PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING
North Plains Senior Center
31450 NW Commercial Street
Monday, June 2, 2014 – 7:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CONSENT AGENDA: ***(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)***

A. Approval of regular session agenda
B. Approval of minutes of 05/19/2014 Council meeting

5. PUBLIC COMMENT: *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a "Public Comment Registration form" on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*

6. PRESENTATION
A. Chief of Police Snyder to present three awards to his staff.
B. Chief of Police Snyder to swear in new officer, Eric Shafer

7. STAFF REPORTS
Staff reports will be provided by the Public Works Director, the Chief of Police and the Library Director.

8. PUBLIC HEARING:
A. Discussion of probable uses of State Revenue Sharing
B. Adoption of Resolution No.1836 establishing the FY2014-15 Master Fee Schedule
C. Public Hearing and adoption of Resolution No. 1837 approving FY2014-15 City of North Plains Budget

9. NEW BUSINESS:
A. Adopt Resolution No.1838 Establishing Eligibility of the City to Receive State Shared Revenues for FY 2014-2015
B. Adopt Resolution No.1839 Declaring City's Election to Receive State Revenues
C. Adopt Resolution No.1840 approving the three year contract with Dennis

Conner, CPA

D. Review of FY2013-14 Budget and adoption of Resolution No.1841 Approving budget transfer of appropriations
E. Adopt Resolution No.1842 approving IGA between Washington County Community Development Block Grant Program (CDBG) and the City of North Plains.
F. Discussion of April 2014 Check Register
G. Adopt Resolution No.1843 Worker's Compensation coverage to Public Safety Volunteers

10. UNFINISHED BUSINESS:

None Scheduled

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

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. June 2014 Council Calendar

14. ADVICE/INFORMATION ITEMS:

- North Plains Marketplace Grand opening-Thursday, June 5 at 5:00, Commercial Street
- 15th Annual Ice Cream Social-Thursday, June 5 at 6:30, Commercial Street
- First Friday Flick at Jessie Mays Community Hall, Friday, June 6 at 6:00 p.m.
- Smokehouse Summit BBQ Competition, Saturday and Sunday, June 7 & 8 on Commercial Street
- Father's Day, Sunday June 15

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

A. Adjourn to Executive Session in accordance with ORS 192.660(2)(i) and 192.660(8) regarding employee performance evaluations
  1) To review employee performance of the City Manager

16. ADJOURNMENT:

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North Plains City Council meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and

other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

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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, June 16, 2014 Monday, July 7, 2014 Monday, July 21, 2014

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
Jessie Mays Community Hall
30975 NW Hillcrest Street
Monday, May 19, 2014

1. CALL TO ORDER: Mayor David Hatcher called the Regular Session of the City Council to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE: Mayor Hatcher led the flag salute.

3. ROLL CALL: Mayor David Hatcher; Council President Teri Lenahan; Councilors: Michael Broome, Charlynn Newton, Robert Kindel, Jr., and Glen Warren

Excused Absent: Michael Demagalski

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

4. CONSENT AGENDA:

A. Approval of regular session agenda
B. Approval of minutes of 05/05/2014 Council meeting

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

5. PUBLIC COMMENT:
None were forthcoming

6. PRESENTATION:
A. Proclamation: May as National Bike Month

Bruce Buffington of the Northwest Bicycle Safety Council thanked the Mayor and Council for the long running relationship the city has with the cycling events that come through North Plains. Of the eleven cities involved, North Plains has the most bicyclists going through town—it is a very bike friendly town. Buffington gave a brief report on the bicycle events and programs offered in this area. The Beaverton, Banks and Beyond bicycle event has run annually since 2008 and has become a great educational tool for bicycle safety.

Motion by Lenahan and seconded by Broome to approve the proclamation declaring the month of May, 2014 as National Bike Month. Motion carried unanimously.

Mayor Hatcher read the proclamation in its entirety and presented the proclamation to Buffington. A copy of the proclamation will be posted on the bulletin board in front of city hall.

7. STAFF REPORTS

Public Works: DeBry reported that Public Works Director Boyles has returned from a successful shoulder surgery and is working part time. He reported we passed the water audit and received a stamp of approval that our water system is in good shape.

Police Dept: Snyder reported the Foot Patrol had their first successful fundraiser for the Hood-to-Coast relay over the weekend. The second fundraiser is a pancake breakfast on Saturday, June 14 at Applebee's on 185th from 8:00-10:00 a.m. Advanced tickets are on sale at city hall, on-line, or you can purchase a ticket from one of the team members for $10.00.

Library Director: Library Director Brodie continues on her medical leave. Once she has been cleared to drive she will return to work.

8. PUBLIC HEARING:

None Scheduled

9. NEW BUSINESS:

A. Discussion of City Manager's performance review process

Lenahan reminded Council that it is time for the annual evaluation of the City Manager. Lenahan instructed Council on the process. Evaluation forms will be hand delivered to each Council member within the next two weeks. Council will consolidate comments in an Executive Session on June 2. DeBry will be called into the meeting after they have compiled their comments. Previously established goals and objectives will be a part of the evaluation.

B. OLCC License Request for sale of hard liquor

DeBry stated they have been doing outreach to the community and one issue that has come up is the North Plains Market would like to obtain a license to sell hard liquor at the store. The Market has tried unsuccessfully to obtain a license. City staff was advised that if the City Council submitted a letter supporting the issuance of license, OLCC may allow businesses in town to compete for a non-exclusive license. Discussion ensued. Council would like Chief Snyder to research how selling hard liquor may affect his staff and department's workload.

Motion by Lenahan to table the OLCC license request conversation until the next City Council meeting after Chief Snyder reports back. Second by Newton. The motion passed with a split vote of 4-2 with Kindel and Warren voting against.

C. Approval of Fireworks show for 4th of July

DeBry presented the staff report. In order to secure the date for the show, the City must present a deposit of 25% of the show costs by June 1, 2014, which in this case would be $1,250. If the City pays this deposit and then withdraws for any reason it will be obliged to

pay 50% of the show cost or $2,500. This year the City will need to fund the fireworks. As of this time $150 have been received in donations for a fireworks show. Articles were included in the past two City newsletters requesting donations. DeBry was seeking direction from Council if they wanted to move forward with paying the deposit. Discussion ensued.

Hatcher stated that people are disappointed when hearing that we may not have a fireworks show this 4th of July. He recommended that money come out of the Council's contingency fund to cover the cost of a fireworks show for the 2014 Fourth of July celebration. DeBry stated that $5000 is being recommended in the FY2014-15 budget for a fireworks show. Hatcher could see increasing the line item by $5000 from the Council contingency and then Council would take ownership of the fireworks show.

Motion by Kindel to increase the fireworks line item in the FY 2014-15 budget from $5,000 to $10,000. Second by Warren. A discussion ensued regarding the approval of next year's budget which will be reviewed on June 2. The motion failed.

A second motion was made by Kindel to approve and authorize an increase of $2,500 in the fireworks line item in the FY2013-14 budget to cover the deposit. This will be transferred from the Council contingency fund. Second by Warren. Discussion ensued. Motion approved unanimously.

David wants to make it very clear that the money for the fireworks is coming out of the Council contingency.

D. Approval of Resolution No. 1834 Abandonment of temporary easement on 321st Avenue

DeBry presented the staff report. The fire department has stated they do not need this easement for access and the City has no use for it. Discussion ensued.

Motion by Lenahan. Second by Broome to approve Resolution No. 1834 abandoning a temporary easement on 321st Avenue. Motion carried unanimously.

The city will need to record this change with the County.

E. Adoption of Resolution No. 1835 approving sale of street light poles to PGE

DeBry presented the staff report. Discussion ensued.

Motion by Broome. Second by Warren to approve Resolution No.1835 allowing the sale of the four (4) light poles to PGE, with the profits going toward the payment of future street light power costs. Motion carried unanimously.

F. Discussion of Parks Master Plan regarding McKay Creek Corridor

DeBry presented the staff report which included the Parks Master Plan-2005; Parks Master Plan-2009 and the Trails Plan. Discussion ensued. Natural areas were tied to the goal of creating a linear park and acquiring open space. Goal 5 addresses the conservation of open

space and exploring the possibility of acquiring land abutting McKay Creek. It needs to be decided if the current Council has the same vision as that discussed back in 2005 and 2009 that includes the McKay Creek corridor. It was suggested to have the Parks Board revisit the Parks Master Plan and make a recommendation to the Council.

Motion by Lenahan to direct the Parks Board to begin a review of the Parks Master Plan and update and report back to Council. Second by Warren. The motion was approved unanimously.

G. Discussion of developer incentives for property on 307th

DeBry is seeking Council's direction on how they would like to see the property east of 307th be developed, what type of incentives could be offered to the developer, and what Council would like DeBry to convey to the developer regarding the property. Discussion ensued. This property would include more riparian frontage along McKay Creek that could be included in the proposed McKay Creek Greenway Trail. In order to develop a path that would not be flooded out annually, it was suggested to not follow the contour of the river but create a linear path just out of the flood plain. Hatcher stated he would be more willing to spend money here than the flood plain in the McKay Fields development. This portion could be developed more immediately as we already have inroads to the creek near this property.

Council directed DeBry to inform the developer there are no incentives available for developing this property. Council would like to see the undevelopable property deeded over to the City for use of open space. The builder would not be able to build on the entire ten acres. Council would like to see the non-buildable property given to the city.

H. Discussion of Vanderzanden property on Commercial Street

DeBry wanted to follow up with council regarding the approval of a two year extension from the Planning Commission for the property on Commercial Street between Glencoe and 311th. Council asked if, in two years, this property is not approved for another extension what will happen to the property. DeBry stated they wouldn't have an approved project to develop. It is zoned R2.5 and includes a little more than an acre. A 14-unit townhome project has been approved for the property. The property owner has expressed a desire to sell the property. Discussion ensued.

No decision was made. This item was informational only.

I. Discussion of Bark for Your Park competition

DeBry presented the staff report. PetSafe is offering a competition for five grants that could be used to fund dog parks in local communities. This is a nationwide competition. North Plains has been nominated. Although the nomination was made is close to the end of the competition, having our name out there may increase our odds of winning in a future competition.

Past successful applicants have had very specific land already picked out prior to entering the competition. With increased community support and if we continue to look for land that

may be developed for a dog park our odd of winning are increased. The Parks Board has been discussing potential sites for a dog park.

10. UNFINISHED BUSINESS:

A. Discussion of Smokehouse Summit Event

Mayor Hatcher thanked Management Analyst Knowles for being so patient and waiting for two hours to present her status report to the Council. The report for the Smokehouse Summit event scheduled for June 7th and 8th was distributed to the Council. Knowles went over the schedule of events with the Council and highlighted various aspects of the program. A great deal of excitement has been generated for the event. It is going to be a big event for our community.

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

The FY2014-15 budget is scheduled to be recommended for Council approval by the North Plains Budget Committee at the June 2 City Council meeting.

Department Heads are slowly returning to work from medical leaves.

Preparation is underway for the next set of Council meetings; Planning Commission doesn't have any projects in line. Staff is playing catching up after all the Council and Budget meetings these past months.

Adventures without Limits (AWL) has a rafting trip planned for North Plains residents on Saturday, May 24, 2014. They have kept their prices quite low for our residents. AWL will also have a presence at the Smokehouse Summit.

13. COUNCIL REPORTS

Councilor Warren will be attending the Planning Commission on June 11 and Broom will be attending the Library Board meeting on June 18.

North Plains Senior Center will be holding their grand re-opening on Wednesday, May 28; the first week of June is going to be very busy with City Council on Monday; North Plains Thursday Market on Thursday; Ice Cream Social on Thursday with the Summer Reading Program kick-off along with it; and then the Smokehouse Summit on the weekend. North Plains is a happening place.

Broome has the word out to see if there is an interest in having a dance for the teens in North Plains. He has suggested it be called the North Plains Band Stand. A survey will be set up on Facebook in the near future.

14. ADVICE/INFORMATION ITEMS:

- Sandy River Rafting Trip: Register on-line. Taking off from Jessie Mays parking lot at 8:30 a.m. on Saturday, May 24.
- Memorial Day: City offices closed, Monday, May 26.

15. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 9:24 p.m.

_____
David Hatcher, Mayor

_____ Date approved _____
Margaret L. Reh, City Recorder

City of North Plains

Public Works Department

5/28/2014

TO: **Martha DeBry, City Manager**

City Council

Department Heads

FROM: **Blake Boyles, Public Works Director**

SUBJECT: **DEPARTMENT REPORT**

- **Construction coordination with ODOT on interchange/ pedestrian trail working designs**
- **Writing Consumer Confidence Report**
- **Health Division Survey**
- **Manhole installation coordination with CWS/homeowner Lenox St**
- **Highland Ct Subdivision coordination**
- **Sunset Ridge Subdivision coordination**
- **Sunset Terrace Subdivision coordination**
- **Pacific Estates Subdivision coordination**
- **McKay Fields Subdivision coordination**
- **Emergency Management planning**

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

- **Equipment Maintenance**
- **Cross Connection**
- **Locates**
- **Leak repair**
- **Service installation**
- **Water samples**
- **Mowing**
- **Park 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
5/29/14

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

FROM: **Bill Snyder, Police Chief**

SUBJ.: **DEPARTMENT REPORT**

-Officers arrested a subject in the Chevron parking lot for possessing multiple tabs of LSD.

