law and in keeping with sound labor management practices. A detailed discussion of employee compensation is included in this year’s budget to illustrate the basis for personnel costs.

Salaries and hourly wages are approximately \$807,000 in fiscal year 2013-2014. Retirement costs are approximately \$156,000. Other direct benefits such as health and life insurance are estimated at approximately \$88,000.

Payroll taxes are estimated at approximately \$98,000. In total, payroll-related costs are projected at approximately \$1,150,000. Workers compensation insurance adds another approximately \$20,000 .

### Changes in Staffing

No changes in allocated positions levels are proposed with this budget. The City has 10.5 allocated positions, and 16 hourly employees.

All employees of the City serve at will, and there are no organized unions representing employees. The City Manager,

Police Chief, Public Works Director and Library Director have written contracts that are approved by City Council.

### Pay Rates

Employees are assigned to salary ranges. Progression through the salary ranges is based on performance (also known as merit increases). The ranges are set by Council and may be periodically changed based on a classification study or the need for a cost of living increase (COLA). The ranges below were approved by Council in July 2011.

Year	US CPI	COLA Adjustment to Range	Merit Increases Awarded
2004	2.3%	2%	Yes
2005	2.7%	0%	Yes
2006	3.4%	2%	Yes
2007	3.2%	2%	Yes
2008	2.8%	2%	Yes
2009	3.8%	0%	None
2010	-0.4%	3%	None
2011	1.6%	0%	Yes
2012	2.0%	0%	Yes

Salary ranges have been adjusted 5 times over the past 9 years, and merit increases were halted for a couple years.

**A cost of living increase of 1% is recommended for 2013-2014. The estimated cost of this increase is \$5,733.**

**An increase of 8% is proposed for the Library Clerk and IT/Library Clerk positions in order to bring them closer to market rate for their position. The maximum hourly rate for a Library Clerk will be increased from \$13.24 to \$14.30. The total cost of the clerk increases is \$4,700.**

North Plains has a traditional salary range model that features steps that are graduated in 5% increments. Public agencies adopted such tables to provide transparency in compensation and to ensure equal pay for similar work. Some public agencies now use “pay bands” or “set points” to allow more flexibility in rewarding merit and allow increases to be given in increments other than 5%. This provides managers with some ability to provide incentives that are more tailored to individual employee performance, as some employees require more training and mentoring than others.

**Benefits**

Because of the rising costs of healthcare, the City migrated to lower cost plans in 2013:

- Regence Copay B plan
- Kaiser Medical with \$250 deductible.

Medical plans include alternative care and vision.

**Rates through 12/31/2013:**

**The City currently pays 100% of premium for employee and 63% of employee plus dependent coverage. The proposed budget provides funding for increasing the dependent care share to 70%.**

Plan	Kaiser	Regence	City Maximum Contribution
Employee Only	\$ 477.59	\$ 497.98	\$497.98
Employee + Child	\$ 878.62	\$ 923.35	\$646.35
Employee + Children	\$1,186.36	\$1,234.86	\$864.40
Employee + Spouse	\$1,001.79	\$1,053.21	\$737.25
Employee + Family	\$1,364.81	\$1,421.21	\$994.85

Kaiser and Regence health plans are increasing 1.5% and 8%, respectively, in calendar year 2014.

The exact number for health expenses cannot be defined until the open enrollment period is completed in January 2014. The City contribution is estimated at approximately \$78,000.

The City established an “opt-out” option in 2012 at the maximum permitted by CIS: \$50 per month. No employees have exercised this option.

**Dental Insurance**

Dental costs are increasing by 1% for ODS and 11% for Kaiser. Since the City pays for employees only, and no additional amount for dependents, the City’s costs are not significantly different from last year. The City will only fund premiums to the “employee only” rate for the ODS plan. The City pays just under \$6,000 for dental insurance.

**Life Insurance**

**Life insurance rates are unchanged from the previous year. The proposed budget includes funding for increasing the death benefit from \$30,000 to \$50,000 for an additional cost of \$700 annually for a total cost of approximately \$2,000.**

**Long Term Disability**

LTD insurance rates are not expected to increase from \$0.336/\$100/covered salary. The total cost of this benefit is roughly \$2,000/year.

**Vacation**

Like most public agencies, the City offers vacation leave to full-time employees based on years of service. The current vacation accrual schedule is below.

<b>Years of Service</b>	<b>Vacation Annual Accrual</b>
Before 1 <sup>st</sup> Anniversary	48 hours (6 days)
After 1 <sup>st</sup> Anniversary	96 hours (12 days)
After 5 <sup>th</sup> Anniversary	120 hours (15 days)
After 10 <sup>th</sup> Anniversary	144 hours (18 days)
After 15 <sup>th</sup> Anniversary	168 hours (21 days)
After 20 <sup>th</sup> Anniversary	192 hours (24 days)

Vacation time and holidays are both considered accrued leaves, and the City is obligated to pay the employee for unused leave balances at the time of separation. These leave liabilities are recognized in payroll reports, but are not quantified in the operating budget. Both leaves have limits on the maximum accrual. No separations or retirements are anticipated for 2013-2014.

## Holidays

North Plains also provides 88 hours (11 days) of paid holiday leave including one floating holiday to full-time employees. (The Police Officer position accrues the 88 hours on bi-weekly basis as the employee is likely to work most holidays, and the accrual provides the opportunity to use the leave when needed.)

North Plains Holidays are:

- *New Year's Day (January 1)*
- *MLK Day (3rd Monday in January)*
- *Presidents Day (3rd Monday in February)*
- *Memorial Day (Last Monday in May)*
- *July 4th*
- *Labor Day (1st Monday in September)*
- *Veteran's Day (November 11)*
- *Thanksgiving (4th Thursday in November)*
- *Day after Thanksgiving*
- *Christmas*

## Sick Leave

Full-time employees earn up to 96 hours (12 days) of sick leave per year. Sick leave is not paid upon termination of employment. The Library Director earns sick-leave on a pro-rated basis.

## Overtime

Overtime compensation is maintained at a minimum. When possible, employees are provided with compensatory time off in lieu of cash compensation. Most employees are paid at the overtime rate of time and one half.

***Staff is proposing that Police Officers also be eligible for overtime pay at a rate 1.5 x the regular hourly rate.*** Overtime can be paid in cash or provided in compensatory time off (CTO).

## Retirement

North Plains' employees are enrolled in the Oregon Public Employees Retirement System (PERS). The City has one employee enrolled in the Tier I PERS program with a normal retirement age of 58 for non-safety and 55 for safety. Four employees are eligible for Tier II benefits and have a normal retirement age of 60 for non-safety and 55 for safety. Other North Plains employees are members of the Oregon State Retirement Plan (OSRP) program and have normal retirement ages of 65 non-safety and 60 for safety. The maximum benefit under OSRP is 1.5% of pay per year of service for general employees and 1.8% of pay per year for safety employees. For a 30-year employee in a non-safety position this results in a benefit equal to 45% of final pay at retirement. North Plains

pays both the employer and employee contribution for retirement.

**PERS employer contribution rates for FY14 and FY15 increased nearly 4% for OPSRP employees and 7% for Tier 1 and Tier 2 employees. This results in an increase of approximately \$40,000 in FY14.**

<b>PERS Thru 6/30/13</b>	<b>Employer Rate</b>	<b>Employee Rate</b>	<b>Total</b>
Tier 1 & Tier 2	19.00%	6%	25.00%
OPSRP – Non Safety	12.81%	6%	18.81%
OPSRP – Safety	15.54%	6%	21.54%

**Other Compensation**

City-provided cell phones are given to the Police Chief and Police Officer to aid in communications. A single cell phone is shared among Public Works employees for communications as well.

A stand-by premium of \$15 per day is paid to the Public Works employee who is available for calls after business hours and on weekends.

Traditionally, the City has awarded \$25 gift certificates to full-time and part-time employees in advance of Thanksgiving and

Christmas. This is budgeted in the Council activity in the “employee recognition” line item.

In the past, the City Manager also had the discretion to award “incentive pay,” which was effectively a cash payment to individual employees for exceptional performance. A few payments can be seen in the Finance and Water budgets. The City has an adopted policy regarding these incentives, which is included in the appendix of this document. No funds have been set aside for this purpose in the 2013-2014 budget.

The City does not provide car allowances, Voluntary Employee Benefit Association (VEBA) contributions, cash matches for retirement plan contributions, or certification pay to notaries, police officers or water operators. The City typically funds training for employees to obtain certifications and pays testing and state registration fees.

**Workers’ Compensation**

Workers’ Compensation premiums are anticipated to increase by 6.1% for 2013-2014, and the City has estimated this increase into the budget. In 2012-2013 the City experienced 2 injuries. Only one required lost time of a few days.

**Unemployment**

The cost of unemployment insurance is projected to increase as payroll costs increase.

**Optional Benefits**

The City offers programs for optional benefits such as deferred compensation (457 plan), flexible spending accounts, disability insurances and prepaid legal services. Employees are responsible for paying the full cost of these benefits. However, the City makes a small contribution for the administration of the programs.

## Salary Range Steps 2013-2014, Proposed

SALARIED EMPLOYEES	PROBATION	A	B	C	D	E	F
<b>CITY MANAGER (Exempt)</b>							
Annually		71,714	75,300	79,065	83,018	87,169	91,527
Monthly		5,976	6,275	6,589	6,918	7,264	7,627
Bi-weekly		2,758.23	2,896.14	3,040.95	3,193.00	3,352.65	3,520.28
Hourly		34.48	36.20	38.01	39.91	41.91	44.00
<b>POLICE CHIEF (Exempt)</b>							
Annually		63,994	67,193	70,553	74,081	77,785	81,674
Monthly		5,333	5,599	5,879	6,173	6,482	6,806
Bi-weekly		2,461.29	2,584.36	2,713.57	2,849.25	2,991.72	3,141.30
Hourly		30.77	32.30	33.92	35.62	37.40	39.27
<b>POLICE OFFICERS</b>							
Annually		49,065	51,518	54,094	56,799	59,639	62,621
Monthly		4,089	4,293	4,508	4,733	4,970	5,218
Bi-weekly		1,887.12	1,981.47	2,080.54	2,184.57	2,293.80	2,408.49
Hourly		23.59	24.77	26.01	27.31	28.67	30.11
<b>PUBLIC WORKS DIRECTOR (Exempt)</b>							
Annually		69,775	73,264	76,927	80,773	84,812	89,052
Monthly		5,815	6,105	6,411	6,731	7,068	7,421
Bi-weekly		2,683.65	2,817.83	2,958.72	3,106.66	3,261.99	3,425.09
Hourly		33.55	35.22	36.98	38.83	40.77	42.81

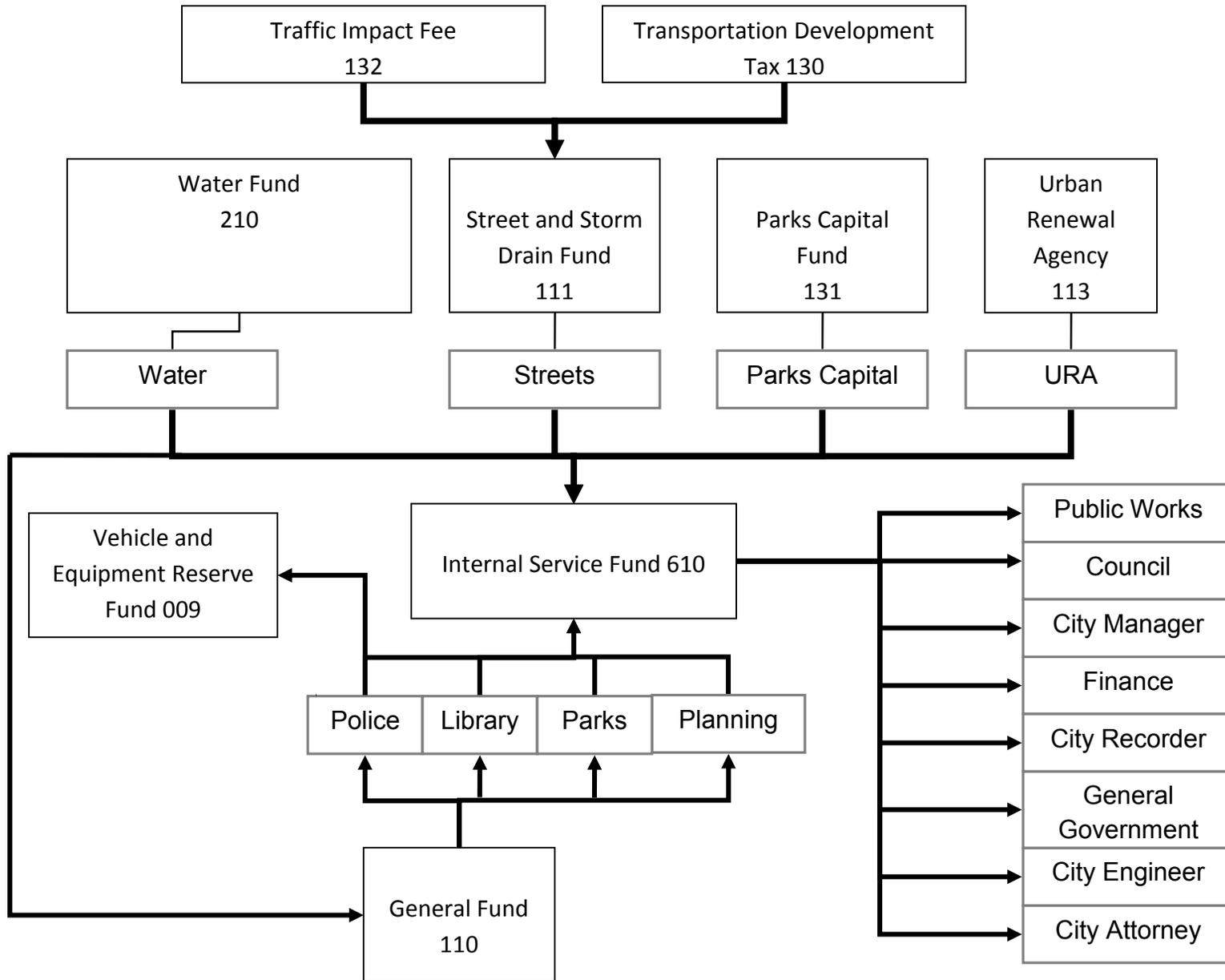
## Salary Range Steps 2013-2014, Proposed (Continued)

SALARIED EMPLOYEES	PROBATION	A	B	C	D	E	F
<b>UTILITY WORKER III</b>							
Annually		47,159	49,517	51,993	54,592	57,322	60,188
Monthly		3,930	4,126	4,333	4,549	4,777	5,016
Bi-weekly		1,813.80	1,904.49	1,999.72	2,099.71	2,204.69	2,314.93
Hourly		22.67	23.81	25.00	26.25	27.56	28.94
<b>UTILITY WORKER I/II</b>							
Annually	35,866	37,754	39,641	41,624	43,705	45,890	48,184
Monthly	2,989	3,146	3,303	3,469	3,642	3,824	4,015
Bi-weekly	1,379.47	1,452.07	1,524.67	1,600.91	1,680.95	1,765.00	1,853.25
Hourly	17.24	18.15	19.06	20.01	21.01	22.06	23.17
<b>ACCOUNT CLERK I/II</b>							
Annually	33,382	35,051	36,804	38,644	40,576	42,605	44,735
Monthly	2,782	2,921	3,067	3,220	3,381	3,550	3,728
Bi-weekly	1,283.92	1,348.12	1,415.52	1,486.30	1,560.61	1,638.64	1,720.57
Hourly	16.05	16.85	17.69	18.58	19.51	20.48	21.51
<b>HOURLY EMPLOYEES</b>							
Laborer		10.00					
Clerical		10.00	10.50	11.03	11.58	12.16	12.76
Library Clerks		11.20	11.76	12.35	12.97	13.62	14.30
Library Clerk/IT Asst		15.39	16.16	16.97	17.82	18.71	19.64
Library Director		23.30	24.47	25.69	26.97	28.32	29.74
Volunteer Coordinator/Youth Librarian		18.17	19.08	20.03	21.03	22.09	23.19
Assistant Planner		15.39	16.16	16.97	17.82	18.71	19.64
Reserve Officer		23.59					
Finance Manager		55.00					

## North Plains Allocated Positions

<b>ADMINISTRATION</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
City Manager	1	1	1	1	1	1	1
City Recorder	1	1	1	1	1	0	0
Clerical Assistant			1	1	1	1	0
Finance Director	1	1	1	1	0	0	0
Account Clerk						0	3
Utility Billing Clerk	1	1	1	1	1	1	0
<i>Total</i>	4	4	5	5	4	3	4
<b>MUNICIPAL COURT</b>							
Court Clerk	1	1	1	1	0	0	0
<i>Total</i>	1	1	1	1	0	0	0
<b>PUBLIC WORKS</b>							
Public Works Director	1	1	1	1	1	1	1
Utility Worker III	1	1	1	1	1	1	1
Utility Worker I/II	2	2	2	2	2	2	2
<i>Total</i>	4	4	4	4	4	4	4
<b>POLICE</b>							
Police Chief	1	1	1	1	1	1	1
Police Officer	1	1	1	1	1	1	1
<i>Total</i>	2	2	2	2	2	2	2
<b>LIBRARY</b>							
Library Director	0	0	0.5	0.5	0.5	0.5	0.5
<i>Total</i>	0	0	0.5	0.5	0.5	0.5	0.5
<b>TOTAL ALLOCATION</b>	<b>11</b>	<b>11</b>	<b>12.5</b>	<b>12.5</b>	<b>10.5</b>	<b>9.5</b>	<b>10.5</b>

# Relationship Between Funds



<b>INTERNAL SERVICE FUND 610</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Variance</b>
					<b>2012-2013</b>		<b>2013-2014</b>	<b>FY13-FY14</b>
<b>OPENING FUND BALANCE</b>				-	-		-	-
<b>REVENUES</b>								
820110	Transfers In - Gen Fund			314,734	180,098	57%	311,606	(3,128)
820111	Transfers In - Street			164,122	88,955	54%	169,966	5,843
820113	Transfers In - URA			8,125	4,341	53%	8,086	(39)
820131	Transfers In - Parks Cap			500	93	19%	-	(500)
820210	Transfers In - Water			469,366	244,188	52%	502,724	33,357
<b>TOTAL REVENUES</b>				<b>956,848</b>	<b>517,675</b>	<b>54%</b>	<b>992,381</b>	<b>35,533</b>
<b>EXPENDITURES - BY DEPT</b>								
610-411	City Council		New Fund in 2012-2013	30,950	24,891	80%	30,950	-
610-412	City Attorney			20,000	14,731	74%	25,000	5,000
610-413	City Manager			107,951	70,811	66%	123,067	15,116
610-414	City Recorder			21,883	8,976	41%	7,000	(14,883)
610-415	Finance			229,130	129,991	57%	262,834	33,704
610-416	City Engineer			5,000	928	19%	5,000	-
610-419	General Government			170,866	131,073	77%	122,669	(48,197)
610-433	Public Works			371,068	237,462	64%	415,861	44,793
<b>TOTAL EXPENDITURES</b>				<b>956,848</b>	<b>618,863</b>	<b>65%</b>	<b>992,381</b>	<b>35,533</b>
	Contingency			-	-		-	-
	Unappropriated Fund Bal			-	(101,188)		-	-
<b>ENDING FUND BALANCE</b>				-	<b>(101,188)</b>		-	-



Figure 3 Concert in Park

CITY COUNCIL 610-411								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013	%	5/13/2013	Inc / (Dec)
					2012-2013		2013-2014	FY13-FY14
<b>EXPENDITURES</b>								
300000	Education and Training			2,500	835	33%	2,500	-
300000	Community Events			-	22,199	100%	-	-
300101	4th of July			19,000	-	0%	19,000	-
300102	Concerts in the Park			900	-	0%	900	-
300103	Music Shows			1,200	977	81%	1,200	-
300104	Senior Center Donation			1,000	-	0%	1,000	-
300105	Community Action Don.			500	-	0%	500	-
300106	Fall Festival			3,000	-	0%	3,000	-
300107	Chili Cookoff			300	-	0%	300	-
300108	National Night Out			600	-	0%	600	-
300109	Playdates			150	205	137%	150	-
300110	Volunteer Recognition			200	-	0%	200	-
300111	Ice Cream Social			300	-	0%	300	-
300112	Farmers' Market			300	-	0%	300	-
300113	Holiday Bazaar			100	-	0%	100	-
500000	Employee Recognition			900	675	75%	900	-
	<b>MATERIALS AND SERVICES</b>			<b>30,950</b>	<b>24,891</b>	<b>80%</b>	<b>30,950</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>			<b>30,950</b>	<b>24,891</b>	<b>80%</b>	<b>30,950</b>	<b>-</b>

City Council is the governing body of the City. The Council adopts ordinances which become a part of the municipal code or local law. It also adopts resolutions to set fees, approve contracts, authorize expenses, set policy and memorialize other actions of the City Council. In addition, Council hires the City Attorney and City Manager and provides general direction to each.

Councilors are elected to four-year terms which are overlapping. Elections are held in even-numbered years in the fall. Council meets on the first and third Monday of each month.



Figure 4 National Night Out

<b>CITY ATTORNEY 610-412</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
					<b>2012-2013</b>		<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
330000	Professional Services			20,000	14,731	74%	25,000	5,000
	<b>MATERIALS AND SERVICES</b>	New Dept in 2012-2013		<b>20,000</b>	<b>14,731</b>	<b>74%</b>	<b>25,000</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>				<b>20,000</b>	<b>14,731</b>	<b>74%</b>	<b>25,000</b>	<b>5,000</b>

The City Attorney is one of two officers of the City designated in the City Charter. Beery, Elsner & Hammond, a municipal law firm in Portland, provide legal advice to the City Council and City Manager on matters ranging from personnel, ordinances, land use and interpretation of government code. Services are paid for as they are performed.

Most litigation involving the City is performed as a result of claims filed and against the City, and legal expenses are absorbed by CityCounty Insurance Services, which would not appear in this budget.

<b>CITY MANAGER 610-413</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
		<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>%</b>	<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
110000	Salaries			78,276	51,037	65%	83,018	4,742
210000	Employee Benefits			10,493	7,763	74%	12,880	2,387
220000	Payroll Taxes			5,988	3,963	66%	10,053	4,065
230000	Retirement			11,694	7,625	65%	15,616	3,922
	<b>PERSONAL SERVICES</b>			<b>106,451</b>	<b>70,388</b>	<b>66%</b>	<b>121,567</b>	<b>15,116</b>
300000	Education and Training			1,500	423	28%	1,500	-
	<b>MATERIALS AND SERVICES</b>			<b>1,500</b>	<b>423</b>	<b>28%</b>	<b>1,500</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>				<b>107,951</b>	<b>70,811</b>	<b>66%</b>	<b>123,067</b>	<b>15,116</b>

New Dept in 2012-2013

The City Manager is named as the chief executive officer in the City Charter. She is responsible for day-to-day administration of the City including preparation and execution of the budget, recruitment, selection and management of employees, negotiations with other public agencies, and implementation of the policies of the City Council. This budget includes a line item for professional services to allow the City Manager to obtain assistance with economic development activities.

<b>CITY RECORDER 610-414</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
					<b>2012-2013</b>		<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
110000	Salaries			5,000	4,319	86%	-	(5,000)
220000	Payroll Taxes			383	-	0%	-	(383)
	<b>PERSONAL SERVICES</b>			<b>5,383</b>	<b>4,319</b>	<b>80%</b>	<b>-</b>	<b>(5,383)</b>
300000	Education and Training			500	-	0%	-	(500)
330000	Professional Services			12,000	4,167	35%	6,000	(6,000)
330101	Elections			3,000	-	0%	-	(3,000)
540000	Advertising			1,000	490	49%	1,000	-
	<b>MATERIALS AND SERVICES</b>			<b>16,500</b>	<b>4,657</b>	<b>28%</b>	<b>7,000</b>	<b>(9,500)</b>
<b>TOTAL EXPENDITURES</b>				<b>21,883</b>	<b>8,976</b>	<b>41%</b>	<b>7,000</b>	<b>(14,883)</b>

New Dept in 2012-2013

The City Manager is the designated as the City Recorder, and assisted by three deputy recorders who also serve as Account Clerks.

A City Recorder is the custodian of the City records, ensuring that permanent documents such as meeting agendas and minutes are retained. Additionally, the City Recorder retains more temporary records such as financial records, agreements and correspondence. No election expenses are anticipated this year.



Figure 5 4th of July

FINANCE 610-415								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013	%	5/13/2013	Inc / (Dec)
		2010-2011	2011-2012	2012-2013	2012-2013	%	2013-2014	FY13-FY14
<b>EXPENDITURES</b>								
110000	Salaries	83,784	55,042	136,020	62,145	46%	166,336	30,316
130000	Overtime	3,222	-	400	-	0%	-	(400)
210000	Employee Benefits	27,762	4,289	12,630	10,444	83%	20,955	8,325
220000	Payroll Taxes	-	-	10,405	6,970	67%	20,143	9,738
230000	Retirement	-	-	19,275	7,847	41%	24,140	4,865
	<b>PERSONAL SERVICES</b>	<b>114,768</b>	<b>59,331</b>	<b>178,730</b>	<b>87,406</b>	<b>49%</b>	<b>231,574</b>	<b>52,844</b>
300000	Education and Training	3,796	5,050	1,200	1,233	103%	3,500	2,300
	<i>TKW - Fin Dir contract</i>	-	-	39,000	28,193		-	
	<i>Audit</i>	-	-	10,000	3,510		13,000	
	<i>Moonlight</i>	-	-	-	6,745		10,500	
	<i>Payroll Processing</i>	-	-	-	2,259		3,600	
	<i>Springbrook</i>	-	-	-	-		-	
	<i>Other</i>	-	1,926	-	645		500	
330000	Professional Services	-	1,926	49,000	41,352	84%	27,600	(21,400)
350000	Agency Memberships	4,298	2,355	-	-	0%	160	160
800800	Refunds	120	19,791	200	-	0%	-	(200)
Moved to ISF	Allocated Professional Services, Insurance, Utilities, Community Events, Maintenance, Supplies	88,274	77,435	-	-		-	-
	<b>MATERIALS AND SERVICES</b>	<b>96,488</b>	<b>106,557</b>	<b>50,400</b>	<b>42,585</b>	<b>84%</b>	<b>31,260</b>	<b>(19,140)</b>
<b>TOTAL EXPENDITURES</b>		<b>211,256</b>	<b>165,888</b>	<b>229,130</b>	<b>129,991</b>	<b>57%</b>	<b>262,834</b>	<b>33,704</b>

## **FINANCE 610-415 (Continued)**

The Finance Department is comprised of three account clerks, who are supervised by the Finance Manager, who works under the direction of the City Manager.

Finance staff perform a variety of customer service, clerical and accounting tasks to administer utility billing, accounts payable, accounts receivable and general ledger entries. Staff assists with updating the website, scheduling banners and community events such as National Night Out, Volunteer Recognition, the Ice Cream Social and the Chili Cook-off. Code enforcement and minor reviews of plan applications are also performed by the Account Clerks., who are also Deputy City Clerks.

<b>CITY ENGINEER 610-416</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
					<b>2012-2013</b>		<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
330000	Professional Services			5,000	928	19%	5,000	-
	<b>MATERIALS AND SERVICES</b>	New Dept in 2012-2013		<b>5,000</b>	<b>928</b>	<b>19%</b>	<b>5,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>				<b>5,000</b>	<b>928</b>	<b>19%</b>	<b>5,000</b>	<b>-</b>

The City Engineer is Kyle McTeague of Murray Smith and Associates Engineering (MSA) in Portland, Oregon. Services are paid for as they are incurred. This budget provides for general services in support of public works and development. Costs associated with infrastructure projects are typically charged to the individual projects.



Figure 6 Clean Up Day May 12, 2012

GENERAL GOVERNMENT 610-419								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013	%	5/13/2013	Inc / (Dec)
					2012-2013		2013-2014	FY13-FY14
<b>EXPENDITURES</b>								
300010	BUG Connection			1,728	1,728	100%	2,000	272
300011	MACC Grant - Server			30,000	27,060	90%	-	(30,000)
310000	Utilities			23,000	20,147	88%	16,602	(6,398)
	<i>IT Services</i>			11,780	7,770	66%	11,900	
	<i>Janitorial - City Hall</i>			3,940	2,960	75%	2,400	
	<i>Security - City Hall</i>			1,060	2,024	191%	1,200	
	<i>Office Machine Main.</i>			2,000	-	0%	1,000	
	<i>Banking</i>			600	-	0%	-	
	<i>Other</i>			4,400	845	19%	2,000	
330000	Professional Services			23,780	13,599	57%	18,500	(5,280)
	<i>HVAC</i>			3,700	927	25%	3,720	
	<i>Copier Lease</i>			9,480	6,225	66%	8,280	
	<i>Copier Usage/Main.</i>			-	1,870	100%	3,600	
	<i>Other</i>			500	4,385	877%	5,000	
340000	Repairs and Maintenance			13,680	13,407	98%	20,600	6,920
350000	Agency Memberships			2,215	3,061	138%	3,500	1,285
610000	Supplies			13,350	7,629	57%	13,350	-
	<i>General Liability</i>			13,643	13,643		15,089	
	<i>Property</i>			3,600	3,600		3,953	
	<i>Auto</i>			6,300	6,300		6,829	
	<i>Excess Crime Bonds</i>			600	600		600	
	<i>Admin fees</i>			-	893		240	
621000	Insurance			24,143	25,036	104%	26,711	2,568
621001	Unemployment			19,500	-		-	(19,500)
621002	Workers' Compensation			19,470	19,406	100%	21,406	1,936
	<b>MATERIALS AND SERVICES</b>			<b>170,866</b>	<b>131,073</b>	<b>77%</b>	<b>122,669</b>	<b>(48,197)</b>
	<b>TOTAL EXPENDITURES</b>			<b>170,866</b>	<b>131,073</b>	<b>77%</b>	<b>122,669</b>	<b>(48,197)</b>

**GENERAL GOVERNMENT 610-419 (Continued)**

General Government allocates shared costs among the City departments of Police, Library, Parks, Water, Planning and Streets.



**Figure 7 Music show - Tribute to Buddy Holly**

<b>PUBLIC WORKS 610-433</b>								
					<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>2/29/2013</b>		<b>5/13/2013</b>	<b>Inc / (Dec)</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>%</b>	<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
110000	Salaries			243,375	150,896	62%	248,816	5,441
210000	Employee Benefits			33,887	24,998	74%	39,728	5,841
220000	Payroll Taxes			18,600	13,073	70%	30,132	11,532
230000	Retirement			39,410	24,701	63%	56,165	16,755
	<b>PERSONAL SERVICES</b>			<b>335,272</b>	<b>213,668</b>	<b>64%</b>	<b>374,841</b>	<b>39,569</b>
300000	Education and Training			2,300	1,177	51%	2,300	-
310000	Utilities			1,500	1,665	111%	1,320	(180)
330000	Professional Services			4,296	264	6%	1,600	(2,696)
340000	Repairs and Maintenance			10,000	12,017	120%	15,000	5,000
610000	Supplies			2,500	646	26%	2,000	(500)
610090	Uniforms			1,200	704	59%	1,000	(200)
610224	Fuel			7,000	7,321	105%	10,800	3,800
	<b>MATERIALS AND SERVICES</b>			<b>28,796</b>	<b>23,794</b>	<b>83%</b>	<b>34,020</b>	<b>5,224</b>
810009	Transfers - Veh Reserve			7,000	-	0%	7,000	-
	<b>TRANSFERS</b>			<b>7,000</b>	<b>-</b>	<b>0%</b>	<b>7,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>				<b>371,068</b>	<b>237,462</b>	<b>64%</b>	<b>415,861</b>	<b>44,793</b>

New Dept in 2012-2013

Public Works Department includes four full-time allocated positions: the Public Works Director, one Utility Worker III and two Utility Worker IIs who perform work in the construction, maintenance and repair of the parks, trails, public facilities, streets, storm drain, and water systems.

