

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, August 19, 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 07/15/2013 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:**
 - A. Proclamation to the North Plains Community Garden Club
 - B. Brenda Bottema to present the details of the non-profit organization “Lucky to Serve” to Council.
7. **PUBLIC HEARING:**

None Scheduled
8. **NEW BUSINESS:**
 - A. Adoption of Resolution No. 1797 Surplus Personal Property
 - B. Adoption of Resolution No. 1798 approving the Springbrook Accounting System Upgrade to version 7.15
 - C. Adoption of Resolution No. 1799 approving the Extension of Workers’ Compensation Coverage to Volunteers of the City Of North Plains, Oregon
 - D. Presentation of July Check Register
 - E. Presentation of FY2013 Preliminary Actuals
 - F. Review of Fourth of July, 2013 expenses
 - G. Discussion on direction to take regarding the City newsletter
 - H. Review of OLCC application for transfer of ownership of the Rogue Brew Pub

9. **UNFINISHED BUSINESS:**

A. Council to consider renewal of employment contract with City Manager

10. **ORDINANCES:**

FIRST READING:

None Scheduled.

SECOND READING:

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. September 2013 Council Calendar

13. **ADVICE/INFORMATION ITEMS:**

- Farmer's Market: Saturdays from 9:00 a.m. to 1:00 p.m.
- Remainder of the Concerts in the Park—Friday evenings at 6:30 during August

14. **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 normally scheduled to be held at the North Plains Senior Center. They will be held at 31450 NW Commercial Street, North Plains, Oregon, on the following dates at 7:00 p.m.:

Monday, September 3, 2013

Monday, September 16, 2013

Monday, October 7, 2013

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, July 15, 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:** Mayor Hatcher conducted the flag salute
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Charlynn Newton, Glen Warren, Michael Broome, and Robert Kindel, Jr.

Absent excused: Michael Demagalski

Staff present: City Manager Martha DeBry, Account Clerk Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 07/1/2013 Council meeting

Motion by Broome. Seconded by Warren to approve the Consent Agenda as presented. The motion was approved unanimously.

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

6. **PRESENTATION:**
 - A. Senator Bruce Starr presenting a legislative wrap-up

Senator Starr graciously thanked the Council for giving him space on the agenda to speak. The Legislative Session wrapped up last week and Senator Starr wanted to give a synopsis to the Council from his perspective. Starr spoke of the composting bill that was moved through; the education budget; the Judicial Crime System budget; a bonding bill; and the Columbia River Crossing bill that did not pass since the Washington State Legislature adjourned without making a decision on the matter.

Starr stated a summary of the Session will be reported and distributed from the League of Oregon Cities that usually proves to be a great resource of information on the Session.

Starr invited questions from the Council conversed with them regarding topics that came up.

- B. Fill-the-Boot Proclamation: Muscular Dystrophy Association—Wally David, Fill-the-Boot Project Coordinator

Wally David, MDA Representative, and Trevor Herb, Washington County Fire District 2, presented a report to Council regarding the Muscular Dystrophy Association which leads the world in research for neuromuscular diseases. The Fill-the-Boot fundraising campaign is one of the largest pillars of support for the MDA. Mr. David was asking the Council to allow and support the Fill-the-Boot campaign to take place on September 7-8, 2013 at the corner of Glencoe and Commercial Streets.

Motion by Kindel. Seconded by Warren to adopt the Fill-the-Boot Proclamation for the weekend of September 7-8, 2013. The motion was approved unanimously.

Mayor Hatcher presented the signed Proclamation to Mr. David for the fundraising event.

7. **PUBLIC HEARING:**
None Scheduled

8. **NEW BUSINESS:**
A. Council to proclaim Tuesday, August 6, 2013 as National Night Out

DeBry reported that Officer Tim Thurber is assisting with organizing the event, together with Councilor Lenahan. He is working on having other law enforcement agencies in attendance. Activities will include a fingerprinting station, hot dog give-away, bicycle helmet give-away and emergency vehicle demonstrations. This will be a slightly different program this year as all the stations will be moved outside to the field and the parking lot.

Motion by Lenahan. Seconded by Warren to adopt the National Night Out Proclamation for August 6, 2013. The motion was approved unanimously.

B. Council to review the June Check Register

Council reviewed the Check Register reports for June and asked a few clarifying questions. Hatcher asked for a report on what the Police Reserves are actually costing the City. He understands that we don't pay them a salary, but there are costs associated with having this program. DeBry will report back to the Council.

C. Council to discuss renewing of contract with City Manager

City Manager DeBry's contract expired on June 30, 2013. DeBry and Hatcher had a brief conversation earlier regarding a few items in the contract and presented those items for discussion with the Council. These included suggestions of changing the administrative leave hours from 40 hours per year to 80 hours per year; a change in severance package which is currently four months pay if termination is for reason other than cause; and what the term of this contract should be.

Council agreed for the length of the contract to be two years and agreed to increase the administrative leave to 80 hours per year.

Council discussed the severance package at great length. Suggestions regarding the severance package included 1) leaving it at four months' severance pay; 2) increasing the first year of the contract to five months' severance pay followed by the second year of the contract

to six months compensation; 3) increasing the severance package to six months compensation with the contract. Council could not come to a consensus regarding the length of the severance package. Hatcher asked for a motion. Motion by Kindel. Seconded by Warren to increase the severance package for the 2013-15 contract to six months. The vote was split 5-1 with Lenahan opposing the increase.

Hatcher clarified the next steps to completing this contract will be 1) DeBry will submit a completed contract to the City Attorney and 2) the contract will be brought back to the Council for approval.

Hatcher expressed his appreciation to the Council and thanked the Council for good discussions they have on issues that come before them.

9. UNFINISHED BUSINESS:

10. ORDINANCES:

FIRST READING:

A. None Scheduled.

SECOND READING:

B. None Scheduled

11. STAFF REPORTS

DeBry stated the Claxtar Street project is going well. There have been some complaints from residents recently regarding the width of their driveways—some wanting two driveways and the elevation of the street in comparison to their yards.

Boyles is out with medical issues. Public Works employee Ben Duyck is also out with medical issues. Snyder is on vacation.

Public Works is busy getting Jessie Mays Community Park ready for the Garlic Festival. They are very short handed at this time. Much of their time is trimming the plum trees which are full this year and hanging very low.

DeBry reported an issue with a nuisance abatement on Pacific Street with a resident. The City has been working with this individual for over a year regarding inoperable vehicles that he has on his lawn that are not behind a fenced in area.

12. COUNCIL REPORTS

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

Lenahan asked if something could be put on the website announcing the Neighborhood Meeting taking place regarding the east expansion area on Wednesday, July 17, 2013 at 6:30 p.m. at Jessie Mays.

Hatcher met with Polygon and the owner of the east expansion area prior to the Planning Commission Study Session that took place on July 10th. Hatcher was not able to attend the Study Session. Newton attended the Study Session and gave a few details regarding the adjustments needing to take place because of an area that has now been declared a wetlands.

Lenahan brought up the issue Cindy Sagar brought before the Council last session regarding the poor visibility at Pacific at the entrance to the Oak Meadows development. Lenahan has walked this area numerous times since the last meeting and expressed a concern that the issue needs to be addressed. Discussion surrounding some possible options took place. DeBry suggested we need to do a prioritization of Transportation Development projects.

Lenahan stated that she has a plan to submit regarding the signage to be installed at the corner of Commercial Street and Glencoe Road. This is a project the URA has been looking into.

Newton informed the Council the Knights of Pythias have a microwave to donate for the kitchen at Jessie Mays Community Hall. Newton will deliver it.

Warren stated that the old swing at Jessie Mays needs to be dealt with. DeBry will have Public Works take care of it.

Warren stated the need to develop a committee to get the process of building a new City Hall is in order. He wants to see progress on this in the next year. DeBry stated this should be done in the context of the URA.

13. ADVICE/INFORMATION ITEMS:

- Farmer's Market: Saturdays from 9:00 a.m. to 1:00 p.m.
- Summer Fest and Garlic Out West Festival August 9-10-11, 2013
- Concerts in the Park—Friday evenings at 6:30 during August

14. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 9:47 p.m.

David Hatcher, Mayor

Margaret L. Reh, Deputy Recorder

Date approved _____

City of North Plains

Oregon

Proclamation

WHEREAS, the North Plains Community Garden Club was established in 1988 as a non-profit organization; and

WHEREAS, for the past 25 years, the North Plains Community Garden Club has provided the North Plains Community with annuals and perennials that have welcomed residents home; and

WHEREAS, the North Plains Community Garden Club has provided hanging baskets in our downtown area for the past five plus years; and

WHEREAS, the North Plains Community Garden Club provided a blue star memorial plaque at Washington County Fire Station; and

WHEREAS, the North Plains Community Garden Club designed the Community Garden and provided plant materials to beautify the entrance; and

WHEREAS, the North Plains Community Garden Club has been instrumental in beautifying the entrance to the community, including a garden wall at Commercial Street and Glencoe Road;

NOW, THEREFORE, the Mayor and City Council of the City of North Plains, Oregon do hereby thank the North Plains Community Garden Club for the many volunteer hours and projects that benefit the North Plains community.

Given unto my hand this 19th day of August, 2013.

David Hatcher
Mayor



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: August 12, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Adoption of Resolution No. 1797 declaring surplus abandoned personal property and authorizing sale or disposal of such property

Request: Council consider Resolution No. 1797 declaring certain found property as surplus.

Background: The City occasionally receives property found at parks, in the streets or other public facilities. The property listed on Resolution No. 1797 has been stored by the City for more than 30 days and no one has stepped forward to claim it. In accordance with Municipal Code 1.15, the Council can declare the property as surplus, allowing the Police Chief to dispose of the items either through sale or donation.

Fiscal Impact: The City will offer the items for sale or donation. Any revenue will be remitted to the General Fund.

Sample Motion: I move to adopt Resolution No. 1797.

Attachment – Resolution

RESOLUTION NO. 1797

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,
DECLARING SURPLUS ABANDONED PERSONAL PROPERTY AND AUTHORIZING SALE
OR DISPOSAL OF SUCH PROPERTY**

WHEREAS, the North Plains Police Department has acquired various abandoned personal property items; and,

WHEREAS, Municipal Code Chapter 1.15—Abandoned Personal Property states that the Chief of Police may deem the appropriateness of the disposal of such property; and,

WHEREAS, a detailed list of the property to be disposed of and an estimate of the value of each item shall be compiled; and,

WHEREAS, the City Council is being asked to approve the disposition of such property on the list; and,

WHEREAS, the Chief of Police shall dispose of said property according to the guidelines set forth in the Municipal Code.

WHEREAS, a list of excess equipment has been assembled to include:

- Ipod 8GB – not working
- Gold bracelet with “Tektronix” emblem on it – broken
- Brown leather wallet
- Grey Hat
- Brown leather briefcase
- Grey garbage can with miscellaneous tree or poll climbing equipment
- Blue and Silver Power Climber 18 speed bicycle
- Pink – girls Kent bicycle
- Red Stone Mountain II 18 Speed bicycle

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, declares as surplus miscellaneous abandoned personal property and authorizes its sale, donation or disposal.

