

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING**
North Plains Senior Center
31450 NW Commercial Street
Monday, May 4, 2015 – 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 04/20/2015 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. EMS Week May 18-23, 2015 Proclamation—Metro West Ambulance
7. **STAFF REPORTS**

Staff reports will be provided by the Public Works Director, the Chief of Police, and the Library Director
8. **PUBLIC HEARINGS:**
 - A. None Scheduled
9. **NEW BUSINESS:**
 - A. Review and discussion of 4th of July update: Chamber of Commerce and Scott Aldrich
 - B. Adopt Resolution No.1886 sharing net of proceeds from City Wide Clean Up Day with the North Plains Events Association (NPEA)
 - C. Adopt Resolution No.1887 Surplus Vehicles-Blake Boyles
 - D. Adopt Resolution No.1888 the approval of the St. Edward Catholic Church request to waive the \$30.00 temporary alcohol license fee
 - E. Discussion of proposed budget priorities
 - F. Discussion of City Manager Contract

10. UNFINISHED BUSINESS:

- A. Discussion on setting City Council Goals
- B. Approval of City Policies Number 103-190 and 701-705

11. ORDINANCES:

FIRST READING:

- A. None Scheduled

SECOND READING:

- A. None Scheduled

12. CITY MANAGER REPORT

13. COUNCIL REPORTS

- A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.
- B. May 2015 Council Calendar

14. ADVICE/INFORMATION ITEMS:

- City Clean-Up Day, Saturday, May 9 from 8:00 a.m. to 11:00 a.m. at Jessie Mays Parking Lot
- Memorial Day-Monday, May 25: City offices and North Plains Public Library closed
- North Plains Elementary 100th Anniversary “Birthday Party”, Thursday, May 28 at 2:00 at the Elementary School
- St. Edward Benefit Auction, Saturday, May 30 starting at 5:00 p.m. at the church. 1/3 of the proceeds benefit the North Plains Senior Center and the Food Bank
- Envision North Plains Community Workshop-Thursday, June 11, 2015 from 6:00 p.m. to 8:00 p.m.

15. ADJOURNMENT:

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

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

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

Monday, May 18, 2015

Monday, June 1, 2015

Monday, June 15, 2015

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION**

North Plains Senior Center
31450 NW Commercial Street
Monday, April 20, 2015

1. **CALL TO ORDER:** Mayor Hatcher called the Regular Session of the City Council to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Hatcher led the Council in the flag salute.
3. **ROLL CALL:** Mayor David Hatcher, Council President Teri Lenahan Councilors: Robert Kindel, Jr., Charlynn Newton, Sherrie Simmons and Scott Whitehead.

Excused: Sandi King

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

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 04/06/2015 Council meeting

Motion by Kindel. Second by Simmons to approve the Consent Agenda. Motion was approved unanimously.

5. **PUBLIC COMMENT:**

Andrew Thompson of Troop 275 presented his proposal to Council for his project to receive his Eagle Scout designation. Thompson's project involves installing 14 bird houses along the Vern Galloway Linear Park and into the McKay Creek open space. Council asked questions of Thompson and wished him well on his project. Thompson anticipates completing this project by June 2015.
6. **PRESENTATION**

None Scheduled.

7. **STAFF REPORTS:**

Public Works Director. Blake Boyles stated he had nothing further to add than what was reported at the April 6, 2015 meeting.

Chief of Police. Snyder had to step out to respond to a police call.

8. **PUBLIC HEARING:**
 - A. Appeal of Planning Commission decision on application for variance for McKay Creek Crossing subdivision

Andrew Tull (contract planner for the City from 3J Consulting) stated this was an appeal of the Planning Commission decision to deny an application for a variance to the 75-foot setback requirement in the Significant Natural Resource (SNR) area for a 58 lot subdivision referred to as McKay Creek Crossing. The Planning Commission approved the 58 lot subdivision but denied the variance. Tull presented the staff report. The applicant has made a request of the Council in an either or format. The applicant would like to see the Council affirm the 58 lot plan decision but approve the proposed variance to allow lots 18-25 to encroach 25 feet into the contested SNR buffer. The other option if the variance denial is upheld, is to approve an alternative design of the subdivision to create a tentative plan with 52 lots.

City Manager DeBry read the order of business rules of the public hearing process. Mayor Hatcher opened the public hearing at 7:25 p.m.

Hatcher asked for any ex parte contact. Councilor Lenahan stated she attended the April 8, 2015 Planning Commission meeting, as the ex officio member of the Planning Commission, at which time she was informed of the March 11 minutes and able to read them. Additionally, Lenahan asked the City Manager to provide a copy of those minutes to the Council, which DeBry did. Hatcher declared he also attended the March 11, 2015 Planning Commission meeting, as the ex officio, at which the Planning Commission denied the variance.

Michael Robinson, the applicant's attorney, stated that Chris Goodell, AKS Engineering; Stacy Reed, AKS, Certified Wetland Scientist; Alex Hurley, AKS Engineering; and the applicant Vince Biggi, who is going to buy the property, were also in attendance. Exhibits were passed out reflecting the 58 lot subdivision and the alternative plan for a 52-lot subdivision.

Robinson stated that if the Council did not grant the variance for the eight lots in the proposal, AKS will need to present the 52-lot plan. The 58-lot plan will not work without the variance. The 58-lot development plan was approved by Planning Commission but they denied the variance. Robinson entered a copy of the City's Goal 5 report into the record.

Further explanations and discussion ensued about how the 75-foot safe harbor riparian requirement came about.

Robinson stated that there is another request on the table regarding the need to approve a variance to construct the access road across the riparian corridor to the storm water facility – Tract A - that runs down to McKay Creek.

AKS stated that only the variance was the subject of the appeal. A number of findings were submitted with the approval of the 58 lot subdivision and all subdivision criteria were met. All the criteria that the Planning Commission looked at were satisfied.

Other comments were presented to the Council from the team representing the applicant.

Lenahan asked the applicant why they declined the opportunity to adjust their plan when the Planning Commission offered it. Robinson stated he did not remember that being offered, however, they did change the plan. After a break at the March 11 proceedings, AKS countered with a change in the number of lots that they would request the variance for. But that was still denied.

The applicant testified that the (City) code doesn't prohibit having a section of the riparian corridor within the dimensions of a lot.

Hatcher invited proponents to come forward.

Robert Bass, 31470 NW Commercial Street, North Plains, Oregon, has been involved in real estate since 1987. Bass provided positive input regarding the quality of homes and building projects that he has witnessed Biggi Construction complete in this community. Biggi is a local builder and he is here to stay. Bass stated he was part of the team that was involved in the pre-application conference in which the SNR corridor and the CWS riparian requirements were discussed.

Hatcher asked for opponents.

Aaron Riding, 10065 NW 307th Avenue, North Plains, Oregon, came forward. Riding addressed the proposed 52 lot subdivision. He questioned the applicant's comment regarding residents not being able to place fencing at the property line, but yet the developer could put up a fence. This fencing on the property line would already be encroaching the SNR. Riding also stated a differing opinion than Bass, regarding the builder's caring about the finished neighborhood. Riding stated that after the Planning Commission, Riding and some other members of the Home Owner Association were talking about a park trail and asked about the walkway and the builder grumbled regarding it. Riding also addressed the lack of gauges on McKay Creek to track the various elevations that the water reaches. Riding stated that this extra 25 foot easement beyond the required 50 ft. CWS riparian buffer will add another 25 feet of protection to the homeowners against flooding in the future. Riding stated that if the Council grants this variance, Council will need to grant any other variance that come before them regarding the riparian corridor.

Hatcher asked for those that are neutral-for or against.

Heather LaBonte, 32000 NW Meadow Drive, North Plains. LaBonte stated the Planning Commission likes the 25 foot extra riparian buffer. LaBonte stated the Planning Commission felt it did not need to approve the variance because they liked the additional buffer.

LaBonte was concerned regarding the information that was available to the general public regarding this appeal. This modification that was given to the general public did not provide enough information. The location of the street has been moved and it wasn't clear as to what street standards were going to be used in the 52 lot plan. Sidewalks are also a concern. She did not feel that enough detailed information was given to adequately assess and accept the modifications to the plan.

Discussion ensued regarding street standards.

Hatcher called for rebuttal.

Robinson stated that the road standards were in the original application, they did not change from what the Planning Commission heard at both February 11 and March 11 Planning Commission meetings. The plans comply fully with the North Plains Municipal Code requirements. Lenahan asked why they use different standards. Robinson stated they are not using different standards. This information has been available to the public from the beginning. The Planning Commission adopted those findings-the fact that the findings have differing street standards was an error on the Planning Commission. They need to be corrected. This project is using the same street standards that were used in the development on Curtis Street, which is just west of the McKay Creek Crossing development.

Robinson addressed the other comments that were brought up by the opponents. He addressed the comment that if this variance application is approved it sets a precedence. He stated that it does not set a precedence. Each quasi-judicial hearing requires the burden of proof for each individual application. It will vary with each development and the property being represented at the time. He state that LaBonte knew this is a de novo hearing and there could be new evidence that just came in. The Council can approve this application for a 52 lot subdivision instead of a 58 lot subdivision and it will not need to go back to the Planning Commission for further testimony. Council can approve it. Goal 5 standards were addressed. There is a variance procedure. It is not inappropriate for an applicant to ask for a variance. A developer may be aware of restrictions and it is on them to provide the burden of proof to see that it meets conditions.

Discussion ensued regarding the logistics of the storm water facility, fencing, access and the flow of water and future development that may impact McKay Creek.

Hatcher closed the public hearing at 8:45.

Hatcher asked for consensus and provided more opportunity for Council to ask questions. Council suggested fencing along the edge of the 75 foot area and use this additional 25 foot buffer as the walking trail along that easement. Clean Water Services may require a fence at the 50 foot buffer. This suggestion would require a second fence at 75 feet mark. Discussion ensued regarding fencing. DeBry stated that if the city were to pursue this 25 foot buffer as a walking trail, Council would need to acquire an easement from each homeowner as this 25 foot buffer will be private property on some of these lots.

More discussion ensued regarding the pre-application conference.

Motion by Kindel. Second by Simmons to uphold the Planning Commission decision to deny the variance on the eight lots. Motion approved unanimously.

Motion by Lenahan. Second by Simmons to approve the variance for access to Tract A as presented on the 52 lot subdivision. Motion approved unanimously.

Motion by Lenahan. Second by Whitehead to approve the 52 lot subdivision as presented on April 20, 2015. Motion approved unanimously.

Motion by Simmons. Second by Kindel to direct staff to conform the findings of the conditions of approval to the 52 lot subdivision approved by the City Council.

B. Approve Resolution No.1881 adopting 2014-15 Supplemental Budget with new appropriation allocating JT Roth TDT Credits

DeBry presented the staff report. The TDT credit isn't a discretionary act, but the approval of the supplemental budget is a discretionary act. Staff is recommending approval of Resolution No 1881. JT Roth has requested TDT (Transportation Development Tax) credit for McKay Fields in the amount of \$135,242 for road improvements and right-of-way dedication along the south side of West Union Road along the site's north property frontage. Total TDT fees to be paid by JT Roth for the McKay Fields Subdivision will be \$265,188. A credit is a reduction in the amount of the SDC for a specific development. The SDC Act requires that credit must be provided for the construction of any "qualified public improvement" that is required as a condition of development approval; is identified in the plan and list of projects on which improvement fee SDC revenues may be used; and either is not located on or contiguous to property that is the subject of development approval, or is located on or contiguous to such property and is required to be built larger or with greater capacity than is necessary to meet the needs of the particular development project. The work JT Roth is performing on West Union meets all three requirements, and thus they are eligible for TDT credit.

Hatcher opened the public hearing at 9:16 p.m. Hatcher asked for any comments from the audience for comments for or against. There were none. Hatcher closed the public hearing at 9:17 p.m.

Discussion ensued regarding the flow of the funds that go into TDT fund and how they are disbursed. There will be another request for this credit when Polygon gets to this point with the Sunset Ridge development. Portions of these credits may span over the next fiscal year also. We are the administrator of the fund.

Discussion ensued regarding what a right-of-way is and the costs incurred when doing these types of construction for developments.

Motion by Simmons. Second by Whitehead to adopt Resolution No. 1881 adopting the 2014-15 Supplemental Budget with new appropriation allocating Transportation Development Tax (TDT) credits and authorizing credits to JT Roth Inc. for McKay Fields Subdivision. Motion passed with a 4/2 split vote with Kindel and Newton voting against.

9. NEW BUSINESS:

A. Approve Resolution No.1882 appointing Lani Miles to the North Plains Budget Committee

Lani Miles is an applicant for the North Plains Budget and URA Budget Committees. The Council interviewed Miles for the final open position on these committees.

Motion by Lenahan. Second by Simmons to approve Resolution No.1882 appointing Lani Miles to the North Plains Budget Committee.

B. Approve Resolution No.1883 revising the Master Fee Schedule

DeBry presented the staff report. Management is proposing significantly increased rates for Planning, Land Use and System Development Charges to become effective May 15, 2015. The current rates are not covering costs. The rates on the fee schedule are developed based on the City's cost to provide services, including staff time, consultant costs (attorney, planner and engineer), other direct costs (such as postage or other materials), indirect equipment costs (such as computers, printers, etc.), and an overhead charge of 15%. Some of these increases in fees will cover the cost for planning services and the surcharges will allow the city to begin to recoup the cost of the Comprehensive Plan update project. Discussion ensued regarding the various types of applications, the fees, and the process of each.

Motion by Simmons. Second by Lenahan to approve Resolution No.1883 revising the Master Fee Schedule. Motion was approved unanimously.

C. Approve Resolution No.1884 allocating Special Cities Allotment-Street Fund Grant

Public Works Director Blake Boyles presented the staff report. A Special Cities Allotment grant for \$50,000 has been received by the City. To use the grant in the current fiscal year a resolution transfer must be approved to increase the grant revenue budget line and appropriate funds for capital project expense.

Motion by Newton. Second by Kindel to approve Resolution No.1884 Allocating Special Cities Allotment (SCA) Grant Funds for an Asphalt overlay project on NW Pacific Street. Motion was approved unanimously.