Most department expenses are shared between the General Fund, Street Fund, and Water Enterprise Fund.

### **PUBLIC WORKS 610-433 (Continued)**

#### Services Provided

**Parks (110-452)** activities at the City's 3.3 acres of parks include: design and construction of pocket parks, turf care, mulching around plants and trees, playground equipment repair, building maintenance, graffiti removal and preparation for special community events, such as the Summer Fest & Garlic Out West, the Chili Cook Off, the Ice Cream Social, the National Night Out, and regularly-scheduled events like Council meetings, Planning Commission meetings and Municipal Court. General maintenance includes mowing, edging, leaf removal, flowerbed maintenance, landscaping of City offices, and safety inspection of play equipment. The General Fund supports the Parks Department activities.

City Council approved an ordinance establish the Parks Committee in 2013. This committee oversees the programming and capital planning for parks. The committee is supported by the Public Works Director.

**Water (210-433)** activities ensure that the over 80,000 lineal feet of water lines, ranging in size from 2" to 16", and the City's one water tank are operational at all times to serve residents with potable water and adequate pressure for fire suppression. Public Works staff responsibilities include: repairing water leaks, rehabilitation (replacement) of water lines, removing and replacing water meters, monthly meter reading, responding to customer water issues, completing regulatory water quality sampling and monitoring water disinfection to ensure public health, conducting annual valve and hydrant maintenance, water service initiation and termination, administering a cross-connection program to prevent water contamination, management of capital projects and inspection of public projects to insure adherence to City's engineering and construction standards. Water system activities are funded through the Water Enterprise Fund which collects revenues from water consumers and development fees.

**Street (111-433)** activities for the 13.5 miles of roads in the City include: crack sealing to prevent water damage to street surfaces, pothole repair, sign installation and repair, stop-bar and cross-walk maintenance, and mowing and edging of Main Street and West Union Road during the summer months. Public Works crews also water the hanging baskets on Commercial and Main Streets during

spring and summer months. Winter and spring season activity is large concentrated on maintaining storm drainage along the ditch lines and culverts. The primary revenue sources for this fund are special purpose street taxes and the Transportation User Fee which is assessed monthly within water bills.

### **PUBLIC WORKS 610-433 (Continued)**

Additionally, building maintenance for all City facilities including City Hall, the Library and Jessie Mays Community Hall is provided by Public Works staff. Tasks include, but are not limited to, the staining of the exterior of the Library and City Hall buildings every other year, painting of the interior of City offices, set-up and moving of offices, general repair and maintenance of broken fixtures, stocking of janitorial supplies, clearing of sidewalks and applying deicer during inclement weather. Costs for building maintenance are allocated through the General Government activity among the operational departments including Water, Library, Parks, Planning, Police, Streets, and Finance.

#### Accomplishments-FY 2012-2013

- Sealed approximately 10,000 lineal feet of cracks within streets.
- Installed a decorative crosswalk application at 314th
- Met or exceeded all State-required water quality testing and reporting mandates, which include lead/copper testing, Coliform, and HAA5 and THM monitoring.
- Continued valve maintenance programs, operating and exercising all 298 valves in system.
- Continued hydrant maintenance programs, operating and flushing all 86 fire hydrants, repairing 5 hydrants.
- Continued cross connection program, inspecting and testing 184 devices.
- Continued water quality sampling program, taking 28 water samples.
- Read more than 8,500 water meters.
- Bid project for Claxtar Street and including installation of a new water line and sidewalks.
- Updated Capital Improvement Program.
- Revised Public Works Standards

#### Objectives

- Continue to provide safe potable water.

- Assist with organization of community events.
- Oversee planning of improvements at Jessie Mays Parks
- Work with developers to build and accept new park on Curtis Street
- Work with developers to accept open space land near West Union Road
- Continue work with ODOT to construct a portion of the McKay Creek trail.



Figure 8 Playdate at Jessie Mays

GENERAL FUND 110								
					Actual		Proposed	Variance
		Actual	Actual	Budget	2/29/2013		5/13/2013	Inc / (Dec)
Account	Description	2010-2011	2011-2012	2012-2013	2012-2013	%	2013-2014	FY13-FY14
<b>OPENING FUND BALANCE</b>		<b>951,872</b>	<b>1,187,841</b>	<b>1,020,441</b>	<b>1,020,441</b>		<b>1,017,900</b>	<b>(2,541)</b>
<b>REVENUES</b>								
411000	Property Taxes	315,305	320,257	342,643	309,804	90%	352,922	10,279
462000	Rentals	8,490	13,313	7,000	5,627	80%	7,000	-
418101	Water Franchise	44,400	39,500	39,000	-	0%	39,000	
418102	CWS Franchise	16,079	16,613	15,000	15,819	105%	20,000	
418103	Qwest Franchise	8,711	6,651	9,000	147	2%	6,000	
418104	Comcast Franchise	17,980	11,671	14,000	11,649	83%	5,400	
418105	Garbage Franchise	8,563	9,094	8,500	7,547	89%	10,000	
418107	PGE Franchise	84,272	91,902	82,000	20,193	25%	91,000	
418108	NW Natural Gas Franchise	26,734	28,244	24,000	15,482	65%	24,000	
418109	Misc Franchise	-	998	293	518	177%	750	
418110	MACC Franchise	-	8,352	-	-	0%	13,200	
421000	Business License	7,630	6,745	6,000	6,308	105%	6,400	
422000	Recology Fund	-	-	-	-	0%	35,000	
441419	Building Permit	35,057	21,153	15,000	6,702	45%	16,500	
450000	Misc Fees	-	-	1,000	95	10%	1,000	
450455	Library Fines and Fees	3,994	6,295	10,300	6,600	64%	10,400	
	Licenses, Permits, Fees	253,420	247,218	224,093	91,060	41%	278,650	54,557
430000	911 Tax	9,413	9,721	4,856	4,856	100%	-	
436000	Liquor Tax	24,514	24,572	23,000	18,183	79%	23,000	
437000	Cigarette Tax	2,913	2,919	2,800	1,745	62%	2,800	
438000	State Revenue Sharing	15,179	15,674	13,000	12,891	99%	13,000	
Draft Proposed 2013 -2014 Budget (June 3, 2013) \$4								

GENERAL FUND 110 (Continued)								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013 2012-2013	%	5/13/2013 2013-2014	Inc / (Dec) FY13-FY14
439000	WCCLS	92,487	98,811	97,170	64,704	67%	99,405	
	Intergovernmental	144,506	151,697	140,826	102,379	73%	138,205	(2,621)
451000	Municipal Court Fines	220,277	221,749	-	-	0%	-	
207000	Pass Thru - State/County	31,347	31,696	-	-	0%	-	
450421	Police Citations	-	-	30,000	34,819	116%	52,229	
	Fines and Forfeitures	251,624	253,445	30,000	34,819	116%	52,229	22,229
431000	Grants - General	12,566	8,007	32,800	32,734	100%	-	
431001	Grants - Police	25,000	45,090	2,396	5,899	246%	9,000	
431002	Grants - Library	1,000	8,461	14,000	1,000	7%	1,000	
431003	Grants - Planning	-	1,000	-	-	0%	-	
464000	Donations - General	1,253	2,330	18,604	14,079	76%	14,000	
464421	Donations - Police	-	2,000	-	-	0%	-	
464455	Donations - Library	-	5,414	2,618	6,325	242%	6,500	
	Grants and Donations	39,819	72,302	70,418	60,037	85%	30,500	(39,918)
461000	Interest	5,046	5,404	3,600	3,960	110%	4,410	810
440000	Sale of Capital Assets	-	-	-	-	0%	6,000	
440000	Miscellaneous	14,457	20,994	6,000	10,342	172%	10,000	
	Miscellaneous	14,457	20,994	6,000	10,342	172%	16,000	10,000
820111	Transfers In - Streets	-	-	-	-	0%	62,000	62,000
820113	Transfers In - URA	16,405	38,077	-	-	0%	-	-
820009	Transfers In - Veh Res	-	-	28,000	-	0%	-	(28,000)
493000	Bond Proceeds	258,998	-	-	-	0%	-	-
<b>TOTAL REVENUES</b>		<b>1,308,070</b>	<b>1,122,707</b>	<b>852,580</b>	<b>618,028</b>	<b>72%</b>	<b>941,916</b>	<b>45,089</b>

GENERAL FUND 110 (Continued)								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013 2012-2013	%	5/13/2013 2013-2014	Inc / (Dec) FY13-FY14
<b>EXPENDITURES - BY DEPT</b>								
110-421	Police	388,129	409,878	372,918	266,703	72%	433,170	60,252
110-452	Parks	57,960	54,831	169,602	90,172	53%	169,650	48
110-455	Library	141,972	159,928	226,701	138,464	61%	247,368	20,667
110-465	Planning	134,213	114,527	85,900	56,541	66%	78,724	(7,176)
Closed	Municipal Court	125,366	96,610	-	-	0%	-	-
ISF	Sewer Admin	11,244	29,447	-	-	0%	-	-
ISF	Finance and Admin	211,217	165,888	-	-	0%	-	-
Trans	Transfers Out	2,000	258,998	-	-	0%	-	-
<b>TOTAL EXPENDITURES</b>		<b>1,072,101</b>	<b>1,290,107</b>	<b>855,121</b>	<b>551,880</b>	<b>65%</b>	<b>928,912</b>	<b>73,791</b>
	Contingency	-	-	100,000	-		100,000	-
	Unappropriated Fund Bal	1,187,841	1,020,441	917,900	1,086,589		940,904	23,004
<b>ENDING FUND BALANCE</b>		<b>1,187,841</b>	<b>1,020,441</b>	<b>1,017,900</b>	<b>1,086,589</b>	<b>107%</b>	<b>1,040,904</b>	<b>23,004</b>

The Ending Fund Balance contains the General Fund's contingency and Unappropriated Ending Fund Balance. Under Oregon law the Unappropriated Ending Fund Balance must be set aside for future year improvements. The contingency is funding for unexpected expenses. These funds can only be spent with Council authorization.



Figure 9 4th of July Car show

<b>POLICE 110-421</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
		<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>%</b>	<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
110000	Salaries	127,070	152,970	137,345	107,760	78%	138,553	1,208
120000	Hourly and Reserves	26,898	9,732	30,000	-	0%	46,799	16,799
210000	Employee Benefits	50,739	73,219	17,079	13,040	76%	13,970	(3,109)
220000	Payroll Taxes	-	-	14,500	10,227	71%	22,446	7,946
230000	Retirement	-	-	24,173	15,527	64%	42,565	18,392
	<b>PERSONAL SERVICES</b>	<b>204,707</b>	<b>235,921</b>	<b>223,097</b>	<b>146,554</b>	<b>66%</b>	<b>264,333</b>	<b>41,236</b>
300000	Education and Training	2,722	8,011	4,000	928	23%	3,000	(1,000)
	<i>PPDS</i>	-	-	-	-	0%	-	
	<i>Wireless Access</i>	3,307	2,998	3,500	2,841	81%	4,200	
	<i>Webleds</i>	999	1,575	-	1,575	100%	1,575	
	<i>HPD Evidence Storage</i>	5,164	3,941	1,450	1,447	100%	1,500	
	<i>Law Enforcement Manual</i>	-	-	-	1,950	100%	-	
	<i>E-ticket</i>	-	-	-	3,718	100%	3,750	
	<i>Other</i>	14,595	-	-	2,168	100%	3,000	
330000	Professional Services	24,065	8,514	4,950	13,699	277%	14,025	9,075
330912	WA County Dispatch	23,291	21,174	10,737	10,737	100%	12,060	1,323
340000	Repairs and Maintenance	29,365	23,092	10,000	6,427	64%	5,000	(5,000)
350000	Agency Memberships	1,485	-	1,750	480	27%	1,500	(250)
	<i>Chevy Tahoe</i>	-	-	11,458	11,458	100%	11,458	
	<i>Dodge Charger</i>	-	-	13,493	13,493	100%	13,493	
	<i>Dodge V8 Charger</i>	-	-	-	-	0%	9,181	
	<i>Other</i>	2,760	2,130	1,649	350	21%	1,000	
370000	Rentals and Leases	2,760	2,130	26,600	25,301	95%	35,132	8,532
610000	Supplies	53,643	17,927	17,100	16,474	96%	10,000	(7,100)
610000	Grant Expense	-	41,356	-	-	0%	-	-

<b>POLICE 110-421 (Continued)</b>													
					<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>					
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>2/29/2013</b>		<b>5/13/2013</b>	<b>Inc / (Dec)</b>					
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>%</b>	<b>2013-2014</b>	<b>FY13-FY14</b>					
610101	Uniforms	6,814	5,626	3,200	3,283	103%	4,500	1,300					
610224	Fuel	11,332	14,181	11,500	8,452	73%	12,500	1,000					
	<i>Firearms</i>	In Supplies						7,000					
	<i>Radio</i>											3,000	
	<i>Other</i>											-	
630000	Equipment (non-capital)						10,000	10,000					
207000	Court Pass Through	-	-	3,000	1,265	42%	3,000	-					
Moved to ISF	Allocated Professional Services, Insurance, Utilities, Maintenance, Supplies	14,003	25,196	-	-		-	-					
	<b>MATERIALS AND SERVICES</b>	<b>169,480</b>	<b>167,207</b>	<b>92,837</b>	<b>87,046</b>	<b>94%</b>	<b>110,717</b>	<b>17,880</b>					
770000	Equipment	13,942	6,750	-	-	0%	-	-					
	<b>CAPITAL OUTLAY</b>	<b>13,942</b>	<b>6,750</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>					
810000	Transfers Out - Equip Res.	-	-	-	-	0%	5,200	5,200					
810000	Transfers Out - ISF Alloc.	-	-	56,984	33,103	58%	52,920	(4,064)					
	<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>56,984</b>	<b>33,103</b>	<b>58%</b>	<b>58,120</b>	<b>1,136</b>					
	<b>TOTAL EXPENDITURES</b>	<b>388,129</b>	<b>409,878</b>	<b>372,918</b>	<b>266,703</b>	<b>72%</b>	<b>433,170</b>	<b>60,252</b>					

## **POLICE 110-421 (Continued)**

The Police Department is comprised of two full-time equivalents (FTEs) serving in the positions of Police Chief and Police Officer and a part time Police Officer as well as part-time Reserve Officers who volunteer time and are paid for a portion of their time.

Primary duties and responsibilities include: responding to radio calls for emergency and non-emergency services providing uniform patrol as a deterrent to criminal activity, interaction with the community, both mandatory and non-mandatory criminal investigations, traffic enforcement, crime prevention, training, providing mutual aid to surrounding police agencies, and supporting other City departments. Record keeping and evidence storage services are performed by Hillsboro Police.

### 2012-2013 Accomplishments

- Expanded reserve officer program to increase the availability of staff for regular patrols.
- Worked with North Plains Elementary School Principal Craig Harlow and Hillsboro School Superintendent improve emergency planning.
- Published a complete policy manual using Lexipol service.
- Prepared successful grant applications for equipment and personnel funding.

### 2013-2014 Objectives

- Increase visibility of Police Department in community.
- Vigorously pursue investigations drug crimes
- Expand late evening coverage to deter thefts and burglary

<b>PARKS 110-452</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
		<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>%</b>	<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
110000	Salaries	33,630	29,276					
210000	Employee Benefits	12,997	9,502					
	<b>PERSONAL SERVICES</b>	<b>46,627</b>	<b>38,778</b>					
310000	Utilities	3,217	4,964	5,000	2,528	51%	5,160	160
330000	Professional Services	561	579	1,500	358	24%	600	(900)
340000	Repairs and Maintenance	3,723	7,654	18,000	5,029	28%	15,000	(3,000)
610000	Supplies	1,832	383	7,500	4,883	65%	6,000	(1,500)
Moved to ISF	Allocated Professional Services, Insurance, Utilities, Maintenance, Supplies	2,000	2,473	-	-		-	-
	<b>MATERIALS AND SERVICES</b>	<b>11,333</b>	<b>16,053</b>	<b>32,000</b>	<b>12,798</b>	<b>40%</b>	<b>26,760</b>	<b>(5,240)</b>
810000	Transfers Out - ISF Alloc.	-	-	137,602	77,374	56%	142,890	5,288
	<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>137,602</b>	<b>77,374</b>	<b>56%</b>	<b>142,890</b>	<b>5,288</b>
	<b>TOTAL EXPENDITURES</b>	<b>57,960</b>	<b>54,831</b>	<b>169,602</b>	<b>90,172</b>	<b>53%</b>	<b>169,650</b>	<b>48</b>

LIBRARY 110-455								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013 2012-2013	%	5/13/2013 2013-2014	Inc / (Dec) FY13-FY14
<b>EXPENDITURES</b>								
110000	Salaries	89,309	93,235	108,014	69,956	65%	116,055	8,041
210000	Employee Benefits	14,467	21,261	130	752	578%	395	265
220000	Payroll Taxes	-	-	9,000	8,244	92%	14,054	5,054
230000	Retirement	-	-	12,500	8,938	72%	16,594	4,094
	<b>PERSONAL SERVICES</b>	<b>103,776</b>	<b>114,496</b>	<b>129,644</b>	<b>87,890</b>	<b>68%</b>	<b>147,099</b>	<b>17,455</b>
300000	Education and Training	332	238	400	100	25%	500	100
310000	Utilities	7,520	9,181	7,784	4,528	58%	8,160	376
	<i>Computer Software</i>						2,000	
	<i>Janitorial</i>						2,100	
	<i>Security</i>						770	
	<i>Other</i>						450	
330000	Professional Services	6,516	7,574	2,370	628	26%	5,320	2,950
	<i>Building Maintenance</i>						3,000	
	<i>HVAC Maintenance</i>						2,000	
	<i>Copier Maintenance</i>						2,600	
340000	Repairs and Maintenance	10,095	4,356	7,128	3,052	43%	7,600	472
610000	Supplies	1,835	2,470	9,600	2,445	25%	11,250	1,650
640000	Library Supplies	9,798	11,950	13,100	8,075	62%	13,100	-
Moved to ISF	Allocated Professional Services, Insurance, Utilities, Maintenance, Supplies	2,100	9,663	-	-		-	-
	<b>MATERIALS AND SERVICES</b>	<b>38,196</b>	<b>45,432</b>	<b>40,382</b>	<b>18,828</b>	<b>47%</b>	<b>45,930</b>	<b>5,548</b>

LIBRARY 110-455 (Continued)								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013	%	5/13/2013	Inc / (Dec)
					2012-2013		2013-2014	FY13-FY14
700000	Computer Replacement	-	-	2,000	-	0%	-	(2,000)
	<b>CAPITAL OUTLAY</b>	-	-	<b>2,000</b>	-	<b>0%</b>	-	<b>(2,000)</b>
810000	Transfers Out - Equip Res.	-	-	-	-	0%	1,600	1,600
810000	Transfers Out - ISF Alloc.	-	-	54,675	31,746	58%	52,739	(1,936)
	<b>TRANSFERS</b>	-	-	<b>54,675</b>	<b>31,746</b>	<b>58%</b>	<b>54,339</b>	<b>(336)</b>
	<b>TOTAL EXPENDITURES</b>	<b>141,972</b>	<b>159,928</b>	<b>226,701</b>	<b>138,464</b>	<b>61%</b>	<b>247,368</b>	<b>20,667</b>

### Library Mission Statement

The mission of the North Plains Public Library is to provide materials and services to help community residents to meet their informational, educational, and recreational needs. Emphasis is placed on obtaining current, popular materials in various formats, stimulating children's interests in reading and learning, and supporting students. Because a democracy is maintained by an informed citizenry, the City of North Plains promotes lifelong use of its library as a resource for daily living and decision-making.

### Services

The library is a key element in the services that make up a successful community. North Plains Public Library provides services six days a week, Monday-Wednesday from 11-7:30 and Thursday-Saturday from 11-5:30. All the library services and programs are free to the community, and most cannot be received elsewhere in North Plains. Press releases of library events are sent to area newspapers and radio stations and posted online at [www.nplibrary.org](http://www.nplibrary.org). Volunteer Carolyn Leavitt maintains the library's website and Facebook account. A monthly newsletter of all upcoming events is produced and emailed to anyone who requests it.

The Library provides the community with:

- Books, magazines, and movies to borrow,
- Children’s storytime and summer reading programs to encourage literacy,
- Employment resources to create résumés and apply for jobs,
- Computer and Internet access for research and communications, and
- Programs to educate and entertain adults, children, and families.

Online, through the Washington County Cooperative Library Services (WCCLS), there are approximately 50 databases available to card-holders in areas such as genealogy, automotive repair, practice SAT and GRE tests, resume writing and interviewing skills, suggested reading lists, antiques, consumer information, recipes, health, government and law, encyclopedias, taxes, magazines, homework help, and much more.

#### Statistical Highlights from the 2011-2012 Fiscal Year

- The North Plains Public Library serves a population of 5,450 people in the immediate area.
- There are 1,627 library card holders, an increase of 71 people from the prior year.
- Over 61,998 items were checked out from our library last fiscal year, which represents an increase of 12.7% over the previous year.
- Seven part-time employees work the equivalent of 3.16 full time people.
- The facility holds approximately 12,000 books, DVDs, magazines, and books on CD.
- The library has 33 magazine and newspaper subscriptions.
- The library featured 81 children’s programs with 1,656 attendees, 1 young adult programs with 20 attendees, and 22 adult programs with 613 attendees – overall, a 4.8% increase in total program attendance over the previous year.
- Last summer, 271 children and teens registered to participate in the Summer Reading Program, with 136 completions, a 50.18% finish rate. Also last summer, 103 adults participated in the ~~first~~ North Plains Adult Summer Reading Program.
- A total of 67 volunteers worked 3,739 hours, the equivalent of 1.8 FTE.
- The library’s 12 public computers were used 9,824 times.



Figure 10 Reserve Officer

PLANNING 110-465								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013	%	5/13/2013	Inc / (Dec)
		2010-2011	2011-2012	2012-2013	2012-2013	%	2013-2014	FY13-FY14
<b>EXPENDITURES</b>								
110000	Salaries	51,805	53,798	10,000	12,620	126%	7,498	(2,502)
210000	Employee Benefits	16,362	26,757	-	-	0%	-	-
220000	Payroll Taxes	-	-	1,148	1,528	133%	908	(240)
230000	Retirement	-	-	2,679	1,885	70%	1,410	(1,269)
	<b>PERSONAL SERVICES</b>	<b>68,167</b>	<b>80,555</b>	<b>13,827</b>	<b>16,033</b>	<b>116%</b>	<b>9,816</b>	<b>(4,011)</b>
300000	Education and Training	850	704	100	8	8%	100	-
330000	Professional Services	57,611	24,254	5,000	2,239	45%	3,750	(1,250)
360000	Advertising	167	1,109	1,500	385	26%	2,000	500
Moved to ISF	Allocated Professional Services, Insurance, Utilities, Maintenance, Supplies	7,418	7,905	-	-		-	-
	<b>MATERIALS AND SERVICES</b>	<b>66,046</b>	<b>33,972</b>	<b>6,600</b>	<b>2,632</b>	<b>40%</b>	<b>5,850</b>	<b>(750)</b>
810000	Transfers Out - ISF Alloc.	-	-	65,473	37,876	58%	63,057	(2,416)
	<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>65,473</b>	<b>37,876</b>	<b>58%</b>	<b>63,057</b>	<b>(2,416)</b>
<b>TOTAL EXPENDITURES</b>		<b>134,213</b>	<b>114,527</b>	<b>85,900</b>	<b>56,541</b>	<b>66%</b>	<b>78,724</b>	<b>(7,176)</b>

## **PLANNING 110-465 (Continued)**

The bulk of the Planning Department work is performed by an Account Clerk and part-time Assistant Planner under the direction of the City Manager. The Planning Department is a budget activity that tracks the costs associated with development and land use administration. Staff reviews land use applications and makes recommendations to the City Manager, Planning Commission and City Council.

This function supports the City's Planning Commission which meets once a month.

### Accomplishments

- Updated zoning and development codes.
- Revised new development land use application forms.
- Developed handouts to assist applicants.
- Completed commercial development design guidelines

### Objectives

- Review forms and procedures to seek efficiencies.
- Assist with economic development activities.

<b>STREET FUND 111</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
		<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>%</b>	<b>2013-2014</b>	<b>FY13-FY14</b>
<b>OPENING FUND BALANCE</b>		<b>513,368</b>	<b>545,495</b>	<b>580,964</b>	<b>580,964</b>		<b>513,369</b>	<b>(67,595)</b>
<b>REVENUES</b>								
418109	Franchise Fees	10,297	22,958	23,500	17,087	73%	-	
435003	TUF	18,195	23,220	24,500	17,711	72%	25,200	
445000	SDCs	20,331	5,914	17,712	11,136	63%	12,950	
450000	Fines, Fees, Sales	-	4,859	3,000	-	0%	-	
	Licenses, Permits, Fees	48,823	56,951	68,712	45,934	67%	38,150	(30,562)
435001	Gas Tax - State	91,964	107,753	105,000	75,684	72%	108,000	
435002	Gas Tax - County	7,407	7,631	7,500	5,037	67%	7,500	
	Intergovernmental	99,371	115,384	112,500	80,721	72%	115,500	3,000
431110	Grants - Claxtar	-	41,100	388,116	-	0%	268,000	(120,116)
461000	Interest	1,927	3,098	2,000	2,269	113%	2,900	900
440000	Miscellaneous	1,650	2,454	1,000	600	60%	1,000	-
820110	Transfers In - Gen Fund	-	254,068	-	-	0%	-	-
<b>TOTAL REVENUES</b>		<b>151,771</b>	<b>473,055</b>	<b>572,328</b>	<b>129,524</b>	<b>23%</b>	<b>425,550</b>	<b>(119,216)</b>
<b>EXPENDITURES</b>								
110000	Salaries	50,029	43,446	MOVED TO ISF				
210000	Employee Benefits	17,948	17,133					
<b>PERSONAL SERVICES</b>		<b>67,977</b>	<b>60,579</b>					

<b>STREET FUND 111 (Continued)</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
					<b>2012-2013</b>		<b>2013-2014</b>	<b>FY13-FY14</b>
330000	Professional Services	5,189	6,500	10,000	-	0%	-	(10,000)
360000	Advertising	256	78	400	-	0%	400	-
610000	Supplies	1,571	2,081	8,900	3,858	43%	6,000	(2,900)
640000	Street Lights	21,344	23,028	9,000	13,097	146%	27,552	18,552
800800	Refunds	-	21,445		-	0%	-	-
Moved to ISF	Transportation and Storm Drainage	5,332	15,387		MOVED TO ISF			
Moved to ISF	Allocated Professional Services, Insurance, Utilities, Maintenance, Supplies	14,481	16,725	-	-		-	-
	<b>MATERIALS AND SERVICES</b>	<b>48,173</b>	<b>85,244</b>	<b>28,300</b>	<b>16,955</b>	<b>60%</b>	<b>33,952</b>	<b>5,652</b>
770101	Claxtar A Project	-	-	198,116	23,326	12%	125,000	(73,116)
770101	Claxtar B Project	-	-	249,385	-	0%	143,000	(106,385)
770103	Street Projects	-	-	-	-	0%	100,000	100,000
Moved to ISF	Transportation and Storm Drainage	495	290,763		REFLECTED IN STREET PROJECTS ABOVE			
	<b>CAPITAL OUTLAY</b>	<b>495</b>	<b>290,763</b>	<b>447,501</b>	<b>23,326</b>	<b>5%</b>	<b>368,000</b>	<b>(79,501)</b>
810000	Transfers Out - Veh Res	3,000	1,000	-	-	0%	-	-
810000	Transfers Out - Gen Fund	-	-	-	-	0%	62,000	62,000
810000	Transfers Out - ISF Alloc.	-	-	164,122	88,955	54%	169,966	5,844
	<b>TRANSFERS</b>	<b>3,000</b>	<b>1,000</b>	<b>164,122</b>	<b>88,955</b>	<b>54%</b>	<b>231,966</b>	<b>67,844</b>
	<b>TOTAL EXPENDITURES</b>	<b>119,645</b>	<b>437,586</b>	<b>639,923</b>	<b>129,236</b>	<b>20%</b>	<b>633,918</b>	<b>(6,005)</b>

<b>STREET FUND 111 (Continued)</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
		<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>%</b>	<b>2013-2014</b>	<b>FY13-FY14</b>
	Contingency	-	-	50,000	-		50,000	-
	Unappropriated Fund Bal	545,495	580,964	463,369	581,252		255,001	(208,368)
	<b>ENDING FUND BALANCE</b>	<b>545,495</b>	<b>580,964</b>	<b>513,369</b>	<b>581,252</b>	<b>113%</b>	<b>305,001</b>	<b>(208,368)</b>



Figure 11 North Plains Community Garden

WATER FUND 210								
Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 5/13/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
	Water Capital Fund	69,160	116,259	115,689	115,689		99,073	(16,616)
	Water Fund	544,663	582,745	684,812	684,812		648,764	(36,048)
<b>OPENING FUND BALANCE</b>		<b>613,823</b>	<b>699,004</b>	<b>800,501</b>	<b>800,501</b>		<b>747,837</b>	<b>(52,664)</b>
<b>REVENUES</b>								
444000	Charges, Fees, Fines	772,924	794,692	789,400	639,450	81%	805,977	
445000	SDCs (Capital)	34,353	33,422	34,384	29,012	84%	107,450	
207000	SDCs - Pass thru JWC	25,929	22,752	35,000	26,172	75%	72,700	
	Charges for Services	833,206	850,866	858,784	694,634	81%	986,127	127,343
431110	Grants		5,971	-	-	0%	-	-
461000	Interest	3,336	3,961	1,500	3,009	201%	3,845	2,345
440000	Miscellaneous	7,901	8,474	1,000	107	11%	200	(800)
820110	Transfers In - Gen Fund	-	4,930	-	-	0%	-	-
<b>TOTAL REVENUES</b>		<b>844,443</b>	<b>874,202</b>	<b>861,284</b>	<b>697,750</b>	<b>81%</b>	<b>990,172</b>	<b>128,888</b>
<b>EXPENDITURES</b>								
110000	Salaries	241,959	229,629	MOVED TO ISF				
132000	On Call	5,475	2,775					
210000	Employee Benefits	91,128	108,141					
<b>PERSONAL SERVICES</b>		<b>338,562</b>	<b>340,545</b>					

WATER FUND 210 (Continued)								
Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 5/13/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
208150	Franchise Fee -Water	44,000	39,500	39,000	-	0%	39,000	-
310000	Utilities	10,155	12,492	5,600	4,406	79%	5,130	(470)
	<i>Springbrook</i>	-	-	6,170	-	0%	-	
	<i>Moonlight</i>	-	-	5,580	-	0%	-	
	<i>Meter Reader</i>	-	-	-	989	100%	1,000	
	<i>Alexin Laboratory</i>	-	-	-	1,024	100%	2,250	
	<i>Other</i>	28,871	4,206	8,000	4,348	54%	6,000	
330000	Professional Services	28,871	4,206	19,750	6,361	32%	9,250	(10,500)
340000	Repairs and Maintenance	23,967	17,793	20,000	16,885	84%	20,000	-
360000	Advertising	271	751	-	-	0%	-	-
610000	Supplies	21,231	38,924	20,000	1,102	6%	2,500	(17,500)
610600	Water Purchase	103,138	112,240	120,000	91,398	76%	120,000	-
800800	Refunds	68	-	600	-	0%	-	(600)
207000	SDC Pass Thru JWC	23,048	20,059	34,300	28,864	84%	72,700	38,400
Moved to ISF	Allocated Professional Services, Insurance, Utilities, Maintenance, Supplies	22,606	50,863	-	-		-	-
	<b>MATERIALS AND SERVICES</b>	<b>277,355</b>	<b>296,828</b>	<b>259,250</b>	<b>149,016</b>	<b>57%</b>	<b>268,580</b>	<b>9,330</b>
720000	PW Projects	4,013		51,000	11,549	23%	51,000	-
	<b>CAPITAL OUTLAY</b>	<b>4,013</b>	<b>-</b>	<b>51,000</b>	<b>11,549</b>	<b>23%</b>	<b>51,000</b>	<b>-</b>
500500	Debt Service - 2005 Bond	134,332	134,332	134,332	134,332	100%	134,332	-
	<b>DEBT SERVICE</b>	<b>134,332</b>	<b>134,332</b>	<b>134,332</b>	<b>134,332</b>	<b>100%</b>	<b>134,332</b>	<b>-</b>

<b>WATER FUND 210 (Continued)</b>								
					<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>2/29/2013</b>		<b>5/13/2013</b>	<b>Inc / (Dec)</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>%</b>	<b>2013-2014</b>	<b>FY13-FY14</b>
810000	Transfers Out - Veh Res	5,000	1,000	-	-	0%	-	-
810000	Transfers Out - ISF Alloc.	-	-	469,366	244,188	52%	502,724	33,358
	<b>TRANSFERS</b>	<b>5,000</b>	<b>1,000</b>	<b>469,366</b>	<b>244,188</b>	<b>52%</b>	<b>502,724</b>	<b>33,358</b>
	<b>TOTAL EXPENDITURES</b>	<b>759,262</b>	<b>772,705</b>	<b>913,948</b>	<b>539,085</b>	<b>59%</b>	<b>956,636</b>	<b>42,688</b>
	Contingency	-	-	50,000	-		50,000	-
	Fund Bal - Capital	116,259	115,689	99,073	133,152		155,523	56,450
	Unappropriated Fund Bal	582,745	684,812	598,764	826,014		575,851	(22,913)
	<b>ENDING FUND BALANCE</b>	<b>699,004</b>	<b>800,501</b>	<b>747,837</b>	<b>959,166</b>	<b>128%</b>	<b>781,374</b>	<b>33,537</b>

### Water Fund Debt Service

This debt was incurred to fund a new water transmission main between Hillsboro and the City of North Plains. The purpose of the project was to secure a new water source to replace the existing well source that was at risk of contamination from a plume of chemicals created by a past creosote plant.

