

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, June 17, 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 06/03/2013 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:**
None Scheduled
7. **PUBLIC HEARING:**
 - A. None Scheduled
8. **NEW BUSINESS:**
 - A. Discussion of Washington County proposal to implement a Road Maintenance Fee on Vehicle Registrations
 - B. Council to review May 2013 Check Register
9. **UNFINISHED BUSINESS:**
 - A. 4th of July Festivities Planning Update
 - B. Council to discuss and provide direction regarding a discount water rate structure.
10. **ORDINANCES:**

FIRST READING:

A. None Scheduled.

SECOND READING:

B. None Scheduled.

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. July 2013 Council Calendar

13. ADVICE/INFORMATION ITEMS:

July 4th Celebration: 07/04/13 Commercial Street from Main to 311th

14. EXECUTIVE SESSION: *(No action may be taken in executive session. If action needs to be taken, the Council will do so in regular session.)*

A. Adjourn to Executive Session in accordance with ORS 192.660(2)(i) and 192.660(8) regarding employee performance evaluations

1) To review employee performance of the City Manager

15. ADJOURNMENT

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

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, July 1, 2013

Monday, July 15, 2013

Monday, August 5, 2013

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, June 3, 2013 7:00 P.M.**

1. **CALL TO ORDER:** Mayor David Hatcher called the meeting to order at 7:00 p.m.
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 Robert Kindel, Jr.

Excused Absent: Glen Warren

Staff present: City Manager Martha DeBry, Chief of Police Bill Snyder, Account Clerk Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 5/20/2013 Council meeting

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

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

6. **PRESENTATION:**
Chief Snyder performed the ceremonial swearing-in of Sam Freshner, the new Reserve Officer for the North Plains Police Department. Officer Freshner will be doing his field training with Officer Thurber and Officer Baker.

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.

DeBry presented her staff report. There were a few clarifying questions presented from the Council. The budget being presented is a balanced budget. The concern for the title of the Recology Community Fund was taken care of by being renamed as the Recology Fund. DeBry and Lembo explained the details of this fund and how the money is being distributed. Discussion ensued.

Hatcher opened the Public Hearing at 7:25 for public comments on the two Resolutions. Hearing no requests from public Hatcher closed the Public Hearing at 7:25:30.

Motion by Kindel. Seconded by Lenahan to adopt Resolution No.1789 adopting the annual budget for fiscal year 2013 – 2014. The motion was approved unanimously.

DeBry informed the Council of three new fees that have been added to the fee schedule to address amending the Master Plan, specifically related to The Neighborhood Community Zone.

Motion by Demagalski. Seconded by Broome to adopt Resolution No. 1790 approving the 2013-2014 fee schedule. The motion was approved unanimously.

8. NEW BUSINESS:

A. State Revenue Sharing Eligibility and Election.

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.

DeBry reviewed that 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 were to allow the public and the Council to discuss how the City plans to spend funds received through State Revenue Sharing. 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.

Motion by Demagalski. Seconded by Lenahan to adopt Resolution No. 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 and 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. The motion was approved unanimously.

- B. Resolution No. 1791 authorizing the City Manager to certify the need to impose property taxes with Washington County.

DeBry explained this resolution is an annual action the Council needs to adopt authorizing the City Manager to certify that property taxes must be levied in order to fund the City's budget.

Motion by Kindel. Seconded by Demagalski to adopt Resolution No. 1791 authorizing the City Manager to certify the need to impose property taxes with Washington County. The motion was approved unanimously.

C. Resolution No. 1792 Reallocating Funds within the 2012-2013 budget.

DeBry presented the staff report. As was noted in the Fiscal Year 2011 Audit, there were 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.

Motion by Lenahan. Seconded by Demagalski to adopt Resolution No. 1792 Reallocating Funds within the 2012-2013 budget. The motion was approved unanimously.

D. Discussion of revised events schedule

DeBry presented a revised schedule of events to the Council. It has been updated to reflect the newer events being planned for this summer and fall. The Senior Center is scheduling more dances and the City is preparing additional music programs.

No action was required. This item was for discussion only.

E. Council consider a request by the North Plains Events Association (NPEA) for loan or donation.

DeBry presented the staff report. She explained as a new organization the NPEA has limited resources. Recently they determined that providing insurance for the Summer Fest and Garlic Out West festival under the umbrella of NPEA would cost between \$2,800 - \$4,600. NPEA 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.

Council discussed options and determined all the events that would be covered under this policy for the entire year.

Motion by Kindel. Seconded by Demagalski to donate \$4600.00 to the NPEA to cover the insurance premium as a show of support. The motion was approved unanimously.

9. UNFINISHED BUSINESS:

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

At the 5/20/13 Council Meeting, the Farmer's Market Board had requested a street closure on August 17, 2013 for a Farm Tractor and Truck Show. Council wanted more information of the Farmer's Market Board's flexibility regarding the date of this event. DeBry reported the Farmer's Market Board stated they do not have a lot of flexibility in the choice of date.

Discussion ensued. The Senior Center is also planning a pancake breakfast and the tractor show was an additional tool to bring people in for the breakfast. Newton expressed her concern in that this is the same date as the Banks Truck and Tractor Pull and feels it will appear we are in competition with Banks by holding this tractor show the same day as Banks

event. Hatcher called for a consensus of the Council. Some feel it would complement the event more than compete. The Farmers Market's show will have approximately 30 vehicles on display for people to leisurely view.

Motion by Lenahan. Seconded by Kindel to close the street in honor of the Farmer's Market's desire for a tractor show. Vote was 6-1, with Newton voting against.

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.)

Motion by Demagalski. Seconded by Lenahan, to read Ordinance No. 417, an Ordinance of the City Council of the City of North Plains, Oregon, amending Municipal Code 6.15 Business Licenses, by title only for the second time. The motion was approved unanimously.

Mayor Hatcher read Ordinance No. 417 for the second time by title only.

Motion by Lenahan, seconded by Demagalski, to adopt Ordinance No. 417. The motion was approved unanimously.

11. STAFF REPORTS

DeBry stated a map for the east expansion area was likely to be submitted in the near future. She suggested it should be a topic to discuss at the joint meeting with the Planning Commission. The date is tentatively set for 7/2/13 Council meeting. There has been a significant change in their plan for development.

DeBry was interviewed Monday morning, June 3, 2013 on OPB Radio regarding the odor issue on "Think Out Loud."

The Annual Ice Cream Social will be held tomorrow night, June 4, 2013 at Jessie Mays Community Hall at 6:30 p.m. There are some community groups that will have tables set up with information for attendees.

DeBry, reporting for Boyles, gave a status update on the easement for the tunnel under Highway 26. Murray Smith and Associates have been brought in to work on the plans.

Claxtar Street project is moving along. The water lines are in. There have been a few concerns from residents but they have all been addressed.