INTRODUCED AND ADOPTED this 19th day of August, 2013.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, Deputy City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: July 8, 2013

To: City Council

From: Rachael Lembo, Finance Manager
Martha DeBry, City Manager

Subject: Resolution No.1798 approving the Springbrook Accounting System Software Upgrade to version 7.15

Overview: The City currently uses Springbrook Software for financial system accounting, recording of water meter readings, and utility billing. The City is on version 6.07 can be upgraded to the most current version 7.15.

History: The City has been using Springbrook for nearly 10 years. The last upgrade was in FY09. In FY13 we ended our maintenance contract to reduce costs and assess other software options. Expenditures over the past five years have been:

Fiscal Year	Maintenance	Upgrade	Total
2008-09	8,500	11,500	20,000
2009-10	10,000	11,500	21,500
2010-11	10,000	6,500	16,500
2011-12	11,000	-	11,000
2012-13	-	-	-
Total	39,500	29,500	69,000

Proposal: Springbrook has proposed and demonstrated an upgrade to the current software, which the City staff has seen. The new version includes significant improvements in layout, menu options, and reporting. Fewer modules and no custom options will be purchased which will reduce the cost of annual maintenance. Ongoing maintenance costs of \$11,000 per year were the primary reason the City explored other financial software programs. In 2012/2013 the City ceased the maintenance plan and has saved about \$10,000. Some hourly expenses were incurred associated with the transition to new City servers.

Springbrook now offers cloud hosting. This includes automatic updates of Springbrook software, automatic backup every six hours, and no server hardware or support costs to the City. Since the City outsources IT this would avoid some future IT expense.

The Springbrook proposal breaks down as follows:

Fiscal Year	Maintenance	Cloud Hosting	Subtotal		Total
			Annual Cost	Upgrade	
2013-14	5,100	2,600	7,700	7,000	14,700
2014-15	5,100	2,600	7,700	3,400	11,100
2015-16	5,100	2,600	7,700	3,400	11,100
2016-17	5,100	2,600	7,700	1,700	9,400
Total	20,400	10,400	30,800	15,500	46,300

After FY17, the City can retain its current version of the software and eliminate the “Upgrade” expenses, or evaluate other options. In practice the City should anticipate replacing its software programs every 5-8 years.

By continuing with Springbrook the City avoids the time and cost of migrating to another software and re-training staff to use a new system. Springbrook also offers scalability, for example the City of Tigard uses it, and we can expect to stay and grow with it for years.

Other Options: The City received quotes from two other software providers:

- BIAS Software
Cost: \$23,500 for software and migration, \$2,600 annual maintenance; Total over four years \$33,900.
- Black Mountain Software
Cost: \$31,800 for software and migration, \$5,165 annual maintenance; Total over four years \$52,460.

While Springbrook’s bid is not the lowest of the three it is the only to include cloud hosting and the support that comes with it. Considering that and the benefits of staying with Springbrook noted above, the staff considers Springbrook’s bid to best serve the interests of the City.

Funding: Funds for an upgrade were not included in the FY2013-14 budget. If the upgrade is approved, the expenses will be attributed to Finance in the Internal Service Fund, which will increase the ISF allocation to other funds. The allocation of the cost is recommended to be 75% Water fund, 14% General fund, 10% Street fund, and 1% URA fund.

Recommendation: Council adopt Resolution No.1798 approving the software upgrade to Springbrook Version 7.15

RESOLUTION NO. 1798

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,
APPROVING THE PURCHASE OF THE SPRINGBROOK ACCOUNTING SYSTEM
SOFTWARE UPGRADE TO VERSION 7.15 IN AN AMOUNT NOT TO EXCEED A TOTAL
OF \$46,300 TO BE PAID IN FISCAL YEARS 2014-2017**

WHEREAS, the City uses an automated software program for water billing, accounts payable, accounts receivable, and general ledger management; and

WHEREAS, the City has reviewed options to reduce long-term costs of its accounting software; and

WHEREAS, the Finance Manager has reviewed several software programs and determined that an upgraded version of the software would best meet the department's needs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, approves the purchase of the Springbrook Accounting System Software Upgrade to Version 7.15 in an amount not to exceed a total of \$46,300 to be paid in fiscal years 2014, 2015, 2016 and 2017, and authorizes the City Manager to enter into contracts for the same.

INTRODUCED AND ADOPTED this 19th day of August, 2013.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, Deputy City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: August 14, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Resolution No. 1799 approving the Extension of Workers' Compensation Coverage to Volunteers of the City of North Plains, Oregon.

Request: Council to review a revision of the City's Worker's Compensation coverage for volunteers and consider adopting Resolution No.1799 extending Workers' Compensation coverage to volunteers.

Background: CIS is looking for more clarity to better understand what volunteers are covered and which volunteers are not afforded coverage. It also benefits the City in estimating our volunteer assumed wages for Workers' Compensation purposes. Right now our volunteer resolution reads to cover all volunteers.

Another option is a volunteer accident policy which would run about \$300 per year but would keep the losses off the City's workers' compensation experience rating.

Workers' Compensation is the sole remedy available to City employees and volunteers covered under this resolution should anyone suffer an injury or illness in the course or scope of work for the City. A sole remedy limits the ability of employee or volunteer to sue the City for damages or negligence.

The resolution provides a means for volunteers to be paid based on an assumed wage of \$800/month by CIS if their injury disables the individual, and provides for medical coverage related to the injury or illness. Claims by volunteers would be administered in the same manner as employee claims for workers' compensation, and there are protocols to reach a settlement on such claims. Benefits are payable upon acceptance of the claim and medical expenses are automatically covered.

CIS recommends cities adopt such an ordinance to minimize liability exposures.

Fiscal Impact: The City has extended coverage to its volunteers since 1986.

Sample Motion: I move to adopt Resolution No. 1799 extending workers' compensation coverage to volunteers.

RESOLUTION NO. 1799

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPROVING EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF NORTH PLAINS, OREGON

WHEREAS, Oregon Revised Statute Section 656.031(2) authorizes the governing body of the City of North Plains to declare its intent to cover volunteer personnel as subject workers for purposes of Oregon Worker's Compensation laws; and

WHEREAS, the City of North Plains adopted Resolution No. 298 electing identification of North Plains volunteer personnel as subject workers for purpose of the Oregon Worker's Compensation law on December 15, 1986; and

WHEREAS, the City Council has determined it is in the best interest of the City and its volunteer personnel to declare all volunteer personnel as subject workers pursuant to Oregon's Worker's Compensation Law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, to provide for worker's compensation insurance coverage as indicated below.

Section 1: Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule and verified at audit; and

- A. An assumed monthly wage of \$800 will be used for public safety volunteers in volunteer positions with Police Reserves and Police Cadets.
- B. An aggregate assumed annual wage of \$2500 will be used per each volunteer board, commission or council for the performance of administrative duties. The covered bodies are City Council; Planning Commission; Library Board; Parks Board; and Budget Committees.
- C. An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered above. CIS underwriting will assign the appropriate classification code to the type of volunteer work being performed. These duties would include assisting at the City Clean-Up Day.

- D. All non-public safety volunteers will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. Non-public safety volunteers include Parks and Recreation; Public Works; Library; Office and other.
- E. Volunteers at the following public events will be covered under workers' compensation insurance using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: These events would include: Volunteer Recognition Night; Community Dances; Ice Cream Socials; Chili Cook-off; 4th of July Celebration; Holiday Jingle.
- F. Pursuant to ORS 656.041, workers' compensation coverage may be provided to community service volunteers commuting their sentences by performing work authorized by the City of North Plains. Coverage will be determined prior to work inception and stipulated to in writing between City County Insurance Services, the City of North Plains, and the respective sentencing court. Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.
- G. The City of North Plains agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.
- H. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of North Plains' coverage agreement (1) by endorsement, (2) with advance notice to CIS and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be back dated.

Section 2: The City Council shall periodically review this Resolution and indicate by motion whether Section 1 is current and accurate. If modifications are necessary, these shall be adopted by Resolution.

Section 3: This Resolution shall become effective immediately upon adoption by the City Council and shall remain in effect through

consecutive insurance policy years until repealed by a modifying Resolution.

INTRODUCED AND ADOPTED this 19th day of August, 2013

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret Reh, Deputy City Recorder

Accounts Payable

Transactions by Account and Department

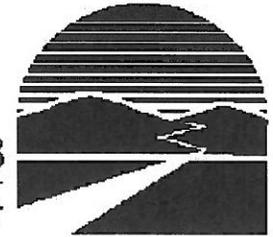
Auto Pay Check Register

User: sarah

Printed: 08/14/2013 12:28 PM

Batch: 000-00-0000

NORTH PLAINS
City to the Sunset



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	07/31/2013	421	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	07/31/2013	436	276.92	
Subtotal for Dept: 000					553.84	
110-421-610224	CHEVRON	PD 6/6/13 - 7/5/13	06/30/2013	439	882.07	
Subtotal for Dept: 421					882.07	
110-452-310000	CLEAN WATER SERVICE	JMCH 5/1/13 - 6/30/13	06/30/2013	426	246.60	
110-452-310000	PORTLAND GENERAL EL	Jessie Mays 5/30 - 6/28/13	06/30/2013	444	44.79	
Subtotal for Dept: 452					291.39	
110-455-310000	CLEAN WATER SERVICE	Library 5/1/13 - 6/30/13	06/30/2013	434	140.57	
110-455-310000	NW NATURAL GAS CO.	Jessie Mays 5/28/13 - 6/26/13	06/30/2013	430	23.34	
110-455-310000	NW NATURAL GAS CO.	Library 5/28/13 - 6/26/13	06/30/2013	432	31.64	
Subtotal for Dept: 455					195.55	
Subtotal for Fund: 110					1,922.85	
111-433-640000	PORTLAND GENERAL EL	Street Lights 5/30 /13 - /28/13	06/30/2013	442	17.78	
111-433-640000	PORTLAND GENERAL EL	Abt ES NW Main 5/30/13 - 6/28/13	06/30/2013	446	13.03	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
111-433-640000	PORTLAND GENERAL EL	NW Mains and Wascoe 5/30/13 - 6/28/13	06/30/2013	447	13.03	
Subtotal for Dept: 433					43.84	
Subtotal for Fund: 111					43.84	
113-463-830000	COLUMBIA COMMUNIT	JULY Principal Payment	07/31/2013	418	641.71	
113-463-830000	COLUMBIA COMMUNIT	JULY Principal Payment	07/31/2013	419	143.59	
113-463-831000	COLUMBIA COMMUNIT	JULY Interest Payment	07/31/2013	418	293.74	
113-463-831000	COLUMBIA COMMUNIT	JULY Interest Payment	07/31/2013	419	356.41	
Subtotal for Dept: 463					1,435.45	
Subtotal for Fund: 113					1,435.45	
210-433-310000	CLEAN WATER SERVICE	Pump House 5/1/13 - 6/30/13	06/30/2013	423	23.00	
210-433-310000	NW NATURAL GAS CO.	Pump House 5/28 - 6/26	06/30/2013	429	39.41	
210-433-310000	PORTLAND GENERAL EL	Pump House 5/30/13 - 6/28/13	06/30/2013	443	539.46	
210-433-310000	PORTLAND GENERAL EL	Water 5/30/13 - 6/28/13	06/30/2013	445	12.54	
210-433-310000	PORTLAND GENERAL EL	Public Works 5/30/13 - 6/28/13	06/30/2013	449	39.53	
210-433-610600	CITY OF HILLSBORO (Uti	JWC Water Purchase 5/31 - 6/28/13	06/30/2013	438	10,027.27	
Subtotal for Dept: 433					10,681.21	
Subtotal for Fund: 210					10,681.21	
610-000-200001	ASIFlex	Pay Date 2/28/13	07/31/2013	420	23.07	
610-000-200001	ASIFlex	Pay date 7/5/13	07/31/2013	422	160.98	
610-000-200001	ASIFlex	Pay Date 7/25/2013	07/31/2013	450	160.98	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					345.03	
Subtotal for Dept: 000					345.03	
610-415-330000	ADP, INC.	Proc Chrg for Pd End 06/30/2013	06/30/2013	435	184.45	
610-415-330000	ADP, INC.	Proc Chrg for pd end 6/30 ADJUSTMENT	06/30/2013	437	91.25	
610-415-330000	ADP, INC.	Proc Chgs for Pd End 07/14/2013	07/31/2013	451	209.90	
					485.60	
Subtotal for Dept: 415					485.60	
610-419-310000	CLEAN WATER SERVICE	Yellow House 5/1/13 - 6/30/13	06/30/2013	424	86.16	
610-419-310000	CLEAN WATER SERVICE	City Hall 5/1/13 - 6/30/13	06/30/2013	425	166.10	
610-419-310000	CLEAN WATER SERVICE	Kaybern 5/1/13 - 6/30/13	06/30/2013	427	6.90	
610-419-310000	CLEAN WATER SERVICE	Kaybern 5/1/13 - 6/30/13	06/30/2013	428	19.55	
610-419-310000	COMCAST	JMCH 7/9/13 - 8/8/13	07/31/2013	452	46.15	
610-419-310000	NW NATURAL GAS CO.	Yellow House 5/28/13 - 6/26/13	06/30/2013	431	7.16	
610-419-310000	NW NATURAL GAS CO.	City Hall 5/28/13 - 6/26/13	06/30/2013	433	4.28	
610-419-310000	PORTLAND GENERAL EL	City Hall 5/30/13- 6/28/13	06/30/2013	441	369.48	
610-419-310000	PORTLAND GENERAL EL	Yellow House 5/30/13 - 6/28/13	06/30/2013	448	29.63	
					735.41	
Subtotal for Dept: 419					735.41	
610-433-610224	CHEVRON	PW 6/6/13 - 7/5/13	06/30/2013	440	116.57	
					116.57	
Subtotal for Dept: 433					116.57	
					1,682.61	
Subtotal for Fund: 610					1,682.61	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
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Report Total:

15,765.96

Accounts Payable

Transactions by Account and Department

Manual Check Register

User: sarah
 Printed: 08/14/2013 12:27 PM
 Batch: 000-00-0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
009-093-770200	KEY GOVERNMENT FIN	1st payment 2014 Dodge Charger	07/25/2013	21297	9,583.09	
Subtotal for Dept: 093					9,583.09	
Subtotal for Fund: 009					9,583.09	
110-000-100100	PACIFIC COMMUNITY D	Deposit Refund JMCH	07/22/2013	21288	150.00	
110-000-200000	GERARDO PENA	Cancellation of JMCH rental	06/30/2013	21241	50.00	
110-000-200000	STEVEN PRINCE HOMES,	REFUND; SW-13-001, 10483 NW 320th	07/24/2013	21291	250.00	
110-000-200000	STEVEN PRINCE HOMES,	REFUND; SW-13-002, 10497 NW 320th	07/24/2013	21291	250.00	
110-000-200000	STEVEN PRINCE HOMES,	REFUND; SW-13-007, 31887 NW Pacific	07/24/2013	21291	250.00	
110-000-200000	STEVEN PRINCE HOMES,	REFUND; SW-13-006, 31879 NW Pacific	07/24/2013	21291	250.00	
Subtotal for Dept: 000					1,200.00	
110-421-207000	OR. DEPT. OF REVENUE-	May 1 - May 31, 2013	07/15/2013	21268	176.00	
110-421-207000	OR. DEPT. OF REVENUE-	June 1 - June 30, 2013	07/15/2013	21268	36.00	
110-421-207000	WASHINGTON COUNTY -	May 1 - May 31, 2013	07/15/2013	21273	112.00	
110-421-207000	WASHINGTON COUNTY -	June 1 - June 30, 2013	07/15/2013	21273	35.00	
110-421-330000	DMV, MOTOR VEHICLES	Suspension Pkg Acct # 67750	07/10/2013	21252	11.50	
110-421-330000	PACIFIC HEART ASSOCI	Physical for employment JPetersen	06/30/2013	21287	663.62	
110-421-330000	VERIZON WIRELESS	PD - June 7 - July 6	06/30/2013	21295	245.98	
110-421-330000	VERIZON WIRELESS	PD - 6/8 - 7/7	07/31/2013	21320	113.37	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-340000	Petty Cash	JBaker - Car Wash	06/30/2013	21276	12.00	
110-421-340000	Petty Cash	JBaker - Car Wash	06/30/2013	21276	6.00	
110-421-340000	DAILEY'S GOODYEAR A	Tire Repair	07/31/2013	21304	14.50	
110-421-350000	IACP	Membership Dues	07/31/2013	21305	120.00	
110-421-610000	Petty Cash	Police Investigation	06/30/2013	21276	240.00	
110-421-610000	BLUMENTHAL UNIFORM	Namebar	06/30/2013	21231	12.20	
110-421-610000	BON-AIRE INDUSTRIES	Postage for Replacement Items	07/31/2013	21300	5.00	
110-421-610000	MOTOROLA	APX6000 700/800 model 2.5 Portable	07/22/2013	21284	2,475.00	
110-421-610000	SAN DIEGO POLICE EQUI	FED-GM308M	07/22/2013	21311	902.34	
110-421-610000	TASER INTERNATIONAL	Taser	07/22/2013	21293	1,228.84	
110-421-610100	BLUMENTHAL UNIFORM	Sam Freshner alterations	06/26/2013	21231	45.00	
110-421-610224	SUNSHINE INC.	PD 6/1/13 - 6/30/13	06/30/2013	21242	257.84	
110-421-610224	SUNSHINE INC.	PD Discount	06/30/2013	21242	-2.58	
Subtotal for Dept: 421					6,709.61	
110-452-310000	PORTLAND GENERAL EL	Chamber JMCH	06/30/2013	21270	13.88	
110-452-310000	PORTLAND GENERAL EL	Chamber JMCH	06/30/2013	21270	12.93	
110-452-340000	HOSS PAVING INC.	Asphalt Patching as Bid	07/22/2013	21282	550.00	
110-452-340000	METRO NEW HOLLAND	Pln Disp	07/31/2013	21307	11.44	
110-452-340000	METRO NEW HOLLAND	Pln Disp	07/31/2013	21307	48.80	
110-452-340000	RON-JONS UNLIMITED, I	2 Standard Toilets Weekly	06/30/2013	21271	166.00	
110-452-340000	VISA/ CARDMEMBER SE	Wilco-Ag	06/30/2013	21272	40.35	
110-452-340000	VISA/ CARDMEMBER SE	Fred M eyer	06/30/2013	21272	47.96	
110-452-340000	VISA/ CARDMEMBER SE	Lowes	06/30/2013	21272	27.47	
110-452-340000	VISA/ CARDMEMBER SE	Lowes	06/30/2013	21272	7.32	
110-452-340000	VISA/ CARDMEMBER SE	Bi Mart	06/30/2013	21272	649.70	
110-452-610000	VISA/ CARDMEMBER SE	Coastal Farm	06/30/2013	21272	8.58	
Subtotal for Dept: 452					1,584.43	
110-455-300000	ARCHERS AFIELD	Archery Setup July 23rd	07/22/2013	21275	225.00	
110-455-310000	COMCAST	Library 7/3 - 8/2	07/10/2013	21250	86.95	
110-455-310000	COMCAST	Library 8/3/13 - 9/2/13	07/31/2013	21303	86.95	
110-455-310000	PORTLAND GENERAL EL	Library 5/29 - 6/27	06/30/2013	21259	349.43	
110-455-340000	CANON SOLUTIONS AM	Monthly Billing 6/14/13 - 7/14/13	07/31/2013	21301	57.05	
110-455-340000	DeLAGE LANDEN	Contract Payment 6/15/2013 - 07/14/2013	07/10/2013	21251	137.00	
110-455-610000	Petty Cash	PO - Library postage due	06/30/2013	21276	0.20	
110-455-610000	Petty Cash	DMedica - Postage	06/30/2013	21276	5.23	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-610000	AMERICAN EXPRESS	LIB Supplies	06/30/2013	21229	278.98	
110-455-610000	VISA/ CARDMEMBER SE	Als Garden & Emerald Garden shared w.CH	06/30/2013	21261	12.12	
110-455-610000	VISA/ CARDMEMBER SE	Powells	06/30/2013	21261	75.00	
110-455-610000	VISA/ CARDMEMBER SE	USPS	06/30/2013	21261	9.60	
110-455-610000	VISA/ CARDMEMBER SE	Fred Meyer	06/30/2013	21261	5.49	
110-455-610000	VISA/ CARDMEMBER SE	USPS	06/30/2013	21261	5.23	
110-455-610000	VISA/ CARDMEMBER SE	USPS	06/30/2013	21261	2.40	
110-455-610000	VISA/ CARDMEMBER SE	Amazon	06/30/2013	21261	89.90	
110-455-610000	VISA/ CARDMEMBER SE	USPS	06/30/2013	21261	2.40	
110-455-610000	VISA/ CARDMEMBER SE	Scholastic Books	06/30/2013	21261	312.98	
110-455-610000	VISA/ CARDMEMBER SE	USPS	06/30/2013	21261	5.23	
110-455-610000	VISA/ CARDMEMBER SE	Highsmith	06/30/2013	21261	9.25	
110-455-610000	VISA/ CARDMEMBER SE	Fannie May	06/30/2013	21261	133.98	
110-455-610000	VISA/ CARDMEMBER SE	Dollar Tree	06/30/2013	21272	15.00	
110-455-610000	VISA/ CARDMEMBER SE	Michaels	06/30/2013	21272	44.99	
110-455-610000	VISA/ CARDMEMBER SE	Vac N Sew	06/30/2013	21272	53.99	
110-455-610000	VISA/ CARDMEMBER SE	Suburban Ace Hardware	06/30/2013	21272	1.99	
110-455-610000	VISA/ CARDMEMBER SE	Barnes and Noble	06/30/2013	21296	712.88	
110-455-610000	VISA/ CARDMEMBER SE	Award Specialty	06/30/2013	21296	10.00	
110-455-640000	BAKER & TAYLOR	Library materials	06/30/2013	21248	5.65	
110-455-640000	BAKER & TAYLOR	Library materials	06/30/2013	21248	5.65	
110-455-640000	BAKER & TAYLOR	Library Materials	07/22/2013	21279	13.70	
110-455-640000	BAKER & TAYLOR	Library Materials	07/22/2013	21299	376.86	
110-455-640000	OREGONIAN	14 weeks through 10/3/13	07/10/2013	21258	72.80	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	06/30/2013	21272	17.98	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	06/30/2013	21272	225.64	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	06/30/2013	21272	29.99	
110-455-640000	VISA/ CARDMEMBER SE	Dollar Tree	06/30/2013	21272	8.00	
110-455-640000	VISA/ CARDMEMBER SE	Bales	06/30/2013	21272	5.37	
Subtotal for Dept: 455					3,490.86	
Subtotal for Fund: 110					12,984.90	
111-433-770101	MURRAY, SMITH & ASS	Services through June 30, 2013	06/30/2013	21285	1,136.75	
111-433-770101	STATE OF OR. - Bureau of	PW Contract Fee (.001% on \$535,000)	07/24/2013	21290	535.00	
111-433-770101	SUBCOM EXCAVATION	Claxtar St Project 5/6/13 - 6/17/13	06/30/2013	21260	220,120.11	
111-433-770101	SUBCOM EXCAVATION	Claxtar Street Improvements	06/30/2013	21292	78,991.26	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
111-433-770101	SUBCOM EXCAVATION	Claxtar St Project/2 June 18-July 9, 13	07/24/2013	21292	71,092.12	
Subtotal for Dept: 433					371,875.24	
Subtotal for Fund: 111					371,875.24	
210-000-555555	RODNEY & SANDRA TRA	Refund check	07/25/2013	21313	19.25	
210-000-555555	BRENDA MAY	Refund check	07/25/2013	21314	28.28	
210-000-555555	DANIEL & LISA SCHELLE	Refund check	07/25/2013	21315	41.57	
210-000-555555	WARREN BARBOUR	Refund check	07/25/2013	21316	7.30	
210-000-555555	STEVEN PRINCE HOMES	Refund check	07/25/2013	21317	42.62	
210-000-555555	STEVEN PRINCE HOMES	Refund check	07/25/2013	21318	45.86	
210-000-555555	SHERRI STEWART	Refund check	07/31/2013	21319	22.53	
Subtotal for Dept: 000					207.41	
210-433-207000	CITY OF HILLSBORO-Wat	April 1, 2013 - June 30, 2013 SDCs	06/30/2013	21280	37,804.00	