The Joint Water Commission provides water to the City through the City of Hillsboro.

<b>Safe Drinking Water Revolving Loan - Water, 3.87% interest</b>			
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2014	85,172	49,160	134,332
2015	88,468	45,864	134,332
2016	91,892	42,440	134,332
2017	95,448	38,884	134,332
2018	99,195	35,190	134,385
2019-23	556,319	115,339	671,658
2024-25	253,835	14,828	268,663
	<b>1,270,329</b>	<b>341,705</b>	<b>1,612,034</b>

TRANSPORTATION DEVELOPMENT TAX FUND 130								
Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 5/13/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
	<b>OPENING FUND BALANCE</b>	<b>36,918</b>	<b>54,646</b>	<b>88,402</b>	<b>88,402</b>		<b>173,836</b>	<b>85,434</b>
	<b>REVENUES</b>							
415100	TDT	17,498	33,367	62,000	85,107	137%	99,400	37,400
461000	Interest	229	389	-	327	100%	420	420
	<b>TOTAL REVENUES</b>	<b>17,727</b>	<b>33,756</b>	<b>62,000</b>	<b>85,434</b>	<b>138%</b>	<b>99,820</b>	<b>37,820</b>
	<b>EXPENDITURES</b>							
770000	PW Projects	-	-	-	-	0%	50,000	50,000
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>50,000</b>	<b>50,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>50,000</b>	<b>50,000</b>
	Contingency	-	-	50,000	-		50,000	-
	Unappropriated Fund Bal	54,646	88,402	100,402	173,836		173,656	73,254
	<b>ENDING FUND BALANCE</b>	<b>54,646</b>	<b>88,402</b>	<b>150,402</b>	<b>173,836</b>	<b>116%</b>	<b>223,656</b>	<b>73,254</b>

The Transportation Development Tax (TDT) is a county-wide tax implemented to raise funds for the construction of new streets.

PARKS CAPITAL FUND 131								
Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 5/13/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
<b>OPENING FUND BALANCE</b>		<b>330,728</b>	<b>361,753</b>	<b>383,937</b>	<b>383,937</b>		<b>391,517</b>	<b>7,580</b>
<b>REVENUES</b>								
445000	SDCs	47,376	31,280	31,280	18,573		97,750	66,470
461000	Interest	1,790	1,977	1,300	1,505	116%	1,925	625
<b>TOTAL REVENUES</b>		<b>49,166</b>	<b>33,257</b>	<b>32,580</b>	<b>20,078</b>	<b>62%</b>	<b>99,675</b>	<b>67,095</b>
<b>EXPENDITURES</b>								
770000	PW Projects	18,142	11,073	25,000	1,500	6%	75,000	50,000
<b>CAPITAL OUTLAY</b>		<b>18,142</b>	<b>11,073</b>	<b>25,000</b>	<b>1,500</b>	<b>6%</b>	<b>75,000</b>	<b>50,000</b>
810000	Transfers Out - ISF Alloc.	-	-	-	93	100%	-	-
<b>TRANSFERS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>93</b>	<b>100%</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>18,142</b>	<b>11,073</b>	<b>25,000</b>	<b>1,593</b>	<b>6%</b>	<b>75,000</b>	<b>50,000</b>
	Contingency	-	-	100,000	-		100,000	-
	Unappropriated Fund Bal	361,753	383,937	291,517	402,422		316,192	24,675
<b>ENDING FUND BALANCE</b>		<b>361,753</b>	<b>383,937</b>	<b>391,517</b>	<b>402,422</b>	<b>103%</b>	<b>416,192</b>	<b>24,675</b>

Parks Capital budget pays capital expenses related to construction of new parks and upgrades of current facilities. Funding is generated through System Development Charges (SDC).



Figure 12 North Plains Community Garden

TRAFFIC IMPACT FEE FUND 132								
Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 5/13/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
	<b>OPENING FUND BALANCE</b>	<b>302,154</b>	<b>286,590</b>	<b>286,034</b>	<b>286,034</b>		<b>287,033</b>	<b>999</b>
	<b>REVENUES</b>							
461000	Interest	1,529	1,512	1,000	1,122	112%	1,435	435
	<b>TOTAL REVENUES</b>	<b>1,529</b>	<b>1,512</b>	<b>1,000</b>	<b>1,122</b>	<b>112%</b>	<b>1,435</b>	<b>435</b>
	<b>EXPENDITURES</b>							
110000	Salaries	13,200	1,500					
210000	Employee Benefits	3,893	568					
	<b>PERSONAL SERVICES</b>	<b>17,093</b>	<b>2,068</b>					
770000	PW Projects	-	-	-	-	0%	50,000	50,000
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>50,000</b>	<b>50,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>17,093</b>	<b>2,068</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>50,000</b>	<b>50,000</b>
	Contingency	-	-	50,000	-		50,000	-
	Unappropriated Fund Bal	286,590	286,034	237,033	287,156		188,468	(48,565)
	<b>ENDING FUND BALANCE</b>	<b>286,590</b>	<b>286,034</b>	<b>287,033</b>	<b>287,156</b>	<b>100%</b>	<b>238,468</b>	<b>(48,565)</b>

The Traffic Impact Fee (TIF) was the predecessor to the TDT. Funds can only be used for projects that expand transportation capacity.

VEHICLE AND EQUIPMENT RESERVE FUND 009								
Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 4/22/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
<b>OPENING FUND BALANCE</b>		<b>96,502</b>	<b>72,874</b>	<b>46,348</b>	<b>46,348</b>		<b>25,488</b>	<b>(20,860)</b>
<b>REVENUES</b>								
440000	Sale of Capital Assets	-	2,890	-	-	0%	-	-
461000	Interest	383	303	140	176	126%	225	85
820110	Transfers In	10,000	2,000	7,000	-	0%	13,800	6,800
<b>TOTAL REVENUES</b>		<b>10,383</b>	<b>5,193</b>	<b>7,140</b>	<b>176</b>	<b>2%</b>	<b>14,025</b>	<b>6,885</b>
<b>EXPENDITURES</b>								
700200	Vehicles	34,011	31,719	-	-	126%	-	-
<b>CAPITAL OUTLAY</b>		<b>34,011</b>	<b>31,719</b>	<b>-</b>	<b>-</b>	<b>2%</b>	<b>-</b>	<b>-</b>
810110	Transfers Out - GF	-	-	28,000	-	0%	-	(28,000)
<b>TRANSFERS</b>		<b>-</b>	<b>-</b>	<b>28,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>(28,000)</b>
<b>TOTAL EXPENDITURES</b>		<b>34,011</b>	<b>31,719</b>	<b>28,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>(28,000)</b>
	Contingency	-	-	10,000	-		10,000	-
	Unappropriated Fund Bal	72,874	46,348	15,488	46,524		29,513	14,025
<b>ENDING FUND BALANCE</b>		<b>72,874</b>	<b>46,348</b>	<b>25,488</b>	<b>46,524</b>	<b>183%</b>	<b>39,513</b>	<b>14,025</b>

The Vehicle Replacement Fund is a reserve for the replacement of vehicles and equipment. A schedule for the replacements is below. This year, a transfer of assets to the General Fund is proposed to assist with the purchase of police vehicles.



Figure 13 Police Vehicles Old and New

## Vehicle Replacement Schedule

	Driver	Model	Made	Service Life	2014	2015	2016	2017	2018	2019	2020	2021
POLICE												
Police Car- Marked	Chief	Charger	2012	5			39000				39000	
Police Car- Marked	Thurber	Tahoe	2007	5				39000				39000
Police Car - Marked	3			5	39000				39000			
Police Car - Unmarked	1	Crown Victoria	2005				New Resv					
Police Car - Marked	2	Crown Victoria	2005					New Resv				

### PUBLIC WORKS

Dump Truck		Ford 5 yd	1985					30000				
1 ton pickup	UWIII	Ford F350	2002									
1 ton pickup	UWII	Ford F350	1995							7000		
1/2 ton pickup	UWII	Ford Ranger	1999									
Meter Cart	PT worker	Go 4	1993									
Backhoe		JD 310D	1990's									
150 KW Generator		Koeller	1980									
150 KW Generator		Koeller	1980									
Tractor		JD 850	1980's									

### GENERAL GOVT

Pool Car		Crown Victoria	2005					Decommission no replacement				
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## Computer Replacement Program

### NONRESERVING DEPARTMENTS

Dept	User	Type	Date	Replace	Est. Cost	Fund Source	2013	2014	2015	2016	2017	2018
CM	Martha	PC	2009				X				X	
Fin	Sarah	PC	2009					X			X	
Fin	Reh	PC					X				X	
Fin	Temp1	PC					X				X	
Fin	Lembo	PC					X				X	
Fin	Smith	PC	2009				X				X	
PW	Boyles	PC	2009				X				X	
Pol	Chief	PC					X				X	
Pol	Thurber	PC					X				X	
Pol	Res 1	PC					X				X	
Pol	Res 2	PC					X				X	
Plan	Angie	PC				GF	X				X	
Fin	Temp2	PC						X			X	
GenG	Conf	PC						X			X	

### RESERVING DEPARTMENTS

Dept	User	Type	Date	Replace	Est. Cost	Fund Source	2013	2014	2015	2016	2017	2018
GenG		Serv		2014	\$5,500	GF/Water		5,500	1,100	1,100	1,100	1,100

GenG		Serv		2014	\$5,500	GF/Water		5,500	1,100	1,100	1,100	1,100
GenG	Main	Copy	2009	Sep-14	\$25,000	GF	<i>Leased</i>					
GenG	Chief's	Copy	2009	No replacement planned								
<b>TOTAL</b>								<b>11,000</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>

Dept	User	Type	Date	Replace	Est. Cost	Fund Source	2013	2014	2015	2016	2017	2018
Lib	Proj	Lap	2006	No replacement planned								
Lib	Staff 5	Lap	2006	2015	\$650	GF	130	130	130	130	130	130
Lib	Pub 1	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Pub 1	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Pub 3	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Pub 4	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Pub 5	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Pub 6	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Pub 7	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Pub 8	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Pub 9	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	St 10	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	PAC	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Staff 2	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Ch 1	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Ch 2	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Staff 3	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Staff 4	PC	2006	2013	\$400	GF	400	80	80	80	80	80
Lib	Front	PC	2006	2013	\$500	GF	500	100	100	100	100	100
Lib	Staff 1	PC	2006	2013	\$700	GF	700	140	140	140	140	140
<b>TOTAL LIBRARY</b>							<b>7,730</b>	<b>1,650</b>	<b>1,650</b>	<b>1,650</b>	<b>1,650</b>	<b>1,650</b>

Lib	Main	Copier	2010	2015	\$10,000	GF	1,800	1,800	2,000	2,000	2,000	2,000
Dept	User	Type	Date	Replace	Est. Cost	Fund Source	2013	2014	2015	2016	2017	2018
PD	Chief	Lap	Ukn	Reassign PW Shop								
PD	Chief	MDT	2012	2016	\$3,000	GF	600	600	600	600	600	600
PD	Thurb	MDT	2012	2016	\$3,000	GF	600	600	600	600	600	600
PD	Car 1	MDT	2012	2016	\$3,000	GF	600	600	600	600	600	600
PD	Car 2	MDT	2012	2016	\$3,000	GF	600	600	600	600	600	600
PD	Car 3	MDT	2012	2016	\$3,000	GF	600	600	600	600	600	600
PD	Car 4	MDT	2012	2016	\$3,000	GF	600	600	600	600	600	600
PD	Car 5	MDT	2012	2016	\$3,000	GF	600	600	600	600	600	600
PD		MDT	2012	2016	\$3,000	GF	600	600	600	600	600	600
<b>TOTAL -PD</b>							<b>4,800</b>	<del>4,800</del>	<del>4,800</del>	<del>4,800</del>	<del>4,800</del>	<del>4,800</del>
<b>TOTAL RESERVING DEPARTMENTS</b>							<b>17,330</b>	<b>6,450</b>	<b>6,450</b>	<b>6,450</b>	<b>6,450</b>	<b>6,450</b>

## Terminated Activities

MUNICIPAL COURT								
Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 5/13/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
<b>EXPENDITURES</b>								
	Salaries	49,532	29,417					
	Employee Benefits	18,435	17,082					
	<b>PERSONAL SERVICES</b>	<b>67,967</b>	<b>46,499</b>					
	Professional Services	18,858	8,570					
	Education and Training	50	466					
	Supplies	12,009	7,736					
	Utilities	1,733	1,000					
	Pass Through Revenues	24,048	32,340					
	<b>MATERIALS AND SERVICES</b>	<b>56,698</b>	<b>50,112</b>					
	<b>TOTAL EXPENDITURES</b>	<b>124,665</b>	<b>96,611</b>					

ACTIVITY ELIMINATED 1/1/2012

The last Municipal Court session was held in January 2011. Citations are now heard in Washington County Justice Court, and the revenues received are split evenly between the County and City.

<b>SEWER BOND</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
					<b>2012-2013</b>		<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
	Salaries	6,600	3,600					
	Employee Benefits	1,967	1,555					
	<b>PERSONAL SERVICES</b>	<b>8,567</b>	<b>5,155</b>					
	Professional Services	2,271	-					
	Supplies	406	3,108					
	<b>MATERIALS AND SERVICES</b>	<b>2,677</b>	<b>3,108</b>					
	Debt Service	-	21,184					
	<b>DEBT SERVICE</b>	<b>-</b>	<b>21,184</b>					
	<b>TOTAL EXPENDITURES</b>	<b>11,244</b>	<b>29,447</b>					

MOVED TO ISF

This activity is being absorbed into the General Government activity.

<b>TRANSPORTATION AND STORM DRAIN</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
					<b>2012-2013</b>		<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
	Insurance	320	7,969					
	Supplies	5,012	7,419					
	<b>MATERIALS AND SERVICES</b>	<b>5,332</b>	<b>15,388</b>					
	PW Projects	-	290,762					
	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>290,762</b>					
	<b>TOTAL EXPENDITURES</b>	<b>5,332</b>	<b>306,150</b>					

MOVED TO STREET FUND

Expenses are now reflected in the Street budget.

<b>WATER CAPITAL</b>								
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Proposed</b>	<b>Variance</b>
<b>Account</b>	<b>Description</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2/29/2013</b>	<b>%</b>	<b>5/13/2013</b>	<b>Inc / (Dec)</b>
					<b>2012-2013</b>		<b>2013-2014</b>	<b>FY13-FY14</b>
<b>EXPENDITURES</b>								
	Professional Services	6,009	-					
	Supplies	494	-					
	Pass Through Revenues	23,048	20,059					
	<b>MATERIALS AND SERVICES</b>	<b>29,551</b>	<b>20,059</b>					
	Debt Service	134,332	134,332					
	<b>DEBT SERVICE</b>	<b>134,332</b>	<b>134,332</b>					
	<b>TOTAL EXPENDITURES</b>	<b>163,883</b>	<b>154,391</b>					

COMBINED WITH WATER FUND

Expenses are now reflected in Water 210-433.

# Capital Improvement Program (CIP)

## Introduction

The Capital Improvement Plan (CIP) is a planning tool that forecasts the City's capital needs over a five-year period based on City-adopted long-range plans, goals and policies. The CIP includes planned expenditures for replacing, improving, and expanding a City's infrastructure. The City of North Plains' CIP encompasses the City's civic and cultural facilities, transportation system, park system, drinking water system, storm drainage system, and the streets system. The CIP includes detailed descriptions of every Capital Project the City anticipates to initiate during the five-year period.

The City should update its CIP annually. The CIP is structured on a fiscal year basis (July 1 to June 30) like the operating budget. It is common for CIP projects to overlap several years, as the process of engineering, bidding, and construction cannot always be achieved with 12 months.

## Purpose

The CIP is a business document and does not amend or replace any of the City's master plans. It identifies programs and schedules and presents a financing strategy for capital improvements. The CIP utilizes various infrastructure master plans (i.e. parks facilities, water) to develop an inclusive list of

potential capital projects so that funding for these projects may be considered comprehensively. This "level playing field" approach to project prioritization and capital financing allows the City to better assess and plan for its capital needs. Complex projects which overlap project groups/categories, such as transportation and utilities may be constructed concurrently resulting in project efficiencies that help to hold down costs.

The CIP is a long-term document that gives citizens and other stakeholders a set of predictable expectations of both capital needs and concurrent financial requirements. The City's annual budget sets the appropriation authority levels for the subsequent year. The annual budget is a shorter-term document with respect to capital projects and only incorporates the most immediate year of the CIP.

## CIP Goals

The goals of the CIP are to:

- Provide a balanced program for capital improvements given anticipated funding revenues over a five-year planning period.
- Enable the community to take a long-range view of needed improvements to determine responsibilities for future development.
- Enhance opportunities for participation in federal and/or state grant and loan programs.

- Enable the City Council to evaluate the needs of the entire City objectively.
- Anticipate needed capital improvements in advance, rather than being overlooked until critically needed.
- Provide a plan for capital improvements that can be used in preparing the Capital Budget for the coming fiscal year.

### **Project Details**

The Capital Projects detail being reported in the CIP will be shown within the following areas:

- Parks
- Storm Drain
- Water
- Streets
- Public Facilities
- Urban Renewal Agency

The major sources of funds available for capital projects are dedicated funds that must be used for a particular purpose. For the most part, these funds are accounted for in the City's special revenue, capital projects, and enterprise funds. The City may also receive direct funding for a project from other governments or through grants and donations. Proceeds of a bond issue are often restricted to a limited number of projects or activities.

### **Five-Year Capital Improvement Program**

Projects are numbered based on the fiscal year they are initiated, fund number, and not necessarily the order in which they are constructed. Some projects may overlap fiscal years. Given the wide variety of specialized funding sources and the framework of adopted plans and policies, selection of projects for the CIP does not follow a one-size-fits-all priority-setting process. The ranking of each project is reviewed within its functional area.

Year		Project	Proj #	Amount
2013-14	Storm	(3) 72" Corrugated culvert Pacific west of Main	1425	138,000
2013-14	Water	Main Replacement Program	1452	51,000
2013-14	URA	Commercial Street	1466	100,000
2013-14	Parks	Repairs Jessie Mays	1473	60,000
2013-14	Parks	Ghost Creek Trail	1474	200,000
<b>2013-14 TOTAL</b>				<b>\$796,000</b>
2014-15	Water	Pump house improvements-foundation	1551	30,000
2014-15	Water	Main Replacement Program	1552	51,000
<b>2014-15 TOTAL</b>				<b>\$81,000</b>
2015-16	Street	Lenox (Timeric to terminus)	1624	96,000
2015-16	Water	TOTAL	1651	51,000
2015-16	Water	8" 309th	1652	31,000
2015-16	Parks	Galloway Trail	1675	200,000
<b>2015-16 TOTAL</b>				<b>\$628,000</b>
2016-17	Street	TUF Project	1722	60,000
2016-17	Street	Cottage (321st to 324th) 4" overlay	1723	467,000
2016-17	Water	8" 309th	1751	51,000
<b>2016-17 TOTAL</b>				<b>\$3,648,000</b>

# Appendix

## A. 2007 North Plains Charter

### PREAMBLE

We, the voters of North Plains, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

### Chapter I NAMES AND BOUNDARIES

Section 1. Title. This charter may be referred to as the 2007 North Plains Charter.

Section 2. Name. The City of North Plains, Oregon, continues as a municipal corporation with the name City of North Plains.

Section 3. Boundaries. The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

Section 4. Voluntary Annexations. All annexations not required by state law must be submitted to a city-wide election and obtain approval by a majority of those voting in the election before the annexations becomes effective.

### Chapter II POWERS

Section 5. Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.

Section 6. Construction. The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law.

Section 7. Distribution. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.

### Chapter III COUNCIL

Section 8. Council. The council consists of a mayor and six councilors nominated and elected from the city at large. The Council appoints members of commissions and committees established by ordinance or resolution.

Section 9. Mayor. The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is a voting member of the council, except as provided in Section 33 herein, and has no veto authority. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government. The mayor may temporarily cease to chair a council meeting and delegate those functions to another council member.

Section 10. Council President. At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

Section 11. Rules. The council must adopt by ordinance or resolution rules to govern its meetings.

Section 12. Meetings. The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with the rules.

Section 13. Quorum. A majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by council rules.

Section 14. Vote Required. The express approval of a majority of a quorum of the council is necessary for any council decision, except when this charter requires approval by a majority of the council.

Section 15. Record. A record of council meetings must be kept in a manner prescribed by the council rules.

#### **Chapter IV LEGISLATIVE AUTHORITY**

Section 16. Ordinances. The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state “The City of North Plains ordains as follows:”

Section 17. Ordinance Adoption.

(a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council at two meetings.

(b) The council may adopt an ordinance at a single meeting if:

- i. No council member present objects, and
- ii. The ordinance is provided to each council member and made available to the public at least one week before the meeting.

(c) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.

(d) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.

(e) After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian's name and title.

Section 18. Effective Date of Ordinances. Ordinances normally take effect on the 30<sup>th</sup> day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

#### **Chapter V ADMINISTRATIVE AUTHORITY**

Section 19. Resolutions. The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of North Plains resolves as follows:"

Section 20. Resolution Approval.

(a) Approval of a resolution or any other council administrative decision requires approval by the council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at that meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

(d) After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 21. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

#### **Chapter VI QUASI-JUDICIAL AUTHORITY**

Section 22. Orders. The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of North Plains orders as follows:"

Section 23. Order Approval.

(a) Approval of an order or any other council quasi-judicial decision requires approval by the council at one meeting.

(b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.

(c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.

(d) After approval of an order, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

## **Chapter VII ELECTIONS**

Section 25. Councilors. The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, three councilors will be elected for four-year terms.

Section 26. Mayor. The term of the mayor in office when this charter is adopted is the term for which the Mayor was elected. At every other general election after the adoption, a mayor will be elected for a four-year term.

Section 27. State Law. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

## Section 28. Qualifications.

(a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.

(b) No person may be a candidate at a single election for more than one city office.

(c) Neither the mayor nor a councilor may be employed by the city, or be related to an employee of the city. To determine relationship for this subsection, refer to the Oregon Revised Statutes definition of family. If there is a city employee related to a councilor at the time this charter takes effect, the employee may continue to work for the city subject to the city's personnel policies.

(d) The council is the final judge of the election and qualifications of its members.

Section 29. Nominations. The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.

Section 30. Terms. The term of an officer elected at a general election begins at the first council meeting of the year

immediately after the election, and continues until the successor qualifies and assumes the office.

Section 31. Oath. The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

Section 32. Vacancies: The mayor or a council office becomes vacant:

(a) Upon the incumbent's:

- (1) Death,
- (2) Adjudicated incompetence, or
- (3) Recall from the office.

(b) Upon declaration by the council after the incumbent's:

- (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
- (2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period,
- (3) Ceasing to reside in the city,
- (4) Ceasing to be a qualified elector under state law,
- (5) Conviction of a public offense punishable by loss of liberty,
- (6) Resignation from the office, or

(7) Removal under Section 34(i).

Section 33. Filling Vacancies. A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members. The mayor shall have no vote in filling a vacancy unless a tie-vote situation occurs, in which event the mayor shall cast the tie-breaking vote. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.

## **Chapter VIII APPOINTIVE OFFICERS**

### Section 34. City Manager.

(a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.

(b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

(c) The manager need not reside in the city.

(d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.

(e) The manager must:

- (1) Attend all council meetings unless excused by the mayor or council;
- (2) Make reports and recommendations to the mayor and council about the needs of the city;
- (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
- (4) Appoint, supervise and remove city employees;
- (5) Organize city departments and administrative structure;
- (6) Prepare and administer the annual city budget;
- (7) Administer city utilities and property;
- (8) Encourage and support regional and intergovernmental cooperation;
- (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;
- (10) Perform other duties as directed by the council;

(11) Delegate duties, but remain responsible for acts of all subordinates.

(f) The manager has no authority over the council or over the judicial functions of the municipal judge.

(g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.

(h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.

(i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.

Section 35. City Attorney. The office of city attorney is established as the chief legal officer of the city government. A majority of the council must appoint and may remove the attorney.

Section 36. Municipal Court and Judge.

(a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Municipal Court.

(b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.

(c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.

(d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.

(e) The municipal judge may:

- (1) Render judgments and impose sanctions on persons and property;

- (2) Order the arrest of anyone accused of an offense against the city;
- (3) Commit to jail or admit to bail anyone accused of a city offense;
- (4) Issue and compel obedience to subpoenas;
- (5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
- (6) Penalize contempt of court;
- (7) Issue processes necessary to enforce judgments and orders of the court;
- (8) Issue search warrants; and
- (9) Perform other judicial and quasi-judicial functions assigned by ordinance.

(f) The council may appoint and may remove municipal judges pro tem.

(g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

**Chapter IX PERSONNEL**

Section 37. Compensation. The council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.

Section 38. Merit Systems. Subject to collective bargaining agreements between the city and its employees, the council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness and any collective bargaining agreement in effect.

#### **Chapter X PUBLIC IMPROVEMENTS**

Section 39 Procedure. The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for six months upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Section 40. Special Assessments. The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

#### **Chapter XI MISCELLANEOUS PROVISIONS**

Section 41. Debt. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

Section 42. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 43. Repeal. All charter provisions adopted before this charter takes effect are repealed.

Section 44. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Section 45. Time of Effect. This charter takes effect January 1, 2008.

## **B. Financial Policies**

- I. Policy Statement
- II. General Objectives
- III. Operating Budgets
- IV. Revenue
- V. Expenditures
- VI. Fund Balance
- VII. Capital Improvements
- VIII. Debt Management
- IX. Investments
- X. Cash Management
- XI. Purchasing

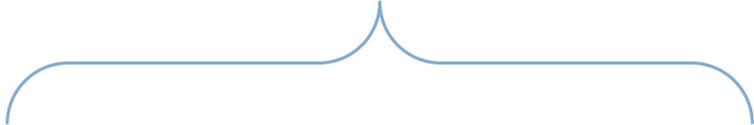
## I. Policy Statement

The City of North Plains is committed to responsible financial management through financial integrity, prudent stewardship of public assets, planning, accountability, and full disclosure. The broad purpose of these policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. The policies may be amended by a majority vote of the North Plains City Council.

These financial management policies will generally cover areas of:

- I. operating budget
- II. revenue
- III. expenditure
- IV. fund balance
- V. capital improvement
- VI. debt management
- VII. investment
- VIII. cash management
- IX. purchasing

Policies will be reviewed and updated each year during the budget preparation process.



The Financial Policies are included in the budget document to ensure at least an annual review of the policies. It also serves as readily available reference for employees and the public.

Substantive changes are highlighted in **bold**.  
Minor changes in the policy such as paragraph reformatted and title updates are not highlighted.



## **II. General Objectives**

Assist the Council and City management by providing accurate and timely information on financial conditions pertinent to City operations.

Provide sound financial principles to guide the important decisions of the Council, and City management that will have a significant fiscal impact.

Compile an exhaustive balanced budget that accounts for all City revenues and expenditures. As a result, the City will be strengthened financially.

Deliver efficient, cost effective, and appropriate services.

Enhance the policymaking ability of the Council by providing accurate information on program costs.

Ensure the legal use of all City funds through a sound financial system and strong internal controls.

Employ revenue policies that diversify revenue sources, distribute the costs of municipal services fairly, and provide adequate funds to operate desired programs.

Comply with all finance related legal mandates, laws, and regulations.

### III. Operating Budget

The budgeting process will be coordinated so that major policy issues are identified and incorporated into the budget.

Budgetary procedures will conform to State regulations and generally accepted accounting principles.

Monthly reports will be compiled comparing the budget to actual expenses. These reports will be reviewed by the City Manager and Department Heads.

Budget amendments will be prepared by the Finance Manager, under the direction of the City Manager, to ensure compliance with Oregon law.

The City will annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision. Any year-end operating surpluses will be calculated as ending fund balance and become part of the beginning fund balance in the following year.

As a minimum, the unappropriated ending fund balance shall be earmarked. Any funded liabilities unused in the previous year may be used to fund liability first, then operations in the following year.

The City Manager, as the City's budget officer, will prepare and present the City's proposed annual budget to the Budget Committee for its approval. The Proposed Budget will comply with the annual goals/objectives of the City Council.

The Budget Committee will review, and, if necessary, revise the Proposed Budget. The Budget Committee will also consider whether the submitted Proposed Budget adequately addresses the priorities set by the City Council. The Budget Committee must approve a Proposed Budget and submit it for adoption by the City Council. The City Council has the ultimate responsibility for adopting the budget and for making the necessary appropriations.

The budget, program priorities, project priorities, and service levels will be developed per the policies and procedures set forth by these financial management policies. If the City experiences growth to the point that citizens indicate a desire for measures of government performance, the Council will consider integrating performance measurement, service level, and productivity indicators into the operating budget wherever possible.