The 4th of July Celebration plans are continuing to be worked out. We are still in need of more volunteer help. To date, 23 vendors have signed up. Car Show registration is slow but most of

them come in closer to the last day to register. The fireworks show will be performed by Western Displays and will be sponsored by Recology. There will be a Pythian dinner and a second parade this year—a Children’s parade that will begin at 7:00 p.m.

Chief Snyder reported he is getting ready for the next phase of the grant for the construction zone on Highway 26.

There are seven Reserve Officers working for the North Plains Police Department. Jody Peterson has been offered the job of the part-time police officer—it is contingent on one more phase of the hiring process. Officer Sam Freshner is willing to work nights so we will have near full police coverage.

Reh reported for Brodie that the Summer Reading Program has begun and everyone can sign up. There are programs from infants to adults and lots of fun prizes for everyone.

12. COUNCIL REPORTS

Newton reported on the status of the 4th of July Celebration planning. She stated that many of the volunteers have fallen through so there is a great need for more volunteers. A new event this year is a golf cart race that will be executed with carts without engines.

Boyles will give a full report at the next Council Meeting

Lenahan reminded the Council the City Manager Performance Review survey needs to be complete. Lenahan has received surveys from all of the city staff. This will need to be discussed and delivered in an Executive Session at the June 17, 2013 Council Meeting.

A. June 2013 Council Calendar

The June 2013 Council Calendar was distributed in the packets for Council to review.

13. ADVICE/INFORMATION ITEMS:

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

14. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 8:12 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: June 11, 2013
To: Mayor and City Council
From: Martha DeBry-City Manager
Subject: Discussion of Washington County proposal to implement a Road Maintenance Fee on Vehicle Registrations

Request: Council discuss the options presented by Washington County and provide direction to staff.

Background: At the Washington County Coordination Committee (WCCC) the Department of Land Use and Transportation Director Andrew Singelakis presented options for implementing a vehicle registration fee to support road maintenance. The County has about 1,300 miles of roads, with more than 430 lane miles in urban areas. They estimate their current maintenance backlog at \$10.5 million per year, which is projected to increase to \$22 million by 2021. A copy of Mr. Singelakis' presentation is in Council's packet.

To close the funding gap, the County has considered a change in the county gas tax, a county-wide levy or the implementation of vehicle registration fee. County staff believes both a gas tax and county-wide levy would be difficult to implement as they would require public votes, and provide funding for a limited period. HB 2001 (JTA) allow the County to implement a registration fee up to \$43/year. (Certain classes of vehicles are excluded from the fee.) The bill provides that 60% of the revenue goes to the County, and 40% to cities based on population. This could generate up to \$18 million annually if a \$43/year fee is implemented. Technically, the Board of Commissioners can implement this fee without placing it on a ballot.

County staff suggested implementing the fee at \$4/year and increasing it annually until it reaches \$43/year. The feedback from the WCCC was that a gradual phase in would not adequately address the backlog of maintenance for the county or cities, and the fee should be started at a higher point. In North Plains' case, a \$4 fee would not provide much funding for anything. Several agencies also expressed concern about the level of public outreach on the issue. They would not want the County to adopt the fee, and then have it placed on the ballot as repeal measure. (Additionally, the regressive nature of the fee was discussed, as the amount of the fee was the same for an older model car versus a luxury vehicle. Thus it may have a disproportionate impact on persons with limited incomes. The WCCC was advised only the State could address that issue.)

The WCCC is supposed to make a recommendation to the County Board of Commissioners next month. The Board will make the final decision on how to manage the fee. Three members of the Board were present at the WCCC to hear comments.

Fiscal Impact: The implementation of the registration may provide additional funding to the City for road maintenance. The amount of funding will depend on the level of the fee. It is unlikely to impact the 2013/2014 fiscal year.

Identifying a new source of funding for road maintenance is important as gas taxes are likely to decline in future years as more vehicles become highly fuel efficient or require no gas at all. Vehicle registrations provide a direct nexus between car use and road maintenance.

Environmental Issues: None identified.

Recommendation: Council discuss the vehicle registration fee and provide direction to staff.



Road Maintenance Funding Options

Presented to:

Washington County Coordinating Committee

Presented by:

Andrew Singelakis, Director
Department of Land Use and Transportation

June 10, 2013

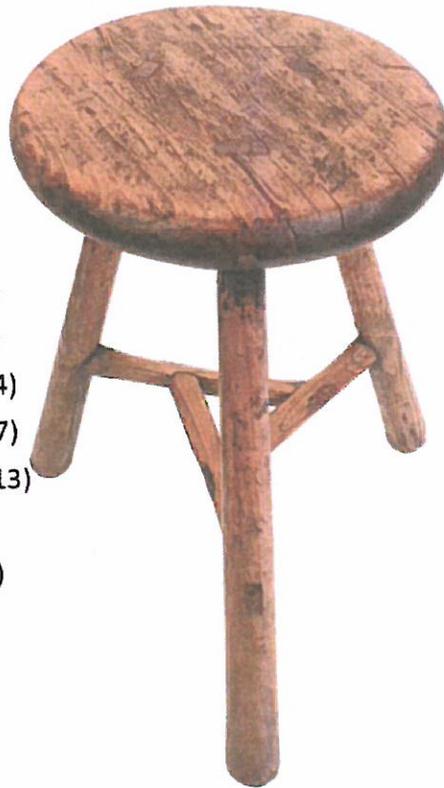
Transportation Funding Strategy

“Three Legged Stool”

Existing Safety/ Capacity Deficiencies

Property Taxes (MSTIP)

- MSTIP 1: \$27 million (1986-1989)
- MSTIP 2: \$60 million (1989-1995)
- MSTIP 3: \$265 million (1995-2004)
- MSTIP 3b: \$65 million (2004-2007)
- MSTIP 3c: \$138 million (2007-2013)
- **Total to date:** \$555 million
- MSTIP 3d: \$175 million (2013-18)
Approx. \$35 million/year