-A commuter was arrested in the McDonalds parking lot for DUII. OSP assisted.

-We are seeing an increase in night time activity related to theft.

North Plains' officers will be performing CPR and firearms training in the months of June/July to comply with DPSST requirements.

Activity	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			1	3	3	NA	-	5	-	1	1	-	4	-	1	1	-
Animal Bite/Complaint	-	-	-	-	-	-	1	-	1	-	-	1	-	-	-	-	-
Arson - Possible	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Assault	2	1	-	-	-	NA	-	-	1	-	-	1	1	-	-	1	-
Burglary	1	-	1	-	-	NA	-	1	1	-	1	-	-	1	1	1	1
Child Abuse	-	-	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	1
Child Neglect	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1
Criminal Mischief		3	-	-	-	-	-	-	-	1	-	-	1	1	2	1	2
Death Investigation	-	-	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	1
Detox Arrest	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Drug Arrest	1	2	1	1	2	NA	4	-	-	1	1	3	2	2	2	1	1
Drug Investigation	2	1	-	-	-	NA	-	-	-	-	-	-	-	-	-	-	-
DUII	1	-	-	1	-	NA	-	2	-	1	1	1	-	1	-	-	-
False Information Arrest	-	-	-	-	-	NA	1	-	-	-	-	-	-	-	-	-	-
Forgery	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-
Found Property	-	-	-	1	1	NA	2	2	1	1	1	1	1	-	-	1	-
Fraud	1	4	-	-	1	NA	-	-	-	-	-	-	-	-	-	-	-
Furnishing Alcohol to Minor	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-
Harrassment	1	-	1	-	1	NA	-	1	1	-	-	1	-	1	-	1	-
Hit and Run	-	-	1	-	-	NA	1	-	1	-	-	1	1	1	1	-	-
Identity Theft	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Information Report		3	1	-	4	NA	2	-	3	1	2	7	-	3	3	1	3
Interfering Arrest	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-
Littering Arrest		1	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Menacing Arrest		1	-	-	-	NA	-	-	1	-	-	-		-	-	-	-
Police Mental Hold		1	-	-	-	NA	-	-	-	-	-	-	-	-	-	1	-
Police Protective Custody	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-
Rape II	1	-	-	1	-	NA	-	-	-	-	-	-	-	-	-	-	-
Reckless Driving	-	-	-	2	-	NA	-	-	-	-	1	-	-	-	-	-	-
Recovery of Stolen Property	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-

Runaway		1	-	-	-	NA	2	-	-	-	-	2	-	-	-	-	-
Stalking Arrest	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Switched Plates														-	-	-	1
Theft	2	1	1	1	2	NA	1	6	2	1	3	-	-	1	1	-	2
Traffic Related Reports	1	2	-	-	-	NA	-	-	-	-	-	-	-	-	-	-	-
Trespass II	-	-	-	1	-	NA	-	-	-	-	-	-	-	-	-	-	-
Vehicle - Accident	-	-	-	2	-	NA	1	3	3	-	1	-	1	-	-	-	-
Vehicle - Accident (Fatal)	-	-	1	-	-	NA	-	-	-	-	-	-	-	-	-	-	-
Vehicle - Eluding Arrest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-
Vehicle - Stolen	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-
Vehicle - Unlawful Entry	-	-	-	-	-	-	-	-	-	1	3	-	1	2	2	-	-
Vehicle - Tow	1	-	3	1	1	NA	-	-	-	-	-	-	-	-	-	-	1
Violation Release Arrest	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Warrant arrest	-	-	-	1	1	NA	1	-	-	1	4	-	-	1	1	1	1
Welfare Check	2	-	1	-	1	NA	1	-	2	-	1	1	1	2	-	5	-

Total Arrests/Reports/ Investigations	16	21	12	15	19	NA	18	21	20	11	21	20	18	17	15	17	15

Total Patrol Hours	210.5																
Total Reserve Hours	79.5																

City of North Plains - Library Department – June 2014

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

Summer Reading Programs for All Ages Beginning on June 1. The general theme is **SCIENCE**. The Children's Slogan is ***Fizz, Boom, Read!*** The Teen Slogan is ***Spark a Reaction***. The Adult Slogan is ***Literary Elements***.

Special Kick off for Little Tykes Summer Reading Program. June 25, 11:30 a.m.

Join us at the Jessie Mays Community Hall at 30975 NW Hillcrest Street (instead of at the Library for Storytime). Emmy Blue will bring her Tales from the PNW Forests to share. Every child gets a bookmark and a magical stone from the enchanted forest! All ages are welcome!

Wacky Wednesdays will replace Super Saturdays during the summer and will take place at the Jesse Mays Community Hall at 30975 NW Hillcrest Street beginning at 1 p.m. A full line-up of activities for the summer follows:

Country Line Dancing. June 25, 1 p.m.
Come kick up your heels with Cowgirl Teresa! She will show us some country line dances that are sure to get you moving and grooving!

The Charlie Brown Show. July 2, 1 p.m.
Comedy and daring feats of juggling all rolled up into one great big guy, known as Charlie Brown. Juggling fun for the whole family!

Mad Science: Spin! Pop! Boom! July 9, 1 p.m.
How can you tell when a chemical reaction has occurred? Watch in awe as Mad Scientists create a variety of erupting experiments!

All I Need - Musical. July 16, 1 p.m.
Join us for this fun musical featuring mixed up fairytales.

Tears of Joy Theater: Tad and Fry. July 23, 1 p.m.
Tears of Joy presents this new original tale about friendship, growing up, and biology through puppets, shadows and audience participation.

Storyteller, Christopher Leebrick. July 30, 1 p.m.
Oregon Storyteller Christopher Leebrick has enthralled audiences with his remarkable storytelling ability since the age of 13. Children and adults alike enjoy his extensive repertoire of folk tales, legends, and whoppers from around the world.

Red Yarn: Deep Woods Naturalist. August 6, 1 p.m.
Calling all naturalists! Sing and dance along with Red Yarn and his lovable critters as they take you on a scientific journey into the Deep Woods.

Evergreen Aviation and Space Museum. August 13, 1 p.m.
Come learn all about outer space, rockets, space suits, and more!

Reptile Man - End of Summer Reading Party. August 20, 1 p.m.
Come celebrate the end of summer and the end of the Supper Reading Program with the Reptile Man. Meet snakes, turtles, lizards & more! You don't want to miss this party!

Events Just for Teens (those entering 6th –12th grades).
These two events are limited to the first 30 attendees to arrive.

Ugly Dolls. July 10, 3 p.m.
Learn to sew your own Ugly Doll-style stuffed animal! Draw a creature, scale up the drawing using a grid, make a pattern with seam allowance, and then hand-sew.

Archery. July 24, 3 p.m.
Come learn how to shoot a bow and arrow with Archer's Afield!

Artwork on Exhibit and Quilt Display. The art exhibit that will run from **May 3 to July 4** will feature patriotic quilts created by members of The Westside Quilters Guild in honor of Independence Day and the North Plains Fourth of July Colonial Celebration. On **July 4**, a quilt made by Roni Andrews, which is on display above the checkout desk, will be raffled off during the Colonial Celebration activities. Tickets may be purchased at the Library through July 3 and at the downtown Colonial Celebration throughout the day on July 4 - $1.00 each or 6 for $5.00.

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

- **June 4** Storytime with Miss Marion: June Bugs
- **June 11** Storytime with Children's Librarian Kay: Food
- **June 18** Special Guest Storytime: Police Officer Sam Fresher with his K9 Partner
- **June 25** **Special Kick off for Little Tykes Summer Reading Program**:

  Join us at 11:30 a.m. at the Jessie Mays Community Hall at 30975 NW Hillcrest Street (instead of at the Library for Storytime). Emmy Blue will bring her Tales from the PNW Forests to share. Every child gets a bookmark and a magical stone from the enchanted forest! All ages are welcome!

Writers' Group. Share your writing projects and receive feedback from peers on **Thursday, June 5** at 6:30 p.m. New members are welcome to join. (This is not a teacher/trainer-led class.)

First Friday Flick - New location!!!! Join us at the Jessie Mays Community Hall at 30975 NW Hillcrest Street at 6 p.m. on **Friday, June 6**. Watch the G-rated, Walt Disney story of a young Chinese maiden who disguises herself to join the army in place of her ailing father in order to fight the invading Huns and who becomes one of China's greatest heroines in the process.

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

Library Book Club. Seven Sisters by Margaret Drabble will be discussed on **Wednesday, June 25** beginning at 7:30 p.m. in the Library. Candida Wilton begins a new start in life, leaving her Georgian house in Suffolk for a two-room, walk-up flat in a run-down building in central London--and begins to pour her soul into a diary. What compels Candida to make her late-in-life change? New members are welcome. Refreshments will be served.

Library Board Vacancies. There currently are two volunteer positions open on the Library Board. Applicants must reside within the city limits of North Plains. Board members attend monthly meetings which are held on the third Wednesday at 7:30 p.m. Application forms are available on the city website (www.cityofnp.org) and must be submitted to City Hall.

Save the Date - An Old-Fashioned Fourth…Colonial Celebration. You're invited to downtown North Plains on **July 4** from 9 a.m. to 10:30 p.m. for a patriotic adventure that will take you back in time for a Colonial Celebration, John Adams style. Don your powdered wigs and make ready to traverse through the Thirteen Interactive Colonial Stations. Try your hand at 18th Century Challenges & Competitions. This free Patriotic Celebration will include a Cruisin' Thru Time Car Show, a Patriotic Parade, live music, delicious food, and will end with the Grand Illumination Fireworks Display followed by Taps. Please join us in honoring the birth of our nation and remembering the sacrifices made for our freedom. (www.np4july.org)

CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: June 2, 2014

To: City Council

From: City Manager Martha DeBry

Subject: State Revenue Sharing Public Hearing

Request: Council to conduct a second Public Hearing to receive public testimony on proposed allocation of the State Revenue Sharing funds.

Background: Two public hearings are required for to receive comment regarding State Revenue Sharing. The first was held before the Budget Committee on April 14, 2014 and the second is tonight, June 2, 2014, before City Council. The hearings are to allow the public and governing body to discuss how the City plans to spend funds received through State Revenue Sharing. Historically, the following funds have been received by the City:

2008-2009:	$14,784
2009-2010:	$15,297
2010-2011:	$15,179
2011-2012:	$15,674
2012-2013:	$16,720
2013-2014	$17,415 year to date (estimated $20,898)
2014-2015:	$18,000 projected

The State Revenue Sharing distribution for North Plains for fiscal year 2014–2015 is projected at $18,000. The proposed budget reflects that these funds, which provides funding for the following services: police protection, street construction, maintenance and lighting, storm sewer maintenance, potable water delivery and storage, and planning, zoning, and subdivision control. The City has received State Revenue Sharing funds for the past 20 years.

Fiscal Impact: The allocation of $18,000 is anticipated and is proposed to benefit the General Fund.

Environmental Issues: There are no environmental impacts associated with this action.

Sample Motion:
1) Open the public hearing and request public testimony regarding proposed allocation of the State Shared Revenues.
2) Close the Public Hearing

Agenda Item No. 8B

CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: May 29, 2014

To: City Council

From: Rachael Lembo, Finance Manager

Martha DeBry, City Manager

Subject: Adoption of Resolution No. 1836 establishing the FY2014-2015 Master Fee Schedule

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Request: City Council approve Resolution No.1836 establishing a revised FY2014-2015 Master Fee Schedule.

Background: The Master Fee schedule has been published with the budget for the past 3 years. It is a full listing of all City fees. Changes in the schedule are highlighted in bold. The fees are developed based on the City's actual cost to provide services. In general the City seeks 100% recovery when assessing fees.

Additional fees have been added in planning. Most are centered on rare applications like planned use developments, and the fees are based on similar subdivision processes.

Parks fees have also been added for outdoor areas, to provide guidance to staff. As we gain experience with the fees, they will be modified to reflect actual costs.

Recommendation: I move to adopt Resolution No.1836 approving the FY2014-2015 fee schedule.