Annually the Council will be asked to set goals and objectives, the Budget Officer will draft a "Budget Guidance" memo for

distribution to the department heads, so that they may provide budget drafting input to the Budget Officer.

The Budget Committee is made up of up to 14 members—seven of whom are members of the City Council, and seven of whom are appointed from the community at large. Members will serve staggered pre-designated three year terms.

#### *OPERATING BUDGET PROCEDURES*

- ✓ As part of the annual budgeting process, the budget officer will produce worksheets for general liability insurance, health insurance, benefits, workers' compensation, employee allocation, and salary for the purpose of forecasting. **This is completed in March or April,**
- ✓ Pursuant to State law, in order to receive State Shared Revenues, a public hearing before the City Council and the Budget Committee is required. **This is completed in May or June.**
- ✓ The City will publish two notices for the first budget meeting. The first notice must be published no more than thirty days before the first meeting, and the second not less than five days before the meeting. The second notice must be published at least five days after the first notice. For other budget meetings, the City will

post an agenda notice in accordance with North Plains' public meeting rules. **Notices are typically published in March or April.**

- ✓ The Budget Committee will meet at least twice prior to approving a Proposed Budget, and will review comments from the public at one of the meetings. **Dates will vary, however meetings are typically between April and June.**
- ✓ The City Council will conduct a budget hearing prior to adopting the annual operating budget and Capital Improvement Plan. **This must occur before July 1.**
- ✓ The City will publish notice of a City Council budget hearing prior to the designated hearing date in accordance with Oregon law.
- ✓ **The City will adopt a Resolution to:**
  - **adopt the budget,**
  - **make appropriations, and impose and categorize taxes; and will adopt a five-year Capital Improvement Plan, no later than June 30th.**

- **stating the City’s eligibility for, and intention to receive State Shared Revenues.**
- **Certifying taxes for fiscal year, which will be submitted to the Washington County Assessor on or before July 15.**



Budget resolutions are typically adopted during regular Council meetings.



#### **IV. Revenue**

The City will actively identify and administer funding sources that create a reliable, equitable, and diversified revenue stream to shelter the City from short-term fluctuations in any single revenue source and to maintain levels of service delineated by the Council.

The City will not finance long-term revenue shortfalls through borrowing.

The City will follow an aggressive policy of collecting revenues and receivables.

One-time revenues will be used for one-time expenditures; i.e. for capital expenditures.

Dedicated revenue streams may only be used for the purpose for which they are being collected.

Proposed additional revenue sources, will be reviewed by the City Council in terms of community acceptability, competitiveness, diversity, efficiency, and fairness.

Revenue estimates will be conservative (underestimated), objective, and reasonable.

User fees will, to the fullest extent possible, be calculated to recover direct and indirect costs of service delivery. Reduction of user fees below the cost of recovery will be presented to the City Council for its approval.

The City Council will set fees by adoption of a Resolution.



The bulk of City revenues are derived from: Property taxes, franchise fees and user fees.



## V. Expenditures

All current Public Employee Retirement System (PERS) liabilities shall be funded on an annual basis. After each pay period, PERS information will be uploaded into the PERS system using data provided by the payroll administrator.

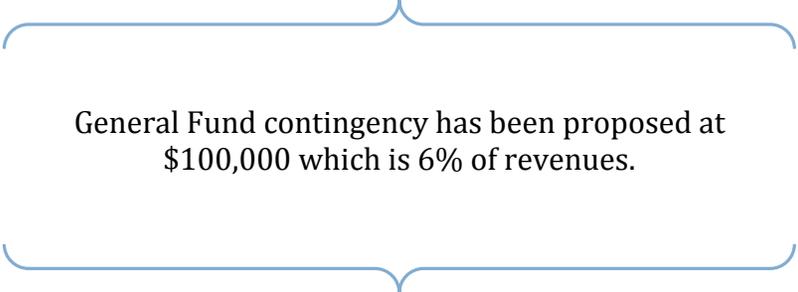
The City Manager will take immediate corrective action if, at any time during a fiscal year, revised revenue and expenditure estimates project a year-end deficit net of beginning fund balance, and will advise the Council at the next regularly scheduled City Council meeting.

The City will utilize creditor/vendor discounts to the fullest extent possible, and will establish a spending plan as soon as practicable in the fiscal year.

Target contingencies for the operating budget will range between five (5) and fifteen (15) percent of operations for each operating fund.

The City will fully fund all employee vacation accrual liabilities. This specific operating contingency will be carried forward as part of an ending fund balance, made available for this specific use in the follow-on fiscal year. This specific operating contingency may be reset (up or down) once the follow-on vacation liability has been recalculated.

If the City experiences growth to the point that citizens indicate a desire for increased efficiency and/or effectiveness, the City Manager will begin staff and third-party reviews of City programs to measure efficiency and effectiveness. Privatization and contracting with other governmental agencies will be considered as alternatives to in-house service delivery. Programs that are determined by the Council to be inefficient and/or ineffective will be reduced in scope or eliminated.



General Fund contingency has been proposed at \$100,000 which is 6% of revenues.

## VI. Fund Balance

The City will maintain an unreserved General Fund balance, net of unappropriated ending fund balance and funded liabilities, ranging from fifteen (15) to twenty (20) percent of annual General Fund revenue. The purpose of this unreserved balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provision of services.

To the extent that the unreserved General Fund balance exceeds the target, the City may draw upon the fund balance to provide pay-as-you-go financing for capital projects, for other one-time capital equipment expenditures, or for accelerated debt service.

In 2012-2013  
15% of annual General Fund Revenue is  
\$280,953.  
The City did not designate an  
“unreserved General Fund balance” net of the  
unappropriated balance which is \$917,900.  
The 2013-2014 budget does not designate an  
“unreserved General Fund Balance” net of the  
unappropriated fund balance.

## **VII. Capital Improvements**

In conducting Capital Improvements, the City will not exceed debt limits set by the Oregon Revised Statutes.

The Capital Improvements Program Budget fiscal year shall run concurrently with the Operating Budget fiscal year.

The City will determine the least costly, reliable, funding method for capital projects and will obtain grants, contributions, and low cost State or Federal loans whenever possible.

The City will monitor and periodically assess the capital equipment and infrastructure status, setting priorities for renovation and replacement based upon needs and available resources.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and minimize future replacement and maintenance costs. The budget process will provide for review of maintenance conducted, and orderly replacement of capital assets from current revenues whenever possible.

A capital asset is a non-consumable asset with an original purchase price of \$5,000 or greater and a life span of more than four years. A consumable asset is infrastructure or equipment

that has a life span of four years or less and an original purchase price of less than \$5,000. The City Council may declare an item as consumable or non-consumable using different criteria on a case-by-case basis by majority vote of the Council.

Adequate insurance will be maintained on capital assets, and lists of assets will be maintained for the City's insurer.

The City will develop a five year Capital Improvement Program (CIP), submitted by the Budget Officer, which will be updated annually and adopted by the City Council when the annual operating budget is adopted.

The Budget Officer will coordinate development of the Capital Improvement Plan budget along with the development of the operating budget. Costs for internal professional services needed to implement the CIP will be included in the operating budget for the year in which the CIP item is to be implemented.

An objective process for evaluating CIP projects with respect to the overall needs of the City will be established through a ranking of CIP projects. The ranking of projects will be used to allocate resources to ensure priority projects are completed efficiently and effectively.

All funding sources that comply with Oregon and Federal laws and regulations may be used to fund capital improvements.

CIP projects will be approved at the budgeted amounts through the completion of the project.

The City Manager will conduct regular capital project and program reviews in order to monitor performance and keep the CIP current.

A statement detailing the operating budget impact of each project will be presented to the City Council for its consideration.

The City Manager and Public Works Director will identify the estimated costs, potential funding sources, and project schedule for each capital project proposal before it is submitted to the City Council.

Capital reserve funds will be established and maintained to accumulate reimbursements from other governmental agencies for the prior purchase of real assets, as well as transfers of undesignated fund balance from other City budget funds. These Funds will be used to pay for:

- non-routine and one-time expenditures, such as land and building purchases
- construction and maintenance improvements that are expected to last more than ten (10) years
- capital equipment and vehicles,

- technology improvements that are expected to last at least five years (5) and cost more than \$5,000.

Expenditures from these funds shall be aimed at protecting the health and safety of citizens and employees, protecting the existing assets of the City, ensuring public access to City facilities and information, and promoting community-wide economic development.

All reserve Funds will be reviewed by the City Council at least every ten years for renewal if desired.

Capital projects should be executed in the year they are budgeted. The budget document is intended to provide direction to staff to complete infrastructure improvements.

## VIII. Debt Management

The City may seek the advice of a Financial Advisor when necessary. A Financial Advisor will advise on the structuring of obligations to be issued, inform the City of various options, advise the City how choices will impact the marketability of City obligations, and will provide other services as defined by a contract approved by the City Council. The Financial Advisor will inform the City Manager of significant issues.

The City will establish parameters and provide guidance governing the issuance, management, continuing evaluation of, and reporting on, debt obligations issued by the City of North Plains, and will provide for the preparation and implementation necessary to assure compliance and conformity.

The City will follow a policy of full disclosure on every financial report, official statement, and bond prospectus.

If the City reaches a point at which it issues bonds frequently, the Finance Manager, under the direction of the City Manager, will begin to forge and maintain positive relationships with rating agencies, provide them with updates, and will coordinate meetings on new debt issuance as necessary.

The City will generally conduct financings on a competitive basis. However, negotiated financings may be used, with

approval of the City Council, due to market volatility or the use of an unusual or complex financing or security structure.

The Finance Manager, under the direction of the City Manager, will structure debt issuances and oversee the management of City debt.

Bond sales will be structured to achieve level debt service payments to the extent possible, taking into consideration the costs of such financings.

The scheduled maturity of bond issues should not exceed the expected useful life of the capital project or asset(s) financed, and in no case shall the term exceed 20 years.

Long term debt will not be used to fund current operations or normal maintenance.

As provided in ORS 308.207, the City will not issue nor have outstanding more than three (3%) percent of the real market value of the taxable property within its boundaries. This limitation does not apply to general obligation bonds issued to finance the costs of local improvements addressed and paid for in installments under statutory or charter authority or to finance capital construction or capital improvements for:

- Water supply, treatment or distribution; or

- Sanitary or storm sewage collection or treatment; or
- Gas, power or lighting; or
- Off-street motor vehicle parking facilities.

Limited-tax general obligation bonds will be restricted to levels set forth in ORS 287.053.

As a precondition to the issuance of limited-tax general obligation bonds, alternative methods of financing should be examined.

Whenever appropriate, the City shall use special assessment or self-supporting bonds (sometimes referred to as revenue bonds) instead of general obligation bonds, so that those benefiting from the improvements will bear all or part of the cost of the financed project.

Interest earnings from general obligation bond proceeds will be deposited in the appropriate Capital or Debt Service Fund, and will be used to fund capital costs or capital debt service.

Principal repayment delays will not exceed two years.

The City will not assume more tax-supported general purpose debt than it retires each year without conducting an objective analysis as to the community's ability to assume and support additional debt service payments. The City will conform to

Oregon Revised Statutes with regard to any voter approval of additional debt requirements.

Either variable or fixed rate financing may be used, subject to applicable laws, depending on the cost benefit of each option to the City.

Except in an emergency situation, designated by the City Council, no more than 60% of capital improvement program projects will be funded from long-term financings.

The Finance Manager, under the direction of the City Manager, will consider purchasing bond insurance when the present value of the estimated debt service savings from insurance is equal to or greater than the insurance premium.

Refunding (the practice of repaying a fund by making a new issue of another bond, i.e. a government refunds a bond when it borrows more money to repay the money it already owes to bondholders; refinancing a bond) of outstanding debt will only be considered when present value savings of at least four (4%) percent of the principal amount of the refunded bonds are produced; unless a restructuring, or bond covenant revision, is necessary in order to facilitate the ability to provide services or issue additional debt in accordance with established debt policy and limitations.

The City may not issue warrants to satisfy short-term obligations, unless the Council determines that a dire financial situation exists and short-term financing is not readily available. Warrants will only be used at the specific direction of the Council.

For the City to issue a new revenue bond, as defined in a Resolution authorizing the revenue bonds in question, revenues will be a minimum of 125% of the average annual debt service and 110% of the debt service for the year in which requirements are scheduled to be the greatest. Generally, revenues should be maintained at 130% of the maximum annual debt service. The debt coverage ratio is calculated by determining the net income (Receipts-Disbursements) and dividing the net income by the debt service. Annual adjustments to the City's rate structures will be made, as necessary, to maintain a 1.3 coverage ratio.

A debt service reserve fund will be created from the proceeds of a bond issue and/or the excess of applicable revenues to provide a ready reserve to meet current debt service payments should monies not be available from current revenues. The debt service reserve fund will have two annual debt service payments available at all times.

Generally, the City will not make interfund loans between City of North Plains funds. However, the City may issue interfund

In 2012-13 the debt service ratio is:  
2.5 in the water fund  
8.5 in the general fund

loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations. The prevailing interest rate, as established by the Finance Manager, under the direction of the City Manager, will be paid to the lending fund. The City Manager will report this information to the City Council at the next regularly scheduled City Council meeting. To the extent possible, interfund loans will be paid back to the lending fund and liquidated before the fiscal year in which the loan concerned is ended.

Use of short-term borrowing, such as bond anticipation notes (BANs) and tax-exempt commercial paper, will be undertaken only if the transaction costs, plus interest of the debt, are less than the cost of internal financing, or if available cash is insufficient to meet working capital requirements.

Certificates of participation known as COP's (an alternative to a municipal bond in which an investor buys a share in the

improvements or infrastructure the government entity intends to fund), and other leases, should be used when the size of a project is such that the interest rate is favorable to the City, or when other means of financing is unavailable.

## **IX. Investment Policy**

The City will comply with State, Federal, and other legal requirements and regulations regarding investments.

The City will ensure the safety of capital and principal.

The City will maintain a level of liquidity (the ability to convert assets to cash) sufficient to fund operations.

The City will attain a market rate of return, taking into account City risk constraints and cash flow of the portfolio.

The City will appropriately diversify the portfolio through varying maturities, utilization of multiple brokers/dealers, and market coverage.

The Finance Manager, under the direction of the City Manager, will be designated as the City's Investment Officer responsible for investment management decisions and activities. The City Manager will delegate an alternate Investment Officer in the event that investment circumstances dictate immediate action and the Investment Officer is unavailable. The delegated alternate may be an investment advisor on retainer.

Officers and employees involved in the investment process will comply with Oregon Revised Statutes with regard to conflict of interest, and will fill out an annual statement of economic

interest for submittal to the City Recorder. Such officers and employees will refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials will disclose any material interests in financial institutions with which they conduct business. They will further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Officers, employees, and their families will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees will, at all times, comply with the state of Oregon, Government Standards and Practices Commission, code of ethics set forth in ORS 244.

The City will rely on the "Prudent Man Rule", established in *Harvard College v. Armory* 9 Pick (26 Mass) 446, 461 (1830). This requires that the Investment Officer to:

*"Conduct himself (herself) faithfully and exercise sound discretion. (S)He is to observe how men of prudence, discretion and intelligence manage their own affairs, not in regard to speculation, but in regard to the permanent disposition of their funds, considering the probable income, as well as the probable safety of the capital to be invested."*

The City will diversify the investment portfolio to avoid incurring unreasonable credit and investment risks inherent in over investing in specific instruments, individual financial institutions, or maturities.

#### *INVESTMENT DIVERSIFICATION*

All investments of the City will be made in accordance with Oregon Revised Statutes: ORS 294.035 through 294.046; ORS 294.125 through ORS 294.155; ORS 294.805 to 294.895 and other applicable statutes. Any revisions and or extensions of these sections of the ORS will be assumed to be part of this expanded Investment Policy immediately upon being enacted.

The Finance Director will diversify the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. Diversification to avoid undue risk is achieved by varying the type of investment to ensure liquidity, investing in securities from several different financial institutions to reduce the chance of loss and varying maturity length to ensure availability of funds to meet cash needs.

The City may invest in the following classes of investments (with no more of the portfolio investments exceeding the percentage stated):

Currently the City invests all funds in LGIP, yielding about 0.6% annual interest, except for \$200,000 in a certificate of deposit at Columbia Community Bank which yields 1%.

- Banker's Acceptance that are guaranteed by an Oregon financial institution (25%)
- Certificates of deposit with commercial banks or savings and loan associations that are FDIC insured and Oregon State Treasury-Qualified Financial institutions (25%)
- Investment Sweep Account per ORS 295 (15%)
- State of Oregon Local Government Investment Pool known as the LGIP (Minimum 15% up to 100%)
- State and local government securities (25%, with no more than 10% in any one entity)
- US Treasury Obligations (bills, notes and bonds) (100%)
- US Government Agency Securities and Instruments (75%)

Investment maturity placement decisions are made based upon projected cash flow requirements. The greatest emphasis of the investment program is placed on the Short-term portfolio (investments of 18 months or less) On-going analysis is

performed to ensure short-term liquidity is consistent with projected cash flow needs.

After liquidity needs are met, and as opportunities arise, long-term placement of investment maturities will be considered. The City will not directly invest more than 25% of its portfolio in securities maturing between 18 months and five years from the date of purchase.

At least 30% of the portfolio must have a maturity of less than eighteen months in order to maintain liquidity.

The City will not invest in “double-barreled bonds” or derivatives.

#### *INVESTMENT PROCEDURES*

The Finance Manager, under the direction of the City Manager, will in addition to a monthly financial report submit an annual report to the Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program. More frequent reports may be provided when market conditions merit or if requested by the City Council. At a minimum, the report will contain:

- Beginning and ending market value of the portfolio by market sector and total portfolio.

- Beginning and ending book value of the portfolio by market sector and total portfolio.
- Detailed reporting on each asset.
- Overall current yield to maturity of the portfolio.
- Overall weighted average maturity of the portfolio.
- Maximum maturities in the portfolio.
- Compliance of the portfolio relative to the policy.

Portfolio performance will be measured every six months based on a comparison to the earnings of the local government investment pool. Investments will be reviewed on an annual basis to ensure that they are consistent with current desires and policies of the City Council.

## **X. Cash Management**

### **General**

All employees will be diligent in their efforts to ensure the records and financial transactions are accounted for accurately.

All staff have received training on how to mitigate fraud in the work place and this training will be offered annually.

All the public official bonds have been reviewed by the city insurance agent and adjusted where appropriate. An excess crime policy for \$250,000 is in place.

### **Receipts**

**All money received will be recorded in carbonless receipt book kept in the Finance Department. Receipt books are used by multiple employees, and directly accessible on a daily basis to the Finance Manager and City Manager:**

- **General fund revenues**
- **Performance bond funds**
- **Community hall rentals and other miscellaneous funds requiring deposits**
- **Municipal court revenues**
- **Water payments**

**Once a receipt book is filled, they shall be provided to the City Recorder for filing retention.**

Good management of receipts is an essential control to avoid fraud or misuse of funds. Staff has reduced the number of receipt books maintained in Finance. In no instance does one employee have sole control/review over a receipt book and its retention/destruction.

**Visa card payments shall be receipted the same as all other types of payment.**

**All receipts will be dated with the current date, indicate the name of the person providing the funds, include an explanation of why the money was paid, and identify the type of funds received (cash, money order, credit card or check) on each receipt.**

**All checks or money orders will require some type of identifying feature such as citation, building permit, right-of-way permit, or business license number that may be used as an audit trail signifying who paid the money and why. Generally, permits, licenses, applications and citations have**

**numbers assigned to them, and should be used to identify the receipts of funds.**

**Water billing receipts (computer generated) shall be date stamped received, denote cash, check, check number or money order and initialed by persons receiving payments.**

**All receivables including direct deposits shall be receipted and marked appropriately.**

**If a receipt needs to be voided, documentation will be generated to establish good audit trail.**

### **Deposits**

Deposits of all monies shall be made weekly to City Hall together with a copy of the receipt book receipts related to the deposit and the weekly tally sheets.

Deposits shall be done as often as necessary so large amounts of money are not held on the premises. The cash represented in each deposit will be counted and verified by another person prior to the deposit leaving the premises.

### **Credit Cards**

Credit card payments shall only be honored when card is presented.

### **Cash**

All money boxes/bags will be counted at the beginning and end of each working day. Order of persons available to process is based on availability. Recommended persons are: Account Clerks, City Manager, Public Works Director. Library Director or Volunteer Coordinator /Library Assistant will be responsible for funds at the Library. The totals of all money boxes/bags shall be recorded in a journal retained at City Hall or at the Library.

All cash funds are maintained in lock secured sites. City Hall funds shall be retained in the safe located within the Finance Office, and the Library funds shall be retained in the locked drawer at the main counter at the Library.

### **Bank Statements**

All bank statements will be opened and reviewed by the City Manager prior to being reconciled.

All accounts will be reconciled monthly by the Finance Department.

- A sampling of the receipts versus the actual deposits will be audited. This is to make sure the proof lists (computer print out), receipt books, and bank records match.
- All credit card receipts will be reviewed and reconciled against the bank statement.

**Court**

**As of 2012, court funds are included with all other cash receipts. They are counted on a daily basis, and deposited with other revenues.**

**Records**

Primary maintenance and disposition of all financial records (utility billing, accounts receivables and payables, payroll, bank reconciliations, court accounts and general ledger) shall be under the direction of the City Recorder. No records shall be discarded until a destruction form is completed, witnessed and signed by the appropriate department personnel, City Recorder and City Manager.

**Documentation associated with the Court that requires LEDS certification to review, has been moved to the Police Department offices. Only authorized personnel have access to the court records area.**

## **XI. Purchasing**

These purchasing guidelines presents the City’s purchasing systems and procedures. This policy has been developed with the goal of enabling the City to obtain required goods and services according to existing laws, statutes, regulations, and rules while facilitating a flexible, efficient, and cost effective process.

In order to make the system work effectively, to achieve maximum value for every dollar spent, and to protect the City from unwarranted liability, each City employee must be generally familiar with these procedures and rules in order to conduct City business responsibly. City of North Plains agents and employees will act with the highest standards of ethics, observing both the letter and the spirit of the law.

### **Objectives**

- Consistently obtain quality goods and services at the lowest price in the proper quantity for delivery when and where required.
- Guard against unnecessary obligations and liability risks in all transactions.
- Treat all bidders and suppliers fairly and with the utmost professionalism.
- Assure expenditures from public funds are made carefully within the constraints of Oregon Government Standards and Practices, Oregon Local Budget Law, the

City Charter, the Municipal Code, and City resolutions, and applicable Federal laws.

### **General Information – Legal Framework**

The laws, ordinances, and rules applicable to purchasing, contracting, and the sale of City property are:

- (1) Oregon Constitution, Articles I, XI, XII;
- (2) Oregon Revised Statutes:
  - ORS Chapters 279 regarding public contracts and purchasing,
  - Chapter 294 regarding municipal financial administration, and
  - Chapter 244 regarding standards and practices (ethics);
- (3) Oregon Administrative Rules, Chapter 125 and 137;
- (4) North Plains Municipal Code (MC); and
- (5) ORS 279.015(1)(g)(A) allows the City to acquire an item based on a bid or quote obtained by another governmental entity that followed the legal requirements of bidding. This practice is commonly referred to as “piggybacking.”

Any expenditure having a lifespan in excess of four years and having a cost of \$5,000 or more is a capital expenditure. If it does not meet *both* of these requirements, it is considered materials and supplies.

**Overview of Procurement Responsibilities:**

*The Office of City Manager is responsible for:*

- (1) Reviewing contracts for required insurance and indemnity clauses, insurance certificates, and attachments as addressed in the City's standard contract.
- (2) Returning completed contracts to originating department.
- (3) Filing original record copy for City Recorder archival purposes and scanning into imaging system for electronic reference.

*The Finance Department is responsible for:*

- (1) Verifying contractor has valid business license with City.
- (2) Establishing and maintaining official accounts payable files.
- (3) Receiving and auditing all invoices and purchasing documents.
- (4) Encumbering funds for purchase as needed.
- (5) Preparing checks for payment for all goods and services purchased by the City.

**Delivery and Receipt of Goods and Services**

Supplies will be delivered to the location designated by the requesting department.

When the goods are received, the requesting department is responsible for checking the delivery against the delivery slip for quantity, quality, and specifications. The following checklist needs to be followed:

- (1) The delivery slip information agrees with the goods received.
- (2) If the delivered goods are damaged, the items should be refused or a note must be made on both the receiving documents and the vendor must be immediately notified.
- (3) In cases of incomplete delivery, shortage, or overage:
  - Record all items received, and notify the vendor.
- (4) When the final delivery on the purchase is made forward packing slips to Accounts Payable with request for payment.

Deliveries should not be accepted without delivery tickets or packing slips.

**Payments**

The City's billing address in all cases will be:

City of North Plains  
Attn: Accounts Payable  
31360 NW Commercial St  
North Plains, OR 97133

Any department needing information regarding invoices or copies of specific statements should contact the Finance department.

On a periodic basis, or according to the vendor's terms, accounts payable will pay suppliers and vendors following these procedures:

- Payment will be made when a packing slip and request for payment are signed by the appropriate approving authority and submitted to Finance.
- If any problems are apparent, Finance will resolve them prior to issuing payment, and may ask the receiving and/or requesting department(s) for assistance in resolving concerns.

For payment for services, the City's standard personal services contract will be used if the service contract amount exceeds \$1,000, or for any amount where unusual risk to life or property exists.

For services contracts valued under \$1,000 and without unusual risks to life or property. Payment will be made when the following process has been completed:

- (1) Accounts payable will review invoices sent in by the supplier subsequent to their written approval by a Department Head or City Manager. A signature of approval for payment signifies that the scope of work is complete and acceptable and City funds should be paid.
- (2) If any problems are apparent, accounts payable will resolve them prior to issuing payment, and may ask the receiving department for assistance in resolving the problem.

**Purchasing Authority**

<b>Employee</b>	<b>Amount</b>
Staff	\$500
Department Head	\$5,000
City Manager	\$25,000

City Council acting as a legislative body can authorize expenses up to the legal limit.

**Petty Cash Procedures (Expenditure Limit: \$50 or less)**

Petty cash purchases are considered incidental purchases, requiring minimal documentation and Petty Cash Custodian approval. When using petty cash the amount taken out should be documented and it should be initialed by the employee who is requesting the money to make the purchase and a witness who verifies the amount taken

*Step-by-Step Process*

1. The requesting employee delivers a completed and signed petty cash voucher and purchase receipt to the petty cash custodian. Petty Cash vouchers require approval signature of a Department Head or City Manager.
2. The petty cash custodian reviews the voucher and receipt for completeness, clarity, and budget authority (i.e. account number), and then disburses the requested funds to the employee.

Advances from Petty Cash may be used when employees do not have sufficient funds to cover the cost of a purchase

- (1) The requesting employee completes a petty cash voucher, including the general ledger number to be charged, and submits it to petty cash custodian, who advances the cash to the employee for the necessary purchase.
- (2) The employee purchases the item and submits the receipt and any unused portion of the advance to the petty cash custodian.

Petty cash fund is located at City Hall.

As a practice City staff rarely uses petty cash. Because checks are processed weekly, reimbursements for personal employee expenses are usually made by check, which can be monitored through the check register.

The petty cash custodian may request petty cash account replenishment as needed, but at least once each month. When the fund is drawn down to approximately \$100, the petty cash custodian will collate all petty cash slips and sort them by account codes for entry onto a petty cash reimbursement form/envelope.

The petty cash custodian is responsible for balancing the amounts paid out against the slips returned for disbursement and must ascertain that the totals are identical. The City Manager must sign the form to approve replenishment after reviewing the petty cash reconciliation.

After the purchase, an employee should return any unused cash and provide a receipt or initial the transaction detail certifying the net expense.

The City has broadened access to bank cards, in order to minimize the use of cash by employees, avoid personal payments to city expenses, and create a clear audit trail for minor purchases. All credit card purchases are reviewed by a Department Head and/or City Manager.

As needed and at least monthly the transaction detail should be reconciled and replenished by recording a manual check to vendor petty cash and getting cash back from a deposit this should be documented by the manual check #, the deposit #, initial by the reconciler and initialed as approved by the City Manager(Control). The transaction detail report should then be filed in the AP petty cash folder.

### **Bank Card Procedures**

Bank cards are issued in the name of the City of North Plains and in the names of City employees.

Permitted uses are limited to the direct purchase of authorized materials, equipment, or services and to making necessary reservations for authorized travel/training while conducting City business.

***Bank cards have no cash advance authorization and are never to be used for personal business.***

### *Step-by-Step Process*

1. Employee is provided card by Finance Department.  
Persons authorized for cards include:
  - Full-time employees of the City
  - Library Volunteer Coordinator
  - Library Clerk responsible for shipping
  - Children’s Librarian
2. Make purchase or place order.
3. Immediately write the account number on the customer copy of the charge slip, making sure there is adequate description of the expense to allow for audit verification.
4. When the individual billing statement arrives at accounts payable it will immediately forwarded to the employee who must match receipts with the statement, and sign off on the expenses.
  - If there is a need for correction, the employee is responsible for contacting the vendor and ensuring the appropriate amount is billed or charge reversed.
  - If the employee approves the statement, it will be forwarded to the Department Head for review and approval.

5. Subsequent to receiving the Department Head's or City Manager's approval, the statement will be returned to accounts payable for processing and payment.

If a bank card is lost or stolen that must be reported to the City Manager by telephone and email or memo immediately, fully explaining the circumstances (date, time, and place of loss or theft if known, etc.)

### **Purchases**

Employees should always attempt to procure services at the lowest cost practical from local vendors.

Whenever practical 3 sources for goods and services should be evaluated for a purchase. Sources can include:

- Reviewing websites
- Calling vendors, or
- Reviewing a catalogue

However if the value of a purchase is relatively low and the cost for the employee's time to perform comparison shopping is likely to negate or exceed savings realized by comparative shopping the employee may select the best option available for purchase. As an example, purchasing a small part from the local hardware store at a 40% higher cost is likely more cost effective than driving 20 miles round trip to a discount retailer and consuming an hour of staff time, or conducting a review on the internet which also consumes staff time.

As a general rule employees should assume their time is worth 140% of their hourly wage. The value of the employee's time should be considered whenever the total price for a product is determined.

Similarly expenses related to shipping and delivery should be considered whenever a purchase is made.

Employees who must purchase similar items on regular basis need only document the process of comparative shopping once a year. For example, the Police must periodically purchase ammunition. The first time it is purchased each year a comparison of prices should be performed. Thereafter the Department can rely on that information to demonstrate purchases of the same goods is competitive.

### **Informal Quote Procedures for Expenditures**

#### **Up to \$5,000**

The requesting department will analyze the purchase request and seek the best price on an informal basis, either by calling prospective vendors or by reviewing catalogues if feasible.

#### *Step-by-Step Process*

The requesting department determines the item(s) to be purchased. When practical and feasible, the requesting department will obtain 3 informal quotes for the item(s) from

selected vendors. The requesting department may solicit quotes informally over the phone or refer to catalogues for price comparisons, recording quote information in a written format. This documentation should be retained for a minimum of three years.

If applicable, the vendor(s) respond with quotes to the requesting department. The requesting department evaluates all quotes and selects a vendor. Refer to the "purchasing limits" chart for approval authority.

If the purchase is for goods or services that require a contract, the contract package is forwarded to the Office of the City Manager for review first. Only the City Manager or a department head may execute a contract for service.