System Maintenance

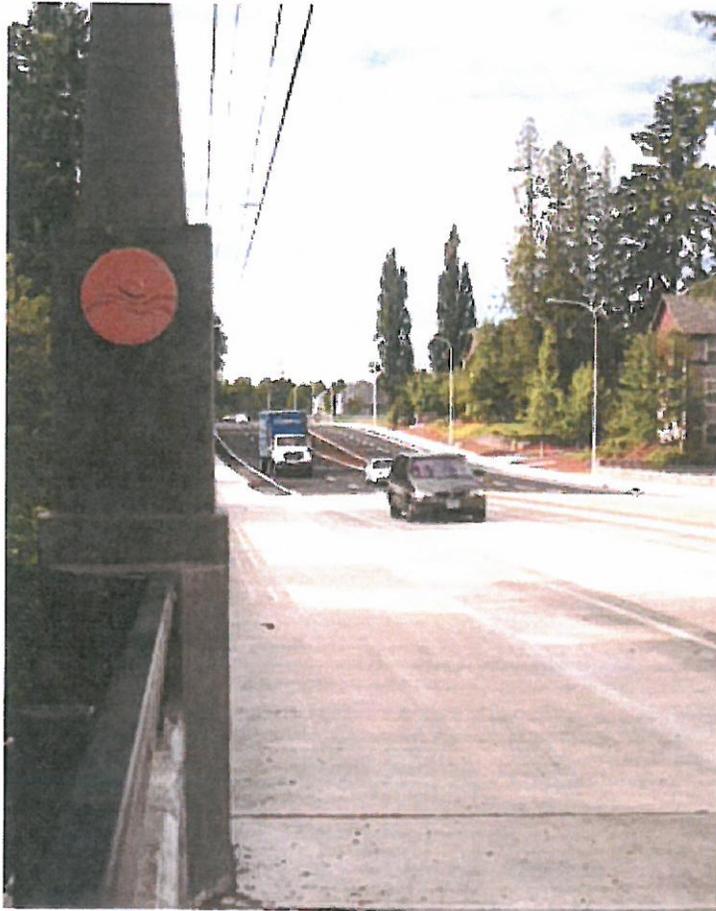
Gas Tax and User Fees

- Road Fund: State and county fuel taxes, state vehicle registration fees
Approx. \$23 million/year for maintenance-related activities
Prioritization policy focuses on major transportation system first
- Urban Road Maintenance District (Property tax)
Approx. \$3.8 million/year
Unincorporated Area Local Streets

Keeping Up with Growth

- TIF/TDT: Averaged \$12.9 million/year since 1990
- North Bethany Transportation SDC and County Service District: new

County Transportation System Facts



Washington County maintains:

- Approximately 1,300 miles of roads:
 - half urban; half rural
 - 1,075 miles paved; 225 miles gravel
- Of paved roads:
 - 198 miles are arterials
 - 247 miles are collectors
- **Over 430 lane miles of county-maintained arterials and collectors are in cities**
- Pavement is just part of the system:
 - 189 bridges
 - 3,021 culverts
 - 700 miles of ditches
 - 284 signalized intersections
 - Lighting, landscaping, signs

A Common Refrain

“Portland Transportation Bureau studies options for new revenue and savings”

Oregonian, November 28, 2012

“Using less gas offers mixed results for state”

Salem Statesman Journal, September 29, 2012

“Why can’t Portland repave its rutted roads?”

Oregonian, February 26, 2012

“Clackamas County considers county gas tax, vehicle registration or road utility fees to fund maintenance”

Oregonian, February 5, 2012

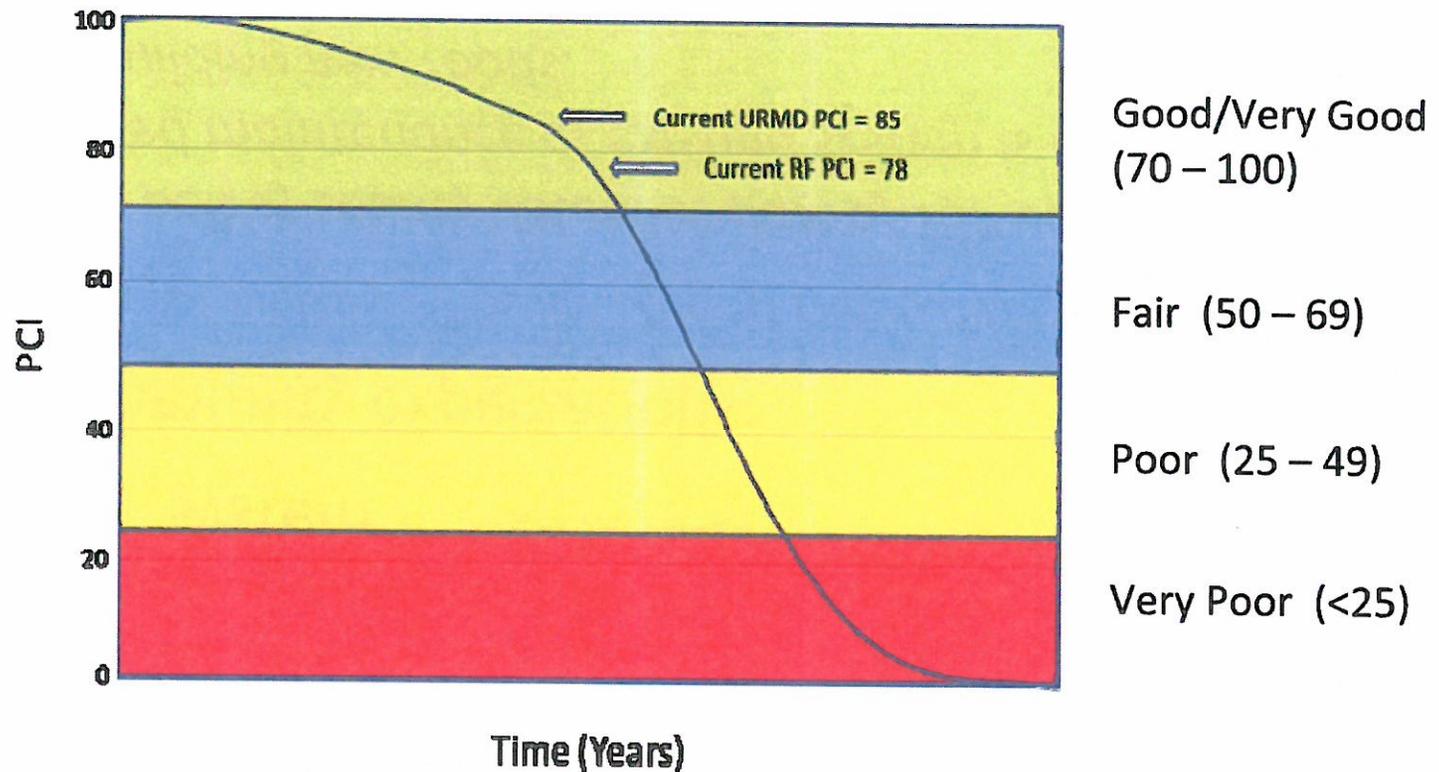
“Once-flush ODOT now facing lean times”

Portland Daily Journal of Commerce, August 15, 2011

“Funding uncertainty strains ODOT planning”

Portland Daily Journal of Commerce, January 19, 2011

Pavement Maintenance Assessment



Current Washington County road network conditions (PCI)