D. Review of March 2015 Check Register

Hatcher asked if any of the Councilors had comments regarding the check register. Discussion ensued regarding the purpose and point of the Council reviewing this report. A few questions were asked by the Council and were satisfactorily answered by staff. Staff will report back to Council regarding the citation charge of \$18.00.

E. Approve Resolution No.1885 appointing James Fage to the North Plains Planning Commission

Resident James Fage had applied for the open position on the Planning Commission. The Planning Commission interviewed Fage at the April 8, 2015 meeting and forwarded

their recommendation to appoint Fage to the Planning Commission. Fage appeared before the Council. Council interviewed Fage.

Motion by Kindel. Second by Lenahan to approve Resolution No.1885 appointing James Fage to the North Plains Planning Commission. Motion was unanimously approved.

10. UNFINISHED BUSINESS:

A. Discussion of marijuana dispensaries

DeBry presented the staff report. The City Council had requested reviewing medical marijuana dispensaries. The City code is silent on where a dispensary could or could not be located. Legal has been working on establishing guidelines for the code and where they could be located. Recreational marijuana will become legal in July 2015, but OLCC will not be issuing dispensary permits until after January 2016. Staff was seeking a baseline as to what the Council would like to include in requirements and guidelines for a dispensary and its location. Discussion ensued. It was suggested to use a 2000 ft. distance from parks, schools and licensed daycare facilities for a location of a marijuana facility. DeBry asked Council how restrictive they want the report to be to begin with. They suggested that it have road frontage; consider the amount of required parking spaces; and research what a couple of other cities have in place.

Staff will draft a report and bring it back to Council for review. A report will be forwarded to the Planning Commission for review and comment then passed on to DLCD. An evidentiary hearing will need to take place.

B. Discussion on setting City Council Goals

This item was a summary of the goals the Council had discussed previously at the February 2, 2015 meeting. This item has been postponed for the past few meetings due to the fullness of the meeting agendas and how late the meetings ran. Mayor Hatcher asked for this item to be postponed once again to the next meeting to be held on May 4, 2015. Lenahan asked that if it is postponed, that it becomes a priority at the May 4 meeting.

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

DeBry stated that the weekly report that was distributed on Friday to the Council has brought the Council up to date.

13. COUNCIL REPORTS

Hatcher reviewed the Council calendar and schedule with the Councilors.

Boyles mentioned the memorial service for Irene Kay will be on Tuesday, April 28 at 10:00 a.m. at St. Edward Catholic Church in North Plains. There will be a reception following the mass at the North Plains Senior Center.

14. ADVICE/INFORMATION ITEMS:

- Envision North Plains Community Workshop, Saturday, April 25 from 10:00 a.m. to noon at Jessie Mays Community Hall.
- An Evening with an Author lecture series with Lisa McMinn, Saturday, April 25 at 7:00 p.m. at the North Plains Public Library
- Weed Watcher Workshop, Tuesday, April 28 from 7:00- 8:30 p.m. at Jessie Mays Community Hall

15. ADJOURNMENT:

Council adjourned the regular session of the City Council at 10:26 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved _____



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: April 29, 2015
To: City Council
From: Martha DeBry City Manager
Subject: Metro West Emergency Medical Services Presentation

Request: Presentation by Metro West Ambulance, and request to authorize the Mayor to sign the proposed Proclamation declaring May 18-23, 2015, as Emergency Medical Services Week.

Background: Since 2004, the City has recognized Emergency Medical Services Week on the third week in May. Metro West Ambulance has made presentations before the City Council recognizing their continued support of emergency medical services personnel in the City of North Plains.

Fiscal Impact: There would be no fiscal impact associated with this request.

Environmental Issues: There would be no environment issues associated with this request.

Sample Motion: Move to authorize the Mayor to sign the proposed Proclamation declaring May 18-23, 2015, as Emergency Medical Services Week.

Attachments: Proclamation

City of North Plains, Oregon

Emergency Medical Services Week Proclamation

To designate the Week of May 18-23, 2015, as Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

NOW, THEREFORE, the City Council of the City of North Plains hereby recognizes EMERGENCY MEDICAL SERVICES WEEK and hereby proclaims the week of May 18-23, 2015 as Emergency Medical Services Week in North Plains with the theme “EMS: One Mission One Team”, and encourages its citizens to observe this week with appropriate programs ceremonies and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of North Plains, Oregon, this 4th day of May, 2015.

CITY OF NORTH PLAINS, OREGON

David Hatcher, Mayor

City of North Plains

Public Works Department

4/28/2015

TO: Martha DeBry, City Manager

City Council

Department Heads

FROM: Blake Boyles, Public Works Director

SUBJECT: DEPARTMENT REPORT

- Sunset Ridge Subdivision coordination
- PGE power pedestal coordination
- Washington Co. design work West Union Rd sidewalk connectivity
- Meetings with ODOT regarding funding for trail project
- ODOT Interchange landscape
- ODOT baby bridge path coordination
- Emergency Management
- Parks board map updating
- Washington Co /P&W crossing coordination
- Budget

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

- Mowing Galloway trail
- Cross Connection
- Locates
- Facilities maintenance
- Water samples
- Construction inspection - Sunset Ridge... pressure testing waterlines and chlorine samples
- Valve exercise program
- Weed spraying
- Mowing
- Play ground structure repair
- Vehicle maintenance

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
Police Department
4/30/15**

TO: Martha DeBry, City Manager
City Council
Department Heads

FROM: Bill Snyder, Police Chief

SUBJ.: April 2015 DEPARTMENT REPORT

Reserve Officer Eric Shafer will be graduating from the reserve academy May 28th.

Please remember VIRTRA will be here doing their demos May 4th-7th from 8AM-7PM at the Cloverleaf building at the Washington County Fairgrounds.

NPPD is continuing to prepare for the Hood to Coast Run. We are raising funds for Providence Medical Center. We plan to have a BBQ dinner auction on June 6th at 6PM at Jessie Mays. Please attend if you can!

Activity	2015 Apr	2015 Mar	2015 FEB	2015 Jan	2014 Dec	2014 Nov	2014 Oct	2014 Sept	2014 Aug	2014 July	2014 June	2014 May	2014 Apr	2014 Mar	2014 Feb	2014 Jan	2013 Dec	2013 Nov	2013 Oct	2013 Sep	2013 Aug	2013 July	2013 June	2013 May	2013 April	2013 March	2013 Feb	2013 Jan	
Agency Assist		3	2	2		3		1	1	2	1			1	3	3	NA	-	5	-	1	1	-	4	-	1	1	-	
Animal Bite/Complaint						1					-	-	-	-	-	-	-	1	-	1	-	-	1	-	-	-	-	-	
Arson - Possible											-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	
Assault	1 arrst		1		2	1	1		1		-	2	1	-	-	-	NA	-	-	1	-	-	1	1	-	-	1	-	
Burglary			1			2	1			1	-	1	-	1	-	-	NA	-	1	1	-	1	-	-	1	1	1	1	
Child Abuse				1							-	-	-	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	1	
Child Neglect						2		1			-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	
Criminal Mischief		1					1	1		1	2		3	-	-	-	-	-	-	-	1	-	-	1	1	2	1	2	
Death Investigation						1					-	-	-	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	1	
Detox Arrest											-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	
Drug Arrest			1					1	1	2	-	1	2	1	1	2	NA	4	-	-	1	1	3	2	2	2	1	1	
Drug Investigation	1				1						-	2	1	-	-	-	NA	-	-	-	-	-	-	-	-	-	-	-	
DUII	1	1	1					1	1	1	-	1	-	-	1	-	NA	-	2	-	1	1	1	-	1	-	-	-	
False Information Arrest											-	-	-	-	-	-	NA	1	-	-	-	-	-	-	-	-	-	-	
Forgery							1				-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	
Found Property											-	-	-	-	1	1	NA	2	2	1	1	1	1	1	-	-	1	-	
Fraud		1	1		1	1					-	1	4	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	-	
Furnishing Alcohol to Minor											-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	
Harrasment		arrest1						1		1	1	1	-	1	-	1	NA	-	1	1	-	-	1	-	1	-	1	-	
Hit and Run										1	-	-	-	1	-	-	NA	1	-	1	-	-	1	1	1	1	-	-	
Identity Theft											-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	
Information Report	1	2	1	2	4	2	1		4	1	-		3	1	-	4	NA	2	-	3	1	2	7	-	3	3	1	3	
Interfering Arrest							1			1	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	
Littering Arrest											-	-	1	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	
Menacing Arrest											-	-	1	-	-	-	NA	-	-	1	-	-	-	-	-	-	-	-	
Police Mental Hold						1			1	1	-	-	1	-	-	-	NA	-	-	-	-	-	-	-	-	-	-	1	-
Police Protective Custody											-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Possession of Weapon							1																		1	1	-	-	
Rape II										1	-	-	1	-	-	NA	-	-	-	-	-	-	-	-	-	-	-	-	
Reckless Driving											-	-	-	-	2	-	NA	-	-	-	-	-	1	-	-	-	-	-	
Recovery of Stolen Property											-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	
Runaway	1				1		1		1		-	-	1	-	-	-	NA	2	-	-	-	-	-	2	-	-	-	-	
Sex Abuse III	1 arrest1		1		Arrest 1	1	1			1																			
Stalking Arrest											-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	
Stolen Vehicle (UUV)			1								-																	1	
Theft	1	1	2			3	2	1	2		2	2	1	1	1	2	NA	1	6	2	1	3	-	-	1	1	-	2	
Theft-Arrest		1																											
Traffic Related Reports			1				1				-	1	2	-	-	-	NA	-	-	-	-	-	-	-	-	-	-	-	
Trespass II				3					1		-	-	-	-	1	-	NA	-	-	-	-	-	-	-	-	-	-	-	
Vehicle - Accident								1	2	1	-	-	-	-	2	-	NA	1	3	3	-	1	-	1	-	-	-	-	
Vehicle - Accident (Fatal)											-	-	-	1	-	-	NA	-	-	-	-	-	-	-	-	-	-	-	
Vehicle - Eluding Arrest											-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	
Vehicle - Stolen									1		-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-	
Vehicle - Unlawful Entry				1			2			1	-	-	-	-	-	-	-	-	-	-	1	3	-	1	2	2	-	-	
Vehicle - Tow								1			-	1	-	3	1	1	NA	-	-	-	-	-	-	-	-	-	-	1	
Violation Release Arrest			1								-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	
Warrant arrest	1	2						1			-	-	-	-	1	1	NA	1	-	-	1	4	-	-	1	1	1	1	
Welfare Check		2									-	2	-	1	-	1	NA	1	-	2	-	1	1	1	2	-	5	-	

Total Arrests/Reports/ Investigations	8	16	13	9	10	18	14	10	16	13	8	16	21	12	15	19	NA	18	21	20	11	21	20	18	17	15	17	15
---------------------------------------	---	----	----	---	----	----	----	----	----	----	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Total Patrol Hours	210	286.00	353.50	341.00	178.50	136.50	262.00	340.00	318.00	320.00	244.25	210.50																	
Total Reserve Hours	141.5	114.50	127.00	222.00	89.50	134.50	147.50	131.50	121.50	152.50	136.50	79.50																	

City of North Plains - Library Department – May 4, 2015

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

Statistics for the Month of March, 2015:

The Library checked out **5,174** physical items – books, magazines, DVDs, and other media, while **260** e-books were checked out by North Plains card holders.

There were **3,312** people who came into the Library during open hours.

The Library's public computers were used for **389** hours, while patrons accessing their own laptops and other devices logged **116** hours of wireless usage.

The Library has **215** Facebook "friends," and the website was viewed **1,709** times.

Since July 1, **825** people have attended Storytimes, **272** people have attended the First Friday Flicks, **568** people have attended a Wacky Wednesday (summer)/Super Saturday (school year), and **308** people came to LEGO Palooza days.

Since July 1, **280** people have attended one or more Art Receptions, Book Club meetings, Author Lectures, Writers' Group meetings, classes, and Library Volunteer Recognition events.

Full statistics may be viewed at www.nplibrary.org under Library Board/Library Statistics.

New Electronic Reader Board. Many thanks to the Friends of the North Plains Public Library and to Mark and Carolyn Leavitt for purchasing and installing the Library's new electronic reader board. Slides of all upcoming Library events scroll across the screen that is located just above the children's computers in the main Library area.

Index to *The Beacon* Newspaper. North Plains' own newspaper, *The Beacon*, was published by local resident Mitch Ward between June 2008 and December 2012. All issues have been bound into two volumes which are available in the Reference section of the Library. Now, local resident and historian Jo Ann Tannock has completed a comprehensive index of all people mentioned in each issue of the newspaper. The 54-page document has been bound and is also located in the Reference section. It shows where articles about or by those people are located in *The Beacon* -- by issue, date, page, and column. Many thanks to Jo Ann for creating this valuable resource!

First Friday Flick – Join us on the first Friday of each month at the Jessie Mays Community Hall at 6 p.m. for a FREE movie showing. On **Friday, May 1**, come watch a PG-rated Disney comedy based on the 1972 book by the same name: *Alexander and the Terrible, Horrible, No Good, Very Bad Day* by Judith Viorst and Ray Cruz. Alexander Cooper's day begins with gum stuck in his hair, followed by more calamities.

The rest of his family is unsympathetic until each is plagued by his and her own very bad and hilarious day! All ages welcome. Popcorn is provided.

Free Comic Books! Celebrate and discover the amazing world of comic books! Stop by the Library between 11 a.m. and 4 p.m. on **Saturday, May 2**, during North Plains' citywide Garage Sale Madness Day, to receive your own free comic book provided by Diamond Comic Book Distributors. Free Comic Book Day is an annual event sponsored across North America by participating comic book specialty shops.

Friends of the Library Book Cart Sale. Also on **Saturday, May 2**, the Friends will sell a selection of used books in conjunction with Free Comic Book Day. The Sale will take place in front of the Library on Commercial Street, weather permitting, or inside the Library from 11 a.m. to 4 p.m.