The selected vendor fulfills the requirements of the Purchase Order or Contract and sends an invoice to accounts payable.

The requesting department administers the contract, or inspects materials, construction, or services to determine whether or not they meet contract specifications. Discrepancies should be reported to the vendor and accounts payable as soon as possible. If the items have been furnished, as requested, the department signs and dates invoices promptly and submits them to Finance for payment.

### **Informal Bid Procedure for Expenditure \$5,000 to \$25,000 (Non Public Works Projects)**

The requesting department will analyze the purchase request and seek the best price on an informal basis, either by calling prospective vendors or by a written request for bids

#### ***Step-by-Step Process***

The requesting department prepares the specifications selects vendors from whom quotes will be obtained.

The department may solicit quotes informally over the phone, recording quote information in a written form.

The requesting department shall obtain a minimum of three written competitive bids. **If vendors are non responsive to requests for bids, then staff may document that three bids could not be obtained.**

The department shall keep a written record of the source and amount of the bids received. If three bids are not available, a lesser number will suffice provided that a written record is made of the effort(s) to obtain the quotes.

Bids should be evaluated for cost and quality of goods and a vendor selected.

If the purchase is for goods or services that require a contract, the contract package is forwarded to the Office of the City Manager for review first. Only the City Manager or a Department Head may execute a contract for service.

The requesting department administers the contract, or inspects materials, construction, or services to determine whether or not they meet contract specifications. Discrepancies should be reported to the vendor and accounts payable as soon as possible. If the items have been furnished, as requested, the department signs and dates invoices promptly and submits them to Finance for payment.

Public Improvement projects are subject to rules under ORS which require formal bidding, and the acceptance of the lowest responsible bid.

### **Formal Bid Procedures for Expenditures Over \$25,000**

Since the bidding procedure is the focal point of public buying, it should be conducted so that no suspicions of impropriety can or will arise. Because of its importance, the bidding procedure is set forth below in detail, and must be followed carefully.

### ***Expected Time Frame for this Process***

A formal process can require two months or more to complete.

- *Bid Specifications: 2 Days*
- *Department Review: 3 Days*
- *Pre-Bid Conference (if applicable): (10 Days)*
- *Advertisement for Bids/Opening/Tabulation: 10 Days*
- *Bid Evaluation/City Council Work Session Action Item (if applicable): 10 Days*
- *Successful Bidder Notified, Contract Prepared*
- *Signed, and Distributed: 10-15 Days*

### *Step-by-Step Process:*

After obtaining City Council approval to let bid(s) through the budget process, the requesting department prepares a bid specification package including the contract to be used for the item(s) to be purchased and prepares and advertisement for the bid. (The bid specification package is described in detail in OAR 137-30-010- to 137-030-045.)

The department manager reviews the bid specification and contract for completeness, clarity, and objective basis for award, forwards the contract to the City Attorney for legal review if needed, reviews the advertisement for bid, and adds the item(s) to the bid list and places in on the City Council agenda, if applicable.

The requesting department advertises for bids, holds a pre-bid conference (optional), receives, opens and tabulates them. The department manager reviews and makes the recommendation for award to the lowest responsible bidder. (Note: The department will document its findings when not recommending the low bid and will forward those findings to the City Manager, who has the sole responsibility for disqualifying any bidder.)

For all public contracts in excess of \$25,000, formal approval by City Council is required. The requesting department will prepare a staff report and recommendation submitted through the City Manager for Council consideration.

Council will act on the recommendation at a regular or special City Council meeting in which the item is included as a business item on the agenda.

The requesting department forwards the recommendation to the City Manager, which reviews the department's selection and awards the prepared contract to the lowest responsible bidder, or selected bidder if the lowest bidder was disqualified.

When the bid exceeds the City Manager's purchase authority, the recommendation will be prepared in a staff report by the originating department, and sent through the City Manager to the City Council for consideration.

The requesting department notifies the successful bidder of award by telephone or mail the next business day after selection, prepares a contract, and transmits it to the successful bidder (vendor) for signature. Upon the vendor's return of those signed contracts within 5-10 days after transmittal as well as such requirements as business license application and certificate of insurance, the department reviews and approves all documents and then forwards the contract package to Office of City Recorder for review, who then forwards to City Manager for approval.

If there are change orders to the original contract that exceed 10% or \$100.00 of the original bid price, the contract amendment must be reviewed by the City Manager, and when needed City Council.

After completion of the contract, forward the permanent file to the City Recorder for archival storage. For archiving purposes, the contract file must contain:

- (1) A copy of the RFP/RFB and any addenda.
- (2) Any vendor pre-qualification forms.
- (3) The complete list of vendors who received or requested the RFP/RFB.
- (4) Affidavit of publication of advertisement.
- (5) Bid/Proposal opening tally form.
- (6) Evaluation form.

- (7) Recommendation of award and any documentation supporting recommendation.
- (8) Accepted bid or proposal.
- (9) Bids/Proposals not accepted and reasons for non-acceptance.
- (10) Personal Services contract, if applicable.
- (11) Contract, if applicable.
- (12) List of subcontractors used on project, if any, and payment records.
- (13) Copies of change orders, if any.

**Check Request Procedures**

City checks are authorized by at least two signatories on the City bank accounts, and can only be issued after clear documentation of expenses is established.

*Step-by-Step Process:*

The check request must be made in writing. In all cases, authorizing signatures must appear on the check request prior to processing by the Finance Department.

Documentation for purchases including budget code numbers must be attached to the request when it is submitted to Accounts Payable for processing.

In the event that checks are required prior to the delivery of goods, attach all documentation, invoice, order form, or

statement, to the completed check request and transmit to the Finance Department for processing.

**Sole Source Procurement**

**In some rare instances, the City can waive the requirement for multiple bids if a good or service can only be obtained from one source. For example some specialized products may be distributed by only one or two vendors in the state, and it is not cost effective to seek additional vendors. Sole source procurements must be approved by the City Manager or City Council.**

**Professional Services**

**Staff can procure professional services based on the qualification of the person/firm providing service, rather than lowest cost. A competitive request for qualification is not required for contracts valued at less than \$20,000 or if a qualified vendor list from a neighboring community is used.**

**Professional services include things like, design, engineering, environmental study, and financial analysis.**

**Emergency Purchases and Contracts**

In the rare event of an emergency that poses a threat to human health or to avoid or mitigate significant property damage, the City Manager or his or her designee may authorize an expense that is above the normal authorization level. As soon as

practical thereafter, the Mayor and Council president shall be notified of the expense. The expense shall be presented for ratification at the next Council meeting.

### **Emergency Purchases with Personal Funds**

At times, a City employee may be faced with an emergency situation or be in a situation in which it is expeditious to make a purchase from his or her personal funds. In such circumstances, the following rules and procedures apply.

- (1) With the exception of true emergency situations, all employee purchases with personal funds for which reimbursement is sought shall not exceed \$100.

- (2) In all circumstances a receipt is required. The City will not reimburse undocumented expenses. The receipt must show in some way the purchase amount, the item purchased (if practical), and the name of the City employee who made the purchase. It is acknowledged that cash register tape receipts often do not provide this information. If the information is not printed on the receipt, the employee should complete it.
- (3) Requests for reimbursement shall be turned in at least quarterly.

**CITY OF NORTH PLAINS FEE SCHEDULE 2013/2014**

The user fees are established to lessen the amount of property taxes by charging the cost of providing a service directly to the person utilizing the service. Fees are minimum payments for services, and cannot be discounted. In some cases, additional fees may be required to be negotiated for complex projects.

Deposits are used when the City seeks to recover its actual costs for a service, but due to the uniqueness of each application setting a fixed fee is not practical. These costs include, but are not limited to: services rendered by the City Planning Consultant, City Engineer, City Attorney, administrative costs covering staff reports, correspondence, financial accounting, public works review, supplies, postage, copying and clerical time. If the actual costs exceed the deposit, the City reserves the right to request an additional deposit and/or the applicant

**ADMINISTRATIVE FEES**

Fee	FEE DESCRIPTION	Fee Type	2012	2013
Business Licenses (Revenue raising)				
A. Annual fee				
1101	1. First year (waived for new businesses until December 2013)	Fee	\$0.00	\$0
1102	2. Renewal	Fee	\$50.00	\$50
1103	B. Business License Appeal fee	Fee	\$107.00	<b>\$109</b>
1104	C. Delinquent payment if paid after February 1 or 30 days of operation		20% of license fee for every 30 day period	20% of license fee for every 30 day period
1105	D. Peddlers Permit/Solicitor/Temporary Vendor Permit Door to Door	Fee	\$42.00	<b>\$123</b>

Fee	FEE DESCRIPTION	Fee Type	2012	2013
1105s	<b>E. Peddlers Permit/Solicitor/Temporary Vendor Permit - Stationary</b>	Fee		<b>\$83</b>
1106	F. Set up (waived for new business until December 2013)	Fee	\$0.00	\$0.00
1107	G. Business License - Trailer Park	Fee	\$50 + \$25/pad	\$50 + \$25/pad
1120	Collection agency fee	Fee	25% of amount owed	
Copies				
1130	A. B&W 8.5 x 11 each	Fee	\$0.55	<b>\$0.70</b>
1131	B. B&W 8.5 x 14 each	Fee	\$0.55	<b>\$0.70</b>
1132	C. B&W 11 x 17 each	Fee	\$0.55	<b>\$0.70</b>
1133	D. Color	Fee	add \$0.10/page	add \$0.10/page
Amplified Music				
1135	A. Small event	Fee	\$0.00	\$0
1136	B. Large event	Fee	\$88.00	<b>\$118</b>
Electronic Reproduction				
1140	A. Audio recordings SD card	Fee	\$16.00	\$16
	B. CD's	Fee	NA	NA
1142	C. USB Flash drive	Fee	\$16.00	\$16
1143	Faxing per sheet	Fee	\$1.25	
Franchise/Privilege Tax/Host Fee				
	A. Electricity PGE - 1.5% privilege 3.5% franchise (expires 2022)	Fee	5.0%	5.0%
	B. Refuse & Recycling - Garbarino (renewal 2014)	Fee	3.0%	3.0%
	C. Natural Gas - NW Natural Gas (expires 2014)	Fee	3.0%	3.0%
	D. Sewage - Clean Water Services (annual renewal until 2028)	Fee	5.0%	5.0%

Fee	FEE DESCRIPTION	Fee Type	2012	2013
	E. Compost - Nature's Needs	Fee	\$0.50/ton	<b>\$1/ton</b>
	Fees for mailing (A+B+C) other than public hearing to be negotiated at time work scope is developed.			
	A. Staff time	Fee	Actual cost	Actual cost
	B. Postage	Fee	Actual cost	Actual cost
	C. Copies	Fee	Actual cost	Actual cost
1160	Filming Permit (Commercial activity)	Fee	\$123/day	<b>\$128</b>
1170	Returned Check Charge	Fee	\$25.00	\$25
1171	Notary Fee	Fee	\$5.00/Signature	\$5.00/Signature
1175	Lien search	Fee	\$20/lot searched	\$20/lot searched
	Liquor License Application			
1180	A. Change in ownership, location or privilege	Fee	\$71.00	\$71
1181	B. New outlet application	Fee	\$106.00	
1182	C. Renewal	Fee	\$43.00	\$29
1183	D. Temporary Application	Fee	\$12.00	\$12
	Public Records			
	A. Staff time	Fee	Actual cost	Actual cost
1186	B. Administrative charge	Fee	15%	15%
	C. Inspection of public records	Fee	Actual cost	Actual cost
<b>1189</b>	D. Annual Budget	Fee	\$23 or free online	\$23 or free online
<b>1190</b>	E. Annual Audit	Fee	\$16 or free online	\$16 or free online
<b>1191</b>	F. Capital Improvement Program	Fee	\$11 or free online	<b>\$13 or free online</b>
<b>1142</b>	G. Zoning and Development Code (.pdf electronic format)	Fee	\$16 or free online	\$16 or free online
<b>1193</b>	H. Comprehensive Plan	Fee	\$21 or free online	\$21 or free online
	I. Zoning Map	Fee	free online	free online
<b>1142</b>	J. City code (pdf, same as USB flash fee)	Fee	\$16.00 free onlin	\$16.00 or free online

CODE ENFORCEMENT

FEE DESCRIPTION		Fee Type	2012	2013
Nuisance				
<b>1201</b>	A. Notice of abatement	Fee	\$224.00	<b>\$247</b>
<b>1202</b>	B. Administrative Hearing	Fee	\$90.00	<b>\$116</b>
Dangerous Building				
<b>1203</b>	A. Notice of abatement	Fee	\$155.00	<b>\$174</b>
<b>1204</b>	B. Public Hearing	Fee	\$442.00	<b>\$471</b>
<b>1205</b>	C. Citation	Fee	\$72.00	\$72

LAND USE, PLANNING

FEE DESCRIPTION		Admin Decision	Public Hearing	Fee Type	2012	2013
1401	Annexations		*	Deposit	\$10,000.00	\$10,000
1402	Annexation Election Deposit		*	Deposit	\$9,000.00	\$9,000
Appeal of Administrative or Planning Commission Decision			*	Deposit		
1405	A. Appeal		*	Fee	\$226.00	<b>\$218</b>
1406	B. 2nd (continued) hearing at request of applicant			Fee	\$191.00	<b>\$326</b>
1142	Appeal Hearing Transcripts - City will provide digital audio recording				\$16.00	\$16
Building Permits Land Use Approval Residential Zone (R-7.5, R-5 and R-2.5)						
1415	A. Single Family Residence	+		Fee	\$41.00	<b>\$46</b>
1416	B. Multi-Family Residence (Per Unit)	+		Fee	\$41.00	<b>\$46</b>

FEE DESCRIPTION			Fee Type	2012	2013
1417	C. Remodel/Alteration Any Residence	+	Fee	\$41.00	<b>\$46</b>
1418	D. Detached Accessory Structure 121 to 200 Square Feet (City does not review applications under 200 square feet)	+	Fee	\$0.00	NA
1415	E. Detached Accessory Structure Over 200 Square Feet	+	Fee	\$31.00	<b>\$46</b>
1420	F. Demolition Any Structure	+	Fee	\$29.00	<b>\$34</b>
Commercial Zone (C-1 and C-2)					
1425	A. Commercial New Structure (Fee reduced until December 2013)	+	Fee	\$44.00	<b>\$49</b>
1426	B. Remodel/Alteration Existing Structure (Fee reduced until December 2013)	+	Fee	\$44.00	<b>\$49</b>
1425	C. Detached Accessory Structure	+	Fee	\$42.00	<b>\$49</b>
1420	D. Demolition Any Structure	+	Fee	\$29.00	<b>\$34</b>
Industrial Zone (M-1 and M-2)					
1430	A. Industrial New Structure (Fee reduced until December 2013)	+	Fee	\$44.00	<b>\$49</b>
1431	B. Remodel/Alteration Existing Structure (Fee reduced until December 2013)	+	Fee	\$44.00	<b>\$49</b>
1430	C. Detached Accessory Structure	+	Fee	\$44.00	<b>\$49</b>
1420	D. Demolition Any Structure	+	Fee	\$29.00	<b>\$34</b>
1435	<i>Change of Address request for reasons other than fire and life safety</i>		Fee	\$131.00	<b>\$136</b>
Conditional Use Permits					
1440	A. Residential zone	*	Fee	\$391.00	<b>\$328</b>
1441	B. Commercial or industrial zone	*	Fee	\$525.00	<b>\$544</b>
1442	C. Minor Alterations of Conditional Use Permits	*	Fee	\$172.00	<b>\$186</b>

FEE DESCRIPTION			Fee Type	2012	2013	
	Comprehensive Plan Document/Map Amendments		*	Deposit		
1445	A. Legislative Amendment		*	Deposit	\$8,000.00	\$8,000
1446	B. Zone change only		*	Deposit	\$5,000.00	\$5,000
Design Review						
Residential Zone (R-7.5, R-5, R-2.5, and NC)						
1455	A. Single family dwelling/duplex		*	Deposit		
			*	Fee	\$390.00	<b>\$397</b>
1456	B. Multifamily 3 or more units		*	Fee	\$784.00	<b>\$940</b>
1457	C. Planned Use Development (PUD)		*	Fee	\$0	<b>\$2,528</b>
Commercial and Industrial						
1462	A. Type II	+	*	Deposit		
			*	Fee	\$137.00	<b>\$173</b>
1463	B. Type III		*	Fee	\$726.00	<b>\$879</b>
Fence Permits						
1470	A. Fence Permit (All Types and Zones)			Fee	\$36.00	<b>\$40</b>
	B. Fence Permit Variance - Refer to Variance Permit	+				
1473	Flood Plain Fill Permit	+		Fee	\$1,047.00	<b>\$1,699</b>
Historic Overlay District (Applies to Pythians, Lower, 379 Kaybern)						
1475	A. Certificate of Appropriateness		*	Fee	\$133.00	\$133
1476	B. Demolition Permit		*	Fee	\$155.00	\$155
1485	Home Occupation Permit (R-7.5, R-5 and R-2.5)	+	*	Fee	\$83.00	\$83
1490	Land Partitions - Street dedication		*	Deposit	\$669.00	\$669
1491	Land Partitions - No street dedication		*	Fee	\$331.00	\$331
1495	Letter of zoning verification	+		Fee	\$15.00	\$15

FEE DESCRIPTION			Fee Type	2012	2013
1500	Letter of verification of compliance with zoning and development codes of an existing development	+	Fee	\$186.00	<b>\$190</b>
1505	Lot Line Adjustments	+	Fee	\$312.00	<b>\$202</b>
1506	Master Plan Refinement		Fee	\$0	<b>\$1,941</b>
1507	Master Plan Review		Fee	\$0	<b>\$2,528</b>
1510	Mechanical Permits (All Types and Zones)	+	Fee	\$8.00	<b>\$10</b>
1515	Non-Conforming Use or Structure (All Zones)Reinstatement, Enlargement or Alteration of Use		Fee	\$200.00	\$200
1525	Public Facility Standards Exception		Deposit	\$3,500.00	\$3,500
<i>Public Hearing Notice</i>					
1526	A. Adjoining properties		Fee	\$53.00	<b>\$61</b>
1527	B. 250 feet		Fee	\$81.00	<b>\$90</b>
1528	C. City Wide		Fee	\$674.00	<b>\$708</b>
1529	D. Publication in newspaper Argus		Fee	\$240.00	<b>\$349</b>
1530	E. Publication in newspaper Oregonian		Fee	\$240.00	<b>\$625</b>
1535	Reimbursement District Formation		Fee	\$8,131.00	<b>\$8,070</b>
1540	Street Name Change		Fee	\$6,844.00	<b>\$6,883</b>
<i>Subdivisions</i>					
1545	A. Development Other Than Single Family		Fee	\$1,895.00	<b>\$2,528</b>
1546	B. Extension of subdivision agreement		Fee	\$131.00	<b>\$146</b>
1547	B. Final Subdivision Plat		Fee	\$1,895.00	<b>\$2,615</b>
1548	C. Manufactured Home Parks and Subdivisions		Fee	\$2,910.00	<b>\$3,372</b>
1549	D. Modification of approved development plan – Minor	+	Fee	\$134.00	<b>\$142</b>
1550	E. Modification of approved development plan - Major		Fee	\$1,423.00	<b>\$1,941</b>
1551	F. Pre-Application Conference (Major Projects)		Fee	\$530.00	<b>\$1,171</b>

FEE DESCRIPTION				Fee Type	2012	2013
1552	G. Preliminary Design Review (Engineer/Public Works)			Fee	\$523.00	\$727
1553	H. Preliminary (Tentative) Subdivision Plat		*	Fee	\$2,279.00	\$4,480
1554	I. Conditions of Approval Modification - Major			Fee		\$661
1555	J. Conditions of Approval Modification - Minor					\$310
Sign Permits						
1560	A. New Permanent Sign Permit (All Types and Zones) (Fee reduced until December 2013)	+			\$27.00	\$32
1561	B. Replacement Permanent Sign Permit (All Types and Zones) (Fee reduced until December 2013)	+			\$27.00	\$32
1562	C. New Temporary Sign Permit (All Types and Zones)	+			\$27.00	\$32
1565	Significant Natural Resources Permit		*	Fee	\$1,047.00	\$1,486
1570	Significant Natural Resource permit modification - minor	+		Fee	\$245.00	\$191
1571	Similar Use Determination (Fee waived until December 2013)		*	Fee	\$403.00	\$567
1575	Street Dedication		*	Fee	\$651.00	\$1,643
1580	Street Vacation		*	Fee	\$1,169.00	\$1,441
Temporary Structure Permits						
1585	A. Buildings not connected to water/sewer service	+		Fee	\$64.00	\$69
1590	B. Building connected to water/sewer service		*	Fee	\$368.00	\$383
1591	C. Renewal of Temporary Structure Permit	+		Fee	\$40.00	\$45
1592	Urban Growth Boundary Expansion Application		*	Deposit	\$28,000.00	\$28,000
Variance Permits						
1595	A. Administrative	+		Fee	\$98.00	\$105
1596	B. Requiring Planning Commission Hearing		*	Fee	\$450.00	\$1,078

FEE DESCRIPTION				Fee Type	2012	2013
1597	Zoning and Development Code Interpretation	+		Fee	\$282.00	\$291
1598	Zoning Development Code Amendments/Zone Change		*	Fee	\$1,474.00	\$2,621

**LIBRARY**

FEE DESCRIPTION				Fee Type		
Copies						
1601	A. Black and White			Fee	\$0.10	\$0.10
1604	B. Color			Fee	\$0.40	\$0.40
1605	Earbuds/Headphones			Fee	\$2.00	\$2.00
1606	Flash drive			Fee	\$10.00	\$10.00
Printed Pages						
1608	A. Black and White			Fee	\$0.10	\$0.10
1608	B. Color			Fee	\$0.40	\$0.40
	Fines			Fee	Per WCCLS schedule	Per WCCLS schedule

**PARKS**

FEE DESCRIPTION				Fee Type	2012	\$2,013
Jessie Mays Community Hall Rental						
A. Hourly rental						
1701	1. Resident			Fee	\$35.00	\$35
1702	2. Non resident			Fee	\$55.00	\$55
	3. Non-profit organizations, community fund raisers. City will provide in-kind donation of hall rental. Subject to City Manager or Council approval. Not subject to cleaning fee.			Fee	Waived	Waived

1703	4. Instruction - No set up (requires booking multiple dates)	Fee	\$7.00	\$10
1704	5. Instruction with set up (requires booking multiple dates)	Fee	\$31.00	\$36
	B. Cleaning Fee (Formerly included with security deposit)			
1705	1. Events with food and drink	Fee	\$100.00	\$100
1706	2. Meetings without food or drink	Fee	\$50.00	\$50
1710	C. Security Deposit (Resolution 1706)	Deposit		
	1. Meeting or class (under 25 people) with no food or drink	Deposit	NA	NA
	2. Small event (between 26 and 75 persons) no food or drink	Deposit	\$150.00	\$150.00
	3. Large event with no food or drink	Deposit	\$300.00	\$300.00
	4. Meeting (under 25 people) with food or drink	Deposit	\$150.00	\$150.00
	5. Small event (between 26 and 75 persons) with food or drink	Deposit	\$300.00	\$300.00
	6. Large event with food or drink	Deposit	\$400.00	\$400.00
	7. Event with alcohol	Deposit	\$400 in addition to deposit above	\$400 in addition to deposit above
1711	D. After hours access fee	Fee	\$75.00	\$81
	E. Insurance (proof required) -- TULIP		Varies	Varies
1715	Park System Development Charge (each dwelling unit)	Fee	\$3,910.00	\$3,910
	Public Assemblies			
	A. Under 150 persons	Fee	NA	
1721	B. 150-500 persons	Fee	\$132.00	\$132
1722	C. 501-1000	Fee	\$432.00	\$432
1723	D. Over 1,000	Fee	\$1,507.00	\$1,507
	E. Over 5,000	Fee	Delete	

FEE DESCRIPTION		Fee Type	2012	2013
Public Assembly Bond/Deposit Fees				
	A. Under 150 persons	Fee	NA NA	
1725	B. 150-500 persons	Fee	\$150.00	\$150
1726	C. 501-1000	Fee	\$500.00	\$500
1727	D. 1001-5000	Fee	\$1,500.00	\$1,500

POLICE				
FEE DESCRIPTION		Fee Type	2012	\$2,013
1801	Fingerprinting	Fee	\$15.00	\$15
Police Report				
1802	A. First page	Fee	\$15.00	\$15
1803	B. Additional pages	Fee	\$0.25	\$0
Police discovery for municipal court				
1804	A. First five pages	Fee	\$22.00	\$22
1805	B. Additional pages	Fee	\$0.25	\$0.03
Overtime charge for special events requiring police services				
1810	A. Police Officer (4 hour minimum)	Fee	\$198.00	\$198.00
1811	B. Reserve Police Officer (4 hour minimum)	Fee	\$138.00	\$138.00
1812	C. Police Chief (4 hour minimum)	Fee	\$269.00	\$269.00

PUBLIC WORKS

FEE DESCRIPTION		Fee Type	2012	\$2,013
1901	Grading Permits Separate From Building Permit (All Types and Zones)	Fee	\$47.00	<b>\$52</b>
	Public Facilities Damage (street signs, water lines)	Fee	Billed at cost + 15%	Billed at cost + 15%
<i>Right-Of-Way Permits</i>				
Engineering Services - Public Improvements				
1905	A. Culvert/Driveway Permits (Plus Bond Amount Per Resolution)	Fee	\$127.00	\$127.00
1906	B. Developer must provide performance bond unless one the following exceptions apply:		100% of estimated construction costs	100% of estimated construction costs
1907	1. Rock driveway with 16" or under culvert not over 20' long	Deposit	\$250.00	\$250.00
1908	2. Asphalt concrete or concrete driveway 16" or under culvert not over 20' long	Deposit	\$600.00	\$600.00
1909	3. Driveway with curb cut and sidewalk approach not longer than 24' and 16" or under culvert	Deposit	\$500.00	\$500.00
1915	Sewer Lateral Connections (Plus Bond Amount Per Resolution)	Fee	\$34.00	\$34
1916	Sewer Taps (Plus Bond Amount Per Resolution)	Fee	\$34.00	\$34
Water/Sewer Line Extensions			Determined by City Engineer	Determined by City Engineer
Performance Bond (deposit prior to start of public improvements)		Deposit	125% City Engineers estimate	125% City Engineers estimate

FEE DESCRIPTION		Fee Type	2012	2013
Security Maintenance Bond		Deposit	40% of actual cost or engineers estimate	40% of actual cost or engineers estimate
Street Closure				
1935	A. Block Party	Fee	\$0.00	<b>\$0</b>
1936	B. Special Event	Fee	\$211.00	<b>\$250</b>
1937	C. Street Obstruction Permit (lane closure)	Fee	\$123.00	<b>\$139</b>
Community Garden				
1940	A. Rental 20x20 plot	Fee	\$20.00	\$20
1941	B. Rental 10x20 plot	Fee	\$15.00	\$15
1942	C. Rental raised bed 4x12	Fee	\$10.00	\$10

**TRANSPORTATION**

FEE DESCRIPTION		Fee Type	2012	2013
2101	Transportation Development Tax <i>(Set by Washington County)</i>		Varies	Varies
2102	Transportation System Development Fee	Fee	\$518/pm peak hour trip	\$518/pm peak hour trip
Street Improvements fee in lieu		Fee		
2103	A. Half street improvements 16' from curb to centerline	Fee	\$114.02/lineal ft	\$114.02/lineal ft
2104	B. Half street improvements 16' from curb to centerline, with 12" storm drain	Fee	205.04/lineal ft	205.04/lineal ft
2105	C. Street improvements from existing edge of pavement to new curb line, assume 3' from pavement to new curb line	Fee	\$82.34/lineal ft	\$82.34/lineal ft

FEE DESCRIPTION		Fee Type	2012	2013
2106	D. Street improvements from existing edge of pavement to new curb line, assume 3' from pavement to new curb line with 12" storm drain	Fee	\$173.35/lineal ft	\$173.35/lineal ft
2107	Transportation Utility Fee (TUF)	Fee	1.33/trip	1.33/trip

WATER

FEE DESCRIPTION		Fee Type	2012	2013
5101	Application Fee - Utility Account	Fee	\$15.00	\$15
<i>Deposit for Utility Account</i>				
5102	A. Residential or Apartment per unit	Deposit	\$75.00	\$75
5103	B. Manufactured Home (per lot or pad)	Deposit	\$75.00	\$75
5104	C. Commercial/Industrial/Schools	Deposit	1.5 x minimum rate for meter size	1.5 x minimum rate for meter size
5105	D. Hydrant with City meter	Deposit	\$1,000.00	\$1,000.00
5106	E. Hydrant without City meter	Deposit	\$300.00	\$300.00
5107	F. Hydrant wrench	Deposit	\$25.00	\$25.00

Hydrant Flow Information

A. On file				
5110	1. First hydrant	Fee	\$25.00	\$25.00
5111	2. Each additional hydrant	Fee	\$20.00	\$20.00
B. Requiring testing				
5112	1. First hydrant	Fee	\$107.00	\$107.00
5113	2. Each additional hydrant	Fee	\$72.00	\$72.00
5115	Hydrant relocation	Fee	Actual cost plus 15%	

FEE DESCRIPTION		Fee Type	2012	2013
				\$2,013

<i>Joint Water Commission System Development Charge</i>				
<i>(fees for information only, set by JWC)</i>				
5120	A. 5/8 and 3/4"	Fee	\$2,090.80	\$2,090.80
5121	B. 1"	Fee	\$7,253.00	\$7,253.00
5122	C. 1.5"	Fee	\$14,498.00	\$14,498.00
5123	D. 2"	Fee	\$23,190.00	\$23,190.00
5124	E. 3"	Fee	\$46,372.00	\$46,372.00
5125	F. 4"	Fee	\$72,449.00	\$72,449.00
5126	G. 6"	Fee	\$144,889.00	\$144,889.00
5127	H. 8"	Fee	\$231,815.00	\$231,815.00
5130	Late payment fee (accounts not paid by 20th of month)	Fee	10% of bill	10% of bill
Meter testing				
5135	A. 3/4-1" meter	Fee	\$50.00	\$50.00
5136	B. 1"-1.5" meter	Fee	\$100.00	\$100.00
5137	C. Over 1.5" meter	Fee	Determined by PW Dir	Determined by PW Dir
Monthly Water Charges				
Effective 10/1/13				
5140	A. 3/4" meter	Fee	\$47.50	<b>\$48.93</b>
5141	B. 1" meter	Fee	\$79.19	<b>\$81.57</b>
5142	C. 1.5" meter	Fee	\$158.30	<b>\$163.05</b>
5143	D. 2" meter	Fee	\$253.23	<b>\$260.83</b>
5144	E. 3" meter	Fee	\$553.70	<b>\$570.31</b>
5145	F. 4" meter	Fee	\$949.82	<b>\$978.31</b>
5146	G. 6" meter fire protection surcharge	Fee	\$23.93	<b>\$24.65</b>
5147	H. 8" meter fire protection surcharge	Fee	\$31.90	<b>\$32.86</b>
5150	Notice of shut off	Fee	\$15.00	<b>\$23</b>
5155	Outside City Water Rates (extraterritorial) applies to meters, hydrants, and unit rates	Fee	1.5 x regular rates	1.5 x regular rates

FEE DESCRIPTION		Fee Type	2012	2013
5160	Reactivation Fee - Dormant account	Fee	\$60.00	<b>\$63</b>
5165	Temporary Service	Fee		
Turn on fee				
5170	A. After 5 p.m. Mon-Fri	Fee	\$40.00	<b>\$44</b>
5171	B. Weekends	Fee	\$96.00	<b>\$109</b>
Water System Development Charge				
5175	A. 3/4" Displacement and low velocity turbine meters	Fee	\$4,298.00	\$4,298.00
5176	B. 1" Displacement and low velocity turbine meters	Fee	\$10,744.00	\$10,744.00
5177	C. 1.5" Displacement and low velocity turbine meters	Fee	\$21,487.00	\$21,487.00
5178	D. 2" Displacement and low velocity turbine meters	Fee	\$34,379.00	\$34,379.00
5179	E. 3" Displacement and low velocity turbine meters	Fee	\$68,758.00	\$68,758.00
5180	F. 4" Displacement and low velocity turbine meters	Fee	\$107,434.00	\$107,434.00
5181	G. 6" Displacement and low velocity turbine meters	Fee	\$214,866.00	\$214,866.00
5182	H. 8" Displacement and low velocity turbine meters	Fee	\$343,786.00	\$343,786.00
5183	I. 3" Large diameter compound meters	Fee	\$72,836.00	\$72,836.00
5184	J. 4" Large diameter compound meters	Fee	\$124,861.00	\$124,861.00
5185	K. 6" Large diameter compound meters	Fee	\$260,127.00	\$260,127.00
5186	L. 8" Large diameter compound meters	Fee	\$374,583.00	\$374,583.00
5187	M. 3" High velocity meters	Fee	\$72,836.00	\$72,836.00
5188	N. 4" High velocity meters	Fee	\$131,105.00	\$131,105.00
5189	O. 6" High velocity meters	Fee	\$291,342.00	\$291,342.00
5190	P. 8" High velocity meters	Fee	\$499,444.00	\$499,444.00
FEE DESCRIPTION		Fee Type	2012	2013
5195	Water meter relocation	Fee	Actual Cost	Actual Cost

<i>Water rates per unit cf</i>				
5201	A. 00-25 cf	Fee	\$3.91	<b>\$4.03</b>
5202	B. 26-50 cf	Fee	\$4.24	<b>\$4.37</b>
5203	C. 51 cf and up	Fee	\$4.79	<b>\$4.93</b>
5204	D. Extra territorial customers	Fee	1.5 x regular rates	1.5 x regular rates
5210	3/4 inch meter - connection fee	Fee	\$2,000.00	
5215	3/4 inch meter - drop fee	Fee	\$200.00	\$280
5220	72 hour notice Service Charge	Fee	\$21.00	<b>\$23</b>

HOURLY RATES (Salary/hours worked + 42% burden cost)		
	Hourly	Hourly
Administrative Overhead fee	The greater of \$15 or 15%	The greater of \$15 or 15%
Assistant Planner	\$19.88	\$19.88
City Attorney	\$175.00	\$190.00
City Engineer	\$182.00	\$182.00
City Manager/City Planner	\$61.85	\$61.85
City Recorder	\$34.43	\$34.43
Contract Planner	\$85.00	\$85.00
Police Chief	\$60.55	\$60.55
Police Officer	\$44.66	\$44.66
Public Works Director	\$66.02	\$66.02
Public Works Maintenance Worker II	\$35.73	\$35.73
Public Works Maintenance Worker III	\$44.66	\$44.66
Account Clerk	\$31.59	\$33.18

## Budget Message

April 2, 2013

Honorable Mayor, Councilors, and Budget Committee members:

It is my privilege to present the proposed 2013-2014 Operating Budget for the City of North Plains. City staff has worked to develop a balanced budget that improves the level of services, without substantial changes in expenses. The 2013-2014 Proposed Budget sustains staffing levels at 10.5 full-time equivalents, and adheres to a capital improvements program that has been vetted by the City Council.