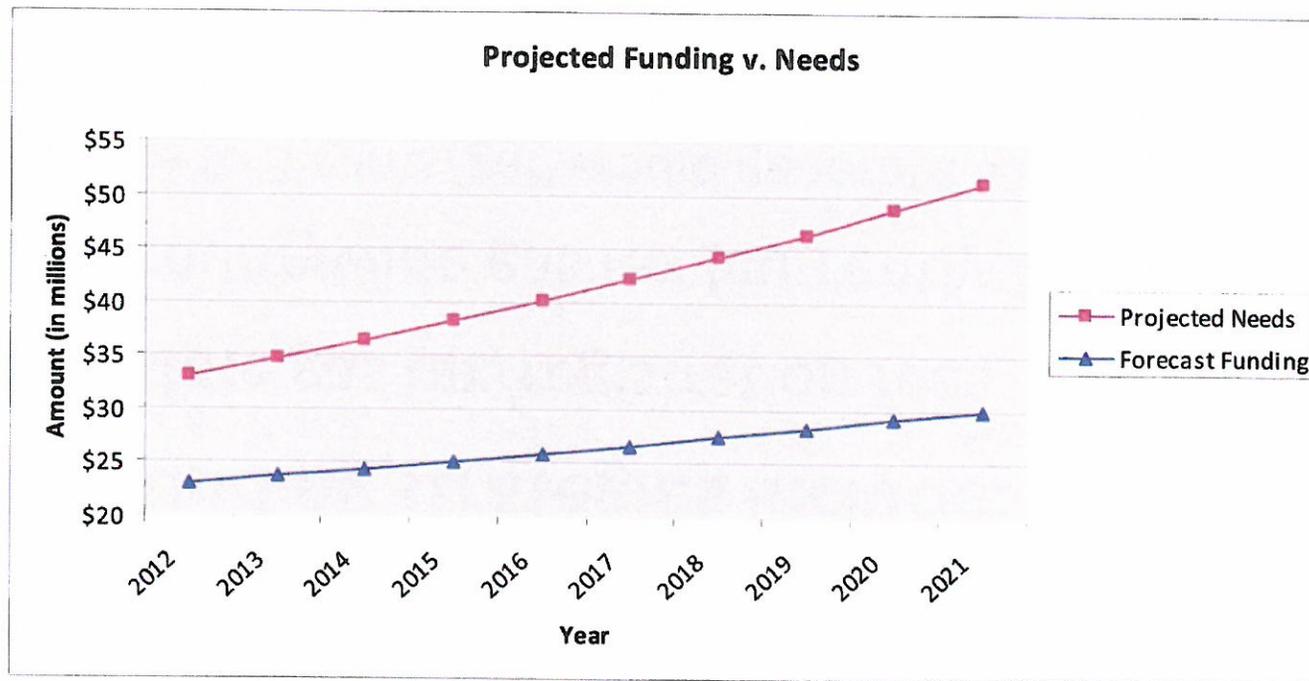
Network is in good condition, but approaching break point where more expensive treatments will be required to maintain level of service expectations.

Maintenance Funding Challenges

- State road funds not keeping up with cost increases
- Material and labor costs outpacing revenue growth
- “Mature” system
- High community expectations:
 - *Successful history of building and maintaining the system*
 - *Recent poll of county voters as part of TSP update process indicated maintenance of existing system is more important than building new roads.*
- Increasing deferred maintenance

Increasing Need

Funding gap expected to double within 10 years



2012 deferred maintenance estimate = \$10.5m
2021 deferred maintenance projected = \$22m

Forecasted Funding grows at approx. 3% annually while Projected Needs grows at approx. 5% annually

Closing the Gap

Just reducing expenditures won't get us there...

Possible funding strategies include:

- Increase state gas tax/registration fees
- Increase countywide gas tax (currently 1 cent/gallon)
 - Increase to 3 cents/gal. would generate \$1.7m additional annual revenue (\$3.8m total; \$1.5m to county, \$2.3m to cities)
 - After Jan 2, 2014; countywide election required
- Countywide road maintenance fee or property tax levy
- Countywide vehicle registration fee

Guiding Principles for Funding

- Road users generate maintenance funds
- Revenue stability over time
- Ability to phase in over time
- Flexibility in use of funds
- Equitable distribution
- Simplicity and expediency:
 - Follow current state law
 - Simple to administer
 - Able to implement soon

Criteria Analysis

	Increase state gas tax and reg. fees	Increase county gas tax	Countywide road maint. fee or property tax levy	Countywide vehicle registration fee
Revenue generated by road users	+	+	-	+
Ability to phase in over time	-	-	+	+
Projected revenue stability over time	-	-	+ (Fee) - (Levy)	+
Not subject to tax "compression"	+	+	+ (Fee) - (Levy)	+
Simple to administer	+	+	- (Fee) + (Levy)	+

Vehicle Registration Fee Overview

- Permitted under HB 2001 (JTA) after July 1, 2013
- HB 2001 provisions:
 - County fee cannot exceed current state fee
 - \$43/yr. for passenger vehicles; \$24/yr. for motorcycles
 - Certain vehicle classes exempted from County fee
 - Includes farm vehicles, trucks over 26K lbs., travel trailers
 - 40% of revenues to cities
- Possible to phase in over time
- Could generate up to **\$18.0 million countywide annually*** at full phase in

** Based on max. \$43 per passenger vehicle per year; 418,265 passenger vehicles registered in Washington Co. as of December 2012 (Source: Oregon DMV) – does not include motorcycles or other vehicle classes.*

Vehicle Registration Fee Overview

- Vehicle Registration Fee revenue distribution to county and cities consistent with state highway fund apportionments:
 - State retains around 60% of total;
 - Remaining 40% is divided up:
 - 60% to counties (based on % of state vehicle registrations)
 - 40% to cities (based on % of state population)

Use of Vehicle Registration Fees

- Funds may be used for same purposes as state registration fees—for public highway, road, and street:
 - Construction, reconstruction, improvement, repair, maintenance, operation and use (including multi-modal).
 - Safety improvements.
- Other permitted uses:
 - Directly related administrative costs.
 - To retire bonds for which such revenues have been pledged.

Vehicle Registration Fee Revenue

County and Six Largest Cities

% of max. allowable rate	Rate	Total	County	Total City	Beaverton	Forest Grove	Hillsboro	Sherwood	Tigard	Tualatin
		Passenger Vehicle Revenue (in millions)	Revenue (60%) (in millions)	Revenue (40%) (in millions)	Revenue (in millions)					
100%	\$43	\$18.00	\$10.80	\$7.19	\$2.05	\$0.48	\$2.08	\$0.41	\$1.09	\$0.52
50%	\$22	\$9.00	\$5.40	\$3.60	\$1.02	\$0.24	\$1.04	\$0.21	\$0.55	\$0.26
10%	\$4	\$1.80	\$1.08	\$0.72	\$0.20	\$0.05	\$0.21	\$0.04	\$0.11	\$0.05

Notes:

- Preliminary estimates only
- Estimates based on passenger vehicles only; trucks, motorcycles, other vehicles not included
- 418,265 passenger vehicles registered in Washington County (December 2012)
- City revenue estimates based on each city’s proportional share of total countywide incorporated area population, from July 2011 PSU Certified Population Estimates

Why Now?