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

- **May 6** Storytime with Miss Marion: April Showers Bring May Flowers
- **May 13** Storytime with Teacher Barbara: Noise
- **May 20** Special Guest Storytime: Chickens Galore!
- **May 27** Storytime with Youth Librarian Jackie: Bugs and Insects

Read to the Dogs. First Graders and up may practice their reading skills with Taylor, a registered Pet partners dog. This program takes place on the first Wednesday of every month from 3 to 5 p.m. Reservations are required. Sign up for a 20-minute time slot on **Wednesday, May 6** by calling the Library at 503-647-5051.

Writers' Group. Share your writing projects and receive feedback from peers on **Thursday, May 7** at 6:30 p.m. New members are welcome to join. (This is not a teacher/trainer-led class.)

Super Saturday. Join us at the Jessie Mays Community Hall on **Saturday, May 9** for a free Pizza and Paint Palooza Party! Paint your own superhero masterpiece that might get to be displayed in the library! Pizza provided. All ages are welcome.

Friends of the Library. There will be a general meeting of the Friends on **Monday, May 11** at the Library from 7:30-9 p.m. New members are welcome to attend.

Holiday Closure. The Library will be closed on **Monday, May 25** for Memorial Day.

Library Book Club. The Book Club will meet at the Library on **Wednesday, May 27** beginning at 7:30 p.m. to discuss *The Storied Life of A.J. Fikry* by Gabrielle Zevin. A.J. Fikry's life is not what he expected it to be. His wife has died, his bookstore is failing, and his prized possession, a rare collection of Poe poems, has been stolen. He is isolating himself from all the people of Alice Island and from Amelia, the Knightley Press sales rep who refuses to be deterred by A.J.'s bad attitude. And then a mysterious package appears at the bookstore that gives A.J. the ability to see everything anew. It

doesn't take long for the locals to notice the change; or for that determined sales rep, Amelia, to see her curmudgeonly client in a new light. New members are welcome. Refreshments will be served.

Art Exhibit. The art exhibit in **May** will be a showing of local children's art created at the Super Saturday Pizza and Paint Palooza Party. Superheroes will be featured and is the theme of the 2015 Summer Reading Program.

Quilt Display. The quilt on display above the checkout desk throughout the month of **May** has a patriotic theme and is titled *For My Son*. It was created by local resident Diane Link in honor of her son who serves in the US Marine Corps.

Summer Reading 2015 Challenge! It's that time again! Sign up for the *Every Hero Has a Story* Summer Reading Program at the North Plains Public Library **starting Monday, June 1**. New this year -- Library Staff, Library Board members, and Library Volunteers are issuing a challenge to the people of greater North Plains to reach a goal of reading one million pages throughout the summer. There will be weekly contests with prize drawings. Adults, kids, and teens may participate, and the program will run through August 31. Look for the Library table at the **North Plains Ice Cream Social on Thursday, June 4**, where goodie bags and information will be distributed.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: April 28, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Update on 4th of July

Request: Council hear an update from the 4th of July Coordinator.

Background: Scott Aldrich is the 4th of July coordinator for the 2015 event. He has been invited to brief the Council on the status of the event.

As of April 6th, Mr. Aldrich had secured \$3,500 for the day's events; which is half of his fundraising goal. He will provide an update on fundraising at the Council meeting.

Included in Council's packet is a copy of the 4th of July flier. The event website is www.np4july.org

Fiscal Impact: The 4th of July is intended to be a revenue neutral event, and a budget of \$7,000 is set for the day's event. Separately the Chamber of Commerce is attempting to gain sponsorships for almost \$12,000 to support a \$10,000 firework show and advertisements.

Environmental Issues: No environmental issues are associated with this item.

Recommendation: No action is recommended.

North Plains Chamber of Commerce, Inc. Fireworks Event Budget 2015

As of
4/23/2015

Total

INCOME

Cash Income:

Sponsorships 12,262.50

TOTAL CASH INCOME 12,262.50

In-Kind:

Signs 525.00 15 signs @ \$35 each

TOTAL IN-KIND INCOME 525.00

TOTAL INCOME ALL SOURCES 12,787.50

EXPENSES

City of North Plains for Fireworks Contractor 10,000.00

Advertising Expenses:

Radio 1,500.00

Newspaper

Week 1:

ForestGrove News-Times 165.00 30% off non-profit rate

Hillsboro Tribune 165.00 30% off non-profit rate

Beaverton Valley Times 175.00 30% off non-profit rate

Week 2:

ForestGrove News-Times 0.00 Donation

Hillsboro Tribune 82.50 50% off non-profit rate

Beaverton Valley Times 175.00 30% off non-profit rate

Signs 525.00 In-kind donation for Sponsorship

TOTAL EXPENSES ALL SOURCES 12,787.50

Donations:

Donated Use of Facility 1,500.00

Newspaper

Week 1:

ForestGrove News-Times 49.50

Hillsboro Tribune 49.50

Beaverton Valley Times 62.50

Week 2:

ForestGrove News-Times 165.00

Hillsboro Tribune 82.50

Beaverton Valley Times 62.50

TOTAL DONATIONS INCOME 1,971.50

PANCAKE BREAKFAST CAR SHOW GOOD FOOD AWARDS PARADE FAMILY FUN

LIVE MUSIC PIE EATING CONTEST VENDORS WILD WEST EVENTS FIREWORKS

19th Century
Activities
Challenges &
Competitions



A Day Long
Family Friendly
Celebration of
Wild West Events

FOURTH OF JULY



A WILD WEST CELEBRATION

9AM-10:30PM

Patriotic Events Families & Friends

Information at www.np4july.org



KNIGHTS OF PYTHIAS
FRIENDSHIP CHARITY BENEVOLENCE



PANCAKE BREAKFAST

CAR SHOW

GOOD FOOD

AWARDS

PARADE

FAMILY FUN

LIVE MUSIC

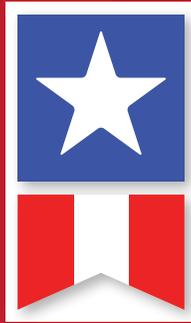
PIE EATING CONTEST

VENDORS

WILD WEST EVENTS

FIREWORKS

Open to the Public
Fun & Games All Day



Free Wild West Event
For Families & Friends

FOURTH OF JULY

Schedule of Events

- 7:00-10:00AM Hot Griddle Cake Breakfast at North Plains Senior Center
- 8:00-10:00AM Car Show Registration for *Cruisin' Thru Time Car Show*
- 9:00AM Car Show, Fourth of July Activities Open to the Public
- 10:00AM Charity Auctions, Car Show Judging
- 10:00-12:00PM Interactive Wild West Stations, Horseshoes
Live Music featuring *Mean Satisfaction*
- 1:15PM Car Show Awards
- 2:00PM Parade Line-up
- 3:00PM Parade
- 4:00PM Pie Eating Contest
- 4:00-7:00PM Interactive Wild West Stations, Horseshoes
- 4:30-6:30PM Square Dancing
- 4:30-7:30PM Steak Dinner at North Plains Senior Center
- 7:00-9:30PM Concert featuring *Whiskey Union*
(formerly called *Concrete Cowboys and Rodeo Rose*)
- 10:00PM Fourth of July Fireworks presented by:
City of North Plains, Recology, Nature's Needs

INFORMATION AT www.np4july.org

31360 NW COMMERCIAL STREET, NORTH PLAINS, OREGON



FRIENDS
NORTH PLAINS PUBLIC LIBRARY





CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: April 28, 2015
 To: Mayor and City Council
 From: City Manager Martha DeBry
 Subject: Resolution No. 1886 Authorizing the Donation of Net Proceeds from the May Clean-Up to the North Plains Events Association

Request: Council consider the use of proceeds from the May Clean-Up day.

Background: North Plains has conducted an annual clean-up day on the second Saturday in May for several years. The event has regularly attracted residents to dispose of waste goods and recyclable items. A shredding truck was featured for two years, but it was decided not to offer this service based on cost.

Typically the event has been organized and staffed by the City with the assistance of volunteers from the Council and businesses.

This year the North Plains Events Association (NPEA) asked to coordinate the event. Public Works Director Blake Boyles and Account Clerk Sarah Baker are working with Teri Lenahan, in her capacity as NPEA Board member. On the day of the event at least one utility worker will be assigned to assist with the operation of heavy equipment.

Rates for this years' event were increased slightly. It is unknown how much in net proceeds would be available after City expenses are subtracted. Below is a chart of receipts over the past 4 years:

Year	Labor	Expense	Total	Revenue	Net
2014	\$514	763	\$1,277	\$791	(\$486)
2013	\$299	289	\$588	\$965	377
2012	\$360.75	547	\$908	\$1020	112

The City received a request from the NPEA to be the recipient of net proceeds after expenses (see attached). This request was made after the NPEA asked to coordinate the event with the City. No commitments were made on the part of staff to offer the NPEA compensation for the coordination of the event.

It is not clear if any net proceeds will be available. The NPEA has not proposed sharing in the risk if the costs of the event exceed the proceeds.

In the spirit of full disclosure: Mayor Hatcher and Councilors Lenahan and Simmons are members of the NPEA board, which is a nonprofit organization under IRS Section 501(c)6.

Fiscal Impact: All revenue received at the prior Clean-Up events were deposited in the General Fund 110-419-300105. The adopted budget anticipated retention of all proceeds from the event. Net proceeds being paid to the NPEA would be a direct expense for Culture and Recreation 110-411-300117.

Environmental Issues: No environmental issues are associated with this item.

Recommendation: Council consider the use of proceeds from the May Clean-Up day. If donation is approved, Resolution No.1886 should be adopted memorializing the decision. If no change is preferred no further action is required.

RESOLUTION NO. 1886

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, AUTHORIZING THE DONATION OF NET PROCEEDS FROM THE MAY
CLEAN-UP TO THE NORTH PLAINS EVENTS ASSOCIATION**

WHEREAS, the City conducts a city-wide clean-up day annually; and

WHEREAS, the North Plains Events Association has actively assisted with the planning of this year's event; and

WHEREAS, net proceeds shall be defined as the total revenue of the event less the cost for disposal, advertising, supplies, equipment use and paid staff time at the fully burdened rate (including hours for the Public Works Director, Account Clerk III, Finance Manager, and Utility Worker time) in preparation for the event, at the event and subsequent to the event.

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

Section 1. Net proceeds from the May Clean-Up Day shall be donated the North Plains Events Association (NPEA).

Section 2. Prior to releasing funds staff shall present a reconciliation of the event to the Council for approval.

INTRODUCED AND ADOPTED this 4th day of May, 2015.

CITY OF NORTH PLAINS, OREGON

David Hatcher, Mayor

ATTEST:

Margaret L. Reh, City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 4, 2015
To: Mayor and City Council
From: Public Works Director Blake Boyles
Subject: Resolution No. 1887 - Declaring Vehicles Surplus –1999 Ford Ranger & 2006 Ford Crown Victoria

Request: Public Works would like the surplus of the following vehicles:

- 1999 Ford Ranger (VIN 1FTYR14VXXPA42150)
- 2006 Ford Crown Victoria (VIN 2FAHP71W56X116868)

Background: Vehicles have been purchased to replace these two vehicles. The vehicles which Public Works is requesting to be surplus have been used to their fullest extent and are requiring more than normal repair.

Fiscal Impact: Funds collected from the sale of the units will go into the general fund sale of assets 110-445000.

Environmental Issues: None

Recommendation: Council to approve the Resolution No. 1887 to declare vehicles surplus. This includes the 1999 Ford Ranger (VIN 1FTYR14VXXPA42150) and the 2006 Ford Crown Victoria (VIN 2FAHP71W56X116868).

RESOLUTION NUMBER 1887

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, DECLARING VEHICLES SURPLUS**

WHEREAS, the Public Works Department has determined to dispose of two City vehicles due to high mileage and obsolescence of these vehicles, and requests formal declaration to sell the vehicles; and

WHEREAS, the City Council is asked to formally agree to declare the vehicle as surplus property so it can be disposed of.

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

- Section 1.** The following Public Works vehicles are hereby declared surplus:
- 1999 Ford Ranger (VIN 1FTYR14VXXPA42150)
 - 2006 Ford Crown Victoria (VIN 2FAHP71W56X116868)

Section 2. City staff is authorized to dispose of the vehicles as approved by the City Manager and consistent with State law.

INTRODUCED AND ADOPTED this 4th day of May, 2015

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: April 29, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Approving Resolution No. 1888 waiving city fee for temporary liquor sales license processing fee.

Request: Council to approve the request from St. Edward Catholic Church to waive the fee for processing a temporary liquor sales license fee.

Background: St. Edward Catholic Church will conduct its annual auction, which will benefit the North Plains Senior Center a local non-profit. Sue Hauth has requested that the fee be waived because it is a fundraiser for a non-profit.

Note: Sue Hauth is Councilor Kindel's sister.

Fiscal Impact: The City will not receive the \$30.00 fee for processing the temporary OLCC liquor license permit paperwork.

Environmental Issues: None

Recommendation: Council to approve Resolution No 1888 waiving city fee for temporary liquor sales license processing fee.

RESOLUTION NUMBER 1888

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, WAIVING CITY FEE FOR TEMPORARY LIQUOR SALES LICENSE
PROCESSING FEE**

WHEREAS, St. Edward Catholic Church is hosting a benefit auction and dinner in the community of North Plains; and

WHEREAS, the City Council desires to support the benefit auction and dinner at St. Edward Catholic Church; and

WHEREAS, the North Plains Senior Center and the North Plains Food Bank will be a recipient of 1/3 of all proceeds from the benefit; and

WHEREAS, the City of North Plains has a fee schedule which includes a \$30.00 charge for processing applications for a temporary OLCC liquor license permit; and

WHEREAS, representatives from St. Edward Church asked for the waiver of this fee for this event.

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

Section 1. The \$30.00 fee for processing the application for a temporary OLCC liquor license permit will be waived.

Section 2. This Resolution shall become effective immediately upon adoption by the City Council.

INTRODUCED AND ADOPTED this 4th day of May, 2015.

CITY OF NORTH PLAINS, OREGON

David Hatcher, Mayor

ATTEST:

Margaret L. Reh, City Recorder



TEMPORARY SALES LICENSE APPLICATION

The Temporary Sales License (TSL) allows you to sell distilled spirits, malt beverages, wine, and cider for drinking within the special event licensed area, manufacturer-sealed containers of malt beverage, wine, and cider for drinking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #11 below. Some events may need extra processing time. OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #11 below, you may apply for a maximum of **seven** license days per application form.