***Key changes in this year’s budget document are as follows:***

**Inclusion of master fee schedule as part of budget document.**

As part of the effort to make the City’s fee schedule easy to understand and administer, the fee schedule is included in the budget document, and will be adopted with the budget. Documentation for the basis of the fees was forwarded to Council previously.

**Assumptions used for budgeting.**

- A total 25 new single family homes will be built.
- Property taxes are expected to increase by 3%.

- Franchise revenues are projected to remain flat.
- Investments will continue to yield less than 1% earnings.
- Police citations will remain at similar levels while ODOT grants are in place.
- Planning related fees will increase slightly as building activity increases.
- WCCLS revenue will remain flat.
- Capital expenses have been indexed based on the Engineering and construction index for the Seattle area.
- Water revenues will increase after a 3% rate increase is implemented in October 2013.
- An amendment to the host agreement with Recology for the Nature’s Needs facility will be approved by Council
- Insurances are projected to increase as follows:
  - Liability 10.6%
  - Property 9.8%
  - Auto Liability/Property 8.4%

***Changes in Expenses:***

**Employee compensation** – The proposed budget includes a cost of living increase of 1% city-wide except the Finance Manager which is projected to cost \$5,732. An 8% increase for Library Clerks and IT Library Clerk is also proposed. This is estimated at \$2,830.

The proposed budget also includes funding to raise life insurance coverage for full-time employees from \$30,000 to \$50,000. This change would add approximately \$700 to the total annual premium.

With the proposed budget staff is also recommending an increase of the City’s contribution towards health care from 63% of premium to 70% of premium for employees with dependents. Of the 10 staff members receiving health benefits the enrollments appear as follows:

<b>Enrollment</b>	<b>Number of Employees</b>
Employee Only	6
Employee + Child	0
Employee + Spouse	1
Employee + Children	0
Employee + Family	2

(Employee only enrollments would continue to be funded at 100%.)

**Staff is proposing that Police Officers also be eligible for overtime pay at a rate 1.5 x the regular hourly rate.** While this City is not obligated to provide a premium under Fair Labor Standards Act, it is appropriate to provide overtime compensation in a manner similar to other employees at North Plains. Further not paying the premium will place the City at

competitive disadvantage when it is time to recruit a new officer, who would receive overtime at a premium rate at other agencies. For example, the cities of Hillsboro, Forest Grove and Washington County all provide overtime at a premium rate.

**Police** – The Police Department has submitted a budget that includes an increase for hourly employees and increased expenses associated with ODOT traffic enforcement agreements for the Glencoe Road Interchange and Brookwood Interchange. Additionally, the Chief has requested a third new vehicle to be used by the part-time officer and reserves. The Department had successfully reduced its repair and maintenance and fuel costs with the addition of newer in-warranty vehicles to the fleet.

**Library** – The Library Department will sustain its current level of service. Some expense increases are associated with training, building maintenance and materials. The cost for hourly employees is reduced slightly to reflect the assignment of Margaret Reh to the Finance Department. Ms. Reh will continue to serve as the library cataloguer until someone of equal skills is available to the library. For budgeting purposes the allocation of Internal Service Fund/Finance expenses is being increased to offset the cost of hourly help to fill in for Ms. Reh.

**Planning** – The Planning activity is staffed with a quarter-time Assistant Planner who is able to perform work at a substantially lower cost than the contract planner used in previous years. The City anticipates more planning activities this year, which may result in additional expenses for City Engineer reviews. The budget estimates 25 additional single family homes this year.

**Public Works** – Additional funds have been requested for hourly workers to allow for maintenance of ditches and more improvements at public facilities.

**Water** – The Public Works Department continues to operate a well maintained potable water system. A rate increase of 3% is projected to begin in October 2013. Some capital projects were deferred to minimize the rate increase.

**Streets** – The Public Works Department continues to maintain approximately 13 miles of City streets. This year projects to improve the downtown sidewalks and to cape or scrub seal some streets is anticipated.

**Parks** – The Public Works Department will oversee an additional park in the Highland Court subdivision this year. Maintenance of this park will rest with the developer during this fiscal year. Some funding is proposed for physical

improvements at Jessie Mays Park. It is possible the City will receive additional open space this year.

### ***Changes in Revenues:***

**General Fund** – General fund revenues remain consistent. Secured property taxes and franchise fees are the primary sources of revenue. Washington County Cooperative Library Services (WCCLS) continues to provide almost half of the operating revenues for the Library. Because of increased building activity revenues associated with planning and building are expected to increase.

**Street Fund** – Revenues remain at roughly the same levels. Additional System Development Charge (SDC) revenues are expected as new housing starts increase.

**Water Fund** – A proposed 3% rate increase is projected in the budget. A rate increase will be effective in October 2013 meaning that revenues will build in the last 8 months of the fiscal year. SDC revenues are also anticipated to increase.

**Parks Capital Fund** – SDC revenues are also anticipated to increase this year. Funds are proposed to be set aside for the design and engineering of improvements at the Jessie Mays Park.

**Traffic Impact Fee (TIF) Fund** - Staff is developing a project to expend TIF funds on downtown improvements to promote intermodal transportation. Funds for engineering are proposed to be allocated this year.

***Goals for the 2013-2014 Fiscal Year:***

The top priority for staff is economic development. Capital projects are being aligned with this goal to make improvements in the downtown and highway commercial areas.

Outreach to the community will continue to be a priority as the monthly newsletter was expanded to include more information about Council activities and upcoming events. The website is

continually updated by City staff with assistance of volunteers. Staff is developing handouts to make the planning process more accessible to homeowners and business owners.

This year the City will be actively engaged in the process to ensure that odor issues are addressed by Recology at Nature's Needs, by working in concert with Washington County, Department of Environmental Quality and Metro.

Respectfully submitted,

Martha DeBry,  
City Manager

## Budget Message

May 6, 2013

Honorable Mayor, Councilors, and Budget Committee members:

Slight changes have been made from the FY2013-2014 budget proposal presented on April 22, 2013. An outline of those changes is presented below. The original budget message can be found in the appendix of this document.

- The Repair and Maintenance account in Police was reduced by \$5,000 due to the purchase of a new police vehicle and sale of older vehicles which will result in lower maintenance costs.
- Security expenses were budgeted twice in the first budget proposal; removal of the duplication resulted in a decrease of approximately \$3,500. This affected General Government, Public Works, and Library.
- Calendar year 2014 health insurance rates were released by CIS and were less than projected in the first budget proposal. The budget decrease is approximately \$3,200 and reduced budgeted expenditures in all departments with full time staff and the Internal Service

Fund (ISF) allocation amounts (which fund health insurance costs in the ISF departments).

- An adjustment was made to the Library Clerk salary schedule to ensure the 8% proposed increase was received at all steps on the schedule. The previous Library Clerk salary schedule was not an even 5% increase between steps, and the calculation method used in the first budget proposal resulted in only a 7% increase for Step F, where most Library Clerks at the City are. The 8% increase at Step F brings the hourly rate to \$14.30. In addition, the Library Director's projected hours were increased from 18/week to 19/week. The result is an increase of approximately \$2,800.

An additional table has been included following this message, to present the change to ending fund balance by fund. While no proposed revenue budgets have changed the classification on the Summary of Revenues changed slightly to conform to the State budget forms. All other narrative information, tables, charts, and appendices have not changed from the first budget proposal other than to reflect the items noted above.

Respectfully submitted,

Martha DeBry  
City Manager

**North Plains Urban Renewal Agency Budget  
2013-2014**

## **Urban Renewal Agency Fund (113)**

Revenues remain steady. The fund now supports the repayment of the Local Oregon Capital Assets Program (LOCAP) debt, interest-only payments for the Kaybern Street property and principal and interest payments on the Yellow House.

### **Urban Renewal Agency Purpose**

The Urban Renewal Agency was created in 2006 to accomplish a series of goals and objectives which were established by the community. These goals and objectives include the following:

#### **Goal: Promote a Mix of Retail, Commercial and Residential Uses Oriented to Pedestrians.**

The Area's location in the Central Business District and the Commercial Street – Glencoe Road corridor makes it an ideal location for a mix of pedestrian-oriented retail and residential development.

*Objective:* Implement public utility, transportation and streetscape improvements that will make the Area a safe and attractive location for pedestrian-oriented commercial and mixed-use development.

*Objective:* Facilitate the improvement and redevelopment of existing, under-utilized commercial buildings to expand the range of retail, commercial and residential services.

*Objective:* Promote the development of housing units, including locations above commercial and office space, to increase the range of housing opportunities in the Area.

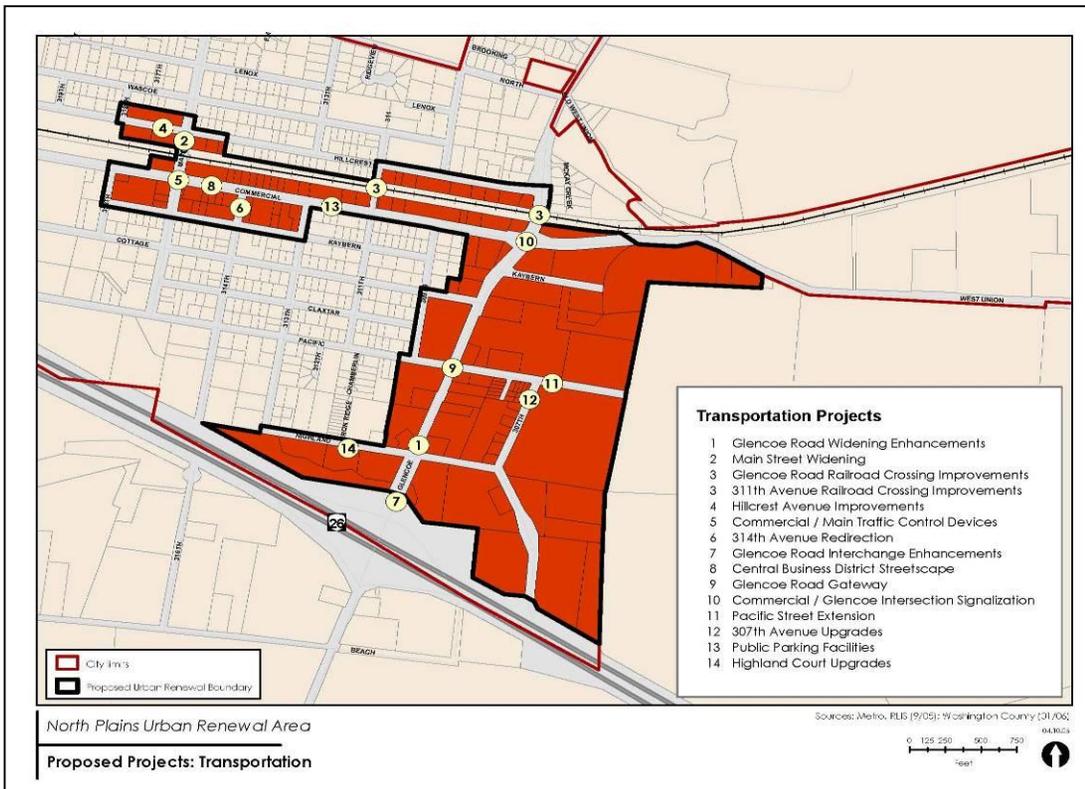
*Objective:* Promote mixed-use development, including office space above ground floor commercial and retail space, to attract a broad range of businesses, increase employment density, and create a lively downtown commercial community.

#### **Goal: Provide a Broader Level of Goods and Services for North Plains.**

Currently, North Plains residents must travel outside the City for many goods and services that are not available within the community. Redevelopment of the Central Business District and the adjacent Highway Commercial District can increase the diversity of goods and services available at the local level.

#### **Goal: Increase Employment and Business Activity within the Area.**

Due to the limited availability of local jobs, many North Plains residents must commute outside of the City for work. Redevelopment of the downtown/commercial core can increase the number and type of jobs that are available locally.



rehabilitation and/or redevelopment of existing commercial space that is currently under-utilized or vacant.

*Objective:* Ensure that public facilities and services support increased business activity and employment.

**Goal: Improve Access, Safety and Connectivity Throughout the Area.**

Transportation improvements will make the Area a more attractive and accessible location for retail, business and recreational activities.

*Objective:* Provide additional public parking to encourage retail and commercial activity in the central business district.

*Objective:* Create a more attractive development environment for professional and general office space. The Plan can facilitate the development of streetscape improvements and public amenities that would make the downtown/commercial core a more attractive environment for office development.

*Objective:* Provide opportunities for small businesses and business incubators to locate to the Area by facilitating the

*Objective:* Implement street system improvements that will increase traffic circulation and safety.

*Objective:* Develop sidewalks and bike lanes in conjunction with street improvements to promote multimodal access.

*Objective:* Promote land uses and design that are efficient in their use of transportation. Mixed use (retail/office/residential) projects can eliminate the need for some trips. For example, a

restaurant located within the Area can serve Area residents, patrons and employees with no need for a vehicle trip. Housing units that incorporate a work or shop space (“live/work”) units can reduce vehicle trips between work and home.

## **Urban Renewal Agency Projects**

### **Transportation**

Sidewalks, curbs, gutters, street lighting and other streetscape and landscape improvements may be provided in conjunction with the street improvements identified below.

**Glencoe Road Widening Enhancements (Complete)** - The provision of a comprehensive system of streetscape enhancements, including landscaping improvements, bike lanes and pedestrian facilities, in conjunction with the widening of Glencoe Road, is a project under the Plan.

**Main Street Widening Project, including Railroad Crossing (Complete)** - The widening of Main Street, a minor collector, is a project under the Plan. The existing Willamette Pacific railroad crossing will be replaced by a new multiuse crossing, and the existing rail spur will be removed as part of this project.

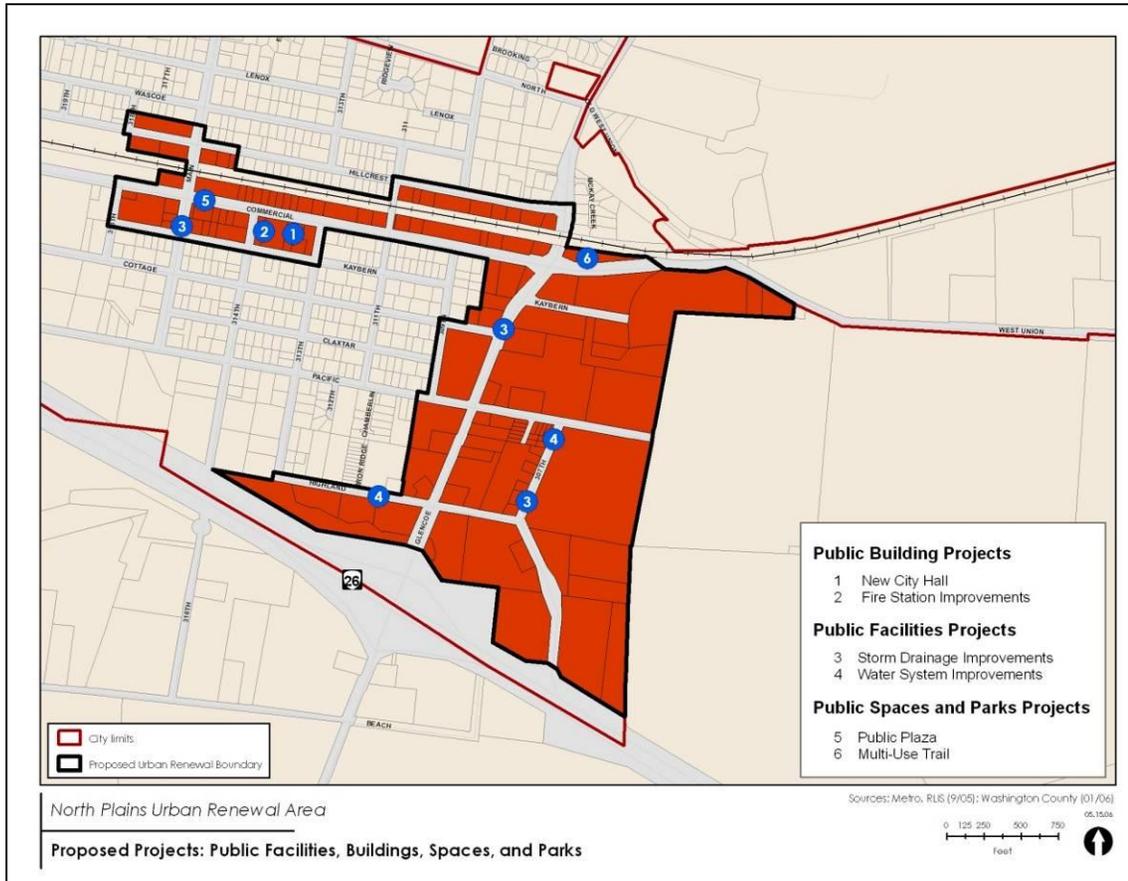
**Glencoe Road and 311<sup>th</sup> Avenue Railroad Crossing Improvements** - Improvements to the existing Glencoe Road and 311<sup>th</sup> Avenue Railroad Crossings are a project under the Plan.

**Hillcrest Street Improvements** - Improvements to Hillcrest Street, a minor collector, are a project under the Plan. Under existing conditions, the roadway is in substandard condition and unsafe for pedestrians and bicyclists.

**Commercial/Main Street Traffic Control Devices** - The design and installation of traffic control devices that will improve multimodal safety at the intersection of Commercial Street and Main Street is a project under the Plan.

**Highland Court Upgrades** - Currently, Highland Court is in substandard condition. Upgrades to the existing roadway will increase access to adjacent commercial and residential property.

**314<sup>th</sup> Avenue Redirection (Complete)** - Under existing conditions, 314<sup>th</sup> Avenue is a two-way street. To improve traffic circulation in the Central Business District and increase vision clearance at the intersection of 314<sup>th</sup> and Commercial Street, 314<sup>th</sup> Avenue will be converted to a one-way southbound street between Commercial Street and Kaybern Street.



**Central Business District Streetscape Improvements**

- The North Plains Revitalization Plan identifies landscaping features, street lighting, street furniture and other streetscape improvements that will enhance the physical appearance of the Central Business District (CBD) and attract a broader range of users, including shoppers, tourists and commercial employers. Most of the streetscape improvements will be concentrated on Commercial Street.

**Glencoe Road Gateway Improvements (Glencoe/Pacific Complete)**

- The design and construction of formal gateway areas that mark the entrance to the City of North Plains and the Central Business District are a project under the Plan. The gateway to the City will be located at the intersection of Glencoe Road and Pacific Street. The gateway to the Central Business District will be located at the intersection of Glencoe Road and

**Glencoe Road Interchange Enhancements (Started)** - The provision of streetscape enhancements, including landscaping features, pedestrian amenities and bicycle facilities, in conjunction with the construction of the new Glencoe Road/US 26 Interchange, is a project under the Plan.

Commercial Street.

**Commercial Street/Glencoe Road Intersection Signalization**

- The signalization of the Commercial Street/Glencoe Road intersection is a project under the Plan. Under existing conditions, multimodal safety is compromised by the lack of a traffic signal at this busy intersection.

**Pacific Street Extension** - Currently, access to undeveloped residential property east of Pacific Street is constrained by the lack of an existing roadway. The extension of Pacific Street from its terminus at 307<sup>th</sup> Avenue to the North Plains city limits is a project under the Plan.

**307<sup>th</sup> Avenue Upgrades** - Under existing conditions, 307<sup>th</sup> Avenue is in substandard condition. Upgrades to the existing roadway will improve access to residential and industrial property in the southeast portion of the Area that is currently undeveloped.

#### **Public Parking**

The design and construction of public parking facilities within the Plan's commercial areas is a project under the Plan.

#### **Public Facilities**

**Storm Drainage Improvements** - The provision of storm drainage improvements throughout the Area, in accordance with the Stormwater Master Plan, is a project under the Plan.

**Water System Improvements** - The provision of water system improvements throughout the Area, in accordance with the Water Master Plan, is a project under the Plan.

#### **Parks and Open Space**

#### **Multi-use Recreational Trail**

The design and development of a multi-use recreational trail, that provides new opportunities for pedestrians and bicyclists to enjoy the Area's natural amenities and promotes the preservation of environmentally sensitive areas, is a project under the Plan.

#### **Public Spaces**

**Public Plaza** - The design and development of a public plaza in the Central Business District is a project under the Plan.

#### **Public Buildings**

**New City Hall** - Because such a use is key to the vitality of the Area, the Plan authorizes participation in the development of a new City Hall. The participation in the project shall be proportional to the benefits of the facility to the Area. Anticipated benefits specific to the Area include increased activity that creates commercial and residential development and provision of facilities for administration of the Plan.

Before allocating Agency funds for this project, the Agency shall be required to adopt a minor amendment of the Plan that states findings of proportionality and benefits to the Area specific to the allocation of funds.

**Fire Station Improvements** - Building improvements and site improvements to the Washington County Fire District No. 2 Fire

Station and station-related traffic control devices are a project under the Plan.

**Planning and Development Assistance** - Offering the following types of planning and development assistance to support the development, redevelopment and rehabilitation of private property in the Area is a project under the Plan. Detailed rules and regulations for the administration of financial and technical assistance programs will be established by the Agency after adoption of the Plan in order to ensure that urban renewal funds are used in compliance with the Plan and for the agreed-upon Plan purposes. The adoption and amendment of such programs, rules and regulations would not be considered changes to the Plan.

**Rehabilitation/Redevelopment Grant/Loan Program** - The Urban Renewal Plan authorizes loans and/or grants for property rehabilitation and redevelopment. Property to be improved may be residential or commercial. Loans may be at or below market rates, and assistance may include direct loans or guarantees of loans made by third parties.

**New Development Grant/Loan Program** - In addition to providing rehabilitation and redevelopment assistance, the Urban Renewal Plan authorizes loans and/or grants for new development. Property to be improved may be residential or

commercial. Loans may be at or below market rates, and assistance may include direct loans or guarantees of loans made by third parties.

**Technical Assistance Program** - The Urban Renewal Plan authorizes technical assistance in the form of site studies, market studies, feasibility analyses, engineering and design and other activities directly related to development of property in the urban renewal area. An example of such technical assistance may include structural analysis of buildings to promote the rehabilitation of under-utilized buildings.

**Commercial Façade Improvement Loans** - To create a distinct identity for the North Plains Central Business District and surrounding Highway Commercial Area that is visually appealing and unified, the Urban Renewal Plan authorizes façade improvement loans for commercial development. Improvements will be used to enhance the architectural integrity and character of historic commercial buildings and storefronts in need of a “face lifts.” The City may establish design standards for specific areas and appoint a design review committee to review loan applications and ensure that proposed improvements are consistent with City standards.

### **How Urban Renewal Projects are Funded**

#### **Tax Increment Financing**

Tax increment financing consists of using annual tax increment revenues collected by the Agency to make payments on debt incurred by the Agency, usually in the form of tax increment bonds. The proceeds of the bonds are used to pay for the urban renewal projects authorized in the Plan. Debt, including bonds, may be both long-term and short-term, and does not require voter approval.

Tax increment revenues equal most of the annual property taxes imposed on the cumulative increase in the total assessed value within an urban renewal area over the total assessed value at the time an urban renewal plan is adopted.

#### **General Description of the Proposed Financing Methods**

The Plan will be financed using a combination of revenue sources. These include:

- Tax increment revenues;
- Advances, loans, grants and any other form of financial assistance from the Federal, State or local governments or other public body;
- Loans, grants, dedications or other contributions from private developers and property owners; and
- Any other source, public or private.

Revenues obtained by the Agency will be used to pay or repay costs, expenses, advancements and indebtedness incurred in

planning or undertaking project activities or otherwise exercising any of the powers granted by ORS Chapter 457 in connection with the implementation of this Plan.

#### **Tax Increment Financing and Maximum Indebtedness**

The Urban Renewal Plan may be financed, in whole or in part, by tax increment revenues allocated to the Agency as provided in ORS Chapter 457. The ad valorem taxes, if any, levied by a taxing district in which all or a portion of the Area is located, shall be divided as provided in Section 1c, Article IX of the Oregon Constitution, and ORS 457.440. Amounts collected pursuant to ORS 457.440 shall be deposited into the unsegregated tax collections account and distributed to the Commission based upon the distribution schedule established under ORS 311.390.

The maximum amount of indebtedness that may be issued or incurred under the Urban Renewal Plan, based upon good faith estimates of the scope and costs of projects in the Plan and the schedule for their completion is \$17,112,306. This amount is the principal of such indebtedness and does not include interest or indebtedness incurred to refund or refinance existing indebtedness.

#### **Prior Indebtedness**

Any indebtedness permitted by law and incurred by the Agency or the City of North Plains in connection with the preparation

of this Plan or prior planning efforts related to the Urban Renewal Plan may be repaid from tax increment revenues from the Area when and if such funds are available.

### **Impact of Tax Increment Financing on Public Schools**

This Plan has been adopted with consideration of information in the Report accompanying the Plan regarding the impact of tax increment financing on the K-12 public school system. Under current law providing for substantial state funding of K-12 schools, the tax increment financing of the Urban Renewal Agency Plan has minimal impacts on the revenues received by the Hillsboro School District.

### **Duration of Plan**

No projects may be commenced and no new indebtedness may be incurred after the twentieth anniversary of the effective date of the Plan (2026). As is common practice in urban renewal plans in Oregon, tax increment revenues may continue to be collected beyond this date. Collection may continue until it is found that deposits in the Agency's debt service fund are sufficient to fully pay principal and interest on indebtedness issued during the twenty years following the effective date of the Plan, either through direct payment of the indebtedness or by payment of principal and interest on bonds or notes issued to finance the indebtedness. Tax increment revenues collected after the twentieth anniversary of the Urban Renewal Plan may only be used to retire outstanding debt.

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URBAN RENEWAL AGENCY 113								
Account	Description	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013	Actual 2/29/2013 2012-2013	%	Proposed 5/13/2013 2013-2014	Variance Inc / (Dec) FY13-FY14
	<b>OPENING FUND BALANCE</b>	<b>57,789</b>	<b>88,644</b>	<b>135,883</b>	<b>135,883</b>		<b>116,745</b>	<b>(19,138)</b>
	<b>REVENUES</b>							
411000	Property Taxes	67,033	84,147	81,329	83,253	102%	85,751	4,422
462000	Property Rental Fees	5,650	6,550	6,750	3,800	56%	6,000	(750)
461000	Interest	386	619	-	459	100%	590	590
440000	Miscellaneous	191	-	-	165	100%	-	-
493000	Bond Proceeds	16,002	-	-	-	0%	-	-
	<b>TOTAL REVENUES</b>	<b>89,262</b>	<b>91,316</b>	<b>88,079</b>	<b>87,677</b>	<b>100%</b>	<b>92,341</b>	<b>4,262</b>
	<b>EXPENDITURES</b>							
330000	Professional Services	-	-	3,000	375	13%	-	(3,000)
	<b>MATERIALS AND SERVICES</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>375</b>	<b>13%</b>	<b>-</b>	<b>(3,000)</b>
770000	PW Projects	16,002	-	52,000	41,126	79%	-	(52,000)
	<b>CAPITAL OUTLAY</b>	<b>16,002</b>	<b>-</b>	<b>52,000</b>	<b>41,126</b>	<b>79%</b>	<b>-</b>	<b>(52,000)</b>

URBAN RENEWAL AGENCY 113 (Continued)								
		Actual	Actual	Budget	Actual		Proposed	Variance
Account	Description	2010-2011	2011-2012	2012-2013	2/29/2013 2012-2013	%	5/13/2013 2013-2014	Inc / (Dec) FY13-FY14
830000	Debt Service - Comm St	-	-	11,300	-	0%	11,280	(20)
830000	Debt Service - Glencoe	-	-	22,793	16,622	73%	22,794	1
830000	Debt Service - Kaybern	42,405	6,000	10,000	7,815	78%	12,503	2,503
	<b>DEBT SERVICE</b>	<b>42,405</b>	<b>6,000</b>	<b>44,093</b>	<b>24,437</b>	<b>55%</b>	<b>46,577</b>	<b>2,484</b>
810000	Transfers Out - GF	-	38,077	-	-	0%	-	-
810000	Transfers Out - ISF Alloc.	-	-	8,125	4,341	53%	8,086	(39)
	<b>TRANSFERS</b>	<b>-</b>	<b>38,077</b>	<b>8,125</b>	<b>4,341</b>	<b>53%</b>	<b>8,086</b>	<b>(39)</b>
	<b>TOTAL EXPENDITURES</b>	<b>58,407</b>	<b>44,077</b>	<b>107,218</b>	<b>70,279</b>	<b>66%</b>	<b>54,663</b>	<b>(52,555)</b>
	Contingency	-	-	75,000	-		50,000	(25,000)
	Unappropriated Fund Bal	88,644	135,883	41,745	153,281		104,422	62,677
	<b>ENDING FUND BALANCE</b>	<b>88,644</b>	<b>135,883</b>	<b>116,745</b>	<b>153,281</b>	<b>131%</b>	<b>154,422</b>	<b>37,677</b>

## Debt Service

The Urban Renewal Agency has incurred debt for three projects:

The Kaybern Street lot located at Main Street and Kaybern behind the North Plains Market was purchased in anticipation of creating a parking lot to service the downtown area. The Kaybern loan is an interest only loan through Columbia Community Bank that is due on 2/1/2014.