210-433-330000	ALEXIN ANALYTICAL L	2 Routine Coliform May 2013	06/30/2013	21228	58.00	
210-433-340000	HOSS PAVING INC.	Asphalt Patching as Bid	06/30/2013	21235	550.00	
210-433-340000	VISA/ CARDMEMBER SE	USA Blue Book	06/30/2013	21272	95.68	
210-433-340000	VISA/ CARDMEMBER SE	USA Blue Book	06/30/2013	21272	27.84	
210-433-340000	VISA/ CARDMEMBER SE	Hach Company	06/30/2013	21272	424.67	
Subtotal for Dept: 433					38,960.19	
Subtotal for Fund: 210					39,167.60	
610-000-200002	AFLAC	AUGUST premiums	07/31/2013	21298	243.09	
Subtotal for Dept: 000					243.09	
610-411-300100	NORTH PLAINS EVENTS	Sponsorship from Chevron	07/03/2013	21237	750.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-411-300101	JON AAMODT	4th of July Music	07/03/2013	21227	100.00	
610-411-300101	AMERICAN BARRICADE	Custom Signs	07/15/2013	21264	455.00	
610-411-300101	AWARD SPECIALITIES	Parade Trophies - Amber Ames	07/15/2013	21278	78.00	
610-411-300101	BOYLES, BLAKE A.	REIMBURSEMENT Candy for 4th of July	07/03/2013	21232	118.50	
610-411-300101	FABULOUS FAIRLANES	4th of July Music	07/03/2013	21233	500.00	
610-411-300101	MASTERS, INC.	Dash Plaq,litter bag,trophy,bottle,vest	07/10/2013	21255	1,472.16	
610-411-300101	NP SENIOR CENTER	30 pies @ \$4.97 each	07/10/2013	21257	149.10	
610-411-300101	VISA/ CARDMEMBER SE	Banners on the Cheap	06/30/2013	21261	68.08	
610-411-300101	VISA/ CARDMEMBER SE	Goodwill	06/30/2013	21261	4.98	
610-411-300101	VISA/ CARDMEMBER SE	CashNCarry	07/15/2013	21272	39.48	
610-411-300101	VISA/ CARDMEMBER SE	Banners on the Cheap	07/15/2013	21272	131.24	
610-411-300101	VISA/ CARDMEMBER SE	Half Price Banners	07/15/2013	21272	234.00	
610-411-300101	VISA/ CARDMEMBER SE	Rhode Island Novelty	07/15/2013	21272	120.00	
610-411-300101	VISA/ CARDMEMBER SE	Michaels	07/15/2013	21272	69.93	
610-411-300101	VISA/ CARDMEMBER SE	Oriental Trading	07/15/2013	21272	52.49	
610-411-300101	WESTERN DISPLAY FIRE	BALANCE Fireworks Show	04/30/2013	21245	9,375.00	
610-411-300102	MITCH WARD	Concert in the Park 8/2/13	07/31/2013	21321	200.00	
610-411-300103	Petty Cash	MBroome - Mileage	06/30/2013	21276	20.34	
610-411-300111	Petty Cash	PSmith - Ice for Ice Cream Social	06/30/2013	21276	9.95	
610-411-300111	VISA/ CARDMEMBER SE	Goodwill	06/30/2013	21261	3.99	
610-411-300111	VISA/ CARDMEMBER SE	Safeway	06/30/2013	21261	8.47	
610-411-300111	VISA/ CARDMEMBER SE	Fred Meyer	06/30/2013	21261	21.98	
Subtotal for Dept: 411					13,982.69	
610-412-330000	BEERY, ELSNER & HAM	Community Development - E Hagar	06/30/2013	21249	368.32	
610-412-330000	BEERY, ELSNER & HAM	Public Safety - Uniform Citations/Justic	06/30/2013	21249	418.00	
610-412-330000	BEERY, ELSNER & HAM	Personnel - Newton, Thurber	06/30/2013	21249	1,192.18	
Subtotal for Dept: 412					1,978.50	
610-413-300000	LEAGUE OF OREGON CIT	Conference Registration	07/10/2013	21254	265.00	
610-413-300000	LEAGUE OF OREGON CIT	Annual Membership for FY 20133-2014	07/10/2013	21283	1,518.88	
610-413-300000	OCCMA	Summer Conference	07/31/2013	21308	356.00	
610-413-300000	OREGON STATE POLICE	Fingerprints; BrownRoy, Gill	07/24/2013	21286	66.00	
610-413-300000	VISA/ CARDMEMBER SE	7th Mountain Bend	06/30/2013	21272	123.12	
610-413-300000	VISA/ CARDMEMBER SE	Sharis of Berry Hill	06/30/2013	21272	25.27	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Subtotal for Dept: 413					2,354.27	
610-415-330000	MOONLIGHT BPO	Statement Processing JUNE	07/15/2013	21266	121.51	
610-415-330000	MOONLIGHT BPO	Postage JUNE	07/15/2013	21266	290.23	
610-415-330000	MOONLIGHT BPO	Newsletter JUNE	07/15/2013	21266	462.00	
610-415-330000	PAULY, ROGERS AND C	June 30, 2013 AUdit	06/30/2013	21240	5,250.00	
Subtotal for Dept: 415					6,123.74	
610-419-300011	COMCAST BUG/PCN	MACC Grant	07/10/2013	21281	6,921.51	
610-419-310000	XO COMMUNICATIONS	City Hall 6/18/13 - 7/17/13	06/30/2013	21246	590.09	
610-419-330000	TYCO INTEGRATED SEC	CITY HALL 8/1/13 - 8/31/13	07/15/2013	21263	206.93	
610-419-330000	TYCO INTEGRATED SEC	LIBR 8/1/13 - 8/31/13	07/15/2013	21263	67.50	
610-419-330000	GLOBAL DATA LINK	Monthly Services	06/30/2013	21234	849.00	
610-419-330000	LEGACY LABORATORY	Toxicology Client	07/31/2013	21306	19.00	
610-419-330000	SERVICE AMERICA COM	July Janitorial City Hall	07/10/2013	21289	195.00	
610-419-330000	SERVICE AMERICA COM	July Janitorial Library	07/10/2013	21289	175.00	
610-419-340000	ABS, FINANCE	Contract Payment - 2 copiers	07/15/2013	21262	690.00	
610-419-340000	ASSOC. BUSINESS SYST	Monthly Copies 5/22/13 - 6/22/13	06/30/2013	21230	0.58	
610-419-340000	ASSOC. BUSINESS SYST	Monthly Copies 5/22/13 - 6/22/13	06/30/2013	21230	174.91	
610-419-340000	ASSOC. BUSINESS SYST	Monthly Copiers (2 copiers) 4/22-5/22	06/30/2013	21265	337.75	
610-419-340000	PACIFIC OFFICE AUTOM	Contract Payment 6/15/13 - 7/14/13	06/30/2013	21239	845.00	
610-419-340000	TEMP CONTROL MECHA	Authorized work outside of maintenance	06/30/2013	21294	1,025.10	
610-419-340000	TEMP CONTROL MECHA	Contract Payment 7/1/13 - 7/31/13	07/10/2013	21294	309.00	
610-419-350000	NP CHAMBER OF COMM	Annual Chamber Investment 7/1/13 - 6/30	07/15/2013	21267	100.00	
610-419-350000	OAMR MEMBERSHIP CH	MReh membership	07/19/2013	21274	35.00	
610-419-350000	STATE OF OR. - Administr	ORCPP Membership	07/31/2013	21312	200.00	
610-419-610000	OR. COFFEE ROASTER, I	5# coffee	07/31/2013	21309	37.50	
610-419-610000	MARGARET REH	REIMBURSEMENT - Wrist Guide	07/31/2013	21310	10.49	
610-419-610000	THAYER COMPANY	Office Supplies	06/30/2013	21243	163.16	
610-419-610000	VISA/ CARDMEMBER SE	USPS	06/30/2013	21261	17.15	
610-419-610000	VISA/ CARDMEMBER SE	Als Garden & Emerald Garden shared w.LIB	06/30/2013	21261	12.12	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-610000	VISA/ CARDMEMBER SE	USPS	06/30/2013	21261	3.13	
610-419-610000	VISA/ CARDMEMBER SE	USPS	06/30/2013	21261	5.85	
610-419-610000	VISA/ CARDMEMBER SE	Apple	06/30/2013	21272	399.00	
610-419-621000	ASIFlex	Admin fees for period begining 6/1/13	06/30/2013	21247	18.75	
610-419-621000	CIS TRUST	Property/Liability 2013-14 Renewal	07/31/2013	21302	26,414.15	
610-419-621000	THE HARTFORD	Friends Insurance	07/10/2013	21253	1,291.00	
Subtotal for Dept: 419					41,113.67	
610-433-300000	TUALATIN VALLEY FIRE	CPAWC 2013-2014 Fiscal Year Dues	07/03/2013	21244	275.00	
610-433-300000	VISA/ CARDMEMBER SE	Izzies Pizza	06/30/2013	21272	17.96	
610-433-310000	AT&T WIRELESS SERVIC	PW 6/6 - 7/5	06/30/2013	21277	33.00	
610-433-340000	IMPACT SIGN CO.	NP is OPEN for Business/Glencoe Rd sign	06/30/2013	21236	330.00	
610-433-340000	NAPA AUTO PARTS	1 cart spcl moly ep	06/30/2013	21256	31.41	
610-433-340000	ONE CALL CONCEPTS, I	Oregon Utility Notification Center JUNE	06/30/2013	21238	47.52	
610-433-340000	PAPE MACHINERY EXCH	CH15983 Cover	07/15/2013	21269	20.26	
610-433-340000	VISA/ CARDMEMBER SE	Dicks Evergreen Fence	06/30/2013	21272	60.45	
610-433-340000	VISA/ CARDMEMBER SE	Lowes	06/30/2013	21272	144.76	
610-433-610000	AMERICAN EXPRESS	Supplies	06/30/2013	21229	279.96	
610-433-610000	VISA/ CARDMEMBER SE	Amazon	06/30/2013	21272	33.82	
610-433-610000	VISA/ CARDMEMBER SE	Lowes	06/30/2013	21272	366.34	
610-433-610000	VISA/ CARDMEMBER SE	Lowes	06/30/2013	21272	150.36	
610-433-610090	VISA/ CARDMEMBER SE	Stockmeup, Inc	06/30/2013	21272	19.98	
610-433-610090	VISA/ CARDMEMBER SE	Garment Graphics	06/30/2013	21272	335.00	
610-433-610224	SUNSHINE INC.	PW 6/1/13 - 6/30/13	06/30/2013	21242	1,008.34	
610-433-610224	SUNSHINE INC.	PW Discount	06/30/2013	21242	-10.09	
Subtotal for Dept: 433					3,144.07	
Subtotal for Fund: 610					68,940.03	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
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Report Total:

502,550.86



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: August 14, 2013
To: City Council
From: Finance Director Rachael Lembo
Subject: FY2013 Preliminary Actuals

Request: This item is informational only.

Background: Enclosed are the preliminary results of the 2012-2013 fiscal year. Our annual financial audit begins next week, during which these numbers will be reviewed and tested by our audit firm, Pauly Rogers & Co.

This was the first fiscal year to utilize an internal service fund (ISF). The ISF captures shared expenses, such as Finance and Public Works, and allocates them to other funds according to percentages determined in the annual budget. This allocation is shown as a transfer.

Also in FY2012-2013 the City switched from a cash basis to an accrual basis. There is an adjustment to beginning fund balance for some funds as a result.

Highlights from the 2012-2013 fiscal year include:

- General Fund property tax revenues were up \$12k, or 4% from the prior year. Overall General Fund revenues exceeded the final budget by \$57k, or 7%.
- General Fund expenses (Police, Library, Parks and Planning) were within budget in all line items and 97% of the final budget was utilized.
- In the Street Fund the Claxtar project was started, which incurred \$370k of expenses and received \$354k of grant revenue.
- New development in the City resulted in increased revenues in multiple funds: Parks Capital Fund, Transportation Development Fund and Water Fund.
- The Urban Renewal Fund purchased a new building with a \$32k cash down payment and a \$90k loan. The cash payment is reflected in capital outlay on the budget statement, but as governmental funds do not report long term debt the \$90k loan is excluded from the budget statement.
- Internal Service Fund expenses (City Council, Attorney, City Manager, Recorder, Finance, Engineer, General Government and Public Works) had budget overages in some line items. This is partly because this is a new fund which made budgeting more difficult, and also due to the change to an accrual basis, which resulted in one

additional pay period being accrued and caused some personnel services lines to exceed budget.

- Water Fund water use revenues were up \$54k, or 7% from the prior year. SDC revenues were up \$33k, or 61% from the prior year. Overall Water Fund revenues exceeded the final budget by \$134k, or 5%.
- Water Fund expenses were within budget except for special payments, which are pass-through payments to the Joint Water Commission directly related to SDC revenue which also exceeded budget, and transfers out, as a result of a higher than expected allocation to the ISF.

Fiscal Impact: This item is informational only.

Sample Motion: This item is informational only.

Attachment – FY2012-13 Preliminary Budget to Actual Reports

**CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended June 30, 2013**

GENERAL FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>
REVENUES:				
Property Taxes - Current & Delenquent	\$ 333,930	\$ 342,643	\$ 332,477	\$ (10,166)
Charges for Services	7,000	7,000	9,161	2,161
Licenses/Permits/Fees	213,700	224,093	261,140	37,047
Intergovernmental	135,970	140,826	148,091	7,265
Fines and Forfeitures	9,800	30,000	48,497	18,497
Interest on Investments	3,600	3,600	5,974	2,374
Grants and Donations	4,000	70,418	66,761	(3,657)
Miscellaneous	12,572	6,000	9,653	3,653
	<u>12,572</u>	<u>6,000</u>	<u>9,653</u>	<u>3,653</u>
Total Revenues	<u>\$ 720,572</u>	<u>\$ 824,580</u>	<u>\$ 881,754</u>	<u>\$ 57,174</u>

**CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended June 30, 2013**

	<u>GENERAL FUND</u>			VARIANCE POSITIVE -NEGATIVE
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES:				
Police Department				
Personal Services	\$ 221,399	\$ 227,097 (1)	\$ 226,995	\$ 102
Materials and Services	94,595	108,837 (1)	104,993	3,844
Special Payments	-	5,000	3,441	1,559
Total Police Department	<u>315,994</u>	<u>340,934</u>	<u>335,429</u>	<u>5,505</u>
Library Department				
Personal Services	119,257	139,644 (1)	137,681	1,963
Materials and Services	35,400	40,382 (1)	37,165	3,217
Capital Outlay	7,700	- (1)	-	-
Total Library Department	<u>162,357</u>	<u>180,026</u>	<u>174,846</u>	<u>5,180</u>
Parks Department				
Materials and Services:	32,300	19,500 (1)	17,796	1,704
Capital Outlay:	-	-	-	-
Total Parks Department	<u>32,300</u>	<u>19,500</u>	<u>17,796</u>	<u>1,704</u>
City Planning Department				
Personal Services	18,827	20,327 (1)	19,143	1,184
Materials and Services	9,000	4,600 (1)	3,007	1,593
Capital Outlay	-	-	-	-
Total City Planning Department	<u>27,827</u>	<u>24,927</u>	<u>22,150</u>	<u>2,777</u>
Contingency	100,000	100,000	-	100,000
Total Expenditures	<u>638,478</u>	<u>665,387</u>	<u>550,221</u>	<u>115,166</u>
Excess of Revenues Over (Under)				
Expenditures	82,094	159,193	331,533	172,340
Other Financing Sources (Uses):				
Sale of Asset	-	-	3,100	3,100
Transfers In	28,000	28,000	28,000	-
Transfers Out	(264,161)	(330,589) (1)	(314,018)	16,571
Total Other Financing Sources (Uses)	<u>(236,161)</u>	<u>(302,589)</u>	<u>(282,918)</u>	<u>19,671</u>
Net Change in Fund Balance	(154,067)	(143,396)	48,615	192,011
Beginning Fund Balance	868,613	1,020,441	1,020,441	-
Ending Fund Balance	<u>\$ 714,546</u>	<u>\$ 877,045</u>	<u>\$ 1,069,056</u>	<u>\$ 192,011</u>

(1) Appropriation Level

CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL**

For the Year Ended June 30, 2013

STREET TAX, TRANSPORTATION AND STORM DRAINAGE FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>
REVENUES:				
Licenses, Permits, Fees	\$ 62,744	\$ 69,712	\$ 74,920	\$ 5,208
Intergovernmental	112,500	112,500	116,027	3,527
Interest on Investments	2,000	2,000	3,220	1,220
Grants	388,116	388,116	354,269	(33,847)
Miscellaneous	1,000	-	-	-
	<u>566,360</u>	<u>572,328</u>	<u>548,436</u>	<u>(23,892)</u>
Total Receipts				
EXPENDITURES:				
Materials and Services	41,400	28,300 (1)	24,469	3,831
Capital Outlay	509,501	447,501 (1)	370,135	77,366
Contingency	50,000	50,000 (1)	-	50,000
	<u>600,901</u>	<u>525,801</u>	<u>394,604</u>	<u>131,197</u>
Total Expenditures				
Excess of Revenues Over (Under) Expenditures	(34,541)	46,527	153,832	107,305
Other Financing Sources (Uses):				
Transfers Out	(147,628)	(173,772) (1)	(167,161)	6,611
	<u>(147,628)</u>	<u>(173,772)</u>	<u>(167,161)</u>	<u>6,611</u>
Total Other Financing Sources (Uses)				
Net Change In Fund Balance	(182,169)	(127,245)	(13,329)	113,916
Beginning Fund Balance	650,707	580,964	580,964	-
Reclassification - see Note X			2,601	
Ending Fund Balance	<u>\$ 468,538</u>	<u>\$ 453,719</u>	<u>\$ 570,236</u>	<u>\$ 116,517</u>

(1) Appropriation Level

**CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended June 30, 2013**

PARKS CAPITAL IMPROVEMENT FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE -NEGATIVE
REVENUES:				
Charges for Services	\$ 31,280	\$ 32,280	\$ 79,178	\$ 46,898
Interest	1,300	1,300	2,192	892
Total Revenues	32,580	33,580	81,370	47,790
EXPENDITURES:				
Capital Outlay	25,000	25,000 (1)	6,635	18,365
Contingency	100,000	100,000 (1)	-	100,000
Total Expenditures	125,000	125,000	6,635	118,365
Excess of Revenues Over (Under) Expenditures	(92,420)	(91,420)	74,735	166,155
Other Financing Sources (Uses):				
Transfers Out	-	(1,000)	(491)	509
Total Other Financing Sources (Uses)	-	(1,000)	(491)	509
Net Change in Fund Balance	(92,420)	(92,420)	74,244	166,664
Beginning Fund Balance	389,130	383,937	383,937	-
Ending Fund Balance	\$ 296,710	\$ 291,517	\$ 458,181	\$ 166,664

(1) Appropriations Level

CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended June 30, 2013

TRANSPORTATION DEVELOPMENT TAX FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE -NEGATIVE
REVENUES:				
Intergovernmental	\$ 31,200	\$ 62,000	\$ 174,326	\$ 112,326
Interest	200	-	597	597
Total Revenues	31,400	62,000	174,923	112,923
EXPENDITURES:				
Contingency	50,000	50,000 (1)	-	50,000
Total Expenditures	50,000	50,000	-	50,000
Net Change in Fund Balance	(18,600)	12,000	174,923	162,923
Beginning Fund Balance	80,200	88,402	88,402	-
Ending Fund Balance	\$ 61,600	\$ 100,402	\$ 263,325	\$ 162,923

(1) Appropriations Level

CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL

For the Year Ended June 30, 2013

TRAFFIC IMPACT FEES FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE -NEGATIVE
REVENUES:				
Interest	\$ 1,000	\$ 1,000	\$ 1,635	\$ 635
EXPENDITURES:				
Contingency	50,000	50,000	(1) -	50,000
Total Expenditures	50,000	50,000	-	50,000
Net Change in Fund Balance	(49,000)	(49,000)	1,635	50,635
Beginning Fund Balance	283,560	286,033	286,034	1
Ending Fund Balance	\$ 234,560	\$ 237,033	\$ 287,669	\$ 50,636