Attachments: *Proposed fee schedule*
Resolution No.1836

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
ADMINISTRATIVE FEES						
Business Licenses (Revenue raising)						
		A. Annual fee				
	1101	1. First year (waived)		Fee	-	-
	1102	2. Renewal		Fee	50.00	50.00
	1103	B. Business License Appeal fee	*	Fee	109.00	**130.00**
	1104	C. Delinquent payment if paid after February 1 or 30 days of operation			20% of license fee for every 30 day period	20% of license fee for every 30 day period
	1105	D. Peddlers Permit/Solicitor Vendor Permit Door to Door		Fee	123.00	**125.00**
	1105s	E. Temporary Vendor Permit - Stationary		Fee	83.00	**25.00**
	1107	G. Business License - Trailer Park		Fee	$50 + $25/pad	$50 + $25/pad
Liquor License Application						
	1180	A. Change in ownership, location or privilege		Fee	71.00	**80.00**
	1181	B. New outlet application		Fee	106.00	**110.00**
	1182	C. Renewal		Fee	29.00	**30.00**
	1183	D. Temporary Application		Fee	12.00	**14.00**
Permits						
	1135/6	Amplified Music Permit		Fee	118.00	**125.00**
	1160	Filming Permit (Commercial activity)		Fee	128.00	**130.00**
Finance						
	1120	Collection agency fee		Fee	25% of amount owed	25% of amount owed
	1170	Returned Check Charge		Fee	25.00	25.00
	1171	Notary Fee		Fee	$5.00/Signature	$5.00/Signature
	1175	Lien search		Fee	$20/lot searched	$20/lot searched
Copies/Faxes/Mailing						
	1130	A. B&W 8.5 x 11 each		Fee	0.70	0.70
	1131	B. B&W 8.5 x 14 each		Fee	0.70	0.70
	1132	C. B&W 11 x 17 each		Fee	0.70	0.70
	1133	D. Color		Fee	add $0.10/page	add $0.10/page
	1143	First page		Fee	0.25	0.25
	1144	Additional pages		Fee	0.25	0.25
		Fees for mailing other than public hearing to be negotiated at time work scope is developed, including staff time, postage, and copies.		Fee	Actual cost	Actual cost
Electronic Reproduction						
	1140	A. Audio recordings SD card		Fee	16.00	16.00
	1141	B. CDs		Fee	NA	NA
	1142	C. USB Flash drive		Fee	16.00	16.00

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
Public Records						
		A. Staff time		Fee	Actual cost	Actual cost
	1186	B. Administrative charge		Fee	15%	15%
		C. Inspection of public records		Fee	Actual cost	Actual cost
	1189	D. Annual Budget		Fee	$23 or free online	$24 or free online
	1190	E. Annual Audit		Fee	$16 or free online	$24 or free online
	1191	F. Capital Improvement Program		Fee	$13 or free online	$24 or free online
		G. Zoning and Development Code		Fee	$16 or free online	$24 or free online
	1193	H. Comprehensive Plan		Fee	$21 or free online	$24 or free online
		I. Zoning Map		Fee	free online	free online
		J. City code		Fee	$16 or free online	$24 or free online
Franchise/Privilege Tax/Host Fee						
		A. Electricity PGE - 1.5% privilege 3.5% franchise (expires 2022)		Fee	5%	5%
		B. Refuse & Recycling - Garbarino (renewal 2014)		Fee	3%	3%
		C. Natural Gas - NW Natural Gas (expires 2014)		Fee	3%	3%
		D. Sewage - Clean Water Services (annual renewal until 2028)		Fee	5%	5%
		E. Compost - Nature's Needs		Fee	$1/ton	$1/ton

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
CODE ENFORCEMENT						
Nuisance						
	1201	A. Notice of abatement		Fee	247.00	**260.00**
	1202	B. Nuisance Hearing		Fee	116.00	**135.00**
Dangerous Building						
	1203	A. Notice of abatement		Fee	174.00	**195.00**
	1204	B. Public Hearing		Fee	471.00	**485.00**
	1205	C. Citation		Fee	72.00	**95.00**

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
LAND USE, PLANNING						
	*	Public Hearing				
	+	Admin Decision				
	1401	Annexation Deposit	*	Deposit	10,000.00	10,000.00
	1402	Annexation Election Deposit	*	Deposit	9,000.00	9,000.00
Appeal of Administrative or Planning Commission Decision						
	1405	A. Appeal of Administrative or Plan Comm Decision	*	Fee	218.00	**315.00**
	1406	B. Appeal of Decision Additional Hearing		Fee	326.00	**375.00**
	1142	Appeal Hearing Transcripts - City will provide digital audio recording		Fee	16.00	16.00
Building Permits Land Use Approval						
	Residential Zone (R-7.5, R-5 and R-2.5)					
	1415	A. Single Family Residence	+	Fee	46.00	**70.00**
	1416	B. Multi-Family Residence (Per Unit)	+	Fee	46.00	**70.00**
	1417	C. Remodel/Alteration Any Residence	+	Fee	46.00	**70.00**
	1418	D. Detached Accessory Structure 121 to 200 Square Feet (City does not review applications under 200 square feet)	+	Fee	NA	NA
	1415	E. Detached Accessory Structure Over 200 Square Feet	+	Fee	46.00	**70.00**
	1420	F. Demolition Any Structure	+	Fee	34.00	**40.00**
	Commercial Zone (C-1 and C-2)					
	1425	A. Commercial New Structure	+	Fee	49.00	**70.00**
	1426	B. Remodel/Alteration Existing Structure	+	Fee	49.00	**70.00**
	1425	C. Detached Accessory Structure	+	Fee	49.00	**70.00**
	1420	D. Demolition Any Structure	+	Fee	34.00	**40.00**
	Industrial Zone (M-1 and M-2)					
	1430	A. Industrial New Structure	+	Fee	49.00	**70.00**
	1431	B. Remodel/Alteration Existing Structure	+	Fee	49.00	**70.00**
	1430	C. Detached Accessory Structure	+	Fee	49.00	**70.00**
	1420	D. Demolition Any Structure	+	Fee	34.00	**40.00**
	1435	Change of Address request for reasons other than fire and life safety		Fee	136.00	**160.00**
Conditional Use Permits						
	1440	A. Residential zone	*	Fee	328.00	**395.00**
	1441	B. Commercial or industrial zone	*	Fee	544.00	**745.00**
	1442	C. Minor Alterations of Conditional Use Permits	*	Fee	186.00	**265.00**
Comprehensive Plan Document/Map Amendments						
	1445	A. Legislative Amendment	*	Deposit	8,000.00	8,000.00
	1446	B. Zone change only	*	Deposit	5,000.00	5,000.00

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
Design Review					
Residential Zone (R-7.5, R-5, R-2.5, and NC)					
1455	A. Single family attached dwelling/duplex type III	*	Fee	397.00	**385.00**
1456	B. Multifamily 3 or more units	*	Fee	940.00	**970.00**
Commercial and Industrial					
1462	A. Type II	+	Fee	173.00	**185.00**
1463	B. Type III	*	Fee	879.00	**890.00**
Planned Use Development					
1457	Planned Use Development (PUD) preliminary plan	*	Fee	2,528.00	**4,195.00**
	PUD Final development plan		Fee		**2,685.00**
	PUD Modification - major		Fee		**820.00**
	PUD Modification - administrative				**420.00**
Fence Permits					
1470	A. Fence Permit (All Types and Zones)		Fee	40.00	40.00
	B. Fence Permit Variance - Refer to Variance Permit	+			
Flood Plain Permits					
1473	Flood Plain Fill Permit	+	Fee	1,699.00	**1,925.00**
	CLOMAR Letter to remove property from a flood plain	+	Fee		**230.00**
Historic Overlay District (Applies to Pythians, Lower, 379 Kaybern)					
1475	A. Certificate of Appropriateness	*	Fee	133.00	**210.00**
1476	B. Demolition Permit	*	Fee	155.00	**195.00**
Home Occupation Permit					
1485	Home Occupation Permit (R-7.5, R-5 and R-2.5)	+/*	Fee	83.00	**115.00**
Land Partitions					
1490	Land Partitions - Street dedication	*	Fee	669.00	**640.00**
1491	Land Partitions - No street dedication	*	Fee	331.00	**400.00**
Lot Line Adjustment					
1505	Lot Line Adjustments	+	Fee	202.00	**275.00**
Master Plans					
1506	Master Plan Refinement	*	Fee	1,941.00	1,941.00
1507	Master Plan Review	*	Fee	2,528.00	2,528.00
Mechanical Permits					
1510	Mechanical Permits (All Types and Zones)	+	Fee	10.00	10.00
Non Conforming Use/Exceptions					
1515	Non-Conforming Use or Structure (All Zones)Reinstatement, Enlargement or Alteration of Use	*	Fee	200.00	**265.00**
1525	Public Facility Standards Exception	*	Deposit	3,500.00	3,500.00

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
Public Hearing Notice					
1526	A. Adjoining properties		Fee	61.00	**80.00**
1527	B. 250 feet		Fee	90.00	**115.00**
1528	C. City Wide		Fee	708.00	**730.00**
1529	D. Publication in newspaper Argus		Fee	349.00	349.00
1530	E. Publication in newspaper Oregonian		Fee	625.00	**640.00**
LID/Reimbursement District Formation					
1535	Reimbursement District Formation	*	Fee	8,070.00	8,070.00
Subdivisions					
1545	A. Development Other Than Single Family	*	Fee	2,528.00	**2,880.00**
1546	B. Extension of subdivision agreement	*	Fee	146.00	**180.00**
1547	C. Subdivision Final Plat	*	Fee	2,615.00	**2,685.00**
1548	D. Manufactured home parks and subdivisions	*	Fee	3,372.00	**4,000.00**
1549	E. Modification of approved development plan - Minor	+	Fee	142.00	**150.00**
1550	F. Modification of approved development plan - Major	*	Fee	1,941.00	**2,125.00**
1551	G. Pre-Application Conference (Major Projects)		Fee	1,171.00	**1,420.00**
1552	H. Preliminary Design Review (Engineer/Public Works)		Fee	727.00	**890.00**
1553	I. Preliminary (Tentative) Subdivision Plat	*	Fee	4,480.00	**4,785.00**
1554	J. Conditions of Approval Modification - Major		Fee	661.00	**820.00**
1555	K. Conditions of Approval Modification - Minor		Fee	310.00	**450.00**
Sign Permits					
1560	A. New Permanent Sign Permit (All Types and Zones)	+		32.00	**45.00**
1561	B. Replacement Permanent Sign Permit (All Types and Zones)	+		32.00	**45.00**
1562	C. New Temporary Sign Permit (All Types and Zones)	+		32.00	**45.00**
Significant Natural Resource Permit					
1565	Significant Natural Resources Permit	*	Fee	1,486.00	**1,640.00**
1570	Significant Natural Resource permit modification - minor	+	Fee	191.00	**215.00**
Similar Use Determination					
1571	Similar Use Determination	*	Fee	567.00	**615.00**
Street Changes					
1540	Street Name Change	*	Fee	6,883.00	6,883.00
1575	Street Dedication	*	Fee	1,643.00	**1,840.00**
1580	Street Vacation	*	Fee	1,441.00	**1,675.00**
Temporary Structure Permits					
1585	A. Buildings not connected to water/sewer service	+	Fee	69.00	**110.00**
1590	B. Building connected to water/sewer service	*	Fee	383.00	**495.00**
1591	C. Renewal of Temporary Structure Permit	+	Fee	45.00	45.00

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
Variance Permits						
	1595	A. Administrative (Type I or II)	+	Fee	105.00	**145.00**
	1596	B. Requiring Planning Commission Hearing (type 3)	*	Fee	1,078.00	**1,115.00**
Zoning						
	1495	Letter of zoning verification	+	Fee	15.00	**20.00**
	1500	Letter of verification of compliance with zoning and development codes of an existing development	+	Fee	190.00	**230.00**
	1592	Urban Growth Boundary Expansion Application	*	Deposit	28,000.00	28,000.00
	1597	Zoning and Development Code Interpretation	+	Fee	291.00	**390.00**
	1598	Zoning Development Code Amendments/Zone Change	*	Fee	2,621.00	**2,825.00**

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
LIBRARY						
	1601	A. Black and White copies, per page		Fee	0.10	0.10
	1604	B. Color copies, per page		Fee	0.40	0.40
		C. Fax through Staff, per page		Fee	1.00	1.00
		D. Fax / Scan through copier, first page		Fee		**0.50**
		E. Fax / Scan through copier, additional pages		Fee		**0.45**
	1605	Earbuds/Headphones		Fee	2.00	2.00
	1606	Flash drive		Fee	10.00	10.00
		Fines		Fee	Per WCCLS schedule	Per WCCLS schedule

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

FEE	FEE DESCRIPTION	FEE TYPE	FY2013-14	FY2014-15
PARKS				
SYSTEM DEVELOPMENT FEE				
1715	Park System Development Charge (each dwelling unit)	Fee	3,910.00	3,910.00
Jessie Mays Community Hall Rental				
	A. Hourly rental			
1701	1. Resident (per hour)	Fee	35.00	35.00
1702	2. Non resident (per hour)	Fee	55.00	55.00
	3. Non-profit organizations, community fund raisers. City will provide in-kind donation of hall rental. Subject to City Manager or Council approval. Not subject to cleaning fee.	Fee	Waived	Waived
1703	4. Instruction - No set up (requires booking multiple dates)	Fee	10.00	10.00
1704	5. Instruction with set up (requires booking multiple dates)	Fee	36.00	36.00
	B. Cleaning fee			
1705	1. Events with food and drink	Fee	100.00	100.00
1706	2. Events without food and drink	Fee	50.00	50.00
1710	C. Security Deposit			
	1. Meeting or class (under 25 people) with no food or drink	Deposit	NA	NA
	2. Small event (between 26 and 75 persons) no food or drink	Deposit	150.00	150.00
	3. Large event with no food or drink	Deposit	300.00	300.00
	4. Meeting (under 25 people) with food or drink	Deposit	150.00	150.00
	5. Small event (between 26 and 75 persons) with food or drink	Deposit	300.00	300.00
	6. Large event with food or drink	Deposit	400.00	400.00
	7. Event with alcohol	Deposit	$400 in addition to deposit above	$400 in addition to deposit above
1711	D. After hours access fee	Fee	81.00	**80.00**
	E. Insurance (proof required) -- TULIP		Varies	Varies
Park Outdoor spaces				
	a. Entire field Rental (per hour)	Fee		**60.00**
	b. Baseball diamond only (2 hours)	Fee		**Free**
	c. Tennis court or Basketball court (2 hours)	Fee		**Free**
	d. Tennis court or Basketball court over 2 hours	Fee		**60.00**
	e. Reservation 2 picnic tables (4 hours)	Fee		**25.00**
	f. Event with alcohol - Deposit	Deposit		**$400**
	g. Outdoor music permit	Fee		**$50**