PLEASE PRINT

- Applicant Name: St. Edward Catholic Church 2. E-Mail: mail@stedwardnp.or
- Mailing address: P.O. Box 507 North Plains OR 97133
- City: North Plains 5. State: OR 6. Zip Code: 97133 7. Fax: 503-647-7527
- Contact Person: Sue Hawth 9. Contact Phone: 503-312-9052
- Event Name: St. Edward Benefit Dinner and Auction
- Date(s) of event (no more than seven days): Saturday May 30th, 2015
- Start/End hours of alcohol service: 5:00 AM PM to 10:00 AM PM
- Address of **Special Event** Licensed Area: 10990 NW 313th AVE North Plains
(Street) (City/Zip) 97133
- Is the event outdoors? Yes No
 - If no, in what area(s) of the building is the event located? Church Hall
 - If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
- List the primary activities within the licensed area: Dinner, Silent Auction, ORAL AUCTION
- Will minors be allowed at the event? Yes No
- If yes, will minors and alcohol be allowed in the same area? Yes No
- What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 200 max

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #18 is 501 or more, in addition to your answers to questions 19, 20, and 21, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

- Describe your plan to prevent problems and violations.
Providing 2 full time agents walking the premises
- Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.
By having the bar and its contents manned at all times and not allowing any minors on the premises that evening.
- Describe your plan to manage alcohol consumption by adults.
Along with our 2 agents we will have 5 or more adults watching patrons and watching doors.

A nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office (see TSL Application Guide) may use servers who don't hold a service permit. These servers must attend training provided by the applicant and read, sign, and date the OLCC provided brochure What Every Volunteer Alcohol Server Needs to Know.

22. Nonprofit or Charitable Organization Oregon Registry Number (or "N/A" if not applicable): 516767-90

23. List name(s) and service permit number(s) of alcohol manager(s) on duty and in the licensed area:

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and **expected attendance is 301** or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168.

See attached form

24. Insurance Company: _____ 25. Policy #: _____ 26. Expiration Date: _____

27. Name of Insurance Agent: _____ 28. Phone: _____

29. Will you serve distilled spirits by the drink? Yes No

If yes, list three different substantial food items; if no, list two:

1) Scalloped potatoes 2) pork roast 3) Roasted chicken

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #30 below **before** submitting this application to the OLCC.

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

North Plains

I affirm that I am authorized to sign this application on behalf of the applicant.

31. Applicant Name (please print): _____

32. APPLICANT SIGNATURE: _____ 33. Date: _____

CITY OR COUNTY USE ONLY	
The city/county named in #30 above recommends:	
<input type="checkbox"/> Grant <input checked="" type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)	
City/County Signature: <u><i>Mark Do</i></u>	Date: <u>4/29/15</u>

4/29/15

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

OLCC USE ONLY		
Fee Paid: _____	Date: _____	Receipt #: _____
License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
OLCC Signature: _____		Date: _____



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: April 30, 2015
 To: Mayor and City Council
 From: City Manager Martha DeBry
 Subject: Budget priorities

Request: Council consider its priorities for the 2015-16 budget.

Background: At the April 27 budget meeting Mayor Hatcher asked that an item be placed on the agenda to provide the City Council with an opportunity to comment on proposed budget revisions prior to the next budget meeting.

Below is a list of potential budget cuts proposed by staff in the budget document, as well as an estimate of the 10% across-the board cuts the budget committee requested to see:

	PERSONNEL	Total \$ Impact	General Fund \$ Impact	Description
A	Eliminate Police part time staff	41,000	41,000	Part time officer is budgeted at 25 hrs./wk. Without the part time position we would lose those hours of patrol/response time. It would also push more on call time to Chief.
B	No paid hours for reserves	2,000	2,000	Reserves are budgeted for 80 paid hours for the year, which can be events or officer vacation coverage as determined by the Chief. No paid hours means there could be less police coverage at events and when other officers are out.
C	Reduce office part time staff	(in budget)	(in budget)	Part time clerical is budgeted at 4 days/wk., down from 5. This would require the office to be closed to citizens on Fridays. In addition to the savings in part time staff costs, being closed on Fridays would allow the Account Clerk III and City Recorder to have one full work day without interruptions. With their increased workloads after the elimination of the Account Clerk II in FY15 this has become necessary.
D	Eliminate office part time staff	15,500	6,355	Eliminating this position would require fewer open office hours, most likely 1-5 daily.

	MATERIALS AND SERVICES	Total \$ Impact	General Fund \$ Impact	
E	Eliminate Public Works summer staff	5,250	1,733	Eliminating this position would mean less park and street maintenance during the summer.
F	Revert 30 hr/wk position back to fewer hours, not benefits eligible	16,000	16,000	The library received an \$8k bonus from WCCLS in FY15-16, and the Director put it toward increasing one position to be 30 hrs/wk and benefits eligible, to provide more consistency to the department. This would open up the schedule to possibly be open more than the current 45 hrs/wk. Without this change the position will stay under 30 hrs/wk and the library hours cannot increase.
G	No merit increases	18,750	12,500	The budget includes merit increases to the 12 staff not currently at the top step. Merit increases are a 5% raise, and are up to the manager's discretion.
H	No 1% COLA	5,600	4,500	The budget proposes a 1% COLA for all staff. This affects all staff, including those at the top step. COLA history is: 2011-12, 0%; 2012-13, 0%; 2013-14, 1%; 2014-15, 0%.
I	Comprehensive Plan consultants	40,000	40,000	In FY15 the Council approved hiring a consultant to assist with the new Comprehensive Plan. The General Fund contingency has been reduced by this amount, however as it is still a new cost it is included here.
J	Fourth of July fireworks	10,000	10,000	Fireworks are included in the proposed budget, however the City has not yet committed to the purchase. The fireworks company extended the deadline to the end of April to allow for the Budget Committee to discuss.
K	City Attorney at meetings	21,600	8,856	In FY15 the City Attorney began attending Council and Planning Commission meetings. This is the expected cost for the Attorney to continue to attend all meetings. Having the attorney present saves time when legal issues come up and the attorney's guidance is needed.
L	Library janitorial increase	3,660	3,660	Over 3,000 people each month visit the Library, and the current level of janitorial service is not sufficient. This increase allows the Library to change to a new company that estimated costs based on a list of required cleaning tasks prepared by the Library Director. This is separate from the deep cleaning services provided by the staff janitor who works 3 hrs/wk, and carpet and window cleaning performed by separate contractors.

	MATERIALS AND SERVICES	Total \$ Impact	General Fund \$ Impact	
M	Printed newsletter	6,000	2,460	In FY14 the City expanded the newsletter after the closure of the Beacon newspaper. The reduction of pages or elimination of the printed newsletter would significantly decrease communication to residents.
N	Agenda management software	2,500	1,025	Necessary to continue with 4 meetings/month (2 CC, 1 Planning, 1 Parks), all prepared for and attended by the City Recorder.
	TOTALS	\$203,360	\$156,500	

Budget Committee Feedback

The Budget Committee asked that staff to prepare information regarding a 10% across the board cuts. The Finance Director prepared those based on total budget (Gross Exp.) and budget less net revenues (Net Exp.). The budget cuts that correspond with the 10% reductions are listed in this table. It should be noted all the departments provided cuts that can meet the 10% threshold except Public Works/Parks.

Contingency is not an actual expense unless it is allocated by Council at a later date. The contingency is needed under Oregon Law to provide the Council with the ability to address unanticipated expenses. Last year the contingency was not funded, so all expenses allocated to it resulted in a decline in the ending fund balance. Staff is recommending the full funding of contingency to address the structural problem of annual expenses exceeding annual revenue; and to restore the ending fund balance to the prior year's level if the contingency is unused at the end of the year.

10% Reductions	Gross Exp.	Net Exp.	Corresponds with Above Reductions
General Government	21,750	24,720	D, G, H, K, M, N
Police	32,731	39,682	A, B, G
Public Works	1,879	1,746	E, G, H
Library	21,781	11,321	F, G, H, L
Culture and Recreation	2,486	1,782	J
Parks	9,977	12,462	E, G, H
Planning	4,912	2,364	I
Contingency	5,779	7,219	

The Budget Committee was asked to rate some of its priorities with a dot Exercise. (Photos of the sheets are in Council's packet.). This is how the priorities looked:

What do you believe should be the top two priorities of the City?

	1st	2nd
Police – current coverage is approx. 125 hrs/wk, including reserves	8.5	2
Library – Open 45 hrs/wk	0	2.5
City Hall – open 42.5 hrs/wk	2.5	5
Parks – current maintenance is approx. 30 hrs/wk	0	1.5

This exercise indicates very strong support for maintaining the current level of service within the Police Department. It also suggests that City Hall hour reductions should be avoided if possible. Maintaining parks at the current level received the least support.

Where do you want to see the General Fund budget surplus/(deficit) this year?

Amount	Votes
\$0	4
(\$1-\$20,000)	1
(\$20,000 - \$40,000)	1
(\$40,000 - \$60,000)	3
(\$60,000 - \$80,000)	1
(\$80,000 - \$100,000)	1
(\$100,000)	0

This exercise indicates that while this a core group that would prefer a fully balanced budget, there is some tolerance among the majority of members to allow a deficit between \$20,000 and \$60,000. No member indicated that the budget draft should be adopted as is; which would be staff's preferred option.

Below are non-personnel items from the list of possible budget reductions. Do you want to see these in, partially in, or out of the budget?

	Yes In budget	Partial Reduce budget	No Out of budget
Fireworks Display: General Fund \$10,000	3	8	1
City Attorney at Council Meetings: General Fund cost \$8,856	0	8	2
Merit Increases: General Fund cost: \$12,500	1	3	7
1% COLA Increase: General Fund Cost \$4,500	0	3	8

This exercise indicates there is broad support for fireworks display and it may be appropriate to reduce the scale of the show. A fireworks show can be set at any amount over \$5,000. The current figure represents the scale of the show in the prior year.

The committee supports a partial reduction in City Attorney expenses; which was discussed earlier in the meeting on the 27th.

The committee is solidly opposed to both merit and COLA wage increases this year.

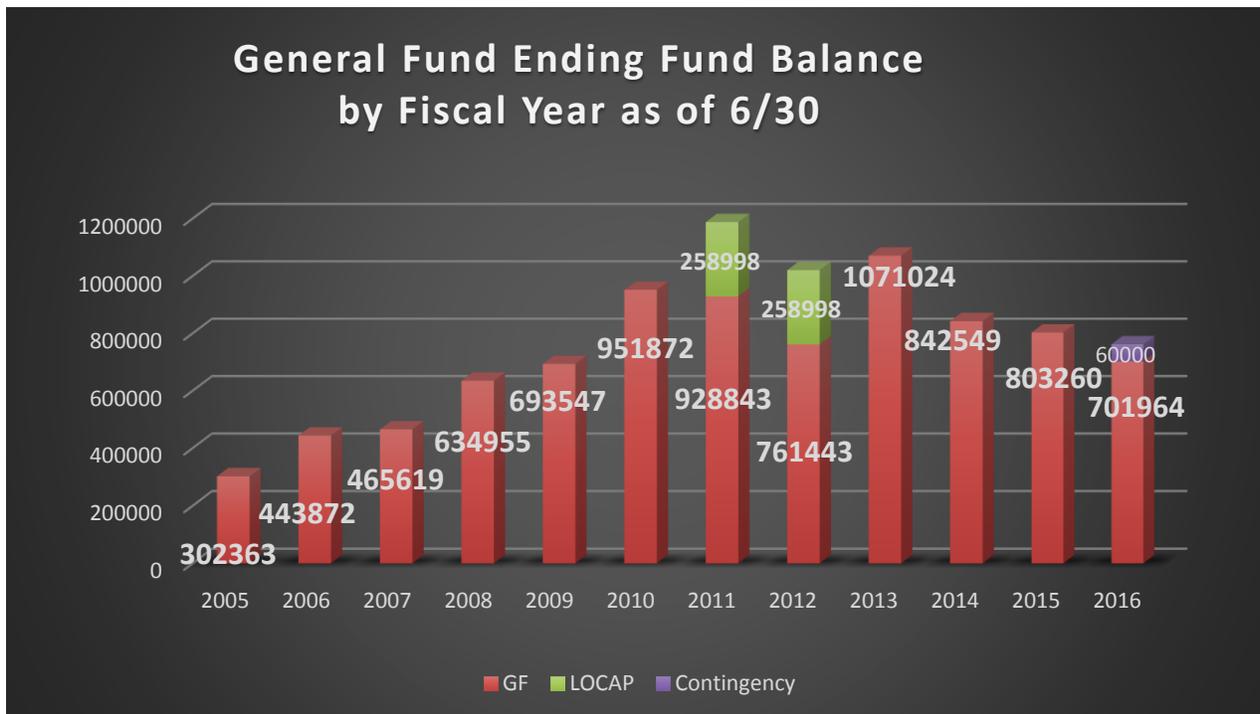
Budget Committee member Hirst noted that the \$40,000 planning consultant may be the type of one-time expense that should cause a drop in the ending fund balance. She also suggested that not funding the contingency would also be an option as well. The 2014/2015 contingency was not funded, in anticipation of no expenses being incurred.

Ending Fund Balance

Based on last years' experience and the lean nature of this year's proposed budget, staff believes it is likely a portion of the contingency will be allocated by Council at some point in the year for an unexpected expense which will erode the ending fund balance. It should be noted in this draft of the budget, the projected beginning fund balance is \$803,260; which is \$40,000 lower than the prior year's

beginning balance. This can be directly attributed to the decision of Council to retain a planning consultant for the Envision North Plains process and to fund it from the contingency. If the contingency is funded and not used, an additional \$60,000 could be added to the ending fund balance on June 30th.

It should be noted that after two positions were eliminated in 2014/2015 the City has been able to maintain the same levels of service to the public. If those cuts had not been made, the City's fund balance would have gone below the \$700,000 level for the first time since 2009. A summary of the City's position allocations is in the Council's packet. It demonstrates that the City has shifted its resources over time, while causing minimal reductions in allocated staff.