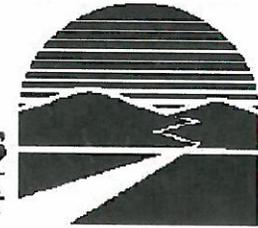
- JTA allows County Vehicle Registration Fee to be implemented after July 1, 2013
- Recent survey indicates many county voters prioritize system maintenance over construction of new facilities
- County needs additional maintenance funding for the major countywide road system
 - Need to act soon to avoid the cliff caused by ongoing widespread deferred maintenance
- Future legislatures could restrict counties' ability to adopt vehicle registration fees

Next Steps/Questions

- Discuss options with WCCC (June)
 - Seek WCCC recommendation (July)
 - Stakeholder outreach (ongoing)
 - Potential ordinance later this year
-
- Appropriate phase-in period?

Check Register: AutoPay
 Accounts Payable
 Transactions by Account and Department

NORTH PLAINS
City to the Sunset



User: pam
 Printed: 06/11/2013 10:38 AM
 Batch: 000-00-0000

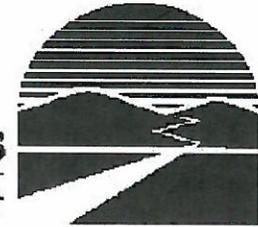
Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-330000	DMV, MOTOR VEHICLES	Certified Court Print	05/08/2013	21099	3.00	
110-421-330000	OCCUPATIONAL HEALT	PD SFreshner	05/22/2013	21135	273.50	
110-421-330000	TRI-COUNTY GUN CLUB	PD # per TCGC	05/08/2013	21125	70.00	
110-421-330000	VERIZON WIRELESS	PD 4/7/13 - 5/6/13	05/15/2013	21141	240.06	
110-421-330000	VERIZON WIRELESS	PD 4/8 - 5/7	05/22/2013	21141	113.38	
110-421-340000	KRP DATA SYSTEMS	Upgrade existing WebLEDS service	05/15/2013	21122	1,000.00	
110-421-340000	RON-JONS UNLIMITED, I	2 Standard Toilets Weekly	05/08/2013	21111	166.00	
110-421-340000	VISA/ CARDMEMBER SE	Dr Sole & Mr Heel	05/08/2013	21113	12.00	
110-421-610000	BLUMENTHAL UNIFORM	Clutch Backs/metal/10 per pack	05/08/2013	21096	1.80	
110-421-610000	MINE SAFETY APPLIANC	Canister, CS/CN, Millenium, Thd, 6/box	05/08/2013	21104	222.75	
110-421-610000	VISA/ CARDMEMBER SE	7-Eleven	05/08/2013	21113	25.00	
110-421-610000	VISA/ CARDMEMBER SE	Fred Meyer	05/08/2013	21113	10.00	
110-421-610100	BLUMENTHAL UNIFORM	Cadet Patch	04/17/2013	21081	11.71	
110-421-610100	BLUMENTHAL UNIFORM	Shirt, 2 Emblems	05/29/2013	21146	52.99	
110-421-610224	SUNSHINE INC.	PD April Fuel	05/08/2013	21112	302.76	
110-421-610224	SUNSHINE INC.	PD April Fuel Discount	05/08/2013	21112	-3.03	
110-421-610224	SUNSHINE INC.	PD April Fuel on PW invoice	05/08/2013	21112	35.29	
110-421-610224	VISA/ CARDMEMBER SE	Chevron	05/08/2013	21113	49.93	
110-421-610224	VISA/ CARDMEMBER SE	Chevron	05/08/2013	21113	75.30	
Subtotal for Dept: 421					2,662.44	
110-452-310000	PORTLAND GENERAL EL	3/29/13 - 4/30/13	05/08/2013	21110	14.06	
110-452-310000	PORTLAND GENERAL EL	3/29/13 - 4/30/13	05/08/2013	21110	12.93	
110-452-610000	COASTWIDE LABORATO	Supplies	05/15/2013	21117	466.87	
Subtotal for Dept: 452					493.86	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-640000	VISA/ CARDMEMBER SE	Amazon	05/15/2013	21127	13.17	
110-455-640000	VISA/ CARDMEMBER SE	Oriental Trading	05/15/2013	21127	16.02	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	05/15/2013	21127	68.79	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	05/15/2013	21127	96.61	
Subtotal for Dept: 455					3,452.56	
110-465-360000	HILLSBORO ARGUS	Budget mtg ntc x2, West Union ntc x2	05/08/2013	21101	969.80	
Subtotal for Dept: 465					969.80	
Subtotal for Fund: 110					7,578.66	
111-433-770101	MURRAY, SMITH & ASS	Claxtar Street	05/08/2013	21105	27,990.50	
Subtotal for Dept: 433					27,990.50	
Subtotal for Fund: 111					27,990.50	
210-000-555555	RON & JANAY CHILD	Refund check	04/25/2013	21088	98.96	
210-000-555555	CHERYLE JAMES	Refund check	04/25/2013	21089	40.29	
210-000-555555	CASSANDRA BODEMAN	Refund check	04/25/2013	21090	56.52	
210-000-555555	STEVEN PRINCE HOMES	Refund check	04/25/2013	21091	22.57	
210-000-555555	STEVEN PRINCE HOMES	Refund check	04/25/2013	21092	26.69	
210-000-555555	KENNETH WING	Refund check	05/23/2013	21148	2.95	
210-000-555555	GEORGE PSAROMATIS	Refund check	05/23/2013	21149	49.10	
210-000-555555	CHARLA CONNER	Refund check	05/23/2013	21150	34.80	
210-000-555555	RANDY NAYLOR*	Refund check	05/23/2013	21151	19.84	
Subtotal for Dept: 000					351.72	
210-433-340000	CORVALLIS MICROTECH	Smart Charger w/Power Cable for MC5	04/23/2013	21098	150.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-411-300111	MITCH WARD	Band for Ice Cream Social	05/29/2013	21152	200.00	
Subtotal for Dept: 411					5,326.12	
610-413-300000	OREGON STATE POLICE	Fingerprints	05/08/2013	21108	33.00	
Subtotal for Dept: 413					33.00	
610-414-330000	BEVERLY GAIL WAIBEL	Contract Services APRIL	05/08/2013	21114	156.25	
Subtotal for Dept: 414					156.25	
610-415-330000	MOONLIGHT BPO	Statement Processing APRIL	05/08/2013	21103	120.54	
610-415-330000	MOONLIGHT BPO	Postage APRIL	05/08/2013	21103	293.76	
610-415-330000	TALBOT, KORVOLA, & W	Professional Services through Feb 28	04/26/2013	21087	6,300.00	
Subtotal for Dept: 415					6,714.30	
610-416-330000	BEERY, ELSNER & HAM	Recology	05/22/2013	21130	176.23	
610-416-330000	BEERY, ELSNER & HAM	DR Horton	05/22/2013	21130	1,194.00	
610-416-330000	CONNELL PC ASSOCIAT	McKay Fields	05/15/2013	21118	2,933.20	
610-416-330000	MURRAY, SMITH & ASS	0060MOD/SUB/FPP/SNR/VAR McKay Fields SD-VAR-07-0006	05/08/2013	21105	122.00	
610-416-330000	MURRAY, SMITH & ASS	Highland Ct SD/VAR 06-0024	05/08/2013	21105	2,028.85	
Subtotal for Dept: 416					6,454.28	
610-419-310000	TYCO INTEGRATED SEC	Library 6/1/13 - 6/30/13	05/22/2013	21128	63.98	
610-419-310000	TYCO INTEGRATED SEC	City Hall 6/1/13 - 6/30/13	05/22/2013	21128	201.98	
610-419-310000	XO COMMUNICATIONS	04/18/13 - 05/17/13	04/26/2013	21116	590.09	
610-419-330000	GLOBAL DATA LINK	8 - Dell Optiplex Desktops	05/15/2013	21120	7,702.56	
610-419-330000	GLOBAL DATA LINK	Monthly Services (30)	05/15/2013	21120	825.00	
610-419-330000	GLOBAL DATA LINK	Monthly Services (30)	05/15/2013	21120	825.00	
610-419-330000	GLOBAL DATA LINK	Monthly Services (32)	05/15/2013	21120	849.00	
610-419-330000	GLOBAL DATA LINK	Monthly Services (32)	05/15/2013	21120	849.00	