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
Public Assemblies						
		A. Under 150 persons		Fee	NA	NA
	1721	B. 150-500 persons		Fee	132.00	**140.00**
	1722	C. 501-1000		Fee	432.00	**455.00**
	1723	D. Over 1,000		Fee	1,507.00	**1,685.00**
Public Assembly Bond/Deposit Fees						
		A. Under 150 persons		Deposit	NA	NA
	1725	B. 150-500 persons		Deposit	150.00	150.00
	1726	C. 501-1000		Deposit	500.00	500.00
	1727	D. 1001-5000		Deposit	1,500.00	1,500.00

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
POLICE						
	1801	Fingerprinting		Fee	15.00	15.00
Police Report						
	1802	A. First page		Fee	15.00	15.00
	1803	B. Additional pages		Fee	0.25	0.25
Police discovery for municipal court						
	1804	A. First five pages		Fee	22.00	22.00
	1805	B. Additional pages		Fee	0.25	0.25
Overtime charge for special events requiring police services						
	1810	A. Police Officer (4 hour minimum)		Fee	198.00	198.00
	1811	B. Reserve Police Officer (4 hour minimum)		Fee	138.00	138.00
	1812	C. Police Chief (4 hour minimum)		Fee	269.00	269.00

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
PUBLIC WORKS						
	1901	Grading Permits Separate From Building Permit (All Types and Zones)		Fee	52.00	**55.00**
		Public Facilities Damage (street signs, water lines)		Fee	Billed at cost + 15%	Billed at cost + 15%
		City Engineer review of public improvement drawings		Fee		**5% of City Engineers cost estimate**
Right-Of-Way Permits						
		Engineering Services - Public Improvements				
	1905	A. Culvert/Driveway Permits (Plus Bond Amount Per Resolution)		Fee	127.00	**135.00**
	1906	B. Developer must provide performance bond unless one the following exceptions apply:			100% of estimated construction costs	100% of estimated construction costs
	1907	1. Rock driveway with 16" or under culvert not over 20' long		Deposit	250.00	250.00
	1908	2. Asphalt concrete or concrete driveway 16" or under culvert not over 20' long		Deposit	600.00	600.00
	1909	3. Driveway with curb cut and sidewalk approach not longer than 24' and 16" or under culvert		Deposit	500.00	500.00
	1915	Sewer Lateral Connections (Plus Bond Amount Per Resolution)		Fee	34.00	**45.00**
	1916	Sewer Taps (Plus Bond Amount Per Resolution)		Fee	34.00	**45.00**
		Water/Sewer Line Extensions			Determined by City Engineer	Determined by City Engineer
		Performance Bond (deposit prior to start of public improvements)		Deposit	125% City Engineers estimate	125% City Engineers estimate
		Security Maintenance Bond		Deposit	40% of actual cost or engineers estimate	40% of actual cost or engineers estimate
Street Closure						
	1935	A. Block Party		Fee	-	-
	1936	B. Special Event		Fee	250.00	**260.00**
	1937	C. Street Obstruction Permit (lane closure)		Fee	139.00	**145.00**
Community Garden						
	1940	A. Rental 20x20 plot		Fee	20.00	20.00
	1941	B. Rental 10x20 plot		Fee	15.00	15.00
	1942	C. Rental raised bed 4x12		Fee	10.00	**15.00**

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
TRANSPORTATION						
	2101	Transportation Development Tax *(Set by Washington County)*			Varies	Varies
	2102	Transportation System Development Fee		Fee	$518/pm peak hour trip	$518/pm peak hour trip
	2107	Transportation Utility Fee (TUF)		Fee	1.33/trip	1.33/trip

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

FEE	FEE DESCRIPTION	FEE TYPE	FY2013-14	FY2014-15
WATER				
5101	Application Fee - Utility Account	Fee	15.00	15.00
Deposit for Utility Account				
5102	A. Residential or Apartment per unit	Deposit	75.00	75.00
5103	B. Manufactured Home (per lot or pad)	Deposit	75.00	75.00
5104	C. Commercial/Industrial/Schools	Deposit		
	1. 3/4"-1" meter	Deposit	75.00	75.00
	2. 1.5"-2" meter	Deposit	150.00	150.00
	3. 3"-4" meter	Deposit	300.00	300.00
5105	D. Hydrant with City meter	Deposit	1,000.00	1,000.00
5106	E. Hydrant without City meter	Deposit	300.00	300.00
5107	F. Hydrant wrench	Deposit	25.00	25.00
Hydrant Flow Information				
	A. On file			
5110	1. First hydrant	Fee	25.00	25.00
5111	2. Each additional hydrant	Fee	20.00	20.00
	B. Requiring testing			
5112	1. First hydrant	Fee	107.00	107.00
5113	2. Each additional hydrant	Fee	72.00	72.00
5115	Hydrant relocation	Fee		
Joint Water Commission System Development Charge (fees for information only, set by JWC)				
5120	A. 5/8 and 3/4"	Fee	2,908.00	2,908.00
5121	B. 1"	Fee	7,253.00	7,253.00
5122	C. 1.5"	Fee	14,498.00	14,498.00
5123	D. 2"	Fee	23,190.00	23,190.00
5124	E. 3"	Fee	46,372.00	46,372.00
5125	F. 4"	Fee	72,449.00	72,449.00
5126	G. 6"	Fee	144,889.00	144,889.00
5127	H. 8"	Fee	231,815.00	231,815.00
5130	Late payment fee (accounts not paid by 20th of month)	Fee	10% of bill	10% of bill
Meter testing				
5135	A. 3/4"-1" meter	Fee	50.00	50.00
5136	B. 1"-1.5" meter	Fee	100.00	100.00
5137	C. Over 1.5" meter	Fee	Determined by PW Dir	Determined by PW Dir

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
Monthly Water Charges					Effective 10/1/13	
	5140	A. 3/4" meter		Fee	48.93	48.93
	5141	B. 1" meter		Fee	81.57	81.57
	5142	C. 1.5" meter		Fee	163.05	163.05
	5143	D. 2" meter		Fee	260.83	260.83
	5144	E. 3" meter		Fee	570.31	570.31
	5145	F. 4" meter		Fee	978.31	978.31
	5146	G. 6" meter fire protection surcharge		Fee	24.65	24.65
	5147	H. 8" meter fire protection surcharge		Fee	33.84	33.84
	5150	Notice of shut off / turn on		Fee	46.00	46.00
	5155	Outside City Water Rates (extraterritorial) applies to meters, hydrants, and unit rates		Fee	1.5 x regular rates	1.5 x regular rates
	5160	Reactivation Fee - Dormant account		Fee	63.00	63.00
	5165	Temporary Service		Fee		
Water System Development Charge						
	5175	A. 3/4" Displacement and low velocity turbine meters		Fee	4,298.00	4,298.00
	5176	B. 1" Displacement and low velocity turbine meters		Fee	10,744.00	10,744.00
	5177	C. 1.5" Displacement and low velocity turbine meters		Fee	21,487.00	21,487.00
	5178	D. 2" Displacement and low velocity turbine meters		Fee	34,379.00	34,379.00
	5179	E. 3" Displacement and low velocity turbine meters		Fee	68,758.00	68,758.00
	5180	F. 4" Displacement and low velocity turbine meters		Fee	107,434.00	107,434.00
	5181	G. 6" Displacement and low velocity turbine meters		Fee	214,866.00	214,866.00
	5182	H. 8" Displacement and low velocity turbine meters		Fee	343,786.00	343,786.00
	5183	I. 3" Large diameter compound meters		Fee	72,836.00	72,836.00
	5184	J. 4" Large diameter compound meters		Fee	124,861.00	124,861.00
	5185	K. 6" Large diameter compound meters		Fee	260,127.00	260,127.00
	5186	L. 8" Large diameter compound meters		Fee	374,583.00	374,583.00
	5187	M. 3" High velocity meters		Fee	72,836.00	72,836.00
	5188	N. 4" High velocity meters		Fee	131,105.00	131,105.00
	5189	O. 6" High velocity meters		Fee	291,342.00	291,342.00
	5190	P. 8" High velocity meters		Fee	499,444.00	499,444.00
	5195	Water meter relocation		Fee	Actual Cost	Actual Cost

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

	FEE	FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
Water rates per unit cf						
	5201	A. 00-25 cf		Fee	4.03	4.03
	5202	B. 26-50 cf		Fee	4.37	4.37
	5203	C. 51 cf and up		Fee	4.93	4.93
	5204	D. Extra territorial customers		Fee	1.5 x regular rates	1.5 x regular rates
	5210	3/4 inch meter - connection fee		Fee	2,000.00	2,000.00
	5215	3/4 inch meter - drop fee		Fee	280.00	280.00
	5220	72 hour notice Service Charge		Fee	23.00	23.00

CITY OF NORTH PLAINS FEE SCHEDULE FISCAL YEAR 2014-15

FEE		FEE DESCRIPTION		FEE TYPE	FY2013-14	FY2014-15
HOURLY STAFF RATES						
		Hourly rate including payroll burden			Hourly	Hourly
		Administrative Overhead fee			The greater of $15 or 15%	The greater of $15 or 15%
		City Attorney			175.00	175.00
		City Engineer			182.00	182.00
		City Manager/City Planner			61.85	68.92
		Contract Planner			85.00	85.00
		Police Chief			60.55	63.07
		Police Officer			44.66	48.35
		Public Works Director			66.02	68.77
		Public Works Maintenance Worker II			35.73	35.44
		Public Works Maintenance Worker III			44.66	44.26
		Account Clerk			33.18	34.54

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

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

An application shall not be deemed complete until all the fees are paid.

RESOLUTION NO. 1836

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, REVISING THE MASTER FEE SCHEDULE

WHEREAS, the City's Municipal Code allows for the establishment of fees and charges for certain applications and services; and

WHEREAS, fees have been established to recover the cost of providing services to the public, businesses and other agencies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, that the Master Fee Schedule is revised per the 2014-2015 Budget for the City of North Plains Master Fee Schedule.

INTRODUCED AND ADOPTED this 2nd day of June, 2014.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder

Agenda Item No.: 8C

CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: June 2, 2014

To: City Council

From: Finance Director Rachael Lembo

Subject: FY2014-2015 Budget Adoption

Request: Adopt Resolution No.1837 approving FY2014/2015 City of North Plains budget.

Background: The City of North Plains Budget Committee has approved the FY2014-2015 Annual Budget for the City of North Plains. A detailed version is attached.

A budget summary was published in the Forest Grove News-Times and the City Council will now hold a budget hearing to accept public comment. City Council may propose changes to the FY14-15 Annual Budget, however any changes in excess of $5,000 will require a republished budget summary and another budget hearing.

Fiscal Impact: This resolution is to adopt the FY14-15 budget, make appropriations, impose the tax levy and categorize each tax by its Measure 5 category.

Sample Motion: I move to adopt Resolution No.1837 approving the FY2014-2015 City of North Plains Budget

Attachments – FY 2014-15 Annual Budget Document
Resolution No.1837 FY2014-2015 Budget Adoption

City of North Plains, Oregon
Approved 2014-15 Annual Budget

North Plains, Oregon
2014-2015 Annual Budget
Budget Committee
Approved May 12, 2014

City Council:
Mayor David Hatcher
President Teri Lenahan
Michael Broom, Michael Demagalski
Charlynn Newton, Robert Kindel, Glen Warren

Citizen Members
Marrina Abeln, Vernon Epling, Marilyn Firth,
Cindy Hirst, Orvalle Lengele, 2 vacancies

Budget Officer
City Manager Martha DeBry

Document prepared by Finance Manager Rachael Lembo

Table of Contents

Budget Message 5
Fund Summary 6
About North Plains 7
Elected Representatives 8
About the Budget 9
Employee Compensation 14

Organization Chart **19**
Salary Schedule **20**

Budget narratives and detail by Fund/Department
General Fund
Revenue 22
Department Summary 26
General Government 28
Police 31
Public Works 34
Library 36
Culture and Recreation 38
Parks 40
Planning 42
Street Fund **44**
Water Fund **48**
Transportation Development Tax (TDT) Fund **52**
Parks Capital Fund **54, 55**
Transportation Improvement Fund **54, 56**
Vehicle and Equipment Fund **54, 57**
Replacement Schedules **58**
Transfers **59**
Terminated Activities **61**
Capital Improvement Program **63**

Appendix
2007 Charter **67**
Financial Policies **75**

Budget Message

June 2, 2014

Honorable Mayor and City Councilors,

This document includes the FY2014-15 annual budget for the City of North Plains, as approved by the City of North Plains Budget Committee. The narrative has been updated to reflect changes made during the Budget Committee review process. Major assumptions and significant changes from the FY13-14 budget include:

Revenues:

- Property taxes will increase 3% plus $4,500 from new homes added by January 1, 2014
- 50 new building permits will be issued
- Investment earnings will remain at 0.5%
- No increase in water rates

Expenses:

- Elimination of one Account Clerk II and replacement of one Utility Worker II with a Temporary Skilled Laborer
- Reduction of part time hours in many positions, including Finance Manager, Clerical Assistant, Management Analyst, Part Time Police Officer and summer laborer
- Expenses for materials have been reduced in all departments where possible
- A fireworks budget of $5,000 is included for the Fourth of July event
- Major capital projects are planned in Parks Capital Fund and Traffic Impact Fee Fund