Fiscal Impact: The choices recommended by the Budget Committee and adopted by Council have a direct effect on the financial health of the City. The fund balance is healthy enough to absorb a change in fund balance anywhere between \$0 - \$103,000. Staff is encouraging a very conservative approach that funds a contingency of \$60,000. It is Council's decision if it wants to allow the fund balance to decline as one-time expenses like the Envision North Plains process are incurred. The most sustainable decision if Council believes additional planning expenses are to be incurred over the next couple years, would be to make appropriate cuts within this budget and fund the contingency.

Environmental Issues: No environmental issues are associated with this item.

Recommendation: Council consider its priorities regarding the budget. Staff will relay the information at the 3rd Budget Committee meeting.

Position Allocation

GEN GOVT.	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
City Manager	1	1	1	1	1	1	1	1
City Recorder	1	1	1	1	0	0	1	1
Clerical Assistant			1	1	1	0	0	0
Finance Director	1	1	1	1	0	0	0	0
Account Clerk					0	3	1	1
Utility Billing Clerk	1	1	1	1	1	0	0	0
<i>Total</i>	4	4	5	5	3	4	4	4
MUNICIPAL COURT								
Court Clerk	1	1	1	1	0	0	0	0
<i>Total</i>	1	1	1	1	0	0	0	0
PUBLIC WORKS								
Public Works Director	1	1	1	1	1	1	1	1
Utility Worker III	1	1	1	1	1	1	1	1
Utility Worker I/II	2	2	2	2	2	2	1	1
<i>Total</i>	4	4	4	4	4	4	3	3
POLICE								
Police Chief	1	1	1	1	1	1	1	1
Police Officer	1	1	1	1	1	1.5	1.5	1.5
<i>Total</i>	2	2	2	2	2	2.5	2.5	2.5
LIBRARY								
Library Director	0	0	0.5	0.5	0.5	0.5	0.5	0.5
<i>Total</i>	0	0	0.5	0.5	0.5	0.5	0.5	0.5
TOTAL ALLOCATION	11	11	12.5	12.5	9.5	11	10	10

What do you believe should be the top two priorities of the City?

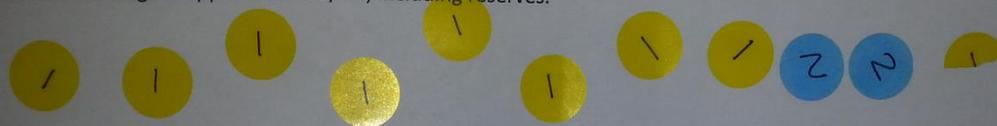
Place a



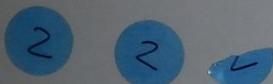
and a



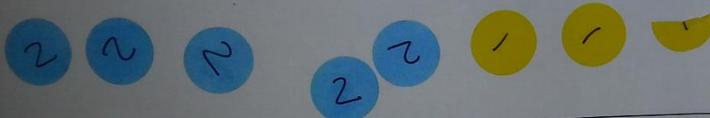
Police - current coverage is approx 125 hrs/wk, including reserves.



Library - open 45 hrs/wk.



City Hall - open 42.5 hrs/wk.

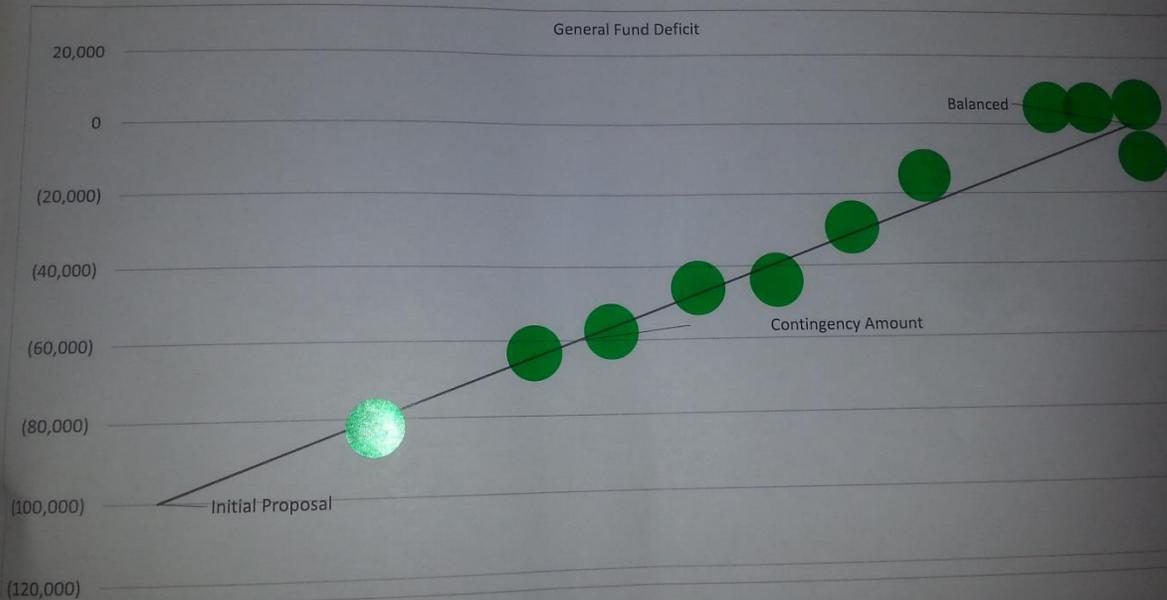


Parks - current maintenance is approx 30 hrs/wk.



Where do you want to see the General Fund budget surplus/(deficit) this year?

Place a



Below are non-personnel items from the list of possible budget reductions. Do you want to see these in, partially in, or out of the budget?

Place a

	Yes - in budget	Partial - reduced in budget	No - out of budget
Fireworks Display: General Fund cost \$10,000	3	12	1
City Attorney at Council meetings: General Fund cost \$8,856	0	10	2
Merit increases: General Fund cost \$12,500	1	5	10
1% COLA increase: General Fund cost \$4,500	0	4	8



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: April 29, 2015
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. The terms of this contract are identical to the one approved at August 13, 2013 meeting which will expire June 30, 2015.

It should be noted that the City Manager has voluntarily allowed the ICMA membership to lapse in order to reduce budget expenses.

Fiscal Impact: Approval of the contract provides employment to the City Manager under the same terms and conditions as proposed in the City budget.

Recommendation: Council approve 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 May, 2015, 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, 2015, and continues thereafter for a period of two (2) years until June 30, 2017, 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

31360 NW Commercial Street, North Plains, Oregon 97133

Date: March 12, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: 2015-2016 Council Goals

Request: Council continue their discussion and develop a preliminary list of goals for the 2015/16 fiscal year.

Background: Periodically the Council should evaluate its goals both in the long-term and the short-term. Setting goals for the next fiscal year enables staff to allocate resources and the budget can be tailored to align with the goals of the Council. Council began a discussion at the February 17, 2015 Council meeting. The following list was compiled of possible goals after which each Councilor prioritized their top choices.

- Signage in town—Develop signs for Glencoe / Commercial to direct traffic to downtown (David, Butch, Sherrie, Scott)
- Façade improvement program for businesses to encourage revitalization (Teri, Sherrie, Scott)
- Sidewalk Creation Program - Identify neighborhoods that need them and develop plan for implementation (Scott, Teri)
- Improve appearance of Van Dykes corrugated tin buildings, which may include mural(s) (Butch, David)
- More Police presence during the hours of 5-7 p.m. (David, Sherrie)

Other suggestions for goals that were discussed but not identified as high priorities by the Council:

- Neighborhood Watch-reorganized/renewed, up and running/Cert (Sherrie)
- Classes for the community-yoga, painting-after business hours (Sherrie)
- Revitalize downtown (Butch)
- Downtown Parking Lot (Teri)
- Glencoe Crosswalks-lights-Commercial at 311th and Commercial Street and Main-where is the largest pedestrian traffic (Teri)
- Glencoe Road / Railroad Crossing
- What to do regarding having teenage activities-outreach and do a survey 11-12 yrs and up to see what they would want in town. Get feedback from the kids. Give them something to do without having to go to Hillsboro or Forest Grove. Open up Jessie Mays more. A lot of kids live outside city limits-draw them in; Boys/Girls Club / work collaboratively with the School District; YMCA
- Continued search for a grocery store.
- Update Fee Schedule
- Walking Trails development with lighting

- Increase code enforcement
- More emergency preparedness
- Provide economic development-incentives

The Council concurred that the following goals are ongoing and require multi-year efforts. Some are underway already, so they did not rise to the top and include them in their annual goals:

- Comprehensive Plan update is underway
- Jessie Mays renovation is in process; with hiring of architect the next step.
- Pedestrian connectivity between east expansion development and North Plains proper is in the planning process.
- Water Source tower / Water tank location to be identified.

Fiscal Impact: Goals will determine how the budget is presented to Council, with greater resources directed to Council priorities.

Environmental Issues: No environmental issues are associated with this item.

Recommendation: Council determine its goals for the next fiscal year.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: April 27, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Approval of City Policies Number 100-190 and 701-705

Request: Council approve City Policies Number 100-190 and 701-705

Background: The draft policy manual was distributed at the 9/16/13 Council meeting. Council spent months reviewing policies 10 or so at a time. Staff has incorporated many of the recommended changes into this set of policies which was sent to Council on April 10 in Dropbox. The full set of policies is also available at:
<http://cityofnp.org/index.php?clD=790>

Staff is recommending that policies 100-190 which address general subjects for which Council provides direction and 700-705 that address risk and safety be adopted at this meeting.

Policy 107 was added to address a concern about employee recognition.

Fiscal Impact: Review and adoption of the policies has no direct fiscal impact.

Environmental Issues: No environmental issues are associated with this item.

Recommendation: All the policies will be approved by one motion after all have been reviewed and discussed.

Sample Motion: I move to approve policies number 100-190 and 701-705.

City of North Plains Policy

Number:	103	Title:	General employment policies guide
Date:	9/16/13	Signed:	

Purpose:

This policy provides guidance as to the numerous laws that apply to the City and the management of its employees.

Policy:

A list of rules directly affecting the City's management of personnel issues is below. More rules are applicable to the City; this list highlights the rules that are most commonly encountered by public employers.

- AIDS Testing Law: ORS 433.045
- Americans with Disabilities Act of 1990 (ADA): 42 USC 12101; 29 DFR Part 1630
- Blacklisting Employees: ORS 652.805
- Bone Marrow Donor Leave: ORS 659A.312
- Civil Rights Act of 1991: 42 USC 1981
- Consumer Credit Protection Act: 15 USC 1671-1677; 29 CFR Part 870
- Consumer Theft Protection: 2004 OR Laws Ch 759
- Crime Victims' Leave (domestic violence, sexual assault or stalking): 2007 OR Laws Ch 180
- Crime Victims' Leave (felonies): ORS 659A.190 to 659A.198
- Discrimination Under Oregon Fair Employment Practices Act: ORS 659A.006, 659A.009, 659A.309
- Disability Discrimination: ORS 659A.112
- Exposure and Medical Records: OAR 437-002-0015
- Fair Credit Reporting Act: 15 USC 1681 et seq.
- Family and Medical Leave Act (FMLA): While the City of North Plains is subject to FMLA as a public employer, its employees are not eligible to claim FMLA leave
- Genetic Information Non-discrimination Act (GINA): 2007 PL 122 Stat. 881
- Hiring: False Statements: ORS 659.810
- Immigration and Nationality Act: See 8 USC 1101 et seq.
- Immigration and Reform Control Act (IRCA): PL 99-603

- Jury Duty: ORS 10.090
- Jury System Improvement Act of 1978: 28 USC 1875
- Lie Detector/Breathalyzer Tests: ORS 659A.300
- Medical Examinations: ORS 659A.306
- National Labor Relations Act (NLRA), as amended: 29 USC 151-169
- Oregon Equal Pay for Equal Work Act: ORS 652.220
- Oregon Family Leave Act (OFLA): ORS 659A.153 (1)
- Oregon Safe Employment Act: ORS Chapter 654
- Organized Militia: Employment Protection: ORS 399.230
- Personnel Records: ORS 652.750
- Pregnancy Discrimination Act of 1978: 42 USC 2000e and 29 DFR 1604
- Smokers' Rights Law: ORS 659A.315
- Smoking in Place of Employment: 2007 OR Laws Ch 602
- Title VII, Civil Rights Act of 1964: 42 USC 2000e; 29 CFR Parts 1604 (gender), 1605 (religion), 1606 (national origin), and 1607 (Employee Selection)
- Transsexual Employees: OAR 839-006-0206(2)
- Unemployment Compensation: ORS 657.505
- Uniformed Services Employment and Reemployment Rights Act (USERRA): 38 Jobs for Veterans Act, PL 107-288
- Veterans' Employment Preference: 38 Jobs for Veterans Act, PL 107-288
- Volunteer Firefighters: ORS 476.574, 476.576
- Wage Withholding: ORS 18.600-18.850, 18.905, and ORS Chapter 25
- Wages, Hours and Conditions of Employment: ORS Chapter 653
- Workers' Compensation: ORS 659A.109 and 656.017

Procedure:

If employees feel they need more training to become familiar with specific aspects of the law they should seek and request to attend related training.

Employees who have questions regarding specific statutes should consult with the City Manager, City Attorney or City/County Insurance Services (CIS.)

City of North Plains Policy

Number: 104	Title: Banner Policy
Date: 09/01/13	Signed: _____

Purpose

The City of North Plains provides space for banners across NW Glencoe Road with the intent of advertising City-sponsored events, community events sponsored by or for non-profits and/or not-for-profit organizations.

Policy

The Public Works Department will facilitate the hanging of banners across NW Glencoe Road.

Criteria

The following criteria and procedures shall apply to all requests for banner placement over NW Glencoe Road:

1. A banner application form must be submitted to the City Manager's Office by the party making the request no less than fourteen (14) days prior to the date requested to hang the banner.
2. Reservations will be taken up to one year advance.
3. Spaces are reserved on a first-come-first-served basis with preference as follows:
 - A. City Sponsored events
 - B. Non-profit events within North Plains which are free to the public
 - C. Free community events taking place within North Plains sponsored by or for the benefit of a non-profit,
 - D. Non-profit events that charge a fee for participation taking place within North Plains,
 - E. Free community events sponsored by other than a non-profit taking place within North Plains.
 - F. Events taking place outside of the City and for the benefit of the community are considered last.
4. Banners may be single or double sided at the discretion of the applicant.