(1) Appropriation Level

CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended June 30, 2013**

VEHICLE AND EQUIPMENT RESERVE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE -NEGATIVE
REVENUES:				
Interest	\$ 140	\$ 140	\$ 232	\$ 92
Total Revenues	140	140	232	92
EXPENDITURES:				
Capital Outlay	-	- (1)	-	-
Contingency	10,000	10,000 (1)	-	10,000
Total Expenditures	10,000	10,000	-	10,000
Excess of Revenues Over (Under) Expenditures	(9,860)	(9,860)	232	10,092
Other Financing Sources (Uses):				
Transfers in	7,000	7,000	7,000	-
Transfers out	(28,000)	(28,000)	(28,000)	-
Total Other Sources (Uses)	(21,000)	(21,000)	(21,000)	-
Net Change in Fund Balance	(30,860)	(30,860)	(20,768)	10,092
Beginning Fund Balance	43,664	46,348	46,348	-
Ending Fund Balance	\$ 12,804	\$ 15,488	\$ 25,580	\$ 10,092

(1) Appropriations Level

CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON

SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended June 30, 2013

URBAN RENEWAL DISTRICT

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>
REVENUES:				
Taxes	\$ 70,000	\$ 81,329	\$ 91,098	\$ 9,769
Property Rental Fees	6,000	6,750	6,800	50
Interest	300	-	711	711
Miscellaneous	-	-	165	165
Total Revenues	<u>76,300</u>	<u>88,079</u>	<u>98,774</u>	<u>10,695</u>
EXPENDITURES:				
Materials and Services	-	3,000 (1)	2,109	891
Capital Outlay	10,000	52,000 (1)	40,006	11,994
Debt Service	32,793	44,093 (1)	38,449	5,644
Contingency	45,000	45,000 (1)	-	45,000
Total Expenditures	<u>87,793</u>	<u>144,093</u>	<u>80,564</u>	<u>63,529</u>
Excess of Revenues Over (Under) Expenditures	<u>(11,493)</u>	<u>(56,014)</u>	<u>18,210</u>	<u>74,224</u>
Other Financing Sources (Uses):				
Transfers Out	<u>(6,546)</u>	<u>(8,125) (1)</u>	<u>(7,913)</u>	<u>212</u>
Total Other Sources (Uses)	<u>(6,546)</u>	<u>(8,125)</u>	<u>(7,913)</u>	<u>212</u>
Net Change in Fund Balance	(18,039)	(64,139)	10,297	74,436
Beginning Fund Balance	<u>23,380</u>	<u>135,884</u>	<u>135,884</u>	<u>-</u>
Ending Fund Balance	<u>\$ 5,341</u>	<u>\$ 71,745</u>	<u>\$ 146,181</u>	<u>\$ 74,436</u>

(1) Appropriations Level

**CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended June 30, 2013**

	<u>INTERNAL SERVICES FUND</u>			VARIANCE POSITIVE -NEGATIVE
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES:				
City Council				
Materials and Services	\$ 6,350	\$ 30,950 (1)	\$ 28,322	\$ 2,628
City Attorney				
Materials and Services	20,000	20,000 (1)	21,202	(1,202)
City Manager				
Personal Services	102,143	110,951 (1)	111,431	(480)
Materials and Services:	1,000	1,500 (1)	1,501	(1)
Capital Outlay:	-	-	-	-
Total City Manager	103,143	112,451	112,932	(481)
City Recorder				
Personal Services	5,383	5,383 (1)	4,319	1,064
Materials and Services	16,000	9,500 (1)	5,511	3,989
Capital Outlay	-	-	-	-
Total City Recorder	21,383	14,883	9,830	5,053
Finance Department				
Personal Services	108,600	173,730 (1)	169,794	3,936
Materials and Services	38,670	64,400 (1)	63,526	874
Total Finance Department	147,270	238,130	233,320	4,810
City Engineer				
Materials and Services	8,500	10,000 (1)	4,907	5,093
General Government				
Materials and Services:	130,574	192,366 (1)	168,228	24,138
Capital Outlay:	-	-	-	-
Total General Government	130,574	192,366	168,228	24,138
Public Works Department				
Personal Services	335,051	340,272 (1)	346,058	(5,786)
Materials and Services	26,900	42,296 (1)	36,104	6,192
Capital Outlay	-	-	-	-
Total Public Works Department	361,951	382,568	382,162	406
Total Expenditures	799,171	1,001,348	960,903	40,445
Excess of Revenues Over (Under) Expenditures	(799,171)	(1,001,348)	(960,903)	40,445
Other Financing Sources (Uses):				
Transfers In	834,171	1,008,348 (1)	967,903	(40,445)
Transfers Out	(35,000)	(7,000) (1)	(7,000)	-
Total Other Sources (Uses)	799,171	1,001,348	960,903	(40,445)
Net Change in Fund Balance	-	(0)	-	0
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	\$ -	\$ (0)	\$ -	\$ 0

(1) Appropriation Level

**CITY OF NORTH PLAINS
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended June 30, 2013**

<u>WATER FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>
REVENUES:				
Charges for Services	\$ 830,484	\$ 883,784	\$ 1,012,900	\$ 129,116
Interest	1,500	1,500	4,438	2,938
Miscellaneous	<u>6,000</u>	<u>1,000</u>	<u>2,533</u>	<u>1,533</u>
Total Revenues	<u>837,984</u>	<u>886,284</u>	<u>1,019,871</u>	<u>133,587</u>
EXPENDITURES:				
Materials and Services	214,670	219,950 (1)	217,011	2,939
Capital Outlay	51,000	51,000 (1)	14,150	36,850
Debt Services	134,333	134,333	134,332	1
Special Payments	34,300	64,300	87,024	(22,724)
Contingency	<u>50,000</u>	<u>50,000 (1)</u>	<u>-</u>	<u>50,000</u>
Total Expenditures	<u>484,303</u>	<u>519,583</u>	<u>452,517</u>	<u>67,066</u>
Excess of Revenues Over (Under) Expenditures	353,681	366,701	567,354	200,653
Other Financing Sources (Uses):				
Transfers in	116,258	115,689	115,689	-
Transfers out	<u>(388,626)</u>	<u>(469,366) (1)</u>	<u>(478,320)</u>	<u>(8,954)</u>
Total Other Sources (Uses)	<u>(272,368)</u>	<u>(353,677)</u>	<u>(362,631)</u>	<u>(8,954)</u>
Net Change in Fund Balance	81,313	13,024	204,723	191,699
Beginning Fund Balance	563,358	684,812	684,812	-
Reclassification - see Note X	<u>-</u>	<u>-</u>	<u>22,575</u>	<u>22,575</u>
Ending Fund Balance	<u>\$ 644,671</u>	<u>\$ 697,836</u>	<u>\$ 912,110</u>	<u>\$ 214,274</u>



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: August 13, 2013
To: City Council
From: Rachael Lembo, Finance Manager
Martha DeBry, City Manager
Subject: 4th of July Celebration Report

Request: Council receive a summary report on the 4th of July Celebration.

Background: The City hosted its second 4th of July Celebration last month. It featured a car show, vendors, parade and music. Attendance was spread more evenly through the day as compared to last year. Below are brief comments about the event:

Car Show – About 100 vehicles participated in the show (99 paid registrations). This is a relatively large car show. The Committee that organized the event had planned for 200 participants, and purchased items for “goody bags” in that quantity. This resulted in little net revenue from the show.

Like the previous year there were many early birds arriving to register about 7:30 a.m.

The car show ran late which in turn delayed the parade. It also resulted in cars entering the parade at Main. Police Officers noted this created hazardous conditions for pedestrians.

There were some concerns expressed that the show did not include activities typical of other car shows like sponsor trophies and raffles this year. Unlike last year, City staff oversaw the car show.

Parade – Most people at the celebration watched the parade and the festival grounds were empty during the parade.

Vendors – A total of 41 vendors signed up for the celebration. Most food vendors reported a good day of sales. Some comments were made that too many food vendors were present (there were 17 plus the Last Waterin’ Hole which was not registered as a vendor.) Some duplication existed for Mexican food, hot dogs, pulled pork and sno cones.

In part this duplication was a result of not having advanced knowledge of menu items provided by non-profit organizations, as the registration form did not provide for that. The Knights of Pythias also served pulled pork sliders in the evening.

Vendor registrations raised \$875 in revenue.

There was some confusion about the location of vendor booths, as the spaces were not marked according to the map, and the car show took over some spaces and were not asked to move. The registration booth was not staffed at 311th as planned, making it difficult for vendors to contact the coordinator.

DJ – Scott Tom provided DJ services from 8 a.m. until 3:30 p.m. Generally comments have been very favorable regarding his participation, interviews of vendors and assistance with announcements. Mr. Tom was contracted through 2:30 p.m. but stayed to announce the car show awards.

Music – The City hired the Fabulous Farelanes to play from 4:30 – 10 p.m. Additionally a folk singer John Armodt was hired to entertain between 2:30-4:30 to fill empty hours between the DJ's and Farelane's time. The Farelanes started a half hour late, and took a break about 8:00 p.m. Farelanes stopped performing about 8:30 because the Knights of Pythias were packing up and spectators were leaving.

Alcohol Service – The Knights of Pythias operated a beer garden and Abbey Creek provided wine service. On the day of the event the Last Waterin' Hole also provided beer service in its parking lot. The planning committee and the Pythians were unaware that the Last Waterin' Hole would be serving on that date.

There was some concern expressed by the Knights that the Last Waterin' Hole should not be serving outside or allow alcohol offsite. Staff contacted the Last Waterin' Hole in this regard, but did not shut down the operation. When the alcohol service boundaries were reduced to the block between 313th and 314th after the car show, the Last Waterin' Hole ensured their customers did not leave the site.

The Knights and North Plains Events Association expressed a viewpoint that if they are to participate in a 2014 event, the beer garden should be in a confined space.

T-shirt sales – The City purchased t-shirts in the same quantities as last year but the sales were considerably lower than the previous year, resulting in a loss of almost \$1,000. Some concern was expressed that the cartoon-like characters on the shirts may have diminished their appeal to avid car enthusiasts. It might make sense to use sponsors next year, and/or bundle car registration with a t-shirt.

Volunteers – The City required more volunteers than the previous year, in large part due to the need for alcohol monitors and alcohol check points. Most City staff worked or

volunteered on that day, some like Ben Duyck putting in extraordinary hours to ensure the celebration ran smoothly. During the last two weeks prior to the event, Pam Smith recruited volunteers. A greater emphasis should be placed on recruiting volunteers next year to assist with set up and management of activities.

Pie Eating – The event was a success again. 30 pies were served. Some suggestion was made to rope off the area or provide a stage area.

Horse Shoes – The event attracted over a dozen participants.

Cake Walk – About 30-40 people participated in the event which was well received. The number of spaces may be expanded next year.

Kids Parade – A few dozen kids participated in the parade. There was some minor confusion about the route, and as a result some parents were staged at the wrong location to view the parade which lasted about 5-10 minutes.

Golf Cart Races – The event was success at the end of the day. Sign-ups occurred very close to the time of the races.

Fireworks – Western Display provided an excellent 20 minute show.