Respectfully submitted,

Martha DeBry
City Manager

FUND SUMMARY	General Fund	Street Fund	Water Fund	TDT Fund	Park Capital Fund	TIF Fund	Veh/Eqp Res Fund	Total All Funds
OPENING FUND BALANCE	810,772	143,167	1,153,947	496,196	503,130	289,220	39,540	3,435,972
REVENUES								
Property Taxes	352,500	-	-	-	-	-	-	352,500
Charges for Services	7,000	-	1,250,300	-	-	-	-	1,257,300
Licenses/Permits/Fees	363,250	51,100	-	333,250	195,500	-	-	943,100
Intergovernmental	148,690	122,500	-	-	-	-	-	271,190
Fines and Forfeitures	51,000	-	-	-	-	-	-	51,000
Interest	16,340	1,030	4,275	1,795	2,580	1,400	195	27,615
Grants	103,295	-	-	-	-	-	-	103,295
Miscellaneous	10,000	-	-	-	-	-	-	10,000
Transfers In	535,998	10,000	-	-	-	-	15,312	561,310
TOTAL REVENUES	1,588,073	184,630	1,254,575	335,045	198,080	1,400	15,507	3,577,310
EXPENDITURES								
Personal Services	1,112,736	-	-	-	-	-	-	1,112,736
Materials and Services	450,775	30,800	228,780	-	-	-	-	710,355
Capital Outlay	-	-	76,000	-	175,000	269,093	7,500	527,593
Debt Service	-	-	134,332	-	-	-	-	134,332
Transfers and Special Payments	24,328	113,125	523,229	-	14,000	21,527		696,210
Contingency	100,000	14,000	500,000	200,000	512,210	-	1,000	1,327,210
TOTAL EXPENDITURES	1,687,840	157,925	1,462,341	200,000	701,210	290,620	8,500	4,508,436
CHANGE IN FUND BALANCE	(99,767)	26,705	(207,766)	135,045	(503,130)	(289,220)	7,007	(931,126)
UNAPPROPRIATED ENDING FUND BALANCE	711,005	169,872	946,180	631,241	0	(0)	46,548	2,504,846

About North Plains

The City of North Plains was conceived in 1910 when Newell Gossett & Walsh Engineers drew the first map the city for the Ruth Trust Company. It would be another 53 years before the City formally incorporated in 1963.

North Plains operates under a Home Rule Charter. The 2007 Charter defines the powers and offices of the City (A copy is in the appendix of the budget document.) North Plains has a directly elected Mayor and six Councilors including the Council President. Elections occur in even numbered years in the fall.

A City Manager is appointed by the City Council to run day-to-day operations of the City. Employees of the City are assigned to the Finance, Police, Public Works or Library departments.

North Plains population is estimated at 2,015 as of July 1, 2103, with a median age of 36.5 years. Almost 63% of households have families with children, and half of those households have children under 18 years of age. The average household size is 2.36 persons.

More than half of the City's 800+ dwelling units were constructed after 2005.

Average per capita income in 2010 was $31,597 and median household income was $71,346.

Additional US Census 2010 information is available at www.factfinder2.census.gov

North Plains 2014

Elected Representatives

Mayor David Hatcher david_hatcher@northplains.org
Council President Teri Lenahan teri_lenahan@northplains.org
Michael Broome michael_broome@northplains.org
Michael Demagalski michael_demagalski@northplains.org
Charlynn Newton charlynn_newton@northplains.org
Robert Kindel robert_kindel@northplains.org
Glen Warren glen_warren@northplains.org
31360 NW Commercial Street, North Plains, OR 97133
Phone: (503) 647-5555
Website: www.northplains.org; E-Mail: info@northplains.org

Washington County Commissioner Bob Terry District 4
Washington County Commissioner Andy Duyck
Chair of Board and Commissioner at Large
155 N. First Avenue, MS-21, Hillsboro, OR 97124-3072
Phone: (503) 846-8681; Fax: (503) 846-4545
Website: http://www.co.washington.or.us/BOC/

State Sen. Bruce Starr (R)
District: 015, 900 Court Street NE, Suite S-411
Salem, OR 97301
Phone: (503) 986-1715; Fax: (503) 986-1058
Website: http://www.leg.state.or.us/starrb/,
E-Mail: sen.brucestarr@state.or.us

State Rep. Joe Gallegos (D)
District: 030, 900 Court Street NE, Suite H-484
Salem, OR 97301
Phone: (503) 986-1430
Website: http://www.leg.state.or.us/gallegos/
E-Mail: rep.joegallegos@state.or.us

U.S. Sen. Jeffery A. Merkley (D)
United States Senate, 313 Hart Senate Office Building Washington, DC 20510
Phone: (202) 224-3753; Fax: (202) 228-3997
Website: http://merkley.senate.gov/,
E-Mail: http://merkley.senate.gov/contact/

U.S. Sen. Ron Wyden (D)
United States Senate, 221 Dirksen Senate Office Building Washington, DC 20510-3703
Phone: (202) 224-5244; Fax: (202) 228-2717
Website: http://wyden.senate.gov,
E-Mail: http://wyden.senate.gov/contact/

U.S. Rep. Suzanne Bonamici (D)
District: 001, U.S. House of Representative, 2338 Rayburn House Office Building, Washington, DC 20515-3701
Phone: (202) 225-0855; Fax: (202) 225-9497
Website: http://bonamici.house.gov/,
E-Mail: https://bonamici.house.gov/contact-me/email-me

About the Budget

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

A budget as defined by ORS 294 is a financial plan containing estimates of revenues and expenditures for a given period or purpose, such as the fiscal year. The City is required to budget all funds and for each fund to have a balanced budget. The State of Oregon defines balanced budgets as ones in which total resources, including beginning resources, current resources and debt proceeds, equal total requirements, including current year expenditures, capital outlay, transfers, debt service and any other requirements such as debt service reserves. As a rule, local governments in Oregon operate on a fiscal year that begins on July 1 and ends the following June 30. North Plains' budget operates on this schedule. Budgeting is critical to cities because it requires local governments to evaluate plans and establish priorities in relation to available financial resources. Also under ORS, a legally adopted budget is necessary to establish and justify a given rate and or amount of property taxes to be levied on the property within the City. The City of North Plains' budget will accomplish each of the four major purposes of Oregon Local Budget Law (ORS 294.305 – 294.555 and 294.565) including:

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

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

2014-2015 Budget Calendar

April 11 - City Manager releases proposed budget

April 14 – June 30 - Budget Committee meetings and Budget Hearings. First public hearing is scheduled for April 14.

June 2 - City Council meeting to hold public hearing on the approved 2014-2015 budget and the State Revenue Sharing Proposed Use and enact resolutions to adopt budget, make appropriations, and impose taxes. *If a change will increase property taxes or increase expenditures within a fund by more than ten percent or $5,000, whichever is greater, the budget must be referred back to the Budget Committee.*

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

The Budget Amendment Process

Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt resolution changes that decrease one existing appropriation and increase another. Certain changes of ten percent or more to any fund require a supplemental budget, which requires a public hearing. Because of the very lean nature of the proposed budget, staff anticipates presenting a supplemental budget by spring 2015 should there be a need to reallocate funds.

The Budget Committee

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

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

2013 Fireworks

Accounting

The budget is prepared using the modified accrual method of accounting. This means that obligations of the City are budgeted as

expenses when the related goods or services are available for use rather than when invoices are paid. The City of North Plains manages its finances according to Generally Accepted Accounting Principles (GAAP). During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and State law.

Monthly reports are prepared by the Finance department and reviewed by department heads. A check register is included in Council's agenda packet every month to provide full transparency regarding who the City's vendors are, what they are paid and when payments occur. Quarterly financial reports are distributed to the City Council. All of these reports are public records and available for the general public to review.

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

Funds

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

Each fund is organized by Organizational Unit (Department). Only the General Fund has multiple departments.

Government Funds

Governmental Funds are supported by tax revenues, user fees, intergovernmental payments and other revenues. The accounting

for a governmental-type activity focuses on available resources and the near-term demands upon them.

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

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

General Fund 110: This fund accounts for the general services provided by the City. Revenue is primarily generated through property taxes, state shared revenues, franchise fees, and cost share transfers from other funds. The General Fund supports most of the major activities of the City including General Government, Culture and Recreation, Police, Public Works, Parks, Library and Planning.

Enterprise Funds

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

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

Special Revenue Funds

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

Pumpkin Run/Walk Participants

First Lego League Presentation to Council

Street, Transportation and Storm Drain (STSD) Fund 111: The STSD Fund provides the accounting for streets and pathways programs including repair, construction and maintenance of streets and pathways. Funding sources include state and county gas tax, Traffic Utility Fees, Transportation SDCs, and a portion of the Recology fee transferred from the General Fund. Heavy equipment, vehicles and maintenance, project oversight and administration, and support services costs are accounted for through allocated expenses from the Public Works Department.

Capital Project Funds

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

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

Employee Compensation

The City of North Plains compensates its employees in accordance with statutory law and in keeping with sound labor management practices. Personnel costs, including wages and related benefits, are approximately $1.1M in fiscal year 2014-2015, or 70% of the General Fund expenditures.

Changes in Staffing

The FY15 budget includes 8 full time employees and 21 part time and temporary employees. This is a decrease in full time staff; in FY14 the City had 10 full time employees. Based on management's assessment of the General Fund the City needed to make changes to full time staff; the current budget eliminates one Account Clerk II position and changes a Utility Worker II to a temporary skilled labor position until a full analysis of Public Works operations can occur. One Police Officer is expected to retire in FY15. New positions created in FY14 which will continue in FY15 include the part time Management Analyst, City Recorder, and Library Cataloguer.

All employees of the City serve at will, and there are no organized unions representing employees. The City Manager, Police Chief, Public Works Director and Library Director have written contracts that are approved by City Council.

Pay Rates

Employees are assigned to salary ranges with steps graduated in 5% increments. Progression through the steps is based on performance (merit increases). The ranges are set by Council and may be periodically changed based on a classification study or the need for a cost of living adjustment (COLA).

City Recorder Reh and Officer Peterson

The salary schedule has been adjusted from six to five steps, as approved by City Council.

No cost of living increase of is included in the FY15 budget.

July 1,	US CPI	COLA Adjustment to Range	Merit Increases Awarded
2007	3.2%	2%	Yes
2008	2.8%	2%	Yes
2009	3.8%	0%	None
2010	-0.4%	3%	None
2011	1.6%	0%	Yes
2012	3.2%	0%	Yes
2013	2.1%	1%	Yes
2014 est	1.5%	0%	Yes

Employee Health Insurance Benefits

The City provides access to health insurance for permanent employees working 30 or more hours per week. Health insurance includes medical, dental, alternative care and vision. The City pays 100% of the medical premium for employee only coverage and 70% of employee plus dependent. Dental is limited to 100% of employee only premium.

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

The City also provides $50k of basic life insurance, long term disability and accidental death and dismemberment (AD&D) to employees working 30 or more hours per week. The City fully funds these benefits. Additional, spouse and dependent life insurance can be purchased by the employee. In FY2013-14 the City began offering statutory life insurance and legal defense insurance for police officers, including reserves, which is also funded by the City.

Health and dental plans are not expected to increase more than 5% in calendar year 2015. Total employee health insurance benefits for FY2014-15 are approximately $91k.

Public Works Director Boyles organizer of 2013 4th of July Celebration

Workers' Compensation

Workers' Compensation rates are not expected to increase but overall premiums will increase in relation to increased salary expense.

Unemployment

The cost of unemployment insurance will increase in relation to increased salary expense.

Vacation

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

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

Vacation time can be accrued up to 300 hours. Accrued vacation time is paid out upon employee separation.

Holidays

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

the opportunity to use the leave when needed. Accrued holiday leave is paid out upon employee separation.

Holidays include New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and the day after, and Christmas.

Sick Leave

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

Retirement

The City's employees are enrolled in the Oregon Public Employees Retirement System (PERS). The City pays an employer rate determined by PERS, and 'picks up' the required employee rate of 6%.

PERS Thru 6/30/15	**Employer Rate**	**Employee Rate**	**Total**
Tier 1 & Tier 2	14.60%	6%	20.60%
OPSRP – General	8.41%	6%	14.41%
OPSRP – Police/Fire	11.14%	6%	17.14%

PERS rates are set for a two year period and thus have not changed from FY2013-14.

Officer Thurber

Other Compensation

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

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

Traditionally, the City has awarded $25 gift certificates to full-time and part-time employees in advance of Thanksgiving and Christmas. This is budgeted in the "employee recognition" line item under General Government.