5. Banners will be hung for a minimum of two (2) weeks to a maximum of six (6) weeks. The City can limit or shorten a request based on demand for the space.
6. The exact legend of the banner must be indicated in writing on the application form. (Generally banners are most visually effective when kept simple; i.e., event, date, organization and logo.)
7. No commercial advertising will be allowed, except in cases where a sponsoring entity's name is part of the name of the event. In such cases the organization promoting the event may not design the banner such that sponsoring entity's commercial name is the most overwhelming aspect of the banner.
8. Political advertising is prohibited.
9. Banners must comply with the following specifications:
 - A. Any type of durable material such as 13 oz. vinyl or vinyl mesh;
 - B. Semi-circular wind holes (half moon slits) should be part of the banner if over 20 feet in length;
 - C. Metal grommets (#3) or larger at all corners, and every 24 inches along the top and bottom of the banner; and
 - D. Size of the banner will be between twenty (20) to forty (40) feet in length and 4 feet in vertical height.
10. Banner approvals are not guaranteed and will only be hung based upon availability of staff and space.
11. Only one banner may be used for a single event.
12. The City Manager shall determine which banners are to be given priority when there are multiple requests for the same time period. Priority will be given to events sponsored by the City, annual community events, and banners for events occurring in near future.
13. All banners should be delivered directly to the Public Works Department (City Hall 31360 NW Commercial Street, North Plains, OR 97133) five days prior to hanging. Failure to provide the banner in a timely manner may result in a shorter hang time or no display of the banner.

14. The length of time that a banner is to be hung is not guaranteed, and may be shortened at the discretion of the City Manager, based on their judgment as to the best interest of the City. For example if a banner becomes torn it may be removed for safety reasons. Banners must be picked up from the Public Works Department within ten (10) days after the display week(s). The City of North Plains assumes no responsibility for banners and any banners left more than thirty (30) days may be discarded

15. The City of North Plains is not responsible for any damage to banners that may occur while installing or removing the banner or any damage to banners that may occur while the banner is displayed.

Questions regarding this procedure or policy should be directed to the City Manager's office at (503) 647-5555.

Established and Adopted by Resolution No.1684: 10/17/11

City of North Plains Policy

Number: 105	Title: Park Naming and Plaque Policy
Date: 09/01/13	Signed: _____

Purpose

The purpose of the policy is to establish consistent standard procedures and guidelines for the naming of public park lands owned and/or operated by the City of North Plains.

Policy

The naming of City parks, park areas and park facilities shall be the function of the City Council, with opportunities for community comment at public forums. City Council has final authority to approve or amend any recommendation. Diversity, balance and creativity will be sought during adoption of names.

The renaming of parks is strongly discouraged.

Objectives

1. Provide name identification for individual parks, park areas or park facilities.
2. Provide criteria for the process of naming parks, park areas or park facilities.
3. Provide opportunities for public input including a public gatherings or meetings.
4. Ensure that the naming of parks, park areas, or park facilities is controlled by the City Council.

Criteria

The naming of parks, park areas, and park facilities should be approached with caution, patience, and deliberation. Names submitted for consideration should provide some form of individual identity in relation to the following:

1. The geographic location of the facility; this includes descriptive names.
2. An outstanding feature of the facility.
3. An adjoining subdivision, street, school, or natural feature. No park shall be given the same name as an existing school site or public facility, except where the sites abut one another.
4. A commonly recognized historical event, group, organization or individual (living or deceased.)
5. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or

substantial monetary contribution, or contribution toward acquisition and/or development of the park or park facility. (Typically not less than 50 percent of the value of the property or improvements.)

6. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual – this to be substantiated by person making recommendation.
7. Any individual who provided an exceptional service in the interest of the park system as a whole.
8. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.

Donated Land

Parks and park facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to recommendation by the Parks Board and approval by City Council. Naming rights are not guaranteed if the donation of park land is a dedication as required by the Subdivision Ordinance (park land dedication).

Naming Process

Public Works staff will notify the Council about naming opportunities. The recommendation of staff will be subject to final approval or amendment by City Council action.

1. Temporary Naming

In the case of a new project, a temporary name will be designated by the City staff for identification during acquisition and/or development of the park area or park facility. Because temporary designations tend to be retained, the naming process for a new park should be carried out as quickly as possible after its acquisition or development.

2. Permanent Naming

Citizen involvement in the naming process is encouraged and may be accomplished in a variety of ways throughout the naming process.

- A. Individuals, groups and/or organizations interested in proposing a name for an existing un-named park area or park facility may do so in writing using a "Park Naming Form" that outlines the naming criteria. These will be presented to City Council.
- B. A variety of means to encourage public participation to submit a name (citizen contests, recommendations from previous owners, historical review of the site, social media polling etc.) may be implemented by staff at the request of the City Council.

C. The City Council will accept public comment when considering park names.

3. Park Renaming

Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors.

Renaming will follow the same procedures as naming the park.

A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.

B. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

Signage Process

The Public Works Director shall be responsible for the oversight and signage of City parks. Signage shall be installed for the two following types of parks:

1. General City Parks

The sign shall display the City's logo as well as indicate the park name and state "City Park".

2. Memorial Park Plaques

Cast plaque may be placed in memorial parks if donated to the City. The individual information shall be obtained from the memorialized person's family or organization. The plaques shall be placed on a rock surface.

3. Engraved Stone Markers

Engraved stone markers may be placed in memorial parks if donated to the City. The sign shall display the City's logo as well as indicate the park name and state "City Park".

Established and Adopted by Resolution No.1683: 10/17/11

City of North Plains Policy

Number: 106	Title: Policy regarding sale, auction, raffle, liquidation or donation of city surplus property
Date: 09/01/13	Signed: _____

Purpose

Outline process for disposal of surplus property pursuant to Municipal Code Section 1.05.300.

Procedure:

I. Surplus City Property

- A. Property owned by the City may be disposed of only after being declared surplus by the City Council. The method of disposal will be determined based on condition, value, and/or use, and may include but is not limited to; trade-in, sale as scrap, advertisement for sale, auction, raffle, or disposal through the State of Oregon, Department of Administrative Services, Surplus Property Division. Items determined to have no value shall be destroyed or discarded upon approval of the City Manager.
- B. City property may be declared surplus by the City if property is scheduled for replacement in an adopted budget or it is no longer necessary to provide City services.

II. Auction Sales of Surplus City Property

- A. Surplus city property may be sold at auction if the City determines that the auction contemplated will probably result in a higher net return than if the property were sold by other means, including competitive written bid or negotiated sale.
- B. Auction sales of surplus city property may be either oral or written (silent). Announcement of Auctions may be advertised in the local newspaper or published on the City's web site.
 1. Employees of the City of North Plains may be eligible to bid on auction items along with the general public provided that employees have no conflict of interest in the sale and that no special privilege or consideration is given, and provided that the employee executes a Statement of Purchase form.
 2. Prior to bid, the City Manager shall decide those employees who shall be excluded from participation in the bid, based on a determination of involvement in the decision, action, or process to declare surplus property.
 - a. The highest bid for any item will prevail.
 - b. For a lot of similar items, the highest bid will have first choice of the items,

and may purchase as many at that price as desired.

- c. The next highest bidder will have second choice of the items, and may purchase as many as desired at that price, and so on through the bidders.

III. Sale of Surplus City Property

- A. The City may sell surplus personal property, including recyclable or reclaimed materials, without competitive bidding if the City has determined that a negotiated sale will result in increased net revenue and complies with the following conditions:
 1. When the current market value per item is deemed to be less than \$1,000 the City may establish a selling price, schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms; or
 2. When the current value per item is deemed to exceed \$1,000 the surplus property shall be offered for competitive written bid and be advertised in accordance with ORS 279.025, or be offered for sale at public auction in accordance with Section 2 above. If no bids are received or if a determination is made that the market value of the property exceeds the offer of the highest responsible bidder, all bids may be rejected and the City may negotiate a sale subject to the following conditions:
 - a. An appraisal of the market value of the property is obtained and documented and the negotiated sale price exceeds the market value; or
 - b. The sale amount exceeds the highest bid received through the bidding or auction process.

IV. Liquidation Sales of Surplus City Property

The City may sell personal property through a commercially recognized third party liquidator if the City Manager determines that a liquidation sale will result in increased net revenue. The liquidator shall be selected under the competitive request-for-proposal process or other appropriate process as provided by City policy, ordinance or resolution, or State law.

V. Donations of Surplus City Property

- A. The City may transfer surplus city property, including recyclable or reclaimed materials, for no or nominal remuneration and without competitive bids to the following organizations:
 1. Another public agency;
 2. Any shelter, workshop, work activity center or group care home which operates under contract or agreement with, or grant from, any state agency and which is certified to receive federal surplus property;

3. Any recognized not-for profit organization activity that is certified to receive federal surplus property.
- B. The City may donate or sell, without competitive bids, surplus city property to recognized public or private not-for profit social or health service organizations, provided that:
1. The City Manager determines that the property is not needed for other public purposes;
 2. Where the property has a current market value of \$250 or less,
 3. The City Manager approves the donation or sale based on written findings the donation or sale is in the public interest;
 4. The City Manager determines that donation or sale is the most efficient and cost-effective method for disposing of the property.
- C. The City shall maintain a record of all transfers, donations, or sales authorized by this section.

VI. Trade of Surplus City Property

The City may trade surplus property owned by the City to other government agencies or to vendors provided that the following conditions apply:

- A. Trades to other government agencies are exempt from public bidding however, such trades must be approved by the City Manager.
- B. Trades of surplus city property with parties other than government agencies shall meet these criteria:
 1. The market value of both the item to be traded and the item requested shall be documented.
 2. The proposal to trade an item for another item shall be made available to an adequate number of potential vendors to encourage competition.
 3. Such trades shall be approved by the City Manager.

VII. Raffle of Surplus City Property

When it is determined by the City Manager that it is likely that the City would receive more compensation for surplus city property than from the methods listed above, the city may raffle said property.

Established and Adopted by Resolution No. 1178.

City of North Plains Policy

Number: 107	Title: Employee Recognition Gifts
Date: 09/01/13	Signed: _____

Purpose

The City of North Plains provides gifts in recognition to employees.

Policy

This policy sets forth the guidelines for providing employee recognition gifts.

Annual Gifts

Each year the City Council shall, budget permitting, grant a \$25 gift card to each part-time and full-time employed at the time of these holidays:

- Thanksgiving (4th Thursday in November)
- Christmas

Years of Service Recognition

Individual employees shall be recognized for their years of service according to the following guidelines:

Years of Service	Maximum Value	Gift Form
5	\$20	Gift card, plaque, or clothing item
10	\$30	Gift card, plaque, or clothing item
15	\$40	Gift card, plaque, or clothing item
Every 5 years thereafter	\$50	Gift card, time piece, plaque, or clothing item
Retirement under 5 years	\$100	Time piece, plaque, and/or item of interest to employee
Retirement after 5 years	\$200	Time piece, plaque, and/or item of interest to employee

Years of service shall be measured from the first date of hire.

Budgeting

Employee recognition gifts shall be budgeted with other personnel expenses in a centralized general government account.

City of North Plains Policy

Number: 110	Title: Disruptive Conduct at Meetings Procedure
Date: 09/01/13	Signed: _____

Policy:

Disruptive conduct at public meetings prevents the constructive discussion of issues, and subsequent progress that may result from decision making.

The following types of conduct which may disrupt a public meeting include:

1. Approaching the podium and speaking without first having been recognized by the Mayor/Chairperson.
2. Continuing to speak after the time allotted by the Mayor/Chairperson has expired, and after repeated admonitions to cease.
3. Shouting, clapping, stamping, loud talking from the audience; other possible displays (hissing, booing, etc.).

Procedure:

If any of the disruptive conduct occurs, the Mayor/Chairperson shall control the disruption as follows:

FIRST STEP:

If disruptive conduct occurs, the Mayor/Chairperson should calmly and firmly recite the nature of the disruptive conduct (precisely identified), state that the conduct is disrupting the meeting, and ask that it cease.

Example: "Mr/s. _____, you have exceeded the three minutes allotted for you to address the council/board/committee on this subject. I have requested that you yield the podium. I again request that you do so and allow others to speak."

SECOND STEP:

If the disruption continues, the Mayor/Chairperson should again state the nature of the conduct, that it is disrupting the meeting, and that if it does not cease, the meeting will be recessed and the Chief of Police will be asked to remove the person or persons responsible for the disruption.

Example: "Mr/s. _____, I have asked you twice to yield the podium and quit disrupting the meeting. You have already had your opportunity to address the council/board/committee and we have heard your views. If you continue to disrupt this

meeting, I will recess the meeting and have you removed from the Council Chambers for the remainder of the meeting.”

THIRD STEP:

If the disruption continues, the Mayor/Chairperson should again state the nature of the conduct, that it is impossible to continue the meeting in light of the disruption, direct the Sergeant at Arms or representative to have the identified person or persons removed from the Council Chamber during the recess and barred from further attendance at the meeting, and recess the meeting. The statement and instructions should be given firmly and clearly.

Example: “Mr/s. _____, you have continued to speak without having been recognized. Your conduct is disrupting this meeting and we cannot continue. Sergeant at Arms (or representative) when the meeting has been recessed please have Mr/s. _____ removed from the meeting and barred from further attendance. The meeting will recess for five minutes.”

Adopted by Ord. No. 396, 10/03/11

City of North Plains Policy

Number: 130	Title: Fixed Assets
Date: 09/01/13	Signed: _____

Policy:

A capital asset is a non-consumable asset with an original purchase price of \$5,000 or greater and a life span of four years or more. Depreciation is recorded annually using the following estimated useful life:

Asset type	Life
Buildings	50 years
Infrastructure	50 years
Water System Improvements	50 years
Equipment	5-15 years
Vehicles	5 years

Capital asset purchases are budgeted in the annual budget approved by City Council.