Check Register: Manual Checks
 Accounts Payable
 Transactions by Account and Department

NORTH PLAINS
City to the Sunset



User: pam
 Printed: 06/11/2013 10:58 AM
 Batch: 000-00-0000

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	06/06/2013	351	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	06/06/2013	373	276.92	
110-000-200005	CIS - EBS TRUST	June premiums	06/11/2013	388	44.08	
Subtotal for Dept: 000					597.92	
110-421-210000	CIS - EBS TRUST	June premiums	06/11/2013	388	1,139.79	
110-421-610224	CHEVRON	PD 4/6/13 - 5/6/13	06/06/2013	360	682.91	
Subtotal for Dept: 421					1,822.70	
110-452-310000	CLEAN WATER SERVICE	Jessie Mays 3/1/13 - 4/30/13	06/06/2013	354	246.60	
110-452-310000	COMCAST	JMCH 5/9/13 - 6/8/13	06/06/2013	375	46.08	
110-452-310000	NW NATURAL GAS CO.	Jessie Mays 3/29/13 - 4/26/13	06/06/2013	348	140.80	
110-452-310000	PORTLAND GENERAL EL	Jessie Mays 3/29/13 - 4/30/13	06/06/2013	382	58.23	
Subtotal for Dept: 452					491.71	
110-455-210000	CIS - EBS TRUST	June premiums	06/11/2013	388	23.81	
110-455-310000	CLEAN WATER SERVICE	Library 3/1/13 - 4/30/13	06/06/2013	352	140.57	
110-455-310000	NW NATURAL GAS CO.	Library 3/29/13 - 4/26/13	06/06/2013	350	91.56	
Subtotal for Dept: 455					255.94	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-000-200001	ASIFlex	Pay Date 05/10/2013	06/06/2013	370	160.98	
610-000-200001	ASIFlex	Pay Date 05/04/13	06/06/2013	385	160.98	
610-000-200004	PERS Deposit	Invoice 683116	06/06/2013	357	394.19	
610-000-200004	PERS Deposit	UAL & Side Accts	06/06/2013	357	91.31	
610-000-200004	PERS Deposit	Invoice # 684302	06/06/2013	386	7,007.64	
610-000-200004	PERS Deposit	UAL and Side Accounts	06/06/2013	386	1,439.53	
610-000-200004	PERS Deposit	Social Security	06/06/2013	386	15.00	
610-000-200005	CIS - EBS TRUST	June premiums	06/11/2013	388	25.24	
Subtotal for Dept: 000					9,455.85	
610-413-210000	CIS - EBS TRUST	June premiums	06/11/2013	388	1,603.68	
Subtotal for Dept: 413					1,603.68	
610-415-210000	CIS - EBS TRUST	June premiums	06/11/2013	388	4,190.11	
610-415-330000	ADP, INC.	Process Chrg for Pd Ending 04/21/13	06/06/2013	340	171.70	
610-415-330000	ADP, INC.	Proc Chrg for Pd ending 5/5/13	06/06/2013	374	176.80	
610-415-330000	ADP, INC.	Credited Amount from Pd ending 3/31/13	06/06/2013	339	-100.00	
610-415-330000	ADP, INC.	Processing Chrgs for pd ending 5/19/13	06/11/2013	387	207.35	
Subtotal for Dept: 415					4,645.96	
610-419-310000	CLEAN WATER SERVICE	Kaybern 3/1/13 - 4/30/13	06/06/2013	341	19.55	
610-419-310000	CLEAN WATER SERVICE	City Hall 3/1/13 - 4/30/13	06/06/2013	342	166.10	
610-419-310000	CLEAN WATER SERVICE	Kaybern 3/1/13 - 4/30/13	06/06/2013	353	6.90	
610-419-310000	CLEAN WATER SERVICE	Yellow3 House 3/1/13 - 4/30/13	06/06/2013	355	86.16	
610-419-310000	NW NATURAL GAS CO.	City Hall 3/29/13 - 4/26/13	06/06/2013	346	34.05	
610-419-310000	NW NATURAL GAS CO.	Yellow House 3/29/13 - 4/26/136	06/06/2013	347	46.04	
610-419-310000	PORTLAND GENERAL EL	Yellow House 3/29/13 - 4/30/13	06/06/2013	379	35.23	
610-419-310000	PORTLAND GENERAL EL	City Hall 3/29/13 - 4/30/13	06/06/2013	383	318.24	
Subtotal for Dept: 419					712.27	



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: June 11, 2013
 To: Mayor and City Council
 From: Martha DeBry, City Manager
 Subject: Update on the 4th of July

Request: Council hear a presentation on this year's event and provide feedback to staff.

Background: As the 4th of July approaches, staff wants to update Council on the celebration activities. As of June 11, 2013 the City has 33 vendors signed up, including a variety of food booths, crafts and community organizations. Car show registrations are anticipated to increase in the coming weeks, with more 100 vehicles registering on the day of the show. A map of the festival is attached.