Optional Benefits

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

Pie Eating at 4th of July

City of North Plains

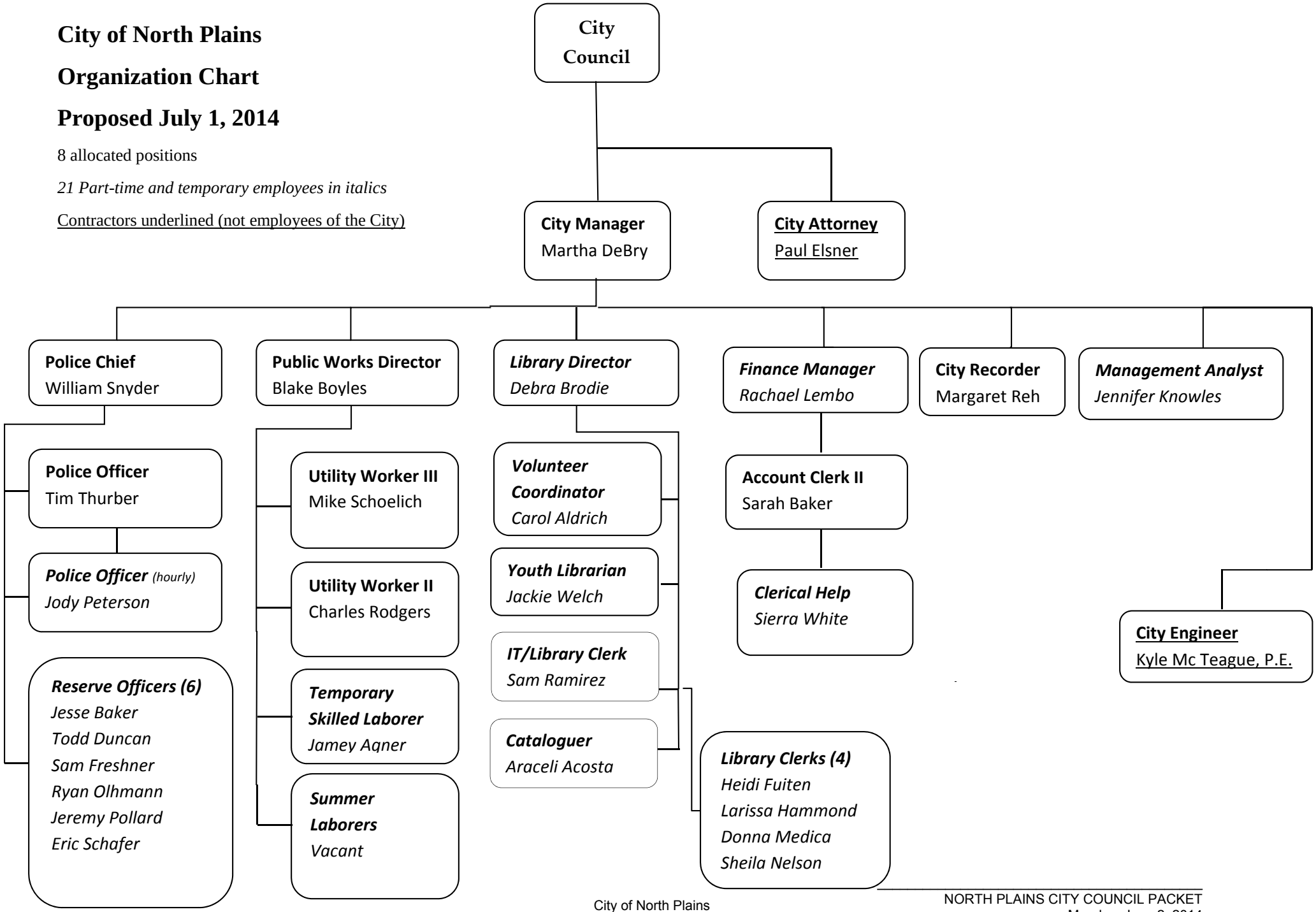
Organization Chart

Proposed July 1, 2014

8 allocated positions

21 Part-time and temporary employees in italics

Contractors underlined (not employees of the City)



City of North Plains
FY15 Salary Schedule
FY15 COLA increase 0%
Projected FY15 step level

	FTE	Steps 1	2	3	4	5
SALARIED EMPLOYEES						
CITY MANAGER (Exempt)						
Annually	1	75,300	79,065	83,018	87,169	91,528
Bi-weekly		2,896	3,041	3,193	3,353	3,520
Hourly		36.20	38.01	39.91	41.91	44.00
PUBLIC WORKS DIRECTOR (Exempt)						
Annually	1	73,264	76,927	80,773	84,812	89,052
Bi-weekly		2,818	2,959	3,107	3,262	3,425
Hourly		35.22	36.98	38.83	40.78	42.81
POLICE CHIEF (Exempt)						
Annually	1	67,193	70,553	74,080	77,784	81,674
Bi-weekly		2,584	2,714	2,849	2,992	3,141
Hourly		32.30	33.92	35.62	37.40	39.27
POLICE OFFICERS						
Annually	1	51,518	54,094	56,799	59,639	62,620
Bi-weekly		1,981	2,081	2,185	2,294	2,408
Hourly		24.77	26.01	27.31	28.67	30.11
UTILITY WORKER III						
Annually	1	47,159	49,517	51,993	54,592	57,322
Bi-weekly		1,814	1,905	2,000	2,100	2,205
Hourly		22.67	23.81	25.00	26.25	27.56
UTILITY WORKER II						
Annually	1	37,753	39,641	41,623	43,704	45,889
Bi-weekly		1,452	1,525	1,601	1,681	1,765
Hourly		18.15	19.06	20.01	21.01	22.06

FY15 COLA increase 0%

Projected FY15 step level

	FTE	Steps 1	2	3	4	5
UTILITY WORKER I						
Annually	-	34,073	35,777	37,565	39,444	41,416
Bi-weekly		1,311	1,376	1,445	1,517	1,593
Hourly		16.38	17.20	18.06	18.96	19.91
ACCOUNT CLERK II						
CITY RECORDER						
Annually	2	36,804	38,644	40,576	42,605	44,735
Bi-weekly		1,416	1,486	1,561	1,639	1,721
Hourly		17.69	18.58	19.51	20.48	21.51
ACCOUNT CLERK I						
DEPUTY CITY RECORDER						
Annually	-	31,364	32,932	34,579	36,308	38,123
Bi-weekly		1,206	1,267	1,330	1,396	1,466
Hourly		15.08	15.83	16.62	17.46	18.33
HOURLY EMPLOYEES						
Finance Manager	0.3	55.00				
Library Director	0.5	24.80	26.04	27.35	28.71	30.15
Vol. Coordinator/ Youth Lib.	1.0	19.08	20.03	21.04	22.09	23.19
IT Asst/Cataloger	0.7	16.16	16.97	17.82	18.71	19.64
Management Analyst	0.4	15.39	16.16	16.97	17.82	18.71
Skilled Laborer	1.0	15.00	15.75	16.54	17.36	18.23
Library Clerks	1.6	11.76	12.35	12.97	13.62	14.30
Clerical	0.3	10.50	11.03	11.58	12.16	12.76
Laborer	0.2	10.00	10.50	11.03	11.58	12.16
Cadet	-	21.23				

GENERAL FUND 110

This fund is the primary operating fund and accounts for all activities except those legally or administratively required to be accounted for in other funds.

GENERAL FUND REVENUE

General Fund revenue is primarily comprised of property taxes, 22%, Licenses, Permits and Fees (including franchise fees), 23%, and Transfers from other funds, 34%.

Market Sprouts at Community Garden

Property Taxes – The FY15 budget assumes a 3% increase on property taxes of homes taxed in FY14, plus additional revenue from new homes expected to be added to the tax roll.

Licenses, Permits and Fees – Estimates are based on FY14 year-to-date totals, and includes some large increases, primarily in the Recology Fund. Most franchise fees have increased slightly.

Transfers – Beginning in FY14 the City charges all personnel to the General Fund, and allocates a percentage to other funds through transfers. The transfers are primarily from the Street and Water funds for their share of General Government and Public Works staff and supplies. These transfers are lower in FY15 because fewer and smaller projects are anticipated, and due to reduced costs in General Government and Public Works. Transfers from Water and Capital Project funds for staff oversight of projects total approximately $45k. While the City believes these projects are within our ability to perform this year, there is a notable risk to General Fund revenues because these transfers will only occur if the budgeted projects occur.

Also included is $22k in principal and interest from the URA repayment of debt.

General Fund revenues are decreasing as compared to FY14; much of this is due to transfers which are based on costs and one time revenues with related expenditures. This reduction caused management to closely review General Fund spending and service levels.

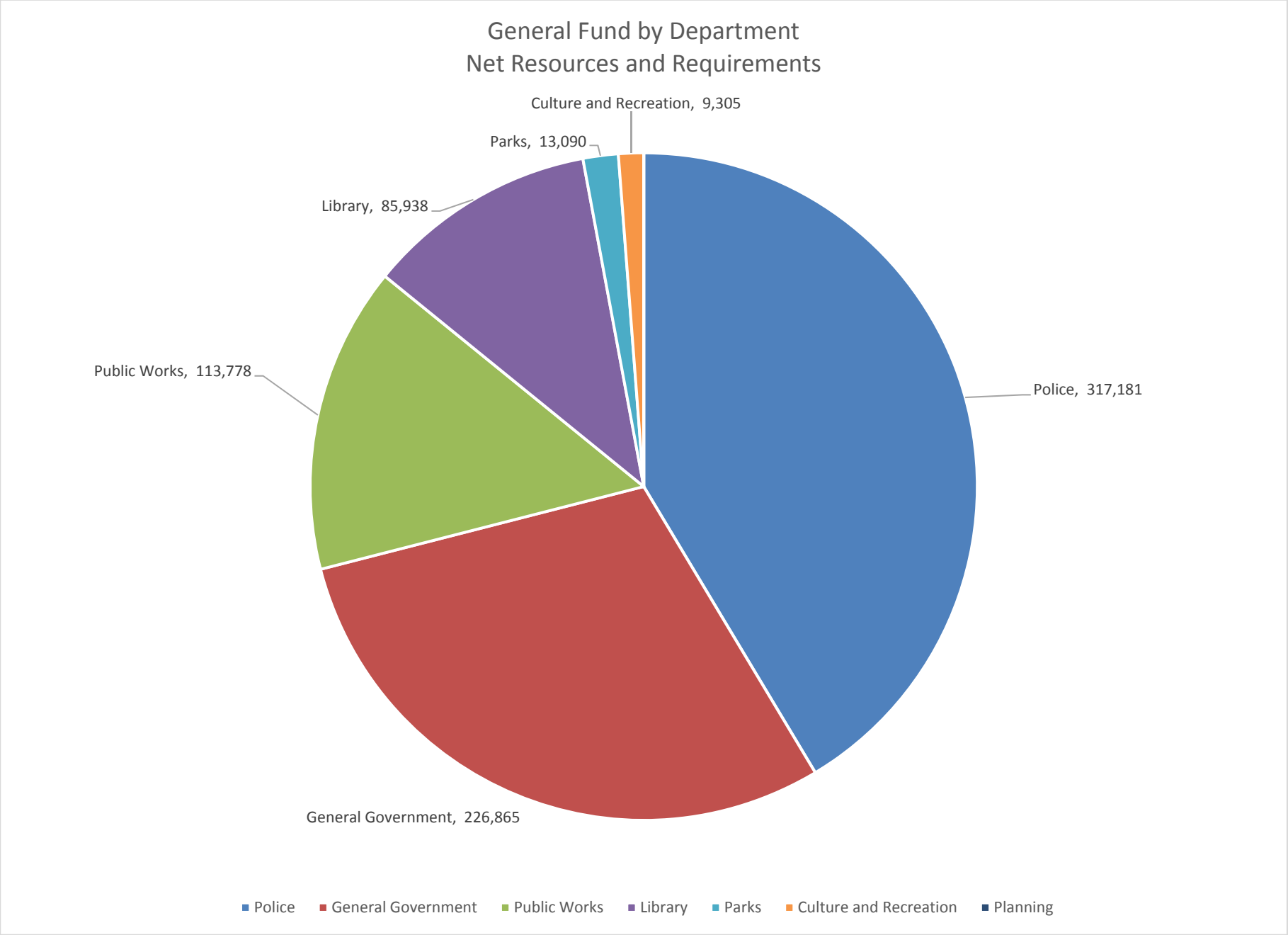
GENERAL FUND 110		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15		
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council
OPENING FUND BALANCE		**1,187,841**	**1,020,441**	**1,079,207**	**1,071,024**	**1,071,024**	**854,490**	**810,772**	**810,772**
REVENUES									
411000	Property Taxes	320,257	334,445	352,922	331,084	339,000	348,000	352,500	352,500
462000	Rentals	13,313	9,161	7,000	5,407	7,000	7,000	7,000	7,000
	Licenses, Permits, Fees								
418101	Water Franchise	39,500	39,000	39,000	39,000	42,850	44,500	44,500	44,500
418102	CWS Franchise	16,613	23,422	20,000	24,556	24,556	25,000	25,000	25,000
418103	Qwest Franchise	6,651	5,475	6,000	5,080	6,000	6,000	6,000	6,000
418104	Comcast Franchise	11,671	5,622	5,400	5,506	6,607	6,000	6,000	6,000
418105	Garbage Franchise	9,094	10,101	10,000	10,922	10,922	12,000	11,500	11,500
418107	PGE Franchise	91,902	92,677	91,000	91,311	98,311	92,000	93,000	93,000
418108	NW Natural Gas Franchise	28,244	25,724	24,000	38,764	43,764	33,000	33,000	33,000
418109	Misc Franchise	998	754	750	857	750	750	750	750
418110	MACC Franchise	8,352	15,539	13,200	10,469	13,969	14,000	14,000	14,000
421000	Business License	6,745	6,385	6,400	6,534	6,534	6,500	6,500	6,500
422000	Recology Fund	-	-	35,000	27,556	36,556	47,000	48,000	48,000
441419	Building Permit	21,153	22,982	25,000	45,368	82,868	30,000	30,000	30,000
441420	Engineering Plan Review	-	-	37,500	37,500	-	40,000	30,000	30,000
450000	Misc Fees	-	95	1,000	85	85	-	-	-
450455	Library Fines and Fees	6,295	11,431	10,400	8,367	10,400	10,000	11,000	11,000
450465	Planning Fines and Fees	-	1,933	-	-	-	5,000	4,000	4,000
		247,218	261,140	324,650	351,875	384,172	371,750	363,250	363,250
	Intergovernmental								
430000	911 Tax	9,721	4,856	-	-	-	-	-	-
436000	Liquor Tax	24,572	26,706	23,000	23,418	28,102	26,000	26,000	26,000
437000	Cigarette Tax	2,919	2,829	2,800	2,292	2,750	2,800	2,800	2,800
438000	State Revenue Sharing	15,674	16,720	13,000	17,415	20,898	18,000	18,000	18,000
439000	WCCLS	98,811	96,980	99,405	91,122	99,405	101,890	101,890	101,890
		151,697	148,091	138,205	134,247	151,155	148,690	148,690	148,690