At year end the Finance Manager will review all capital outlays to ensure they meet the City's capitalization thresholds. Once additions have been determined the Finance Manager will update the Fixed Assets Register.

Capital asset disposals occur throughout the year as necessary in compliance with surplus property policies. At year end the Finance Manager will review the Sale of Capital Asset revenue account for any items sold. Any disposals are recorded in the Fixed Asset Register.

The Fixed Asset Register is distributed to department heads to review for accuracy. After any adjustments have been made the Finance Manager calculates depreciation according to the estimated life for each asset.

The Fixed Asset Register is then reviewed by the City Manager and used in preparation of the financial statements.

City of North Plains Policy

Number: 140	Title: Community Garden
Date: 09/01/13	Signed: _____

Policy:

Community gardens provide an opportunity for residents to grow food and ornamental crops, enjoy the exercise, relaxation and educational benefits of gardening. Gardens promote sustainability and community building.

The City of North Plains supports a community garden located on 31383 NW Commercial Street across from the Fire Department and next to Robinson's Floral Ltd, which donated the use of the land.

The City of North Plains began a community garden program in Spring 2012. The goals of the community garden are simple:

- Opportunity: Provide a place for local residents to grow food and ornamental crops, enjoy the exercise, relaxation and educational benefits of gardening.
 - Stewardship: Promote sustainability, natural gardening and wise use of land.
 - Social Interaction: Promote community building and social interaction.
- Stewardship: Promote sustainability, natural gardening and wise use of land.

Plot assignments

Registration forms for garden plots are through North Plains City Hall or www.northplains.org. Because of the limited number of plots available, registration is limited to North Plains residents only.

Plot sizes
20' x 20'
10' x 10'
4' x 12' raised bed

Raised bed gardens are intended for elderly or mobility impaired persons.

Only registered gardeners may use the garden plots.

Gardeners can register and pay for a plot in person 31360 NW Commercial Street or over the phone (503) 647-5555. All gardeners are required to sign a use agreement waiver.

Only one plot will be assigned per household.

Plots are not transferable without the permission of the City. Gardeners are responsible for keeping addresses and phone numbers current with City Hall. If, for any reason, a gardener needs to relinquish a space he or she should call the City Hall.

Existing gardeners have the first opportunity to renew plots before garden registration

opens to public. Existing gardeners will typically keep the plot they are currently gardening in, however, if they request a different plot (larger, sunnier, etc.) and it becomes available, it will be assigned on a first come first serve basis in reference to the waiting list.

If there are unassigned plots after May 1st, gardeners can register for additional plots for current growing season; however, the additional plots will return to the "new gardener" pool the following year.

The City shall set rates in a manner that preserves recreational immunity.

City of North Plains Policy

Number: 150	Title: Street Naming
Date: 09/01/13	Signed: _____

Purpose

Policy outlines process for selecting street names in the City of North Plains.

Policy

All new streets, including private streets, created by a subdivision or partitioning process will be designated and approved by the City of North Plains in accordance with the standards of this policy and shall become effective on recording of a final plat.

Any new street not created by a subdivision or major partition and created by a public dedication may be named by the deed of dedication subsequent to the approval of the City Council at a public meeting, and will become effective upon recording of the deed of dedication.

Privately owned streets, not designated as right of way, are subject to the same street name standards as are public streets, except that they are not required to be approved by Council. All private street signs will be provided at the owner(s) expense and addresses will be assigned by the City.

Naming

All streets named or renamed will comply with the following criteria:

- Collector streets, local roads and highways (arterials) shall maintain a common name or number for the entire contiguous alignment inside the corporate limits of North Plains.
- Whenever practicable, historical family names, names of former Mayors, and parade grand marshal will be utilized or retained and be subject to the considerations as outlined below.
- Hyphenated, multiple words, or other exceptionally long names requiring more than 25 characters will be avoided.
- No street will be given a name that is the same as, similar to, or pronounced the same as, any other street within the jurisdiction of the City of North Plains unless that street is an extension of an already-named street.
- Consideration will be given to the continuation of the name of a street in another jurisdiction when it is extended into the City of North Plains.

- Names that are difficult to pronounce or spell will be avoided.
- Abbreviated street names will not be allowed.
- Priority shall be given to names listed in the Street Name Pool as described below.

All proposed street names will be reviewed, prior to use, by the City staff to determine whether the proposed street names comply with the standards and classifications set forth in this policy.

Classifications

The following classifications (suffixes) will be utilized in the assignment of new street names:

Road: major north/south street providing through traffic movement across the community;

Boulevard: major east/west street providing through traffic movement across the community;

Avenue: continuous, north/south thoroughfare or extension thereof;

Street: continuous east/west thoroughfare or extension thereof;

Lane: short east/west street under one thousand feet in length;

Terrace: short north/south street under one thousand feet in length;

Drive: curvilinear thoroughfare (less than one hundred eighty degrees) at least one thousand feet in length;

Court: east/west cul-de-sac;

Place: north/south cul-de-sac;

Way: loop street (exceeding one hundred eighty degrees);

Parkway: a broad landscaped thoroughfare.

The City Council may grant an exception to the street name standards specified under on a case-by-case basis and subsequent to accepting public comment.

Street Name Pool

Whenever practicable, historical family names will be considered in the naming or renaming of public or private streets. Factors to be considered will include, but are not limited to the

following:

- Original holders of donation land claims in the City of North Plains or Washington County;
- Early homesteaders or settlers of the City of North Plains or Washington County;
- Heirs of original settlers or long-time (minimum 50 years) residents of the City of North Plains or Washington County;
- Explorers of, or having to do with, the City of North Plains or Washington County;
- Native American tribes indigenous to the City of North Plains or Washington County;
- Early leaders and pioneers of eminence of the City of North Plains or Washington County.

The City Council shall adopt a "Street Name Pool" by Resolution, and the City staff shall maintain the Street Name Pool containing an acceptable list of street names based on the historical factors shown above. Names listed in the Street Name Pool shall be given priority for assigning names to new streets or the renaming of streets.

Street Name Pool May 2014

Historical Family Names

List of families associated with North Plains. Information culled from Ancestry.com database. Families that appeared for three census cycles (30 years) are listed by first census date. (Census prior to 1920 do not cite North Plains. Most classified as rural Washington, Oregon) Names with strike out shall only be used as a last resort to avoid confusion with near by roads outside North Plains' jurisdiction.

Bantz
Blake
Bunger
Bunke
Carey
Carver
Christener
Conklin
Cox
Cropp
Cypher
Davis
DeFreeze
Dicke
Dobbins
Fair
Fowler
Garwood
Grenier
Harms
Hartley
Hendrickson
Hess
Hollenbeck
Hundley
Hunter
Ireland
Jacky
Joss
Josy
Kahle
Keenon

King
LaMordden
Langue
Lincoln
Martin
Mays
McCuen
McCumsey
Meyer
Millet
Moon
Moore
Offidal
Ould
Provis
Reese
Reynolds
Robb
Rossback
Rufer
Ruth
Schoenberg
Shaddon
Sipp
Schaer
Schoelich
Schlaefli
Stafford
Stewart
Strauss
Sumner
Sutherland

Tompkins
Thompson
Townsend
Tucker
Troutman
Vandehey
VanDyck
VanDyke
Volpp
Walter
Wing
Wirtz

Mayors

Cook
Drexel
Frace
Hatcher
Hirst
James
Kent
Kindel
MacLeod
Olson
Riley
Sandford
Theis
Vanderzanden

Parade Marshals

Fields
Vandomelen

Process to add names to pool:

City Council shall approve a list of street names which may be used in North Plains. If anyone wishes to have an additional family name considered, he or she should prepare a letter to the City Council which provides the name and a brief explanation of the family's local heritage. Such requests shall be considered at regular meetings of the City Council within 60 days of receipt by the City Recorder.

DRAFT

City of North Plains Policy

Number:	170	Title:	Address assignments
Date:	9/1/13	Signed:	

Purpose

Outline process for assigning addresses to corner lots

Policy:

Street addresses will be assigned based on the orientation of the front door to the street. For example on corner lot if the front door faces the east boundary, the address will be based on the street abutting the east boundary.

Flag lot addresses will be based on driveway orientation.

City of North Plains Policy

Number: 190	Title: Wellness Policy
Date: 09/01/13	Signed: _____

Policy:

This policy outlines positions on health in the workplace.

Healthy Beverage Position Statement

The City of North Plains strives to promote health and wellness by being a role model to promote healthy beverages. At all City of North Plains sponsored and/or coordinated meetings and events, both in the community and worksite, for staff and clients where beverages will be provided, the selection must be in accordance with the following guidelines:

As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing healthy beverages. Therefore North Plains will:

Provide access to free, safe drinking water

Require that there is access to free, safe drinking water wherever beverages are offered and/or sold. At meetings, for example, it is recommended that safe tap water, rather than individual bottles of water, be offered. If safe tap water is not available, then it is recommended that large jugs of water are utilized.

Comply with Beverage Standards

All beverages served (e.g., at meetings) and sold (e.g. in vending machines) can only include:

- Water with no added sweeteners
- Flavored waters with fewer than 160 calories per container
- Non-fat or low fat cow's milk unsweetened or with non-caloric sweeteners
- Non-dairy milk alternatives (unsweetened or with non-caloric sweeteners)
- Fruit or vegetable-based juice drinks that have a maximum of 160 calories per container.
- 100% fruit or vegetable juices container and no added sweeteners
- Coffee and tea unsweetened or with non-caloric sweeteners
- Diet beverages with non-caloric sweeteners

Healthy Food Position Statement

North Plains strives to promote health and wellness by being a role model to promote healthy foods. At all City sponsored and/or coordinated meetings and events, both in the community and work site, for staff and clients where foods will be provided, the selection must be in accordance with the following guidelines.

As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing healthy food choices. Therefore the City of North Plains will:

- Increase the range and availability of healthy food options on our premises, including break areas, at meetings, and events. Food selection should emphasize fruit, vegetables, whole grains, and nonfat or low fat dairy products.
 - Aim to make half the plate fruits and vegetables. Provide red, orange, and dark green vegetables whenever possible.
 - Encourage lean meats, poultry and fish
 - For starches such as rice, pasta, and bread products, the recommended portion size is about ¼ of the plate.
 - Aim to select food with no trans fats and low in saturated fats, sodium, and added sugar.
 - Encourage high calorie foods/desserts only as an occasional small treat. The items are offered as a side dish along with healthier food choices.
 - Encourage healthy foods in break areas and at meetings.
- Ensure that only healthy food and beverage options are provided as vouchers, prizes, or giveaways to City employees and clients.
- Move towards providing fresh fruits and vegetables in break rooms to keep staff focused and full of energy.

Healthy Movement Position Statement

North Plains strives to promote health and wellness by being a champion for exercise and movement.

As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing physical activity opportunities. Therefore the City will:

- Provide safe, clean, well-lit thoroughfares for accessing our location and events by walking and bicycling.
- Create opportunities for movement for staff and clients, such as “walking meetings,” stretch breaks, or recreational exercise classes throughout the workday.
- Find and capitalize on opportunities to promote exercise/movement to staff and clients.
- Provide a 5-minute physical activity break for every meeting lasting 90 minutes or longer.
- Help employees build physical activity into their day by getting to/from work via public transit, walking, and/or biking. Examples include, but are not limited to:
 - Work towards making bike racks available at all city buildings.
 - Offer bike/walk to work days throughout the year.

- Offer an award system for alternative ways to get to work (i.e. The Great Race).

Mental Health Position Statement

The City strives to advance health and wellness by promoting mental health activities.

As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing mental health opportunities.

Therefore the City will:

- Reduce workload stress by cooperating and supporting one another's roles as a team.
- Attempt to create opportunities that allow employees to meditate, relax, and have a clear mind.
- Encourage discussion around mental health & wellness through events, newsletter articles, speakers, and open dialogue.

City of North Plains Policy

Number:	701	Title:	Driving on City Business
Date:	9/1/13	Signed:	

Employees using a private vehicle to conduct City business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized business use should make any necessary arrangements with their insurance carriers.

The City may verify the validity of your driver's license and/or your driving record. Once you are employed with the City of North Plains, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City of North Plains when there are transactions on your driving record.

While on City of North Plains' business, drivers are expected to make every reasonable effort to operate their vehicles safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs do not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited.

Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status as soon as possible.

Any traffic citations, including parking tickets, are the responsibility of the employee and will not be reimbursed by the City of North Plains.

Use of City Vehicles and Equipment

The City provides vehicles and equipment for conducting City business. These vehicles must be used, parked and maintained properly.

In recognition of their on-call status some police employees may take their vehicles home when not on duty, subject to the Police Chief's approval.

Employees may use a City pool car with permission of their department head or City Manager.

City vehicles may not be used for personal use, with the exception of incidental use related to taking lunch or rest breaks (e.g. purchasing lunch).

City of North Plains Policy

Number:	702	Title:	Driving Safety
Date:	9/1/13	Signed:	

Policy

City of North Plains rules are published for the information and guidance of all employees. To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

The City's operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on City of North Plains and the driver.

Drivers are required to observe all rules and procedures outlined in this manual at all times.

NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT
THAT WE CANNOT TAKE THE TIME TO PERFORM IT SAFELY!

Conditions for Driving Vehicles

In order to maintain an efficient and orderly operation, it is necessary that the City has rules which everyone is expected to follow. Employees must be familiar with these rules and operating procedures. Supervisors can provide guidance regarding the rules and operating procedures.

Qualifications

To qualify as a driver of City of North Plains vehicles, drivers must meet the following conditions:

- Must be at least 21 years of age, or if an employee 18 years of age.
- Must have a current State of Oregon Driver License in possession while driving vehicles.
- Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving City of North Plains vehicles.
- Must have in effect a current liability insurance policy for your personal vehicle.

- Be approved by your supervisor or the City Manager to drive on City of North Plains business.
- Attended a City of North Plains sponsored defensive driving class at least once every three years.

Driver Eligibility

Typically, in order to be eligible to drive, an employee must meet the following criteria. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules. A summary matrix is below.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other "prohibited" action may result in disciplinary action, up to and including, termination.