The Glencoe Road Improvements are the City's contribution to a project that created spires from which banners may be hung, a concrete "Welcome to North Plains" marker at the corner of Highland Court, and other amenities not funded by Washington County. The debt was incurred through the Local Oregon Capital Assets Program (LOCAP) which issued bonds in conjunction with other public agencies. This debt can be called in 2018.

The Yellow House 31315 Commercial Street is a commercially zoned property across the street from the North Plains Public Library, with a has a 2-bedroom residential structure. Currently the property is used for storage, and host the North Plains Food Pantry. The property was acquired on August 6, 2012 for \$120,000. Urban Renewal Agency funds and a conventional loan was used to make the purchase. There is no prepayment penalty on the \$90,000 loan. Annual debt service is \$11,300.

Fiscal Year	Principal	Interest	Total		
<b>LOCAP Series 2011A - URA (Glencoe), 3-5.7% interest</b>					
2014	10,000	12,794	22,794		
2015	10,000	12,494	22,494		
2016	10,000	12,194	22,194		
2017	10,000	11,825	21,825		
2018	10,000	11,388	21,388		
2019-23	65,000	49,129	114,129		
2024-28	85,000	29,764	114,764		
2029-31	60,000	5,130	65,130		
	260,000	144,718	404,718		
<b>Columbia Community Bank Loan - URA (Kaybern) Proposed refinance - Water Interfund Loan, 1.5% interest</b>					
2014	10,873	1,631	12,503		
2015	10,873	1,468	12,340		
2016	10,873	1,305	12,177		
2017	10,873	1,142	12,014		
2018	10,873	979	11,851		
2019-23	54,363	2,446	56,809		
	108,725	8,970	117,695		
<b>Columbia Community Bank Loan - URA (Commercial St), 4.5% interest</b>					
2013	5,985	3,375	9,360		
2014	7,499	3,781	11,280		
2015	7,837	3,443	11,280		
2016	8,189	3,091	11,280		
2017	8,558	2,722	11,280		
2018	8,943	2,337	11,280		
2019-22	43,428	3,182	46,610		
	84,455	18,555	103,010		

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**RESOLUTION NUMBER 1790**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, REVISING THE MASTER FEE SCHEDULE**

**WHEREAS**, the City's Municipal Code allows for the establishment of fees and charges for certain applications and services; and

**WHEREAS**, fees have been established to recover the cost of providing services to the public, businesses and other agencies; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON**, that the Master Fee Schedule is revised per the 2013-2014 Budget for the City of North Plains Master Fee Schedule.

**INTRODUCED AND ADOPTED** this 3rd day of June, 2013.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Martha DeBry, City Manager/City Recorder



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 28, 2013  
To: City Council  
From: City Manager Martha DeBry  
Subject: State Revenue Sharing Resolutions

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**Request:** Council consider Resolution Numbers 1787 and 1788 related to State Revenue Sharing.

**Background:** Two public hearings regarding State Revenue Sharing were conducted. The first was held before the Budget Committee on May 13, 2013 and the second was on May 20, 2013, before City Council. The hearings are to allow the public and governing body to discuss how the City plans to spend funds received through State Revenue Sharing.

Historically, the following funds have been received by the City:

2008-2009: \$14,784  
2009-2010: \$15,297  
2010-2011: \$15,179  
2011-2012: \$15,674  
2012-2013: \$12,891 year to date  
2013-2014 \$13,000 projected

The State Revenue Sharing distribution for North Plains for fiscal year 2013–2014 is projected at \$13,000. The proposed budget reflects that these funds will help balance the budget, which provides funding for the following services: police protection, street construction, maintenance and lighting, storm sewer maintenance, potable water delivery and storage, and planning, zoning, and subdivision control. The City has received State Revenue Sharing funds for the past 19 years.

Resolution No.1787 documents that North Plains has an adequate number of services to qualify for revenue sharing.

Resolution No. 1788 indicates that North Plains elects to receive the funds.

**Fiscal Impact:** The allocation of \$13,000 is anticipated and is proposed to benefit the General Fund.

**Environmental Issues:** There are no environmental impacts associated with this action.

**Sample Motion:** I move to adopt Resolutions Numbers 1787 and 1788.

**RESOLUTION NO. 1787**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,  
CERTIFYING THE PROVISION OF MUNICIPAL SERVICES ENUMERATED IN ORS  
221.760 AND ESTABLISHING THE ELIGIBILITY OF THE CITY TO RECEIVE  
STATE-SHARED REVENUES FOR FISCAL YEAR 2013 – 2014**

**WHEREAS**, ORS 221.760 provides the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provided four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewer
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services, and

**WHEREAS**, the City of North Plains officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

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

- Section 1.** The City of North Plains hereby certifies that it provides the following six municipal services enumerated in ORS 221.760 Section 1:
1. Police protection
  2. Street construction, maintenance, and lighting
  3. Sanitary sewer
  4. Storm sewers
  5. Planning, zoning and subdivision control
  6. One or more utility services, specifically potable water

**INTRODUCED AND ADOPTED** this 3rd day of June, 2013.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Martha DeBry, City Manager/City Recorder

**RESOLUTION NUMBER 1788**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED  
REVENUES FOR FISCAL YEAR 2013 - 2014**

**WHEREAS**, pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2013 – 2014.

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

**Section 1.** That the City of North Plains hereby elects to receive State shared revenues for fiscal year 2013 – 2014, pursuant to ORS 221.770.

**INTRODUCED AND ADOPTED** this 3rd day of June, 2013.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Martha DeBry, City Manager/City Recorder

I certify that public hearings were held before the City of North Plains Budget Committee on May 13, 2013, and before the North Plains City Council on May 20, 2013, giving citizens an opportunity to comment on the use of State Revenue Sharing.

\_\_\_\_\_  
Martha DeBry, City Manager/City Recorder



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 30, 2013  
To: City Council  
From: City Manager Martha DeBry  
Subject: Adoption of Resolution No. 1791 authorizing the City Manager to certify the need to impose property taxes with Washington County

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**Request:** Council consider adopting Resolution No.1791 authorizing the City Manager to certify the need to impose property taxes with Washington County subsequent to the adoption of the budget on June 3<sup>rd</sup>.

**Background:** The City's permanent tax levy is 2.1712%/\$1,000 of assessed value as displayed on Resolution No. 1791. These funds are needed to balance the budget. Each year the Council adopts a resolution authorizing the City Manager to certify that property taxes must be levied in order to fund the City's budget.

**Fiscal Impact:** The resolution is needed to collect one of the largest sources of revenue for the General Fund. In 2013-2014 the City anticipates \$353,000 in revenues from the property tax levy of 2.1712%

**Sample Motion:** I move to adopt Resolution No. 1791 authorizing the City Manager to certify the need to impose property taxes with Washington County

*Attachment: Resolution No. 1791*

**RESOLUTION NO. 1791**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, ADOPTING LEVYING TAXES FOR FISCAL YEAR 2013 - 2014**

**BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**Section 1.** That the City Council of the City of North Plains on June 3, 2013 adopted the budget approved by the Budget Committee with any amendments by the Council for fiscal year 2013 - 2014 in the total of \$6,721,954, now on file in the office of the City Manager.

**Section 2.** That the City Council hereby imposes the taxes provided for in the budget, adopted in Section 1 of this resolution, at the permanent rate of \$ 2.1712 per \$1,000 of assessed value for general fund operations, and that these taxes are hereby imposed and categorized for tax year 2013 - 2014 upon the assessed value of all taxable property within the City at 1:00 a.m. on January 1, 2013.

The following allocation and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution constitute the above levy

<b>Revenue</b>	<b>General government Limitation</b>	<b>Excluded From Limitation</b>
General Fund (Rate)	\$2.1712/\$1,000	
Local Option Tax Levy	\$ 0	\$ 0
Bonded Debt Fund	\$ 0	\$ 0

**Section 3.** That the City Manager is hereby authorized to certify to the County Clerk and the County Assessor of Washington County, Oregon, the tax imposed by this Resolution which will be filed with the State Treasurer and the Division of Audits of the Secretary of State, a true copy of the Budget as finally adopted.

**Section 5.** This Resolution shall become effective immediately upon adoption by the City Council.

**INTRODUCED AND ADOPTED** this 3<sup>rd</sup> day of June, 2013.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Martha DeBry, City Manager/City Recorder



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 28, 2013  
To: City Council  
From: City Manager Martha DeBry  
Subject: Adoption of Resolution No.1792 Reallocation of funds in the 2012-2013 Budget

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**Request:** Council consider Resolution No.1792 reallocating funds in the 2012-2013 budget

**Background:** As was noted in the Fiscal Year 2011 Audit City staff has caused minor variances in the budget line items which exceed allocation, even though the total amount of given department's budget remains below its allocation. Department heads in North Plains typically make these adjustments with the City Manager's and Finance Director's knowledge.

Council is being asked to approve the adjustments in order to prevent notes in the 2012 budget related to exceeding the allocation. A detailed breakdown of the changes are contained in the spreadsheet in Council's packet.

Significant changes include the buyout of the copier lease in General Government, which will be offset by a cash incentive awarded by Pacific Office Automation, increased engineering expenses associated with the McKay fields subdivision which is being offset by fees, and increased expenses in Public Works associated with improvements to Highland Court and 307<sup>th</sup>. In total the City is adding \$43,164 in revenue and expenses. Interfund transfers (which is the allocation of funds from operating departments to supporting activities changes a total \$51,500.) The City accepted more system development fees on behalf of the Joint Water Commission than anticipated and the budget is adjusted accordingly. Only the Street fund has expenses for interfund transfers which are not offset by new revenue.

**Fiscal Impact:** In most cases the City has received revenues to offset the expense increases. The exception is additional expenses incurred in Public Works to address public improvement near the Highland Court subdivision.

**Sample Motion:** I move to adopt Resolution No. 1792.

	<b>Annual Budget</b>	<b>Proposed Change</b>	<b>Adjusted Budget</b>	<b>Annual Estimate</b>	<b>Variance</b>
<b>INTERNAL SERVICES FUND</b>					
<b>Revenues</b>					
Transfers In	956,848	51,500	1,008,348	960,955	(47,393)
<b>TOTAL REVENUES</b>	<b>956,848</b>	<b>51,500</b>	<b>1,008,348</b>	<b>960,955</b>	<b>(47,393)</b>
<b>Expenses</b>					
<b>City Council</b>					
Materials & Services	30,950	-	30,950	28,630	2,320
<b>City Attorney</b>					
Materials & Services	20,000	-	20,000	19,424	576
<b>City Manager</b>					
Personal Services	106,451	4,500	110,951	108,007	2,944
Materials & Services	1,500	-	1,500	1,293	207
	107,951	4,500	112,451	109,300	3,151
<b>City Recorder</b>					
Personal Services	5,383	-	5,383	4,319	1,064
Materials & Services	16,500	(7,000)	9,500	7,263	2,237
	21,883	(7,000)	14,883	11,582	3,301
<b>Finance</b>					
Personal Services	178,730	(5,000)	173,730	165,353	8,377
Materials & Services	50,400	14,000	64,400	62,340	2,060
	229,130	9,000	238,130	227,693	10,437
<b>City Engineer</b>					
Materials & Services	5,000	5,000	10,000	7,934	2,066
<b>General Govt</b>					
Materials & Services	170,866	21,500	192,366	180,306	12,060
<b>Public Works</b>					
Personal Services	335,272	5,000	340,272	330,537	9,735
Materials & Services	28,796	13,500	42,296	38,549	3,747
Transfers	7,000	-	7,000	7,000	-
	371,068	18,500	389,568	376,086	13,482
<b>TOTAL EXPENSES</b>	<b>956,848</b>	<b>51,500</b>	<b>1,008,348</b>	<b>960,955</b>	<b>47,393</b>
<b>NET CHANGE</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	

1 There were additional contract services provided by TKW prior to and during the Finance Manager hire.

2 Includes new computers in City Hall and buyout of the old copier lease (paid for by the new lease company).

	<u>Annual Budget</u>	<u>Proposed Change</u>	<u>Adjusted Budget</u>	<u>Annual Estimate</u>	<u>Variance</u>
3	This is offset by a decrease in Parks in the General Fund (both are Public Works managed departments).				

	<b>Annual Budget</b>	<b>Proposed Change</b>	<b>Adjusted Budget</b>	<b>Annual Estimate</b>	<b>Variance</b>
<b>GENERAL FUND</b>					
<b>Revenues</b>					
Property Taxes	342,643	-	342,643	321,854	(20,789)
Licenses, Permits, Fees	224,093	11,500	235,593	237,361	1,768
Intergovernmental	140,826	5,000	145,826	147,909	2,083
Fines & Forfeitures	30,000	13,000	43,000	48,417	5,417
Grants	49,196	-	49,196	41,597	(7,599)
Interest	3,600	-	3,600	5,149	1,549
Misc / Donation	34,222	13,664	47,886	51,553	3,667
Transfers In	28,000	-	28,000	28,000	-
<b>TOTAL REVENUES</b>	<b>852,580</b>	<b>43,164</b>	<b>895,744</b>	<b>881,840</b>	<b>(13,904)</b>
<b>Expenses</b>					
<b>Police</b>					
Personal Services	223,097	4,000	227,097	223,481	3,616
Materials & Services	89,837	19,000 4	108,837	103,503	5,334
Special Payments	3,000	2,000	5,000	3,980	1,020
Transfers	54,675	5,187	59,862	56,544	3,318
	370,609	30,187	400,796	387,508	13,288
<b>Parks</b>					
Materials & Services	32,000	(12,500) 5	19,500	16,789	2,711
Transfers	137,602	7,045	144,647	138,428	6,220
	169,602	(5,455)	164,147	155,217	8,931
<b>Library</b>					
Personal Services	129,644	10,000 6	139,644	136,679	2,965
Materials & Services	40,382	-	40,382	32,592	7,790
Capital Outlay	2,000	(2,000)	-	-	-
Transfers	54,675	2,877	57,552	54,315	3,237
	226,701	10,877	237,578	223,586	13,992
<b>Planning</b>					
Personal Services	13,827	6,500	20,327	19,179	1,148
Materials & Services	6,600	(2,000)	4,600	2,746	1,854
Transfers	65,473	3,055	68,528	65,015	3,513
	85,900	7,555	93,455	86,940	6,515
<b>TOTAL EXPENSES</b>	<b>852,812</b>	<b>43,164</b>	<b>895,976</b>	<b>853,251</b>	<b>42,725</b>
<b>NET CHANGE</b>	<b>(232)</b>	<b>(0)</b>	<b>(232)</b>	<b>28,589</b>	

4 There were higher than expected Professional Services expenses, including E-ticket and the Law Enforcement policy manual. In addition, 911 taxes were received and distributed to WCCCA throughout most of the year before being directly sent to WCCCA (increasing both revenue and expense).

	<u>Annual Budget</u>	<u>Proposed Change</u>	<u>Adjusted Budget</u>	<u>Annual Estimate</u>	<u>Variance</u>
5	This is offset by an increase in Public Works in the ISF (both are Public Works managed departments).				
6	Increased payroll taxes and retirement due to the increase in salaries in the previous supplemental budget.				

	<b>Annual Budget</b>	<b>Proposed Change</b>		<b>Adjusted Budget</b>	<b>Annual Estimate</b>	<b>Variance</b>
<b>STREET FUND</b>						
<b>Revenues</b>						
Licenses, Permits, Fees	68,712	-		68,712	55,286	(13,426)
Intergovernmental	112,500	-		112,500	115,013	2,513
Grants	388,116	-	7	388,116	200,000	(188,116)
Interest	2,000	-		2,000	3,026	1,026
Misc / Donation	1,000	-		1,000	600	(400)
<b>TOTAL REVENUES</b>	<b>572,328</b>	<b>-</b>		<b>572,328</b>	<b>373,925</b>	<b>(198,403)</b>
<b>Expenses</b>						
Materials & Services	28,300	-		28,300	22,785	5,515
Capital Outlay	447,501	-		447,501	223,751	223,751
Transfers Out	164,122	9,650		173,772	165,690	8,083
<b>TOTAL EXPENSES</b>	<b>639,923</b>	<b>9,650</b>		<b>649,573</b>	<b>412,225</b>	<b>237,348</b>
<b>NET CHANGE</b>	<b>(67,595)</b>			<b>(77,245)</b>	<b>(38,300)</b>	

7 This represents the Claxtar grant, of which approx 50% is expected to be spent in FY12-13.

<b>WATER FUND</b>						
<b>Revenues</b>						
Charges for Services	858,784	25,000	8	883,784	930,678	46,894
Misc / Interest	2,500	-		2,500	3,465	965
		-		-	-	-
<b>TOTAL REVENUES</b>	<b>861,284</b>	<b>25,000</b>		<b>886,284</b>	<b>934,143</b>	<b>47,859</b>
<b>Expenses</b>						
Materials & Services	224,950	(5,000)		219,950	209,395	10,555
Special Payments	34,300	30,000	9	64,300	60,852	3,448
Capital Outlay	51,000	-		51,000	14,150	36,850
Debt Service	134,332	-		134,332	134,332	-
Transfers Out	469,366	-		494,676	472,298	22,378
<b>TOTAL EXPENSES</b>	<b>913,948</b>	<b>25,000</b>		<b>964,258</b>	<b>891,027</b>	<b>73,231</b>
<b>NET CHANGE</b>	<b>(52,664)</b>			<b>(77,974)</b>	<b>43,116</b>	

8 These revenues are up due to planning and building related fees / SDCs.

9 These are pass through amounts to JWC and are offset by additional revenue.

	<b>Annual Budget</b>	<b>Proposed Change</b>		<b>Adjusted Budget</b>	<b>Annual Estimate</b>	<b>Variance</b>
<b>PARKS CAPITAL FUND</b>						
<b>Revenues</b>						
Licenses, Permits, Fees	31,280	1,000	10	32,280	49,852	17,572
Misc / Interest	1,300	-		1,300	1,679	379
<b>TOTAL REVENUES</b>	<b>32,580</b>	<b>1,000</b>		<b>33,580</b>	<b>51,531</b>	<b>17,951</b>
<b>Expenses</b>						
Capital Outlay	25,000	-		25,000	1,500	23,500
Transfers Out	-	1,000		1,000	793	207
<b>TOTAL EXPENSES</b>	<b>25,000</b>	<b>1,000</b>		<b>26,000</b>	<b>2,293</b>	<b>23,707</b>
<b>NET CHANGE</b>	<b>7,580</b>			<b>7,580</b>	<b>49,238</b>	

10 These revenues are up due to planning and building related fees / SDCs.

<b>VEHICLE AND EQ RES FUND</b>						
<b>Revenues</b>						
Interest	140	-		140	190	50
Transfers In	7,000	-		7,000	7,000	-
<b>TOTAL REVENUES</b>	<b>7,140</b>	<b>-</b>		<b>7,140</b>	<b>7,190</b>	<b>50</b>
<b>Expenses</b>						
Transfers Out	28,000	-		28,000	28,000	-
<b>TOTAL EXPENSES</b>	<b>28,000</b>	<b>-</b>		<b>28,000</b>	<b>28,000</b>	<b>-</b>
<b>NET CHANGE</b>	<b>35,140</b>			<b>35,140</b>	<b>35,190</b>	

<b>TRANS DEV TAX FUND</b>						
<b>Revenues</b>						
Licenses, Permits, Fees	62,000	-	11	62,000	119,719	57,719
Misc / Interest	-	-		-	378	378
<b>TOTAL REVENUES</b>	<b>62,000</b>	<b>-</b>		<b>62,000</b>	<b>120,097</b>	<b>58,097</b>

No Expense

11 These revenues are up due to planning and building related fees / SDCs.

<b>TRAFFIC IMPACT FEE FUND</b>						
Only minimal interest revenue earned; no expenses						

City of North Plains  
Proposed Supplemental Budget #2 for FY12-13

Certain items and activities have occurred and/or are planned which require amendments to the current budget. Budget amendments are detailed below. Please also see the related FY12-13 Budget Update, which details the current budget, proposed budget changes, and financial projections through year-end.

		<b>Current Budget</b>	<b>Proposed Change</b>	<b>Adjusted Budget</b>
<b>Internal Service Fund</b>				
<b>Revenue</b>				
	Transfers In	956,848	51,500	1,008,348
	Subtotal	956,848	<b>51,500</b>	1,008,348
<b>Expense</b>				
	City Manager - Personal Svcs	106,451	4,500	110,951
	City Recorder - Mat. & Svcs	16,500	(7,000)	9,500
	Finance - Personal Svcs	178,730	(5,000)	173,730
	Finance - Mat. & Svcs	50,400	14,000	64,400
	City Engineer - Mat. & Svcs	5,000	5,000	10,000
	Gen Gov't - Mat. & Svcs	170,866	21,500	192,366
	Public Works - Personal Svcs	335,272	5,000	340,272
	Public Works - Mat. & Svcs	28,796	13,500	42,296
	Subtotal	892,015	<b>51,500</b>	943,515
<b>General Fund</b>				
<b>Revenue</b>				
	Licenses, Permits, Fees	224,093	11,500	235,593
	Intergovernmental	140,826	5,000	145,826
	Fines & Forfeitures	30,000	13,000	43,000
	Misc / Donation	34,222	13,664	47,886
	Subtotal	429,141	<b>43,164</b>	472,305
<b>Expense</b>				
	Police - Personal Svcs	223,097	4,000	227,097
	Police - Mat. & Svcs	89,837	19,000	108,837
	Police - Special Payments	3,000	2,000	5,000
	Police - Transfers Out	54,675	5,187	59,862
	Parks - Mat. & Svcs	32,000	(12,500)	19,500
	Parks - Transfers Out	137,602	7,045	144,647
	Library - Personal Svcs	129,644	10,000	139,644
	Library - Capital Outlay	2,000	(2,000)	-
	Library - Transfers Out	54,675	2,877	57,552
	Planning - Personal Svcs	13,827	6,500	20,327
	Planning - Mat. & Svcs	6,600	(2,000)	4,600
	Planning - Transfers Out	6,600	3,055	9,655
	Subtotal	753,557	<b>43,164</b>	796,721

City of North Plains  
 FY12-13 Budget Update and Supplemental Budget

		<b>Current Budget</b>	<b>Proposed Change</b>	<b>Adjusted Budget</b>
<b>Street Fund</b>				
<b>Expense</b>				
	Transfers Out	164,122	9,650	173,772
	Subtotal	164,122	<b>9,650</b>	173,772
<b>Water Fund</b>				
<b>Revenue</b>				
	Charges for Services	858,784	25,000	883,784
	Subtotal	858,784	<b>25,000</b>	883,784
<b>Expense</b>				
	Mat. & Svcs	224,950	(5,000)	219,950
	Special Payments	34,300	30,000	64,300
	Subtotal	259,250	<b>25,000</b>	284,250
<b>Parks Cap Fund</b>				
<b>Revenue</b>				
	Licenses, Permits, Fees	31,280	1,000	32,280
	Subtotal	31,280	<b>1,000</b>	32,280
<b>Expense</b>				
	Transfers Out	-	1,000	1,000
	Subtotal	-	<b>1,000</b>	1,000

**RESOLUTION NUMBER 1792**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, REALLOCATING FUNDS WITHIN THE 2012-2013 Budet**

**WHEREAS**, the City adopted a budget for fiscal year 2012-2013; and

**WHEREAS**, the City Manager is permitted to move monies allocated in the budget; and

**WHEREAS**, City Auditors recommend that the allocation for individual line items be sufficient to cover expenses; and

**WHEREAS**, the City has received and expended revenues not anticipated at the time the budget was adopted; and

**WHEREAS**, the amount of the changes is less than 10% of the entire budget; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON**, reallocates funds within the approved budget as per Exhibit A.

**INTRODUCED AND ADOPTED** this 3rd day of June, 2013.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Martha DeBry, City Manager/City Recorder



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 28, 2013  
To: Mayor and City Council  
From: Martha DeBry, City Manager  
Subject: Revised Event Schedule

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**Request:** Council review revised schedule of events.

**Background:** Last November Council reviewed an events calendar. It has been updated to reflect newer events planned for this summer and fall.

**Fiscal Impact:** This has no fiscal impact.

**Environmental Issues:** None identified.

**Recommendation:** Council review the schedule.

**Sample Motion:** No motion required.

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
<b>JUNE</b>						
Ice Cream Social	First Tuesday, June 4 6:30 p.m., Jessie Mays	Event provides opportunity for community to gather. Event has been used to promote library and other community activities.	City staff coordinates event. Purchases ice cream and related items, and sets up Jessie Mays Hall during business hours. City staff works at the event with volunteers. Estimated annual budget \$300.	Glencoe banner City newsletter website Email distribution lists	300	City of North Plains (Smith)
First Friday Flick	June 7, 6:00 pm Library		-		10	City of North Plains (Ramirez)
St. Edwards Annual Dinner and Auction	First Friday, June 7, St Edwards	Event is managed and advertised by church.	NA		Unknown	St. Edward's Catholic Church
North Plains Farmer's Market	June 15 314 <sup>th</sup> at Commercial		City provides barricade set and removal for event during working hours. Farmers' Market volunteers set up and manage market. City does not fund activity.	Glencoe and Commercial street banners City newsletter Website Email distribution lists	Varies average about 100-200 weekly patrons	Farmers Market Board
<b><i>Senior Center Dance</i></b>	<b><i>June 15, 7:00-11:00 Jessie Mays</i></b>	<b><i>Country music dance</i></b>	<b><i>NA</i></b>	<b><i>Newsletter</i></b>	<b><i>100</i></b>	<b><i>Senior Center</i></b>

(Proposed events are in bold and italics and are subject to future approval by Council.)

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
North Plains Farmer's Market	June 22 314th		NA			Farmers Market Board
Summer Reading Program: Wacky Wed	June 26, 1:00-2:00 Jessie Mays	Kids program	-		50	City of North Plains (Welch)
Book Club	June 26, Library		-		8-15	City of North Plains
Craft Night	June 27, Library		-		8-20	City of North Plains (Brodie)
North Plains Farmer's Market	June 29 314th		NA			Farmers Market Board
<b>JULY</b>						
Summer Reading Program: Wacky Wed	July 3, 1:00-2:00 Jessie Mays		-		50	City of North Plains (Welch)
July 4 Celebration	Thursday, July 4, Commercial Street from Main to 311th	Second annual event is proposed for Commercial Street, and will feature vendors who rent spaces, kids activities, bands, car show, and fireworks.	Estimated budget for event is \$18,000. Estimated revenue from donations and sales is estimated at \$18,000.	Local radio Glencoe banner City newsletter Website Email distribution lists	5,000	City of North Plains, volunteer committee, local businesses (Boyles, Newton)
First Friday Flick	July 5, Library		-		10	City of North Plains (Ramirez)
North Plains Farmer's Market	July 6		NA			Farmers Market Board
Summer Reading Program: Wacky Wed	July 10, 1:00-2:00 Jessie Mays		-		50	City of North Plains (Welch)

(Proposed events are in bold and italics and are subject to future approval by Council.)

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
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JULY						
<b><i>Music In Park</i></b>	<b><i>July 12, 6:30 pm</i></b>	<b><i>Concert by 234<sup>th</sup> Army Band</i></b>	<b><i>\$0</i></b>	<b><i>Newsletter</i></b>	<b><i>50</i></b>	<b><i>City of North Plains (DeBry)</i></b>
North Plains Farmer's Market	July 6 314th		NA			Farmers Market Board
<b><i>Senior Center Dance</i></b>	<b><i>July 13, 6:30 p.m. Jessie Mays</i></b>	<b><i>Country music dance</i></b>	<b><i>NA</i></b>	<b><i>Newsletter</i></b>	<b><i>100</i></b>	<b><i>Senior Center</i></b>
Summer Reading Program: Wacky Wed	July 17, 1:00-2:00 Jessie Mays		-		50	City of North Plains (Welch)
North Plains Farmer's Market	July 20 314th		NA			Farmers Market Board
Summer Reading Program: Wacky Wed	July 24, 1:00-2:00 Jessie Mays		-		50	City of North Plains (Welch)
Craft Night	July 25, Library		-		8-20	City of North Plains (Brodie)
North Plains Farmer's Market	July 27 314th		NA			Farmers Market Board
Summer Reading Program: Wacky Wed	July 31, 1:00-2:00 Jessie Mays		-		50	City of North Plains (Welch)
Book Club	July 31, Library		-		8-15	City of North Plains

(Proposed events are in bold and italics and are subject to future approval by Council.)

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
<b>AUGUST</b>						
First Friday Flick	August 2, Library				10	City of North Plains (Ramirez)
<i>Concert in Park (Lux)</i>	<i>Friday, August 2, Jessie Mays</i>	<i>Outdoor concert at Jessie Mays every Friday in August. Admission is free.</i>	<i>\$200</i>	Banners City newsletter; website Email distribution lists	50	<i>City of North Plains (Reh)</i>
North Plains Farmer's Market	August 3 314th		NA			Farmers Market Board
National Night Out	First Tuesday, August 6 6:30 p.m.	Annual event to support neighborhood efforts to fight crime. City hosts block party to bring residents together, and offer services like fingerprinting, free bike helmets and information about City services.	City staff assists with set up and cooking of hot dog dinner.  Estimated annual budget is \$400 with most expenses offset by donations from local businesses.	Glencoe banner City newsletter Website Email distribution lists	200	Council, Police Department Local businesses (Thurber, Lenahan)
Summer Reading Program: Wacky Wed	August 7, 1:00-2:00 Jessie Mays	See above.	-		50	City of North Plains (Welch)
Summer Fest and Garlic Out West	Second Weekend, August 9, 10 and 11, Jessie Mays	Three day event features vendors, food concessions, car show, music and kids activities.	City donates park to the event. Staff prepares site for approximately one week prior to event. During event	Regional advertisement	15,000	North Plains Events Association

(Proposed events are in bold and italics and are subject to future approval by Council.)