GENERAL FUND 110		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15		
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council
	Fines and Forfeitures								
451000	Municipal Court Fines	221,749	-	-	-	-	-	-	-
207000	Pass Thru - State/County	31,696	-	-	-	-	-	-	-
450421	Police Citations	-	48,497	52,229	49,487	59,385	50,000	51,000	51,000
		253,445	48,497	52,229	49,487	59,385	50,000	51,000	51,000
	Grants and Donations								
431000	Grants - General	8,007	32,734	5,500	5,500	5,500	5,500	5,500	5,500
431001	Grants - Police	45,090	9,295	38,500	18,781	26,500	29,245	29,245	29,245
431002	Grants - Library	8,461	1,215	29,891	11,662	12,250	1,000	1,000	1,000
431003	Grants - Planning	1,000	-	1,000	1,000	1,000	1,000	1,000	1,000
464000	Donations - General	2,330	-	-	60	60	-	-	-
464100	Cultural Coalition	-	-	-	-	-	-	750	750
464101	4th of July Rev	-	16,855	14,000	15,605	15,605	9,000	11,500	11,500
464102	Comm Events Rev	-	250	691	1,934	1,934	1,500	1,500	1,500
464103	Music/Dance Event Rev	-	-	1,684	2,455	2,455	2,000	2,000	2,000
464104	Pumpkin Run Rev	-	-	2,766	2,766	2,766	2,600	2,800	2,800
464114	BBQ Event Rev	-	-	10,000	3,550	40,000	12,000	40,000	40,000
464421	Donations - Police	2,000	-	1,700	981	1,700	-	-	-
464455	Donations - Library	5,414	6,412	7,000	6,665	7,000	7,000	8,000	8,000
		72,302	66,761	112,732	70,959	116,770	70,845	103,295	103,295
461000	Interest	5,404	5,974	4,410	4,706	6,274	16,340	16,340	16,340
440000	Miscellaneous	20,994	12,753	10,000	8,878	10,653	10,000	10,000	10,000
445000	Sale of asset			6,000	5,000	5,000	-	-	-
	Transfers								
820111	Transfers In - Rec. Street	-	-	62,000	50,983	50,983	-	-	-
820111x	Transfers In - Street	-	-	175,449	136,707	136,707	95,655	112,297	112,297
820210	Transfers In - Water	-	-	458,428	432,131	432,131	413,504	375,673	375,673
820130	Transfers In - TDT	-	-	4,000	2,614	2,614	11,200	-	-
820131	Transfers In - Parks Cap	-	-	8,400	8,133	8,133	14,000	14,000	14,000
820132	Transfers In - TIF	-	-	-	-	-	8,000	21,527	21,527
820110	Transfers In - Gen Fund	-	-	-	-	-	-	-	-
820113	Transfers In - URA	38,077	-	-	-	-	10,000	12,500	12,500
820009	Transfers In - Veh Res	-	28,000	-	-	-	-	-	-
		38,077	28,000	708,277	630,568	630,568	552,359	535,998	535,998

GENERAL FUND 110		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15		
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council
840000	Debt Proceeds	-	41,066	35,803	35,803	35,803	-	-	-
TOTAL REVENUES		**1,122,707**	**955,888**	**1,752,228**	**1,628,013**	**1,745,780**	**1,574,984**	**1,588,073**	**1,588,073**
EXPENDITURES - BY DEPT									
110-411	Culture and Recreation	-	-	52,461	38,998	84,132	38,723	67,855	67,855
110-419	General Government	-	-	597,094	507,793	593,141	522,109	494,939	494,939
110-421	Police	409,878	373,054	446,644	382,764	434,103	395,801	389,026	389,026
110-433	Public Works	-	-	392,470	319,293	408,614	399,176	388,374	388,374
110-452	Parks	54,831	17,796	19,760	12,971	15,660	14,090	13,090	13,090
110-455	Library	159,928	174,846	222,610	162,953	202,957	210,963	205,228	205,228
110-465	Planning	114,527	22,150	40,850	5,526	6,500	5,000	5,000	5,000
Closed	Municipal Court	96,610	-	-	-	-	-	-	-
Closed	Sewer Admin	29,447	-	-	-	-	-	-	-
Closed	Finance and Admin	165,888	-	-	-	-	-	-	-
Trans	Transfers Out	258,998	314,018	13,800	13,800	13,800	22,328	22,328	22,328
Sp Pay	Special Payment	-	3,441	188,000	186,948	188,000	2,000	2,000	2,000
Cont	Contingency	-	-	85,000	-	-	100,000	100,000	100,000
TOTAL EXPENDITURES		**1,290,107**	**905,305**	**2,058,689**	**1,631,047**	**1,946,907**	**1,710,190**	**1,687,840**	**1,687,840**
CHANGE IN FUND BALANCE		**(167,400)**	**50,583**	**(306,461)**	**(3,035)**	**(201,127)**	**(135,206)**	**(99,767)**	**(99,767)**
UNAPPROPRIATED ENDING FUND BALANCE		**1,020,441**	**1,071,024**	**772,746**	**1,067,989**	**869,897**	**719,284**	**711,005**	**711,005**

GENERAL FUND SUMMARY

	Unrestricted	General Government	Police	Public Works	Library	Culture & Recreation	Parks	Planning	Total All Depts
OPENING FUND BALANCE									**810,772**
RESOURCES									
Property Taxes	352,500								352,500
Franchise Fees	233,750								233,750
Recology Fund	48,000								48,000
State Revenues	46,800								46,800
Building Permits	30,000								30,000
Interest	16,340								16,340
Miscellaneous Fees	10,000								10,000
Rentals	7,000								7,000
Business License	6,500								6,500
Grants	5,500		29,245		1,000			1,000	36,745
WCCLS					101,890				101,890
Events Revenue/Donations						58,550			58,550
Police Citations			51,000						51,000
Engineering Plan Review				30,000					30,000
Library Fines and Fees					11,000				11,000
Donations					8,000				8,000
Planning Fines and Fees								4,000	4,000
Transfers In	10,000	281,074		244,924					535,998
TOTAL RESOURCES	**766,390**	**281,074**	**80,245**	**274,924**	**121,890**	**58,550**	**-**	**5,000**	**1,588,073**
REQUIREMENTS									
Personal Services		318,374	292,410	329,954	164,234	7,765	-	-	1,112,736
Materials and Services		176,565	96,616	58,420	40,994	60,090	13,090	5,000	450,775
Capital Outlay		-	-	-	-	-	-	-	-
Special Payment		-	2,000	-	-	-	-	-	2,000
Transfers Out		13,000	6,400	328	2,600	-	-	-	22,328
Contingency									100,000
TOTAL REQUIREMENTS		**507,939**	**397,426**	**388,702**	**207,828**	**67,855**	**13,090**	**5,000**	**1,687,840**
RESOURCES OVER/(UNDER) REQUIREMENTS		**(226,865)**	**(317,181)**	**(113,778)**	**(85,938)**	**(9,305)**	**(13,090)**	**-**	**(99,767)**
UNAPPROPRIATED ENDING FUND BALANCE									**711,005**


General Fund by Department
Net Resources and Requirements
Culture and Recreation, 9,305
Parks, 13,090
Library, 85,938
Public Works, 113,778
Police, 317,181
General Government, 226,865
Police
General Government
Public Works
Library
Parks
Culture and Recreation
Planning

GENERAL FUND – General Government

The General Government department includes the City Manager, City Recorder, Finance and administrative staff, and shared costs such as attorney, IT and insurance. An allocation of personnel, professional services and insurance costs is made to the Street and Water Funds.

Personnel costs are decreasing due to the elimination of one full time Account Clerk II. Management believes the daily finance work can be managed by one Account Clerk II, with support of the City Recorder and Clerical Assistant. Customer service will remain a high priority and staff will be available to receive payments and phone calls during the day. City Hall hours may be shortened to allow this position time to work without interruptions. Job duties will be adjusted to accommodate the change; for example checks will be prepared two times per month instead of four times per month. Cities of similar size such as Mt. Angel, Tillamook, and Carlton are able to perform substantially similar services with similar allocations of personnel. It should be noted that a reduction in staff will not necessarily result in a reduction of operating hours at City Hall.

McDonald's Grand ReOpening

Materials and services expenses have been reduced.

Accomplishments of the administrative staff include completion of a review all City policies related to personnel management, risk management and financial management; implementation of a financial software upgrade to streamline work and improve reporting; transition of information technology support to from a private contractor to the City of Hillsboro. The City Recorder is participating in a significant amount of training to improve her professional knowledge in this specialized field.

Goals of the staff are to expand economic outreach efforts and further streamline work processes in Finance.

GENERAL GOVERNMENT 110-419		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15		
Account	Description	Actual 2011-2012*	Actual 2012-2013*	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council
110000	Salaries		210,943	285,301	232,400	279,921	247,802	229,299	229,299
210000	Employee Benefits		27,407	39,731	37,523	39,731	34,497	34,497	34,497
220000	Payroll Taxes		21,039	26,498	20,276	26,062	23,037	21,536	21,536
230000	Retirement		26,155	41,112	28,842	40,337	35,708	33,042	33,042
	PERSONAL SERVICES		**285,544**	**392,642**	**319,042**	**386,050**	**341,044**	**318,374**	**318,374**
	4 FTE								
300000	Education and Training		4,470	8,500	7,115	8,500	5,000	4,000	4,000
300105	Donations			9,400	8,150	8,150	1,500	2,000	2,000
300010	BUG Connection		1,728	9,000	7,668	7,668	9,000	9,000	9,000
300011	MACC Grant - Server		27,060	-	-		-	-	-
310000	Utilities		26,286	16,602	13,593	16,602	15,450	15,450	15,450
330000	Professional Services								
	Attorney		21,202	20,000	17,401	20,000	15,000	12,000	12,000
	Audit		12,040	9,000	8,250	8,250	9,000	9,000	9,000
	Springbrook		-	15,000	10,151	15,000	12,000	12,000	12,000
	IT Services		11,970	11,900	10,029	11,900	12,000	12,000	12,000
	IT Services - hardware		7,700	-	960	960	1,000	1,000	1,000
	Moonlight		9,000	10,500	12,412	13,362	10,800	10,800	10,800
	Recorder		4,773	-	-	-	-	-	-
	Payroll Processing		3,992	3,600	4,609	4,940	4,700	4,700	4,700
	Janitorial - City Hall		4,440	2,400	2,300	2,340	2,400	2,400	2,400
	Security - City Hall		2,594	2,520	2,027	2,520	2,520	2,520	2,520
	Other		38,654	3,500	3,671	4,000	1,000	1,000	1,000
			116,365	78,420	71,810	83,272	70,420	67,420	67,420
340000	Repairs and Maintenance								
	Copier Usage/Main.		9,125	9,000	8,728	9,728	9,500	9,500	9,500
	HVAC		2,854	3,720	3,399	3,720	3,720	3,720	3,720
	Other		7,341	5,000	2,800	3,500	2,500	2,500	2,500
			19,320	17,720	14,927	16,948	15,720	15,720	15,720
350000	Agency Memberships		3,400	3,660	4,311	4,311	4,500	4,500	4,500
380000	Miscellaneous		253	500	390	500	-	-	-
500000	Employee/ Vol Recognition		675	1,500	2,045	2,045	1,475	1,475	1,475
540000	Advertising		738	800	945	945	600	600	600
610000	Supplies		10,599	13,350	14,697	15,000	10,000	9,000	9,000
621000	Insurance		25,126	27,500	27,575	27,625	29,400	29,400	29,400
621001	Unemployment		6,052	-	-		-	-	-
621002	Workers' Compensation		19,406	17,500	15,525	15,525	18,000	18,000	18,000
	MATERIALS AND SERVICES		**261,478**	**204,452**	**188,751**	**207,091**	**181,065**	**176,565**	**176,565**
GENERAL GOVERNMENT DEPT TOTAL			**547,022**	**597,094**	**507,793**	**593,141**	**522,109**	**494,939**	**494,939** (1)

GENERAL GOVERNMENT 110-419		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15		
Account	Description	Actual 2011-2012*	Actual 2012-2013*	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council
The following items are associated with this department but are budgeted for the fund as a whole, per State guidelines									
810009	Veh/Equip Reserve	-	-	-	-	-	3,000	3,000	3,000
810111	Recology to Street	-	-	-	-	-	10,000	10,000	10,000
	TRANSFERS	**-**	**-**	**-**	**-**	**-**	**13,000**	**13,000**	**13,000**
GENERAL GOVERNMENT DEPT INCL TRANSFERS		**-**	**547,022**	**597,094**	**507,793**	**593,141**	**535,109**	**507,939**	**507,939**

* This department was created in FY13 as part of the Internal Service Fund (ISF). In FY14 it was moved into the General Fund and combined with City Manager, City Recorder, and Finance. FY13 ISF expenditures are shown here for comparable history.