Activities scheduled for the 4th include:

Activity	Time	Location
<i>Cruisin' Show</i>	10:00 a.m. – 3:00 p.m.	Commercial
<i>Beer Service</i>	10:00 a.m. – 9:30 p.m.	Commercial near Fire Station
<i>Children's Festival</i>	12:00 noon – 8:00 p.m.	On 314th
<i>Horseshoe Tournament</i>	12:30 p.m.	314 th on grassy area
<i>Parade on Main Street</i>	3:00 p.m.	On Main
<i>Knights of Pythias BBQ</i>	3:00 p.m.	Commercial at Fire Station
<i>Pie Eating</i>	4:30 p.m.	Commercial at 314
<i>Live Music (Fabulous Farelanes)</i>	4:30 p.m. – 9:30 p.m.	Commercial at Community Garden
<i>Cake Walk</i>	6:00 p.m.	Commercial at Senior Center
<i>Kids parade</i>	7:00 p.m.	Starts at Commercial Street & Main to 313th
<i>Golf Cart Races (50 yard race)</i>	7:30 p.m.	Commercial Street and Main
<i>Fireworks</i>	10:00 p.m.	From Nature's Needs

What's New - As can be seen above several new contests have been added, in which both adults and children can participate. A horseshoe tournament will be conducted in the grassy area on 314th near Kaybern. Golf cart races will allow teams of 3 people (a driver and two pushers) on a run for about 50 yards. The Senior Center is providing cupcakes for the cake walk. Scott Tom the Oldies 106.7 DJ hired to provide music, will also announce awards, conduct contests such as limbo and hula hoop contest, and provide prizes throughout the early part of the day.

This year a website call www.np4july.org was set up to advertise the event and invite early registrations.

The City assumed the full burden of entertainment costs this year. Last year the cost was shared between the City and Last Waterin' Hole which hosted the beer garden. Because of health issues the Last Waterin' Hole will not play the same role this year.

Cruisin' Show – We anticipate 100+ vehicles this year. (Participation in the show will be limited to 200 vehicles.) All participants will receive a goody bag with a key chain, water bottle, car plaque and other trinkets and coupons. The city has ordered some excess inventory of swag which will be available for sale and for other City events.

Alcohol Service - This year the area in which alcohol may be carried has been expanded to incorporate the area with the car show, music and horseshoes. (No alcohol will be in the childrens' festival area.) The Knights of Pythias in cooperation with the North Plains Events Association will be the primary providers of alcohol outdoors. Abbey Creek winery will also be serving this year. Because alcohol will not be confined to a small area, the city will need to ensure there are at least 3 alcohol monitors at all times, as well as volunteers at the 4 alcohol check points. This will require the assistance of 20+ volunteers.

Volunteers - The 4th Committee (Blake Boyles, Barb Crocker, Amber Ames, Andy Stadelman, Brenda Lyon, Mike Broome and Charlynn Newton) have assembled a small army of volunteers to assist with everything from children's games, alcohol check points, alcohol monitors, and car show administration. This year presented some unique challenges as few members from last year's organizing committee were able to return to this year. A special meeting to discuss volunteer needs was held on June 12, and everyone is working to ensure that all positions are properly staffed.

Fiscal Impact: The 2013 festival has already received donations and Recology funding totaling \$14,550. To date \$525 has been received from vendors. Principal sources of revenue on the day of the event will be Cruisin' registrations (estimated between \$1,500 - \$3,000) and T-shirt sales (estimated \$1,600). Last year there were a number of cash donations made spontaneously by attendees. Financial controls are being addressed well in advance of this year's events, and the role of employees who are responsible for cash handling are defined.

The cost of the event includes fireworks (\$12,500), DJ and Music (\$1,700), T-shirts (\$1,525), trophies and ribbons (\$600) and goody bags (estimated \$800). There will be other incidental expenses such as signs, horse shoes, wrist bands, etc... which are being tracked. A full accounting of expenses should be ready for Council's review by late August.

Staff also arranged for the purchase of equipment that can be used at this and other events in the community, including additional canopies, benches and bike racks.

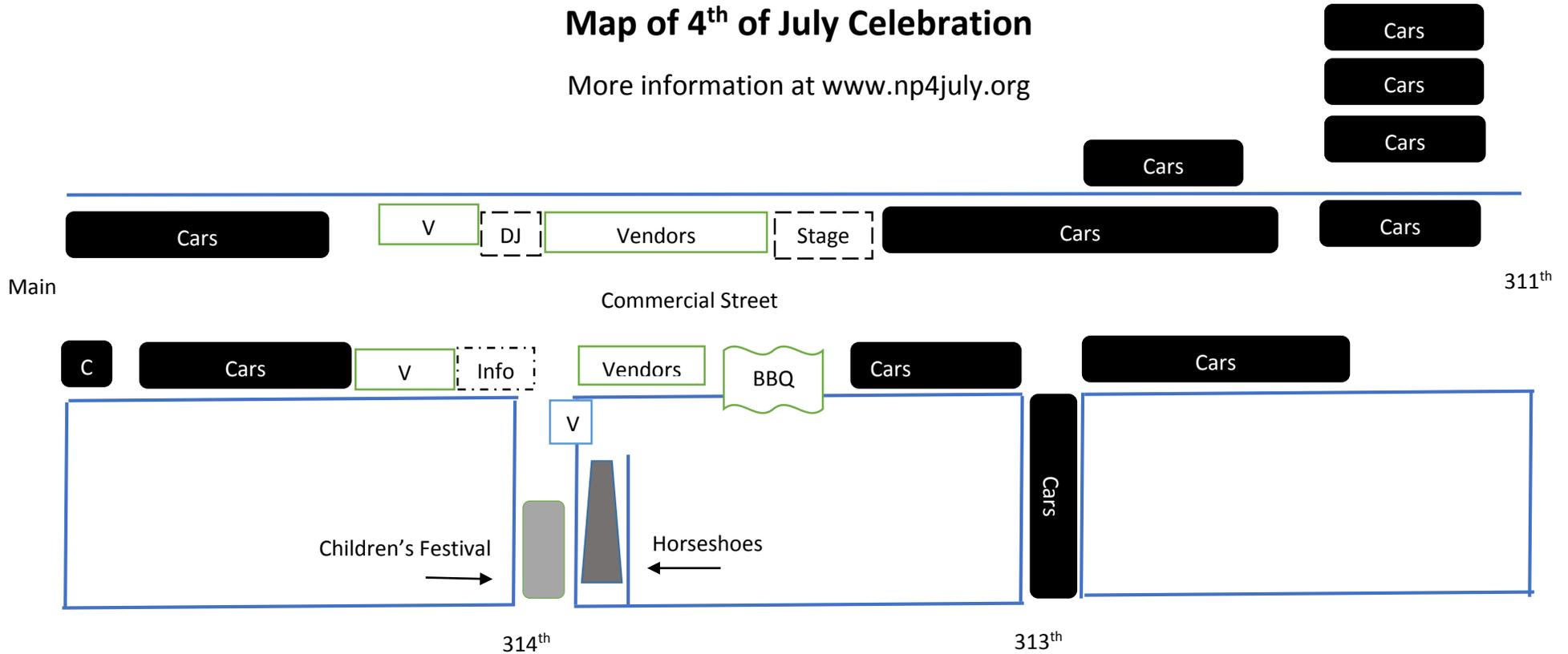
Most of the City staff will be working on the holiday. Regular employees working on that day are eligible to be compensated at a rate of 1.5 x their regular rate, part-time employees will be paid at their regular rate.