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
			police department schedules multiple officers on duty.			
<b>AUGUST</b>						
North Plains Farmer's Market	August 10 314th		NA			Farmers Market Board
Garlic Festival Car Show	August 11 8 a.m.-2 p.m.	<i>Car show closes commercial Street 6 a.m. to 4 p.m.</i>	NA			North Plains Events Association
Summer Reading Program: Wacky Wed	August 14, 1:00-2:00 Jessie Mays		-		50	City of North Plains (Welch)
Concert in Park (Sambafeat)	Friday, August 16 6:30 p.m. Jessie Mays		\$200		50	City of North Plains (Reh)
North Plains Farmer's Market	August 17 314th		NA			Farmers Market Board
<b><i>Farm Truck and Tractor Show</i></b>	<b><i>August 17 8 a.m. – 3 p.m. Commercial Street</i></b>	<b><i>Car show closes commercial Street 6 a.m. to 4 p.m. Senior Center is also holding pancake breakfast.</i></b>	<b><i>NA</i></b>		<b><i>Unknown</i></b>	<b><i>North Plains Farmers' Market</i></b>
<b><i>Senior Center Dance</i></b>	<b><i>August 17 7:00-11:00 p.m. Jessie Mays</i></b>	<b><i>Country Music Dance</i></b>	<b><i>NA</i></b>		<b><i>100</i></b>	<b><i>Senior Center</i></b>

(Proposed events are in bold and italics and are subject to future approval by Council.)

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
			<b>AUGUST</b>			
Summer Reading Program: End of Program Finale for Children	Wednesday, August 21, 1:00-2:00, Jessie Mays		-		50	City of North Plains (Welch)
Concert in Park	August 23 6:30 p.m. Jessie Mays		\$200		50	City of North Plains (Reh)
North Plains Farmer's Market	August 24 314th		NA			Farmers Market Board
Book Club	August 28, Library		-		8-15	City of North Plains
Craft Night	August 29, Library		-		8-20	City of North Plains (Brodie)
Concert in Park	August 30 6:30 p.m. Jessie Mays		\$200		50	City of North Plains (Reh)
North Plains Farmer's Market	August 31 314th		-			Farmers Market Board
			<b>SEPTEMBER</b>			
First Friday Flick	September 6, Library		-		10	City of North Plains (Ramirez)
North Plains Farmer's Market	September 7 314 <sup>th</sup>		NA			Farmers Market Board
Golf Tournament	Saturday after Labor Day, September 7	Event organized by Chamber of Commerce.	NA		Unknown	Chamber of Commerce
North Plains Farmer's Market	September 7 314th		NA			Farmers Market Board
Book Club	September 25, Library		-		8-15	City of North Plains

(Proposed events are in bold and italics and are subject to future approval by Council.)

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
Craft Night	September 26, Library		-		8-20	City of North Plains (Brodie)
<b>OCTOBER</b>						
First Friday Flick	October 4, Library		-		10	City of North Plains (Ramirez)
Super Saturday	1:00-2:00 pm October 12, Jessie Mays		-		15-20	City of North Plains (Welch)
Chili Cook Off	Third Thursday October 17, 6:30 p.m.	Event features homemade chilis. City provides additional chili and muffins.	<i>City staff coordinates signups for competition, acquisition of trophies and set up of venue. Account Clerk and volunteers assist with clean up. Estimated budget \$300 for paper products and Senior Center catering</i>	Glencoe and Jessie Mays banners City newsletter, website email distribution lists	250	City of North Plains – Possible transfer to NPEA?
<b><i>Playdate</i></b>	<b><i>October 27, 1:00-5:00 Jessie Mays</i></b>	<b><i>Indoor kids activities</i></b>	<b><i>\$100</i></b>	<b><i>Newsletter, Banners</i></b>	<b><i>40</i></b>	<b><i>City of North Plains (DeBry)</i></b>
Book Club	October 30, Library		-		8-15	City of North Plains
Halloween Treats at the Library	Thursday, October 31, Library	Halloween treats handed out to all children coming to the library in costume.	Money donated for treats by the Friends of the Library			City of North Plains (Welch)
Craft Night	October 31, Library		-		8-15	City of North Plains (Brodie)

(Proposed events are in bold and italics and are subject to future approval by Council.)

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
<b>NOVEMBER</b>						
First Friday Flick	November 1, Library		-		10	City of North Plains (Ramirez)
Super Saturday	November 9, Jessie Mays				15-20	City of North Plains (Welch)
<b><i>Playdate</i></b>	<b><i>November 24, 1:00-5:00 Jessie Mays</i></b>	<b><i>Indoor kids activities</i></b>	<b><i>\$0</i></b>	<b><i>Newsletter, Banners</i></b>	<b><i>40</i></b>	<b><i>City of North Plains (DeBry)</i></b>
Book Club	November 27, Library		-		8-15	City of North Plains
Craft Night	November 28, Library		-		8-20	City of North Plains (Brodie)
City Offices Closed	November 28 and 29		-			
<b>DECEMBER</b>						
First Friday Flick	December 6, Library		-		10	City of North Plains (Ramirez)
St. Edwards Christmas Bazaar	First Saturday, December 7	Event features wreathes, sandwiches and holiday items.	NA		Unknown	St. Edward's
The Jingle	First Thursday, December 5 6:30 p.m., Jessie Mays	Event features a procession of golf carts and other decorated vehicles through City. Cookies and hot chocolate provided to attendees at Jessie Mays Hall.	City waives fee for hall rental and cleaning.  City has assisted with registration of houses, organizing route and leading procession.	Glencoe Banner, City newsletter, website email distribution lists	200	North Plains Events Association

(Proposed events are in bold and italics and are subject to future approval by Council.)

Event	Date, Location	Description	City budget Estimate	Advertisement	Estimated Attendance	Sponsor
<b>DECEMBER</b>						
North Plains Holiday Bazaar	First Saturday, December 7, 9 a.m. – 4 p.m.	<i>Event features holiday items and snacks. Event is coordinated with bazaars at Senior Center and St. Edwards to attract more visitors</i>	<i>City expenses estimated at \$90 advertisement. Revenue \$300 from vendors fees.</i>	Regional advertisement Jessie Mays banner City newsletter, website email distribution lists	200	City of North Plains, (Volunteer, DeBry)
<b>City Christmas Party</b>	<b>December 13</b>	<b>Fun and food</b>	<b>\$0 potluck</b>	<b>NA</b>	<b>30</b>	<b>City of North Plains (DeBry, Snyder)</b>
<b>Playdate</b>	<b>December 14 (Saturday) 1:00-5:00 Jessie Mays</b>	<b>Indoor kids activities</b>	<b>\$0</b>	<b>Newsletter, Banners</b>	<b>40</b>	<b>City of North Plains (DeBry)</b>
<b>City Offices Closed</b>	<b>December 25</b>		-			

(Proposed events are in bold and italics and are subject to future approval by Council.)



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 28, 2013  
To: City Council  
From: City Manager Martha DeBry  
Subject: North Plains Events Association Request for Funds

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**Request:** Council consider a request by the North Plains Events Association for loan or donation.

**Background:** The North Plains Events Association (NPEA) is in the process of planning the *Summerfest and Garlic Out West Festival*, which will be held August 9, 10 and 11.

On February 2, 2013, the NPEA requested and received a loan of \$3,000 from the City. This loan was personally guaranteed by the NPEA Board members to be repaid by November 2013. A copy of the agreement is attached.

Recently, the NPEA Board determined that providing insurance for the festival under the umbrella of NPEA would cost between \$2,800 - \$4,600. As a new organization the NPEA has limited resources and is unable to bind insurance at this time. The NPEA Board has requested the City provide a loan or donate funds which can be used for the insurance premium.

The NPEA is considering a policy that provides \$2,000,000 insurance per occurrence, which would protect the City from all risk exposures below Oregon's tort cap. This will cost \$4,600. Alternatively, the NPEA reviewed a \$1,000,000 per occurrence policy which would potentially expose the City to \$300,000 of risk, should there be a large claim. This would cost \$2,800. Staff strongly supports the idea of minimizing the City's risk exposure and requiring the \$2,000,000 policy.

The NPEA's coverage would provide insurance for all NPEA events throughout the year including the garlic festival, the Jingle, Easter Egg Hunt and 4<sup>th</sup> of July, where it will sponsor the beer garden in cooperation with the Knights of Pythias. Having insurance in place prior to July 4 is important to manage the City's risk exposure. It will also have the benefit of lowering the overhead costs for the Knights who are active participants at and contributors to major community events.

The NPEA is requesting that \$4,800 be loaned or donated for the purpose of acquiring insurance. Staff is recommending two alternatives be considered by Council:

1. A loan be structured that requires repayment, from proceeds of the *Summerfest and Garlic Out West Festival*. Specifically, any excess revenue should be used to repay the City. If there are no excess revenues, the City and NPEA can revise the agreement in September.

2. Council approve a one-time donation to the *Summerfest and Garlic Out West Festival* and become a principal sponsor of the event.

The NPEA needs the funds in advance of the festival to help offset costs incurred prior August. By October, the NPEA should have a full accounting of the festival and will be able to advise regarding their ability to repay funds.

**Fiscal Impact:** Funds for a loan can be allocated from the General Fund contingency of \$100,000.

**Sample Motion:** I move to loan or donate \$4,600 to the NPEA.

## AGREEMENT TO LOAN \$3,000 TO THE NORTH PLAINS EVENTS ASSOCIATION

An Agreement dated 27<sup>th</sup> February, 2013, is between THE CITY OF NORTH PLAINS, OREGON ("City"), and NORTH PLAINS EVENTS ASSOCIATION ("NPEA") for the purpose of explaining the terms of loan.

WHEREAS, the NPEA is a not for profit organization formed to plan, organize and execute community events within the City of North Plains, and

WHEREAS a \$3,000 loan has been requested by the NPEA as seed money for 2013 events and the request was approved by the North Plains City Council on February 19, 2013

WHEREAS a loan of \$3,000 can be accommodated in the City of North Plains budget (Council, Community Events);

NOW THEREFOR IT IS AGREED:

1. CITY Responsibility

The CITY will loan the NPEA a sum of three thousand U.S. dollars (\$3,000) for a period not to exceed eight (8) months from the date of this agreement.

2. NPEA Responsibility

The NPEA, including its Board of Directors agrees to repay the CITY the sum of three thousand U.S. dollars (\$3,000) on or before November 1, 2013.

3. Interest Rate

No interest will be charged if the fees are paid on or before November 1, 2013.

4. Failure to Repay

If for any reason NPEA fails to repay the City of North Plains in whole or in part, the City is authorized to immediately place a lien against the real properties owned by the NPEA or the members of its Board of Directors. NPEA also agrees to pay a simple interest rate of 4% annually on the unpaid sums if a lien is filed.

5. Indemnity and Insurance

NPEA acknowledges responsibility for any and all liability arising out of the use of the loaned funds and shall hold City harmless from, defend and indemnify City for any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from NPEA' acts, omissions, activities, or services in the course of performing this contract.

6. Law of Oregon

The contract shall be governed by the laws of the State of Oregon. Venue shall be in Washington County, Oregon.

7. Successors and Assignments

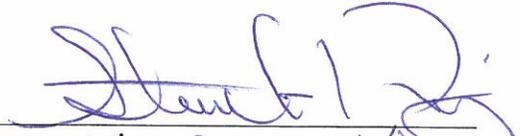
Each party binds itself, and any partner, successor, executor, administrator, or assign to this agreement. Neither the CITY nor the NPEA shall assign, or transfer their interest or obligation hereunder in this agreement without the written consent of the others. Any assignment, transfer, or subcontract attempted in violation of this subparagraph shall be void.

8. Integration

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

NORTH PLAINS EVENTS ASSOCIATION

CITY OF NORTH PLAINS, OREGON

  
\_\_\_\_\_  
Representative: Stewart King  
Address: PO Box 484  
North Plains, Oregon, 97133  
Telephone: (503) 647-2619

  
\_\_\_\_\_  
Martha A. DeBry, City Manager  
31360 NW Commercial  
North Plains, OR 97133  
Telephone: (503) 647-5555



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 28, 2013  
To: Mayor and City Council  
From: Martha DeBry-City Manager  
Subject: Second Reading and Adoption of Ordinance No. 417 amending Municipal Code Chapter 6.15 Business Licenses

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**Request:** Council read the proposed ordinance for the second time by title only and then adopt the ordinance.

**Background:** The City's existing business ordinance Chapter 6.15 creates the frame work for business licenses that "regulates" commerce in North Plains. As such the City has the discretion to not issue a license, and in theory close a business by withdrawing its license. The current fees of \$70 set up and \$50 annual renewal does not provide adequate funding for resources to actually review each application on an annual basis, conduct site visits and inspections. Staff may not be qualified to inspect facilities to ensure they are operating in a safe or lawful manner.

In practice the City has a revenue raising process. The license exists for the purpose of raising revenue that allows the City to provide services to businesses and residents. Business license fees raise about \$6,500 annually, with set up and first year fees waived through December 2013. No changes in the fees are recommended.

The business license renewal process is conducted primarily by email which has greatly reduced the amount of staff time spent on the process.

The City Attorney has recommended the City replace its ordinance rather than modifying the existing ordinance. The existing ordinance which is in Council's packet has some odd language.

**Fiscal Impact:** Adopting the ordinance would have no fiscal impact.

**Environmental Issues:** None identified.

**Recommendation:** Council read the ordinance amending Chapter 6.15 for the second time by title only and then adopt the ordinance:

**Sample Motion:**

1. I move to read Ordinance No. 417 by title only for the second time:  
*Mayor to read title: Ordinance No. 417 of the City Council of the City of North Plains, Oregon, amending Municipal Code Chapter 6.15 Business Licenses*

2. I move to adopt Ordinance 417.

**ORDINANCE NO. 417**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,  
AMENDING MUNICIPAL CODE 6.15 BUSINESS LICENSES**

**WHEREAS**, the City of North Plains has an ordinance to administer business license permits, and

**WHEREAS**, the City Council seeks to clarify the language of the ordinance to ensure business licenses are treated as a revenue raising process rather than a regulatory process.

**THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,  
ORDAINS AS FOLLOWS:**

**Section 1.** The Municipal Code Chapter 6.15 Business Licenses as stated on Exhibit A.

**Section 2.** Severability. If any provision of this Ordinance or its application to any person or circumstances is held to be unconstitutional or invalid for any reason, the remainder of this Ordinance or the application of the provisions to other persons or circumstances shall not be affected.

**INTRODUCED** on the 20<sup>th</sup> day of May, 2013, **AND ADOPTED** this 3<sup>rd</sup> day of June, 2013.

**CITY OF NORTH PLAINS, OREGON**

By: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

By: \_\_\_\_\_  
Martha DeBry, City Manager/City Recorder

**Chapter 6.15  
BUSINESS LICENSES**

.010 Purpose.

This Chapter is designed to provide revenue for municipal purposes and has no regulatory purpose whatsoever. Issuance of a Business License by the City is not to be construed nor is it permission or license to engage in any business activity or occupation. The fees, penalties and other charges required or imposed are in addition to any other regulatory or non-regulatory certificate, license or permit fee that may be required by any federal, state or local jurisdiction including the City.

.020 Definitions

As used in this Chapter:

- A. “Business” includes all professions, trades, occupations, shops, apartments, tenements, office buildings and every kind of calling carried on for profit or livelihood.
- B. “Certificate of Compliance” “Certificate” “License” means the document issued upon full compliance with the terms of this Chapter for the tax year in question.
- C. “City” means the City of North Plains, Oregon.
- D. “Employee” means any person working for, within or under the auspices of a business (other than a bona fide independent contractor or leased employee) regardless of the employment, management or ownership status of that person; including common law and statutory wage earning, commission and salaried employees, executive and common employees, agents, sales representatives, sole proprietors, partners, corporate officers and any and all persons associated directly with the business.
- E. “Exemption certificate” means a document issued by the City in lieu of a License to businesses and activities qualifying under Section .030.
- F. “Motor vehicle for hire” means a motor vehicle used in the transportation of passengers for hire (including a taxicab or limousine) not operating over a fixed and definite route as well as a shuttle car that may operate under a fixed route and time schedule.
- G. “Person” includes all domestic and foreign corporations, associations, syndicates, partnerships, joint ventures and individuals transacting and carrying on any business in the City excepting individuals whose compensation is based on an hourly, daily, weekly, monthly or annual wage or salary.
- H. “Transfer” means to transfer ownership or name of a business. It does not mean a change in business location.

.030 License or Certificate Required

- A. Except as provided in subsection (B), any person operating or carrying on business in the City shall obtain a Certificate of Compliance and pay the required fee with the exception of businesses specifically exempted from payment thereof by state or federal law.

- B. In lieu of a Certificate of Compliance and the requirement to pay related fees, an Exemption Certificate shall be issued without charge to businesses and activities described in (1) through (6) below. Notwithstanding the foregoing, a qualifying business or activity must complete and file an initial and thereafter an annual renewal Exemption Certificate application. Businesses and activities qualified under this provision are:
1. Religious, educational, governmental and charitable organizations specifically exempt from taxation under the Federal Internal Revenue Code;
  2. Utilities franchised by and paying a franchise fee to the City;
  3. Any business or occupation specifically exempt from the payment of a non-regulatory business license fees under state law or federal law;
  4. Any household or garage sale.
  5. Any contractor or landscape contractor which is exempt from payment of a business license fee under state law;
  6. Participants selling goods or services at an event presented by organizations listed in (1) or by the City;
  7. Producers of farm products raised in Oregon, produced by themselves or their immediate families and sold by them or by a member of their immediate family;
  8. Renting or leasing of residential real property, consisting of two or fewer dwelling units.

.040 Fees – Generally

- A. There is imposed upon Businesses fees in amount(s) prescribed by Council resolution. It is unlawful for any person to conduct business in the City without first having paid said fees and obtained a Certificate of Compliance and renewing the license for each year thereafter the Business is conducted in the City.
- B. A Certificate of Compliance or an Exemption Certificate shall be effective on the date of its issuance and shall be renewed annually thereafter on that date.
- C. The fee imposed by this section is due not later than the issuance date for the Certificate of Compliance and annually by that date thereafter. A fee will be deemed delinquent thirty (30) days after it is due. Fees are neither refundable nor prorated.
- D. Each branch or location of a business shall obtain a separate Certificate excepting warehouses used only in connection with a licensed business.
- E. The agent(s) of a nonresident business for which a Certificate is required shall be jointly liable for payment of the fee and for any penalties for failure to pay the fee or to comply with this Chapter's provisions to the extent and with like effect as if such agent or agents were themselves proprietors.

.050 Presumption of doing business.

A person is presumed to be doing business in the City and subject to this Chapter if engaged in any of the following activities:

- A. Advertising or otherwise professing to be doing business within the City;
- B. Delivering goods or providing services to customers within the City;
- C. Owning, leasing or renting personal or real property within the City which is used in a trade or business;
- D. Engaging in any transaction involving the production of income from holding property or the gain from the sale of property, which is not otherwise exempted in this Chapter. Property may be personal, including intangible or real in nature; or
- E. Engaging in any activity in pursuit of gain which is not otherwise exempted in this Chapter.

.060 Fee

The fee for issuance of a Certificate of Compliance shall be set by City Council resolution.

.070 Businesses not operating from a facility within the City.

Unless otherwise provided in Section .030 all persons doing business within the City are subject to provisions of this Chapter regardless of the location of the facility used as the base for conducting such business.

.080 Application procedures

- A. All licenses shall be issued by the City Recorder upon written application provided by the City Recorder.
- B. If more than one business takes place at the same location and is operated under the same ownership but is operated under other business name(s), one application may be filed provided each business is clearly and separately identified and all relevant information is included in the unified application.
- C. No Certificate may be transferred without written application to the City Recorder. An entry of a transfer shall be made by the Recorder in the License records for which the Recorder shall charge and receive a fee as established by Council resolution.
- D. An application for an initial Certificate of Compliance or an application for a change in address due to the relocation of a currently licensed business shall be accompanied by full payment of an application fee. No such application shall be accepted by the City Recorder unless all information contained therein is complete.

.090 Falsifying application information – Failure to comply

- A. No person shall make any false or misleading statement to the City Recorder for determining the amount of any fee to be paid the City or to fail to comply with any provision(s) of this Chapter.

- B. In the event a person fails, refuses or neglects to obtain the Certificate before it becomes delinquent, the Recorder shall collect a penalty of five percent (5%) for each calendar month or fraction thereof for the period of the delinquency which sum shall be in addition to the required fee.

.100 Violation does not exempt payment of fee.

Violation of any provision of this Chapter does not operate to relieve a Business of liability for paying any fee or penalty for which such Business is liable nor shall payment of any such fee or penalty be a bar to or prevent any judicial proceedings being brought by the City for violations of this Chapter.

**City of North Plains  
Police Department  
5/30/13**

**TO: Martha DeBry, City Manager  
City Council  
Department Heads**

**FROM: Bill Snyder, Police Chief**

**SUBJ.: DEPARTMENT REPORT**

During May we've continued to spend time working on the ODOT traffic grant at the overpass construction zone. We have brought a new reserve officer aboard, Sam Freshner. We are also continuing work on ongoing criminal investigations.

The following are the numbers regarding criminal reports/activity for May:

<b>Activity</b>	<b>2013 May</b>
Possible arson	1
Detox arrest	1
Burglary	1
Drug/possession	2
Agency assist	4
Unlawful vehicle entry	1
Hit and Run	1
Criminal Mischief	2
Identity theft	1
Littering arrest	1
Vehicle crash	2
Welfare check	2
Stalking arrest	1
Found property	1



City of North Plains

Public Works Department

5/30/2013

TO: Martha DeBry, City Manager  
City Council  
Department Heads

FROM: Blake Boyles, Public Works Director

SUBJECT: DEPARTMENT REPORT

I am currently working on the following projects/ tasks:

- CDBG Project Management –NW Claxtar St -8” Waterline and Street project underway since May 13, waterline installed, ready for pressure test and chlorination. Service tie-overs next week. Curbs maybe week after.
- Construction coordination with ODOT on interchange/ pedestrian trail working on Easement survey
- Updating The Emergency Manual, Emergency Management planning/updating
- NIMS (National Incident Management System) Training –compliance requirements ...Ongoing
- Glencoe Pedestrian Tunnel coordination
- July 4<sup>th</sup> planning
- Highland Ct Subdivision coordination,
- McKay Fields Subdivision coordination
- Consumer Confidence Report completed and turned into state

Public Works Crews are working on the following projects/tasks:

- Equipment Maintenance
- Building Maintenance
- Meter installation and repair
- Monthly meter reading
- Locates, Locating entire areas for Highland Ct and Claxtar projects
- Swing installation at Jessie Mays completed
- Garden construction/ more beds for Community Garden completed
- Street surface evaluation/prep for crack sealing
- ODOT construction coordination
- Fertilizing
- Pressure washing City Hall
- New service installed to City Hall
- Set up and take down,tents for Garden Club plant sale
- Clean up day participation

Future reports will include tasks accomplished and those pending. If there is any other information you may want to see in the report, please let me know.-

## City of North Plains - Library Department – June 3, 2013

**TO: Martha DeBry, City Manager, and to City Council Members**  
**FROM: Debbie Brodie, Library Director**  
**SUBJECT: DEPARTMENT REPORT – JUNE 2013**

**Summer Reading Programs for All Ages.** Registration starts on **June 1** for all ages. This year's Pre-Reader and Kid theme is *Dig Into Reading*. The Teen theme is *Beneath the Surface*. The Adult theme is *Groundbreaking Reads*. There are awesome events and cool prizes for all ages. For details, check this website: <http://www.wccls.org/srp2013>.

Kids and Teens, just for signing up at the Library, you will receive one free general admission ticket to a Portland Timbers Reserve Team game, free fun at Bullwinkle's Family Fun Center (including a round of miniature golf or Playland admission), and free rides at the Washington County Fair. If you meet your summer reading goal, you will also get a Portland Trail Blazer ticket voucher for a pre-season game and an Oaks Park Amusement Park discounted Deluxe Ride Bracelet. Throughout the summer, Kids and Teens will also have chances to spin and win more prizes and may attend numerous events and programs throughout the summer!

Adults may register online or at the Library. By registering, you are eligible to win one of these fabulous prizes: two-night stay for two at the Sylvia Beach Hotel, season tickets to the Portland Arts and Lectures Series, a \$200 gift certificate for Sunriver Resort, a \$150 gift certificate for Higgins Restaurant, season tickets to the Beaverton Civic Theatre, a \$70 gift certificate to Broadway Rose Theater, a \$50 gift certificate to Café Allegro, a \$50 gift certificate to Powell's Books, a \$50 gift card for the Tualatin Hills Park and Recreation District, a landscape painting by Pat Gerlach, or a climbing lesson and a one-month membership to Stoneworks Climbing Gym.

Adults, you may also join your Washington County friends and neighbors for an evening with Cheryl Strayed, best-selling author of *Wild: From Lost to Found on the Pacific Crest Trail*. *Wild* won the 2013 Oregon Book Awards' Readers Choice Award. Strayed will appear on Wednesday, **June 26** at 7:30 p.m. at the Southridge High School Auditorium. Doors open at 7:00 p.m. Seating is limited and on a first-come, first-served basis.

**Wacky Wednesdays.** The popular Super Saturday events which take place each month during the school year are replaced during the summer by weekly Wednesday programs. All events take place at the Jessie Mays Community Hall beginning at 1 p.m. The summer line-up includes:

**June 26 Imagination Yoga.** Our energetic yoga facilitator will take the children on grand adventures as they imagine Yoga in the Castle, in the Jungle, in Outer Space, with the Dinosaurs, and more! This program is geared towards 2 -12 year olds.

**July 3 Digging on Mars.** Evergreen Aviation and Space Museum representatives will teach a hands-on lesson about Mars with a focus on aviation- and space-related science, technology, engineering, and mathematics. . All ages are welcome to attend.

**July 10 Rock N' Roll Kindy with Mo Philips.** This super interactive rock 'n' roll show is all about creating music and having a good time. All ages are welcome to attend.

**July 17 Dragon Theater Puppets Presents "I Dig Dinosaurs."** Join explorer, archaeologist, and host Shawnry Connery as he builds a time machine and travels through

time with an exciting cast of characters to learn about the amazing world of the dinosaurs. All ages are welcome to attend.

**July 24 A Fool's Tale with Buster's Red Nose Revue.** Join Buster in his misadventures through the wondrously wacky world of the clown. His physical comedy will leave your face cracked up and belly splitting! All ages are welcome to attend.

**July 31 Smarty Pants Game Show.** Eating well...saving energy...bike safety. It doesn't exactly sound like summer vacation, but kids all over are laughing, learning, and earning the title "Smarty Pants," with this exciting traveling game show from the Educational Theatre Program. All ages are welcome to attend.

**August 7 Washington County Mobile Museum.** Come learn all about the first people of Washington County, the Atfalati-Kalapuya. Find out about what they wore, what they ate, and where they lived. All ages are welcome to attend.

**August 14 Revolutionary Revue.** Join us for a musical journey through the history of the United States, produced and directed by Kevin Muir, who brought us the mathematical musical adventure, "Alice In Mathland!" All ages are welcome to attend.

**August 21 Reptile Man and SRP Party.** Come celebrate the closing of the Summer Reading Program with the Reptile Man. Meet snakes, turtles, lizards and more! You don't want to miss this program and party!! All ages are welcome to attend.

**Teen Summer Reading Activities.** For those entering 6<sup>th</sup> - 12<sup>th</sup> grades. Group size must be limited to first 30 teens who show up. Both events are at the Jessie Mays Community Hall.

**July 23 Archery at 4 p.m.** Come learn how to shoot a bow and arrow! All skill levels are welcome!

**August 20 Hands on Henna at 6 p.m.** Learn all about Henna and get your very own Henna tattoo!

**Kirstin Pulioff Book Signing and Reading.** North Plains resident and young adult fantasy author, Kirstin Pulioff will be introducing the sequel to her popular book The Escape of Princess Madeline at a reception to be held for her and the book's illustrator, Sara Twitty, on Friday, **June 14** from 6-8 p.m. at the Library. Pulioff will have copies of the original book and of the sequel, The Battle for Princess Madeline, available for purchase.

**Sara Twitty Paintings on Exhibit.** Seattle-based artist and illustrator, Sara Twitty, will be exhibiting her work at the Library from June 1 through August 2. Examples of her art may also be viewed at <http://saratwittyart.blogspot.com/>. Twitty is the illustrator for the young adult books written by local author, Kirstin Pulioff. Both artist and author will be honored at a reception on Friday, **June 14** from 6-8 p.m. at the Library.

**Storytimes.** Children ages 0-6 are invited to participate every Wednesday at 11:30 a.m. in the children's section of the Library.

**June 5** Storytime with Miss Marion: Welcome Summer!

**June 12** Storytime with Children's Librarian Kay: Curiosity and Surprises

**June 19** Special Guest Storytime: Call the Library for Details  
**June 26** Storytime with Youth Librarian Jackie: Bugs and Insects

**Writers' Group.** Share your writing projects and receive feedback from peers on Thursday, **June 6** at 6:30 p.m. at the Library. New members are welcome to join.

**First Friday Flick.** Free family movie nights occur on the first Friday of each month at 6 p.m. at the Library. The G-rated, animated action adventure film from Pixar to be shown on **June 7** is *WALL-E*, about a Garbage Collecting Robot who falls in love. . Seating is limited. Refreshments will be served.

**Friends of the Library Meeting.** There will be a regular meeting of the Friends on Monday, **June 10** at the Library from 7:30-9 p.m. New members are welcome to attend.

**Library Board Meeting.** A regular meeting of the Library Board will begin at 7:30 p.m. on Wednesday, **June 19**, at the Library.

**Library Book Club.** The Thursday, **June 20** selections to be discussed are the historical novels, The Buddha in the Attic and When the Emperor Was Divine, written by Julie Otsuka. The Buddha in the Attic presents the stories of six Japanese mail-order brides whose new lives in early twentieth-century San Francisco are marked by backbreaking migrant work, cultural struggles, children who reject their heritage, and the prospect of wartime internment. When the Emperor Was Divine relates the experiences of a Japanese-American family in Berkeley, CA after the bombing at Pearl Harbor. The father is arrested and taken away in the night, and the mother and two children are relocated to an internment camp in Topaz, UT. This meeting will begin at 7:00 p.m. at the Library. New members are welcome. Refreshments will be served.

**Craft Night.** Bring your knitting, crocheting, or other personal craft projects to the Library on Thursday, **June 27** from 6-8 p.m. for an evening of camaraderie and dedicated handiwork time.

**Quilt Display.** Enter to win! The quilt hanging above the checkout desk throughout June was created by the Westside Quilters Guild for the Library's annual raffle. Tickets are \$1 each or 6 for \$5. The drawing will be held on Sunday, August 11 at the Jessie Mays Community Hall during Summer Fest & Garlic Out West.

# June 2013 Council Calendar

Meeting	Primary	Alternate	Note	Date
<b>City Council</b>			<b>7:00 p.m.</b>	6/3
Ice Cream Social			6:30 p.m.	6/4
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 <sup>nd</sup> Monday @ 12 noon	6/10
Planning Commission	Newton		2 <sup>nd</sup> Wednesday @ 7 p.m.	6/12
Washington County Office of Community Development: Policy Advisory Board	Kindel	Demagalski	2 <sup>nd</sup> Thursday @ 7 p.m.	6/13
<b>City Council</b>			<b>7:00 p.m.</b>	6/17
<i>Library Board</i>	Warren		3 <sup>rd</sup> Wednesday @ 7 p.m.	6/19
Metro Policy Advisory Committee (MPAC)	Hatcher	Newton	4 <sup>th</sup> Wednesday @ 5 p.m.	6/26
Parks Board			4 <sup>th</sup> Wednesday @ 6:30 p.m.	6/26
Metropolitan Area Communications Commission (MACC)	Warren	Lenahan		
Northwest Oregon Area Commission on Transportation (NWACTION)	Lenahan	DeBry		