Duration – The event setup begins at roughly 7 a.m. as vendors and cars start appearing. By 10 a.m. all vendors and cars should be in place. Vendors had the option of closing at 6 p.m or the end of the festival. Most opted to leave at 6 p.m. including all food vendors except for the Knights of Pythias. Because the Knights stopped serving food at 8:15 p.m. the beer garden closed earlier than expected closure time of 9:00 p.m. Next year at least one food vendor should commit to anchoring the event until the closing time.

Miscellaneous - Recycling containers were absent from this year's event, and too few garbage cans were available.

Wind caused damage to some canopies through the day. Vendor and City tents should be required to be tethered down with weights.

Some equipment was left out overnight. Only the loss of a tape gun occurred.

Allowing overnight camping at the park or other properties might attract some folks to stay for the all day event.

Business outreach was limited and should be improved for next year. The Chamber of Commerce had no specific role in the event this year.

Golf cart shuttles to parking were well used.

Fiscal Impact: Below is a breakdown of the revenue and expenses:

Revenue	
Car show fees	\$ 1,485
Donations	1,100
Vendor fees	875
Tshirt/other sales	811
Total Revenue	4,271
Expense	
Fireworks	12,500
Tshirts	1,527
Car show goody bags	1,472
DJ	1,250
Signage	914
Band	500
Other	1,819
Total Expense	19,982
Net Rev / (Exp)	\$ (15,711)

The contribution from the Recology Fund was set at \$13,000, which means the Celebration actually cost the general fund \$2,711. Some costs like T-shirts and Fireworks deposit were incurred in the prior fiscal year.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: August 13, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Discussion of City Newsletter

Request: Council discuss optional uses of City Newsletter.

Background: Since transitioning to Moonlight BPO in January 2011, the City has been able to include a 3-page (printed on front and back) black and white newsletter in the water customer bills (about 750 are mailed). Additionally the newsletter is emailed to another 304 recipients, and hard copies are provided to the Highland Court and Senior Plaza. Typically the newsletter is 6 pages, but it has expanded on occasion to 8 or 10 pages to promote local events like the Knights of Pythias—Support Our Troops or North Plains Elementary Bingo night. The City pays a nominal charge to add an additional sheet. The City has not charged non-profits for space in the newsletter.

In recent months the newsletter has been drafted in Microsoft Word by volunteer Marrina Abeln, and then edited by the City Manager. The Library typically provides all the written copy for its article, as does the North Plains Senior Center. Other groups like the Parent Teacher Organization of North Plains Elementary have regularly offered additional information. Other staff have acted as proofreaders.

The newsletter appears to be effective at promoting attendance at community events, and provides some photos and comments about social occasions in town.

Recently, the City's only newspaper the Beacon was discontinued indefinitely. As a result the City's newsletter may be the only monthly publication that reaches the entire community. This also means that local organizations and businesses do not have a means to target advertising towards North Plains residents.

Staff is asking Council to consider if the newsletter should be adapted to help fill some of the void left by the Beacon. Among the changes that could be considered are:

- Expand the size to provide more coverage of local events and history

- Allow residents to submit articles and photos for the newsletter
- Select residents to act as either editors or columnists for the newsletter
- Allow business advertisements; this can be limited to local businesses
- Allow organizations outside of North Plains to announce events for a fee
- Print extra copies for free distribution at local businesses and city facilities

Fiscal Impact: To accurately assess the fiscal impact of these changes staff would need direction from the Council. Expanding the size of the newsletter will vary on the number of pages published and associated postage costs. Business advertisements can help offset the cost of the newsletter, postage and water bill printing in general. Fees can be set based on City costs for production and mailing. Printing additional copies can be absorbed by the copy allowance for the City Hall copier.

Recommendation: Council provide direction so staff can develop a newsletter policy.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: August 12, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Recommendation for Liquor License for Forgetful Elephant LLC upon change of ownership at Rogue Brew Pub and Eatery

Request: Recommend approval of the liquor license application made by the Forgetful Elephant LLC upon change of ownership at the Rogue Brew Pub and following a public comment.

Background: The Oregon Liquor Control Commission (OLCC) requests each municipality review applications for liquor license and receive public comment in which individuals can provide testimony. The Police Chief has had the opportunity to review the application and has no comments.

The Rogue restaurant is a well established business in the community and no concerns have been identified regarding its continued operation.

Fiscal Impact: The applicant has paid a \$71 fee to process the application.

Process: Receive comment from those in attendance.

Sample Motion: I move to recommend approval of OLCC application prepared by Forgetful Elephant LLC upon change of ownership at the Rogue Brew Pub and Eatery

Attachment – Application for OLCC license



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
- Commercial Establishment
- Caterer
- Passenger Carrier
- Other Public Location
- Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other: _____

L#102731
PH 3390

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: S. Coyle

Date: 7/22/13

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Forgetful Elephant LLC

2. Trade Name (dba): THE ROGUE PUB & EATERY

3. Business Location: 31500 NW COMMERCIAL N.P. WASH. OR. 97133
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: PO BOX 394 NORTH PLAINS OR 97133
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: _____
(phone) 503-647-9827 (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: Pumpkin Ridge Enterprise Type of License: F.O.P.S

8. Former Business Name: ROGUE BROW PUB & EATERY

9. Will you have a manager? Yes No Name: _____
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? NORTH PLAINS
(name of city or county)

11. Contact person for this application.
(name) _____
(address) P.O. BOX (fax number) N.P. OR. 97133 (e-mail address) _____

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Application made by: _____ and Date: 7-1-13

X (1) _____ Date 7-1-13 ③ N/A Date _____

X (2) _____ Date 7-1-13 ④ N/A Date _____



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: August 13, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Review of City Manager Contract

Request: Council consider renewing the City Manager's contract.

Background: Included in Council's packet is a copy of the City Manager's proposed contract. At the June 17, 2013 meeting Council voted to increase the salary to \$83,018 per year, and at the July 15 Council meeting a two-year term, a six-month severance package and one additional week of administrative leave was approved. The contract was amended to reflect these changes and presented for review to the City Attorney, Mayor and Council President.

Fiscal Impact: Administrative leave does not have a direct fiscal impact as it is time off for a salaried position. The severance package would only have a budgetary impact if termination occurs for a reason other than cause.

Recommendation: Council approved the City Manager's contract.

EMPLOYMENT AGREEMENT
between
THE CITY OF NORTH PLAINS, OREGON
and
MARTHA DEBRY

THIS EMPLOYMENT AGREEMENT is made and entered this ____ day of August, 2013, by and between the CITY OF NORTH PLAINS, OREGON (hereinafter referred to as "CITY") and MARTHA DEBRY (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION 1. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Manager and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that she is for all purposes an at-will employee.
- B. The authority of EMPLOYEE, consistent with state law, the NORTH PLAINS City Charter and pertinent ordinances shall include, but not be limited to, the following:
 - 1. the overall management, administration and direction of City operations;
 - 2. the hiring, disciplining and firing of all City employees/agents except Municipal Judge and City Attorney;
 - 3. the negotiation, execution and administration of City contracts within budget appropriations pursuant to City policy and ordinance;
 - 4. providing policy advice to the City Council and other elected officials;
 - 5. maintaining open communications with the community to thereby foster both responsive and courteous public services; and
 - 6. other duties as the City Council may, from time to time, assign.
- C. The Mayor and the other members of City Council (collectively City Council) acknowledge and agree to the principle of non-interference in the City's administration as a necessary component to orderly and efficient implementation of Council policy. The City Council agrees to direct concerns and communications relating to administration through the City Manager. EMPLOYEE agrees to respond in a timely manner to all inquiries from the City Council whether made individually or collectively.

SECTION II. TERM.

- A. This Agreement commences July 1, 2013, and continues thereafter for a period of two (2) years until June 30, 2015, unless sooner terminated consistent with the terms of this Agreement.
- B. Nothing in this Agreement prevents, limits or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time, subject only to the provisions set forth in this Agreement.

- C. Nothing in this Agreement prevents, limit or otherwise interferes with the right of EMPLOYEE to resign at any time from her position with CITY, subject only to the provisions set forth in this Agreement.
- D. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement.

SECTION III. TERMINATION AND SEVERANCE.

- A. Termination without Cause. This Agreement may be terminated by either the CITY or EMPLOYEE for any reason whatsoever upon giving thirty (30) calendar days' written notice to the other party.
- B. Termination for Cause. EMPLOYEE's employment with CITY may be terminated immediately in the sole discretion of the CITY (acting by and through its City Council) upon the occurrence of any of the following events:
 - 1. EMPLOYEE fails or refuses to comply with the written policies, standards and regulations of the CITY that are now in existence or that may from time to time be established;
 - 2. The CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated City funds, goods or services to either her own or some other private third party's benefit and/or other act(s) of misconduct which the City Council believes is/are detrimental to the City and/or its interests; or
 - 3. EMPLOYEE fails to perform faithfully or diligently her duties as City Manager.
- C. Not For Cause Termination. In the event EMPLOYEE is involuntarily terminated by the CITY before the expiration of this Agreement (albeit EMPLOYEE is willing and able to perform those duties) for reasons other than those set out above in subsection III(B), then in that event, EMPLOYEE shall be entitled to and CITY agrees to pay a severance sum equal to six (6) months' salary.

Payment of the above severance shall be made approximately every two weeks (the same interval the City pays its employees), each payment being the value of two (2) weeks' salary for a period of six (6) months subject to the right of said payment ceasing if, during the six month period EMPLOYEE accepts employment with another employer (including self-employment). EMPLOYEE has an affirmative obligation to notify the CITY upon acceptance of other employment.

- D. If the CITY reduces the salary or other financial benefits of EMPLOYEE in greater percentage than an applicable across the board reduction for all unclassified employees of the CITY, or if EMPLOYEE resigns at the request of the City Council (for reasons other than those set out in subsection III(B)), then EMPLOYEE may deem this Agreement to be involuntarily terminated without cause and shall then be entitled to severance pay consistent with subsection (C) of this section. Termination or resignation in good standing shall entitle EMPLOYEE to a lump sum payment equivalent to all accrued vacation benefits, consistent with the benefits accorded other unclassified employees.
- E. If EMPLOYEE voluntarily resigns her position with the CITY before expiration of this Agreement, then EMPLOYEE shall give the CITY at least thirty (30) calendar days' written notice in advance, excluding accrued vacation, and EMPLOYEE shall make herself available to serve during this period. The City Council, however, has the discretion to decide whether EMPLOYEE shall continue to serve in her position during the notice period.

SECTION IV. SALARY, HOURS OF WORK, VACATION AND SICK LEAVE.

- A. Salary. EMPLOYEE shall be receive a salary consistent with the approved salary schedule and at the same interval as CITY pays its other employees. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's annual review of

EMPLOYEE's performance and budgetary considerations.

- B. Hours of Work/Administrative Leave. It is recognized that EMPLOYEE must devote a great deal of time outside the normal office hours to the business of the CITY. EMPLOYEE may take up to a maximum of eighty (80) hours per calendar year as Administrative Leave to be used at EMPLOYEE's discretion during the term of this Agreement. EMPLOYEE shall not be entitled to receipt of monetary compensation for any unused accrued Administrative Leave.
- C. Vacation. EMPLOYEE shall accrue vacation leave benefits at the same rate as established for other similarly situated non represented City employees consistent with the provisions of the City's most current Personnel Policies.
- D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated non represented City employees consistent with the provisions of the City's most current Personnel Policies.
- E. Sick Leave. EMPLOYEE shall accrue sick leave benefits at the same rate as established for other similarly situated non represented City employees consistent with the provisions of the City's most current Personnel Policies. In the event of termination (voluntary or otherwise) EMPLOYEE shall not be entitled to receipt of monetary compensation for any unused accrued sick leave.

SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

- A. Retirement. The CITY agrees to pay and transmit the required employer contribution into the defined benefit pension plan portion of the Oregon Public Service Retirement Plan (OPSRP) in the amount set by the Oregon Public Employees Retirement Board consistent with the terms of ORS 238A.220 (2011). Furthermore, CITY agrees, consistent with the terms of ORS 238A.335 (2011), to be responsible for and pay the six percent (6%) employee contribution.
- B. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental and vision benefit coverage for EMPLOYEE. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with the then current CITY policy.
- C. Disability and Life Insurance. The CITY agrees to provide Disability and Life Insurance, consistent with the eligibility requirements of the plans,

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages the professional growth and development of EMPLOYEE and encourages participation, as she deems appropriate, in professional associations, short courses, seminars and conferences including, but not limited to: membership in the International City Management Association (ICMA), the League of Oregon Cities (LOC) and the Oregon City County Management Association (OCCMA). The CITY expects EMPLOYEE to attend the LOC Annual Conference. EMPLOYEE may attend the ICMA Northwest Regional Conference as long as the conference is held in Oregon and funds permit her attendance to both it and the LOC conference. The CITY shall permit a reasonable amount of time for EMPLOYEE to attend and the CITY shall pay for the direct costs necessary for travel, subsistence and registration subject to reasonable availability of funds and as approved in the annual budget.
- B. In the event EMPLOYEE uses her personal vehicle on CITY business, the CITY shall provide monthly vehicle expense reimbursement at the then current IRS mileage rate.

- C. The CITY recognizes that certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.

SECTION VII. ANNUAL GOAL-SETTING AND PERFORMANCE EVALUATION.

- A. The Mayor and City Council shall periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The City Council shall meet with EMPLOYEE at least annually prior to February 28 for the purpose of setting City Council goals and priorities. The City Council and EMPLOYEE shall meet at least annually (not later than April 1) to evaluate and assess the performance of EMPLOYEE in meeting or progressing towards the goals formally adopted by the City Council for the prior year as well as the exercise of authority granted in Section I of this Agreement. These annual evaluations shall be in closed Executive Session and consistent with Oregon's Public Meetings Law.
- B. In the event the CITY determines that the performance of EMPLOYEE is unsatisfactory in any respect or needs significant improvement in any area, the CITY shall describe these concerns in writing and in reasonable detail or with specific examples so as to be objective and positive in nature.

SECTION VIII. GENERAL PROVISIONS.

- A. Professional Liability. The CITY agrees to defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in her individual capacity, or in her official capacity as agent and employee of the CITY, consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.
- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- D. The rights and duties of CITY and EMPLOYEE shall survive termination of this Agreement.
- E. Mediation. Should any dispute arise between the parties regarding the terms of this Agreement, it is agreed that such dispute is required to be submitted to a mediator prior to arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Washington County Circuit Court upon request of either party.
- F. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (E) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) the Arbitration Service of Portland, Inc., and

judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.

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

IN WITNESS WHEREOF, the CITY OF NORTH PLAINS, OREGON has caused this Agreement to be signed and executed by its Mayor; MARTHA DEBRY has signed and executed this Agreement, both in duplicate, the day and year first written above.

David Hatcher – Mayor

Martha DeBry

**City of North Plains
Police Department
7/30/13**

**TO: Martha DeBry, City Manager
City Council
Department Heads**

FROM: Bill Snyder, Police Chief

SUBJ.: DEPARTMENT REPORT

We have started working the additional Hwy 26 construction zone under the state grant fund. We're also continuing to spend time working on the ODOT traffic grant at the overpass construction zone on Glencoe Road.

The following are the numbers regarding criminal reports/activity for July:

Activity	2013 July
Warrant arrests	4
Traffic crash	1
Burglary	0
Drug/possession arrest	1
Information reports	2
Unlawful vehicle entry	3
Hit and Run	0
Criminal Mischief	0
Reckless driving comp	1
Theft	3
DUII arrest	1
Welfare check	1
Agency assist	1
Found property	1

**City of North Plains
Public Works Department
8/2/2013**

TO: Martha DeBry, City Manager

City Council

Department Heads

FROM: Blake Boyles, Public Works Director

SUBJECT: DEPARTMENT REPORT

(I was actually out of the office most of the month of July for health related issues), but the time I was here and in the hospital on my Ipad, I was working on the following:

- **CDBG Project Management –NW Claxtar St –Storm, curb and sidewalk coordination.**
- **Construction coordination with ODOT on interchange/ pedestrian trail working on Easement survey**
- **Glencoe Pedestrian Tunnel coordination**
- **July 4th event coordination**
- **Highland Ct Subdivision coordination,**

Public Works Crews are working on the following projects/tasks:

- **Building Maintenance**
- **Meter installation and repair**
- **Monthly meter reading**
- **Locates, Locating entire areas for Highland Ct and Claxtar projects**
- **Street surface evaluation/prep for crack sealing**
- **July 4th preparation**
- **Ditchline weed eating**
- **Curb painting**
- **Claxtar St Project inspection**

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 –August 19 - September 3, 2013

TO: Martha DeBry, City Manager, and to City Council Members
FROM: Debbie Brodie, Library Director
SUBJECT: DEPARTMENT REPORT

Teen Summer Reading Activity – Hands on Henna. Learn all about Henna and get your very own Henna tattoo! This free event will take place on Tuesday, **August 20** at 6 p.m. at the Jessie Mays Community Hall and is for those entering 6th - 12th grades. Group size must be limited to first 30 teens who show up.

Summer Reading Program Wrap-up Party with Reptile Man. Come enjoy the last Summer Reading Program Wacky Wednesday with Reptile Man on Wednesday, **August 21**. Meet snakes, turtles, lizards and more! This free event will take place at the Jessie Mays Community Hall beginning at 1 p.m. You don't want to miss this program and party!! All ages are welcome to attend.

Summer Reading Program Conclusion. The Summer Reading Program ends on Saturday, **August 31**. Kids who finish their reading logs by then are eligible to collect a free book and other prizes.

Storytimes. Children ages 0-6 are invited to participate every Wednesday at 11:30 a.m. in the children's section of the Library.

August 7 Storytime with Children's Librarian Kay: Elephants!
August 14 Storytime with Miss Marion: Under the Sea
August 21 Special Guest Storytime: Police Chief Bill Snyder
August 28 Storytime with Youth Librarian Jackie: Monsters

Writers' Group. Share your writing projects and receive feedback from peers on Thursday, **August 1** at 6 p.m. New members are welcome to join.

First Friday Flick. The PG-rated film from Walt Disney Pixar to be shown on **August 2** at 6 p.m. is The Incredibles. A family of undercover superheroes, while trying to live the quiet suburban life, are forced into action to save the world. Seating is limited. Refreshments will be served.

Friends of the Library Annual Book Sale at Summer Fest and Garlic Out West.

August Quilt Display. The quilt on display over the checkout desk at the Library features the well-known "Dresden Plate" pattern. It is a beautiful, handmade, depression-era quilt, formerly owned by the grandmother of local resident Roni Andrews.

The raffle drawing for the showpiece quilt donated by The Westside Quilters Guild will be held on Sunday, **August 11** at the Jessie Mays Community Hall during Summer Fest & Garlic Out West. Tickets may be purchased at the Library or at Summer Fest and are \$1 each or 6 for \$5.

Friends of the Library Meeting. There will be a regular meeting of the Friends on Monday, **August 12** at the Jessie Mays Community Hall from 7-9 p.m. New members are welcome to attend.

Library Book Club. The Thursday, **August 15** selection to be discussed is The Round House by Louise Erdrich. When his mother, a tribal enrollment specialist living on a reservation in North Dakota, slips into an abyss of depression after being brutally attacked, 14-year-old Joe Coutz sets out with his

three friends to find the person that destroyed his family. This meeting will begin at 7:00 p.m. at the Library. New members are welcome. Refreshments will be served.

Library Board Meeting. The next scheduled regular meeting of the Library Board will begin at 7:30 p.m. on Wednesday, **August 21** at the Library.

Craft Night. The Craft Guild members are taking a summer break and will resume meeting in September.

Lucas Duyck Drawings on Exhibit. Local teen artist, Lucas Duyck, will be exhibiting his work at the Library through the months of August and September. He is a self-taught artist, who has been honing his skills at Glencoe High School. Much of his hand-drawn and computer-enhanced artwork is characterized by colorful graphics, lively characters, and imaginative themes inspired by his favorite anime and manga characters.

Lucas is a volunteer at the North Plains Public Library and a staff member of the upcoming 2013 Kumoricon, an anime convention held in Vancouver, WA over the Labor Day weekend. He also enjoys reading, gaming, whittling, fishing, and hunting.

A reception will be held in his honor on **Friday, August 30** from 6 to 7 p.m. at the Library, and the public is invited to attend this free event.

Holiday Closure. The Library will be closed on Monday, **September 2** for Labor Day.

New Employee. Larissa Hammond began work last month as a part time Library Clerk. She has assumed some of the hours that Margaret Reh worked before being hired by City Hall. Larissa also works at the Oregon College of Art and Craft Library, a member of WCCLS.

EReaders. The Knights of Pythias have donated \$700 to the Library in memory of Jim Andrews for an ereader checkout program. A Barnes & Noble NOOK and an Amazon KINDLE have been purchased, and popular titles for all ages have been pre-loaded on each device. Special cases in which to house the devices are being prepared, and the ereaders will be available for checkout to patrons in mid-August. No holds on them may be placed. Only those 18 and older who have signed a special contract for use will be allowed to check out these devices.

September 2013 Council Calendar

Meeting	Primary	Alternate	Note	Date
Labor Day Holiday—Library and City Hall Closed				9/2
City Council -			Tuesday 7:00 p.m.	9/3
North Plains Farmer's Market			314 th Street & Commercial	9/7
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 nd Monday @ 12 noon	9/9
Planning Commission	Demagalski		2 nd Wednesday @ 7 p.m.	9/11
Washington County Office of Community Development: Policy Advisory Board	Kindel	Demagalski	2 nd Thursday @ 7 p.m.	9/12
North Plains Farmer's Market			314 th Street & Commercial	9/14
City Council			7:00 p.m.	9/16
Library Board	Hatcher		3 rd Wednesday @ 7 p.m.	9/18
North Plains Farmer's Market			314 th Street & Commercial	9/21
Metro Policy Advisory Committee (MPAC)	Hatcher	Newton	4 th Wednesday @ 5 p.m.	9/25
Parks Board			4 th Wednesday @ 6:30 p.m.	9/25
North Plains Farmer's Market	(Last one of the season)		314 th Street & Commercial	9/28
Metropolitan Area Communications Commission (MACC)	Warren	Lenahan		
Northwest Oregon Area Commission on Transportation (NWACT)	Lenahan	DeBry		