Environmental Issues: None identified.

Recommendation: Item is for discussion only.

Map of 4th of July Celebration

More information at www.np4july.org



10:00 a.m. Crusin' show
 12:00 Best Pipes Competition
 2:00 Awards

4:30 Pie Eating Contest
 6:00 Cake Walk
 7:30 Golf Cart Races

3:00 BBQ Dinner Begins
 4:30 Live Music begins
 10:00 Fireworks

3:00 Parade on Main Street
 7:00 Kid's Parade



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: June 11, 2013
To: Mayor and City Council
From: Martha DeBry-City Manager
Subject: Discount for water rates

Request: Council provide direction regarding a discount water rate structure.

Background: On May 20th Council provided direction to staff to further explore offering water discounts to residents in need. An inquiry was sent to the League of Oregon Cities - City Managers' list serve. Of the 23 cities that responded, 8 offered programs, which are summarized on the attachment. Additionally, one respondent noted that Sisters, Oregon also had a low income assistance program.

The discounts ranged from a flat \$5 in Cornelius to 50% of service costs. Some agencies offered relief from one billing cycle. The City of Drain limits assistance to \$200/year. The amount of the discount needs to be projected as an annual expense when rates are determined, and as such all rate payers in effect subsidize the discount.

As previously discussed with Council, the programs generally fall into a few categories: those based on age (62-65) and those based on income as defined by Federal Poverty guidelines (100-150%). Age based program tend to have higher participation, because the qualification criteria is simple. Income based programs have lower participation and target persons who can prove financial need (in many cases seniors can meet these criteria). At least one other City relied on referrals from other community agencies. The City may be able to use an organization like Community Action Network to qualify and refer applicants. This would allow a service like 2-1-1 to assist residents rapidly.

Senior Apartments

The water bills for the Highland Court Senior Apartments was reviewed. In the past year the property's water consumption has jumped and it experienced two major water leaks. Since July, 2011 when the last water rate increase was implemented the bill has increased by an average of \$447/month. A brief review of the bills suggests that the site would benefit from a water audit and closer monitoring of its irrigation systems, as there appears to be no significant variation between winter and summer consumption of water, which suggests outdoor usage is above normal.

Similarly, the water bills for North Plains Senior Plaza were evaluated. The centers water usage appears to be well managed. The 2011 water increase resulted in roughly

\$78/month in additional costs. Winter usage is significantly lower than summer consumption, which is a pattern reflecting a well-managed water account.

Fiscal Impact: It is difficult to estimate how many households would be able to take advantage of a discount if offered. The City can minimize its exposure by capping the maximum amount of any discount. 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.

Environmental Issues: None identified.

Recommendation: Council discuss if it wants to provide a discounted rate structure.

2009 Federal Poverty Guidelines for Washington County

Family Size	Yearly income	Monthly income	Hourly income
1	\$10,830	\$ 903	\$ 5.64
2	\$14,570	\$1,214	\$ 7.59
3	\$18,310	\$1,526	\$ 9.54
4	\$22,050	\$1,838	\$11.49
5	\$25,790	\$2,149	\$13.43
6	\$29,530	\$2,461	\$15.38
7	\$33,270	\$2,773	\$17.33
8	\$37,010	\$3,084	\$19.27
over 8 add per child	\$3,740		

Source: Federal Register, Vol. 74, No. 14, Jan. 23, 2009, pp. 4199-4201

Agenda Item: 9B

	Aumsville	Veneta	Drain	Wood Village	Gresham	Dundee	Cornelius	LeGrande
1. Does your City offer a discount for seniors (strictly an age qualification)?	Yes	No	Yes	Yes	No	No	Yes	No
• At what age do people become eligible?	65		62 + based on annual income limits	Any retired citizen at any age, with proof of retirement for disability or age			65	
• Is it a lower rate structure, a percentage, or fixed dollar amount?	\$5.32		Averages about \$6,200/year total for all customers	25%			\$5/month	
• About what percent of your rate base qualifies for such a discount?	17%			5%			(no response)	
2. Does your City offer a discount to disabled persons?	No	No	No	Yes	No	No	No	No
o How do applicants qualify for the discount?				Same proof of retirement or disability				
o Is it a lower rate structure, a percentage, or fixed dollar amount?				25%				
o About what percent of your rate base qualifies for such a discount?				1%				
3. Does your City offer a discount to persons eligible for government assistance (SNAP, unemployment etc...)?	No	Yes	Yes	No	Yes	Yes	No	Yes
o What programs qualify?		Eligibility for the reduced base rates will be determined by comparing total household gross income against 60% of Median Income (Oregon Statewide Average) figures produced by the State or comparable official document, i.e. a document verifying qualification for assistance from a state or federal program."	Inability to pay utilities (averages about \$4,000/year total all customers)		Income of 150% of the federal poverty or lower or extenuating circumstances that, using best judgment, warrant granting an exception and approving financial assistance	Account balance must not be more than 60 days past due; applicant ownnd no real property, personally or through any corpoartion other than his/her residence; and total household income does not exceed 150% of federal poverty guidelines		Must earn below federal poverty guidelines
o Is it a lower rate structure, a percentage, or fixed dollar amount?		a 25% reduction in the monthly base rate for water (and wastewater)	\$200/year/customer (plus combine w/ other state programs)		Limited to one billing utility billing amount for a normal bi-monthly period, and can only be granted once a year	50% discount		20% discount
o About what percent of your rate base qualifies for such a discount?		Not sure what percent qualifies, but we have about 100 households taking advantage of the program out of the 1500 or so we bill each month (6.7%).	(no response)		(no response)	(no response)		(no response)

July 2013 Council Calendar

Meeting	Primary	Alternate	Note	Date
City Council			7:00 p.m.	7/1
4 th of July Celebration			Commercial Street	7/4
North Plains Farmer's Market			314 th Street & Commercial	7/6
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 nd Monday @ 12 noon	7/8
Planning Commission	Warren		2 nd Wednesday @ 7 p.m.	7/10
Washington County Office of Community Development: Policy Advisory Board	Kindel	Demagalski	2 nd Thursday @ 7 p.m.	7/11
North Plains Farmer's Market			314 th Street & Commercial	7/13
City Council			7:00 p.m.	7/15
Library Board	Broome		3 rd Wednesday @ 7 p.m.	7/17
North Plains Farmer's Market			314 th Street & Commercial	7/20
Metro Policy Advisory Committee (MPAC)	Hatcher	Newton	4 th Wednesday @ 5 p.m.	7/24
Parks Board			4 th Wednesday @ 6:30 p.m.	7/24
North Plains Farmer's Market			314 th Street & Commercial	7/27
Metropolitan Area Communications Commission (MACC)	Warren	Lenahan		
Northwest Oregon Area Commission on Transportation (NWACT)	Lenahan	DeBry		