No major violations in the previous three years. Major violations include:

- Driving under the influence of alcohol or drugs
- Driving while license is suspended or revoked
- Leaving the scene of an accident
- Reckless driving
- Road rage incidents
- Other similarly serious violations

No more than two minor violations in the previous three years. Minor violations include:

- Speeding 20 MPH or less over the posted limit
- Failure to obey a traffic control or signal
- Improper lane change
- Failure to signal
- Failure to yield the right of way
- Other similar violations
- Failure to wear a seat belt
- Cell phone or texting violations

No more than one at-fault accident in the previous three years. All accidents are considered at-fault unless proven otherwise.

Driver Supervision

Motor Vehicle Records: Driving records will be ordered every twelve (12) months for all employees operating vehicles. Oregon DMVs "DAVE" account provides updates when an employee's Driver License is modified.

Accident Review: All vehicle accidents will be reviewed by the Safety Committee to

determine preventability using the following criteria:

- A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident
- A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.

The involved driver will be advised of the decision and will be subject to a driving performance review with management. For law enforcement this will quite often be accompanied with disciplinary sanctions.

Driver Guidelines Matrix

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	
0	Ideal	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Courtesy

Employees are expected to show every courtesy and consideration toward other drivers and pedestrians. Employee conduct while driving must be such that it will in no way reflect adversely upon City of North Plains.

If a situation arises that an employee is unable to settle in a friendly manner, the employee must phone a supervisor and report the facts, and be guided by the supervisor’s advice.

Vehicle appearance

City of North Plains vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum.

Suggestions

City of North Plains will appreciate any suggestions from employees that may improve safety, service, and working conditions to make City operations more efficient and safe.

Moving violations

Employees will be liable for all speeding, traffic violations and parking violations.

Cell phones & texting

Oregon law prohibits the use of cell phones while driving, unless employees are using a "hands-free accessory." Please note, the use of a speaker phone is not considered a "hands-free" accessory". Texting is prohibited.

Passengers

A supervisor must approve all passengers. Generally it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

Driver Safety

Inspections

A pre-trip inspection will be made at the start of the each shift to ensure vehicle is in safe operating condition. A post-trip inspection should be made at the end of each shift to effectively report any damage or concern at the completion of the trip.

Safe driving rules

Be a Defensive driver: A defensive driver is defined as, "One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Employees must be continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident."

Speed: The maximum speed limit is the "posted speed limit". Employees must use a speed at all times shall be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.

Striking Fixed Objects: In handling a vehicle on the highway, in city traffic, and at loading and unloading spots, employees must remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

Proper Backing: Employees should walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two people, one person will stand behind the vehicle to spot while backing up.

Passing or Meeting a School Bus: When approaching a school bus, employees must be on guard at all times for signals of intention to either discharge or pick up school children. Employees should be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians: Employees have no right-of-way where pedestrians are concerned. Legally, the pedestrians may walk on either side of the road, can cross at intersections, and can pop out from behind a parked car on a busy city street. Employees should never take it for granted that pedestrians see the employee.

What to do When Accidents Occur

1. EMPLOYEES MUST REPORT EVERY ACCIDENT TO THEIR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR.
2. Employees must contact a Department Head or the City Manager as soon as possible, being specific about location, time, extent of injury and damage, and where the employee can be reached.
3. If an employee cannot make contact with his or her Department Head or the City Manager, write a brief note and ask a reliable motorist to phone or give it to the police. Employees should not leave vehicle unattended except in an extreme emergency.
4. Employees must park safely and set out warning devices when available.
5. Employees should prevent movement of injured persons unless absolutely necessary.
6. Employees should sure to get the names of witnesses. If a witness refuses to give his/her name, record the license number of his/her vehicle.
7. Employees should give his or her name, identify as an employee or volunteer for the City of North Plains and offer to show a driver's license to any person requesting the information, including law enforcement officials.
8. It is the employee's responsibility to:

- Not make any admission regarding liability/responsibility for the accident,
 - Promise nothing regarding City or personal responsibilities, and
 - Do not argue with other motorists or witnesses.
9. Employees should take pictures whenever possible (using a cell phone camera is acceptable.)
 10. When it is safe to do so, employees should not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night
 11. Employees must stay at the scene of the accident until instructed by a police officer to proceed.
 12. Employees involved in an accident with an unattended vehicle, must stop and try to locate the owner. If the owner cannot be located the employee must place a note in or on the vehicle giving the employee's name, identifying the City of North Plains vehicle, and work address.
 13. Employees should gather information needed to properly complete accident reports:
 - Location, time, and date
 - Make, model, type and license of other vehicles involved.
 - Registered owner of other vehicle(s) involved.
 - Driver's name, age, address, and license number of other vehicle involved
 - All occupants' names and addresses in other vehicles involved
 - Names and addresses of all possible witnesses
 - Name of police agency to which accident was reported.
 - Name and DPSST numbers of the police officers at the scene
 - Name of the insurance company which covers the other vehicles involved.
 - Names and addresses of persons injured and the extent of the injury.
 - Names of fire and/or medical personnel on scene.

Seat Belts and other Safety Policies

All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.

Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications

Drivers are prohibited from overloading and/or overcrowding the vehicle.

Equipment Protection and Maintenance

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road.

Priority Items to check are:

- Brakes – inadequate brakes are no excuse for an accident
- Steering
- Oil level
- Water
- Windshield wipers
- Tires
- Wheels
- Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- Mirrors
- Warning devices
- Glass (for cracks and defects)
- Horns
- Under vehicle for oil and water leaks

City of North Plains Policy

Number:	703	Title:	Job Safety Training
Date:		Signed:	

Policy

Ensuring employee safety is one of a supervisor's top priorities. If a supervisor observes any unsafe acts in the workplace, he or she should correct the behavior immediately, even if no injury or property damage occurs. If an incident does occur (including a near miss), the supervisor's primary focus should be to assist with the immediate situation, and then determine the basic and root causes so that similar incidents can be prevented in the future.

Supervisors should be aware of the federal and state regulations on occupational safety and health that pertain to the City. Inspections by safety officials are always a possibility and supervisors should therefore ensure that the workplace meets government safety standards. In addition, it is a supervisor's duty to document workplace injuries and accidents according to federal or state requirements.

The City of North Plains has an extensive and comprehensive safety program that specifically covers many areas of safety including: defining responsibilities, training, safety committee, emergencies, working with safety sensitive issues, compliance and recordkeeping. Supervisors need to ensure that they are well informed and trained in all the relevant safety areas that the City provides guidance, procedures and training on.

The safety orientation is often an employee's only exposure to training. However, orientation alone may not fulfill the City's obligation to train workers in job hazards and precautions. The City views training as a process that includes a series of orientations or instructions and that allows employees adequate time to learn safety requirements, knowledge and skills. Training also needs to include regular supervisor discussions with employees about pertinent training topics. The more detailed each supervisor's performance expectations are related to safety and the more often the supervisor gives the employee feedback and coaching, the more likely the employee is to be a safe, efficient and productive worker. Supervisors are encouraged, and sometimes required, to develop specific safety training plans for their areas and employees, and to keep accurate training documentation.

Workers' Compensation

Supervisors must ensure that all injuries that occur in the workplace are documented for workers' compensation purposes. Oregon state law prohibits retaliation against workers who file a workers' compensation claim, so the supervisor should monitor the situation and not allow coworkers or others to retaliate against the injured worker.

Job Safety Training Plan

The City of North Plains provides training programs to improve the competence of all workers, supervisors and managers as part of the City's accident prevention efforts.

The City bases training on safety regulations and risk assessment of all job tasks. Priority is given for training development and implementation to high-risk jobs. The City will also use the services of outside trainers if needed.

Responsibility

The City Manager, in consultation with supervisors, determines the City's overall training needs and ensures that appropriate training materials programs are available. The City Manager and supervisors ensure the application of regularly scheduled and mandatory training.

Managers are responsible for training employees about the hazards and precautions associated with job tasks and how to perform the tasks safely. Employees are responsible for applying the knowledge supplied by the training and not deviating from the safe work practices described in the training.

Risk Assessment

The City Manager and Department Heads should review all safety regulations and contacts the appropriate state and federal safety regulatory agencies to determine mandatory training.

Training Program Development

The City Manager, with the help of supervisors, develops an action plan for training development for each department. Training programs include, for each specific topic:

- A class description, and training methods and how to evaluate the effectiveness of the training.
- Lists of supplemental sources (textbooks, handouts, videos, etc.).
- Documentation for periodic evaluations.

Training

The City's commitment and policy is to provide appropriate training for a person's initial work assignment or following a promotion or transfer to a new job assignment. Retraining is required when an employee lacks knowledge or skills to perform job tasks safely.

Recordkeeping

The City Manager, or a delegated manager, will retain a record of all training conducted. The record denotes topics addressed during the training, the date and time of the training, and the name of the trainer. The City will retain all training records for

the duration of each employee's employment at the City of North Plains. The training records are to be signed and dated by the attendees. Training records are readily available for supervisors, employees and regulatory agency representatives when so addressed in safety regulations.

Procedure: Developing a Training Plan

Supervisors should consider the following points when developing training plans for their respective work areas. Also refer to the City of North Plains' Safety Manual.

- Determine training requirements. Federal and state safety agencies and many safety consultation services have summaries of safety regulations that outline all mandatory training.
- Develop a written plan that outlines the topics for which training must be developed, who has the responsibilities for training and when training must be conducted.
- Use the City's Safety Manual, and ensure that the safety practices and training provided for employees is consistent with the City's Safety Manual procedures.
- Conduct appropriate training as required prior to initial work assignments.
- Have an experienced person conduct the training. Check for any required certifications or licenses.
- Provide training to ensure that all employees are working by the same standards, as supervisors develop and implement specific programs for their departments.
- Conduct remedial or refresher training as indicated by feedback, proficiency observations and corrective actions. Effective training will depend on how well supervisors have defined safety needs and performance expectations.
- Define safety performance expectations promptly from the beginning of employment for each position. Failure to adequately define those expectations will only cause problems if a supervisor needs to terminate a newly hired employee who clearly will not be safe or productive.
- Document the training, using one or both of the following methods:
 - ✓ Record all training attended by an individual. (maintain information in the employee's personnel file).
 - ✓ Record all employees who attended a particular training.
 - ✓ Maintain a copy of the training material and the name of the trainer

City of North Plains Policy

Number:	704	Title:	Safety and Accident Reporting
Date:		Signed:	

Unsafe Conditions

Every employee is responsible for safety. To achieve the City goal of providing a safe work place, everyone must be safety conscious. Employees should report any unsafe or hazardous condition immediately and directly to a supervisor, if it cannot be corrected independently. Every effort will be made to remedy safety problems as quickly as possible. Safety and protective equipment deemed necessary by the supervisor will be provided by the City to appropriate employees.

Safety Committee

The City strives to keep the workplace as safe as possible for its employees. To that end, and in compliance with State law, the City has established a Safety Committee that meets monthly and drafts minutes of their meetings. Employees are required to be familiar with and follow the recommendations in the safety minutes as well as the posted safety procedures.

Accident Reporting

Accidents involving the City must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the employee's supervisor and Department Head.

Vehicular Accidents

Accidents involving City owned vehicles or personal vehicles being operated on City business must also be reported to the Department Head or City Manager and a police agency having jurisdiction for investigation.

Other Accidents

Accidents involving damage to equipment or property, or personal injury must also be reported to the City Manager. The City Manager and employee's supervisor will determine the plan for further investigation.

City of North Plains Policy

Number:	705	Title:	Violence in the Workplace
Date:		Signed:	

Policy

A Person Threatening Bodily Harm

If the employee feels that he/she or another person is threatened, or in danger of imminent bodily harm:

- The employee should attempt to leave the scene, if it can be done safely.
- The employee should call 9-1-1
- If the supervisor is unaware of the situation, the employee should notify the supervisor as soon as it can be done safely.
- The City Manager needs to be notified as soon as possible by the supervisor of the employee who feels threatened, witnesses, or has knowledge of a violent act.

Reporting Incidents

The supervisor is required to complete an incident report and forward the report to the City Manager within 24 hours of a violent act.

For an act involving the threat of bodily injury, the supervisor is responsible in making sure the City Manager is contacted as soon as it can be done safely.

Any City employee having knowledge of a violent act involving any other City employee (as victim, witness or perpetrator) must report it. Disciplinary action may result if the employee having knowledge of a violent act fails to report the episode. The employee may report the incident to the employee's Department Head, the City Manager, Police Chief or City Attorney.

The person providing information about the violence/potential violence may ask for anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the issue. There is no right to or guarantee of anonymity.

All employees must cooperate with law enforcement officials to report incidents of violence or potential violence.

Workplace Security

Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged and may be channeled through supervisors, safety committees or supervisors.

May 2015 Council Calendar

Meeting	Primary	Alternate	Note	Date
First Friday Flick at Jessie Mays Community Hall! Movie in the Hall			6:00 p.m.	05/01
City Wide Garage Sale / Garden Club Plant Sale / Knights of Pythias Chowder and Sandwich Bar / Senior Center BBQ			All over Town	05/02
City Council			7:00 p.m. at North Plains Senior Center	05/04
City Clean Up Day			8:00 a.m. to 11 a.m. at Jessie Mays Parking Lot	05/09
3rd 2015-2016 Budget Committee Meeting-if necessary	All Council Members		7:00 Jessie Mays Community Hall	05/11
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 nd Monday @ 12 noon	05/11
Planning Commission	Newton		2 nd Wednesday @ 7 p.m.	05/13
Washington County Office of Community Development Policy Advisory Board	Kindel	Lenahan	2 nd Thursday @ 7 p.m.	05/14
City Council			7:00 p.m. at North Plains Senior Center	05/18
Library Board	Lenahan		3 rd Wednesday @ 7:00	05/20
Memorial Day-City offices and North Plains Public Library closed.				05/25
Metro Policy Advisory Committee (MPAC)	Hatcher	Lenahan	4 th Wednesday @ 5 p.m.	05/27
Parks Board			4 th Wednesday @ 6 p.m.	05/27
Envision North Plains Community Workshop			Thursday 6:00-8:00 p.m. at Jessie Mays Community Hall	06/11
Metropolitan Area Communications Commission (MACC)	Whitehead	Newton		