(1) Appropriation level

GENERAL GOVERNMENT – Police

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

Chief Snyder at Blue Star Memorial with Garden Club President, Hillsboro Fire Chiefs and US Service Member

In FY14 the Police Department added one part time police officer at 29 hours/wk. This position ensures that patrols occur every day of the week and assists with the completion of investigations. Over the past year the part-time staff has made significant arrests related to illegal drug distribution. Hours have been reduced slightly for this position.

The FY15 budget includes police reserves only up to the amount funded by the ODOT grant. Hours not funded by ODOT will be volunteer.

The decrease in materials and services is primarily because one vehicle lease was paid off in FY14, reducing lease expense by $13k. Other line items have also been reduced where possible. Future lease payments are scheduled as follows:

Fiscal Year	Amount due	
2015	21,041	
2016	21,041	*2013 Tahoe paid off*
2017	9,583	*2014 Charger paid off*
	51,665	

Accomplishments in the police department include a significant number of arrests to address chronic heroin use issues, abatement of discarded vehicles, and development of several complex fraud cases involving local non-profit institutions. Staff attended a variety of training for emergency vehicle operations, long-range rifle use and executive management. Reserve officers have also increased patrols in late evening and early morning hours.

POLICE 110-421		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15		
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council
110000	Salaries	152,970	173,046	142,350	120,001	147,751	147,683	147,683	147,683
120000	Hourly	9,732	-	36,799	28,190	35,240	39,218	33,809	33,809
125000	Reserves			32,000	16,725	19,225	27,245	27,245	27,245
210000	Employee Benefits	73,219	11,013	21,514	15,753	16,899	25,764	25,764	25,764
220000	Payroll Taxes	-	17,534	20,484	14,497	19,760	20,727	20,289	20,289
230000	Retirement	-	25,402	38,927	31,490	38,457	38,547	37,620	37,620
	PERSONAL SERVICES	**235,921**	**226,995**	**292,074**	**226,657**	**277,333**	**299,184**	**292,410**	**292,410**
	3 FTE								
300000	Education and Training	8,011	2,253	5,200	6,027	6,027	3,000	3,000	3,000
330000	Professional Services								
	PPDS	-	-	-	3,090	3,090	3,200	3,200	3,200
	Wireless Access	2,998	4,260	4,200	3,698	4,632	4,200	4,200	4,200
	Webleds	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575
	HPD Evidence Storage	3,941	1,450	2,600	2,547	2,547	2,600	2,600	2,600
	Law Enforcement Manual	-	1,950	2,000	1,950	1,950	2,000	2,000	2,000
	E-ticket	-	3,750	2,000	3,170	3,170	3,200	3,200	3,200
	Other	-	3,680	4,500	2,103	862	2,000	2,000	2,000
		8,514	16,665	16,875	18,133	17,826	18,775	18,775	18,775
330912	WA County Dispatch	21,174	13,664	12,060	12,060	12,060	12,500	12,500	12,500
340000	Repairs and Maintenance	23,092	9,575	6,000	7,870	7,870	7,000	7,000	7,000
350000	Agency Memberships	-	480	1,500	1,400	1,400	1,000	1,000	1,000
370000	Rentals and Leases								
	Chevy Tahoe	-	11,458	11,458	11,458	11,458	11,458	11,458	11,458
	Dodge Charger	-	13,493	13,493	13,895	13,895	-	-	-
	Dodge V8 Charger	-	-	9,181	9,181	9,181	9,583	9,583	9,583
	Other	2,130	350	1,000	(0)	-	-	-	-
		2,130	25,301	35,132	34,534	34,534	21,041	21,041	21,041
610000	Supplies	17,927	19,845	13,200	12,595	13,200	12,000	12,000	12,000
61000X	Grant Expense	41,356	-	-	-		-	-	-
610100	Uniforms	5,626	3,492	3,500	3,375	3,500	3,500	3,500	3,500
610224	Fuel	14,181	13,718	12,500	12,260	12,500	13,000	13,000	13,000
630000	Equipment (non-capital)								
	Firearms	-	-	4,800	5,384	5,384	4,800	4,800	4,800
	Radio	-	-	3,000	2,475	2,475	-	-	-
	Camera	-	-	5,000	3,985	3,985	-	-	-
	Other	-	-	-	207	207	-	-	-
		-	-	12,800	12,051	12,051	4,800	4,800	4,800
	Allocation of shared costs	25,196	-	-	-		-	-	-
	MATERIALS AND SERVICES	**167,207**	**104,993**	**118,767**	**120,304**	**120,967**	**96,616**	**96,616**	**96,616**
770000	Equipment/Vehicles	6,750	41,066	35,803	35,803	35,803	-	-	-
	CAPITAL OUTLAY	**6,750**	**41,066**	**35,803**	**35,803**	**35,803**	**-**	**-**	**-**

POLICE 110-421		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
POLICE DEPARTMENT TOTAL		**409,878**	**373,054**	**446,644**	**382,764**	**434,103**	**395,800**	**389,026**	**389,026**	(1)
The following items are associated with this department but are budgeted for the fund as a whole, per State guidelines										
207000	Court Pass Through	-	3,441	3,000	1,948	3,000	2,000	2,000	2,000	
	SPECIAL PAYMENTS	**-**	**3,441**	**3,000**	**1,948**	**3,000**	**2,000**	**2,000**	**2,000**	
810009	Veh/Equip Reserve	-	-	5,200	5,200	5,200	6,400	6,400	6,400	
	TRANSFERS	**-**	**-**	**5,200**	**5,200**	**5,200**	**6,400**	**6,400**	**6,400**	
POLICE DEPARTMENT INCL SP PAYMENTS AND TRANSFERS		**409,878**	**376,495**	**454,844**	**389,912**	**442,303**	**404,200**	**397,426**	**397,426**	

(1) Appropriation level

GENERAL FUND – Public Works

The Public Works department includes all public works personnel and repair and maintenance of public facilities. An allocation of personnel and fuel costs is made to the Street and Water Funds. Tasks include, but are not limited to, the staining of the exterior of the Library and City Hall buildings every other year, painting of the interior of City offices, set-up and moving of offices, general repair and maintenance of broken fixtures, stocking of janitorial supplies, clearing of sidewalks and applying deicer during inclement weather.

The FY15 budget proposes changing a full time Utility Worker II position to a temporary Skilled Laborer position. The total personnel includes a full time Public Works Director, full time Utility Worker III, full time Utility Worker II, temporary Skilled Laborer and one part time summer laborer. The City proposes the temporary position to allow time to reexamine the Public Works department and determine whether the fourth full time position is necessary.

Materials and services have increased due to a $30k budget for City Engineer Plan Review, which is entirely offset by increased revenues. Developers will pay a fee to have infrastructure plans reviewed by our contracted city engineer. Other expenses have been reduced where possible. These revenues and expenses previously were attributed to planning.

Accomplishments of Public Works include the oversight of public improvement projects on Claxtar, Highland and 307th; and development of a new park on Curtis Street.

Snowlandia February 2014

PUBLIC WORKS 110-433		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012*	Actual 2012-2013*	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
110000	Salaries		246,505	251,463	204,151	242,206	234,011	232,739	232,739	
210000	Employee Benefits		36,084	38,284	33,297	38,284	30,763	30,763	30,763	
220000	Payroll Taxes		23,199	22,914	17,460	22,163	21,498	21,395	21,395	
230000	Retirement		40,270	45,789	38,713	45,789	44,184	45,057	45,057	
	PERSONAL SERVICES		**346,058**	**358,450**	**293,621**	**348,441**	**330,456**	**329,954**	**329,954**	
	3 FTE									
300000	Education and Training		1,794	2,300	370	1,800	1,800	1,500	1,500	
310000	Utilities		2,495	1,320	921	1,320	1,320	1,320	1,320	
330000	Professional Services		377	1,600	296	1,400	500	500	500	
33000X	City Engineer Plan Review		-	-	3,240	30,000	40,000	30,000	30,000	
340000	Repairs and Maintenance		15,985	15,000	7,689	10,000	10,000	10,000	10,000	
610000	Supplies		2,372	2,000	4,353	4,353	3,500	3,500	3,500	
610090	Uniforms		1,132	1,000	150	500	600	600	600	
610224	Fuel		11,949	10,800	8,654	10,800	11,000	11,000	11,000	
	MATERIALS AND SERVICES		**36,104**	**34,020**	**25,673**	**60,173**	**68,720**	**58,420**	**58,420**	
PUBLIC WORKS DEPARTMENT TOTAL			**382,162**	**392,470**	**319,293**	**408,614**	**399,176**	**388,374**	**388,374**	(1)
The following items are associated with this department but are budgeted for the fund as a whole, per State guidelines										
810009	Veh/Equip Reserve		7,000	7,000	7,000	7,000	328	328	328	
	TRANSFERS		**7,000**	**7,000**	**7,000**	**7,000**	**328**	**328**	**328**	
PUBLIC WORKS DEPARTMENT INCL TRANSFERS			**389,162**	**399,470**	**326,293**	**415,614**	**399,504**	**388,702**	**388,702**	

* This department was created in FY13 as part of the Internal Service Fund (ISF). In FY14 it was moved into the General Fund. FY13 ISF expenditures are shown here for comparable history.

(1) Appropriation level

GENERAL FUND – Library

The Library department includes nine part time employees totaling 4.1 FTE and all costs related to running the library. Employee turnover at the Library is uncommon, and most employees have several years of experience. More than 70 unpaid volunteers supplement the paid staff. The mission of the North Plains Public Library is to provide materials and services to help community residents to meet their informational, educational, and recreational needs. Emphasis is placed on obtaining current, popular materials in various formats, stimulating children's interests in reading and learning, and supporting students. Because a democracy is maintained by an informed citizenry, the City of North Plains promotes lifelong use of its library as a resource for daily living and decision-making. North Plains Library has an average daily patronage of 117 persons. This is the most frequently visited public building in town providing services directly to the community.

In 2015 a new levy for WCCLS will be considered County-wide and the City needs to position itself to have a sustainable level of funding in the future. If draconian cuts are made to the Library in this year it would likely have long-lasting effects through the next levy cycle.

William Stafford Centennial with Kim Stafford

Library personnel in the FY14 budget included almost $19k related to the Cover Oregon grant which was fully funded and not expected to be recurring. Excluding that item, library personnel costs are up by $11k, primarily due to a new Cataloguer position (replaced a Library Clerk position) that was only in place the last quarter of FY14 and step increases.

Materials and services costs have decreased due to the end of the Cover Oregon grant and tightened budgets where possible.

LIBRARY 110-455		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
110000	Salaries	93,235	109,094	140,623	108,013	128,300	139,654	134,465	134,465	
210000	Employee Benefits	21,261	824	255	222	255	-	-	-	
220000	Payroll Taxes	-	13,096	15,184	10,166	14,185	15,106	14,685	14,685	
230000	Retirement	-	14,667	16,198	11,244	14,422	15,832	15,084	15,084	
	PERSONAL SERVICES	**114,496**	**137,681**	**172,260**	**129,645**	**157,162**	**170,593**	**164,234**	**164,234**	
	4 FTE									
300000	Education and Training	238	492	1,970	815	1,220	800	800	800	
300100	Donations	-	-	-	215	215	-	-	-	
310000	Utilities	9,181	7,883	8,160	6,908	8,160	7,950	7,950	7,950	
330000	Professional Services									
	Computer Software		-	2,000	1,449	1,450	2,300	2,300	2,300	
	Janitorial		575	2,100	1,050	2,100	2,100	2,100	2,100	
	Security and other	7,574	1,100	1,220	1,773	1,450	1,220	1,220	1,220	
		7,574	1,675	5,320	4,272	5,000	5,620	5,620	5,620	
340000	Repairs and Maintenance									
	Copier Maintenance	-	2,055	2,600	2,200	2,600	3,000	3,624	3,624	
	Building, HVAC, Other	4,356	4,471	5,000	63	2,000	2,000	2,000	2,000	
		4,356	6,526	7,600	2,263	4,600	5,000	5,624	5,624	
610000	Supplies	2,470	7,511	13,700	7,563	13,000	8,500	8,500	8,500	
640000	Library Materials	11,950	13,078	13,600	11,273	13,600	12,500	12,500	12,500	
	Allocation of shared costs	9,663	-	-	-	-	-	-	-	
	MATERIALS AND SERVICES	**45,432**	**37,165**	**50,350**	**33,308**	**45,795**	**40,370**	**40,994**	**40,994**	
LIBRARY DEPARTMENT TOTAL		**159,928**	**174,846**	**222,610**	**162,953**	**202,957**	**210,963**	**205,228**	**205,228**	(1)
The following items are associated with this department but are budgeted for the fund as a whole, per State guidelines										
810009	Veh/Equip Reserve	-	-	1,600	1,600	1,600	2,600	2,600	2,600	
	TRANSFERS	**-**	**-**	**1,600**	**1,600**	**1,600**	**2,600**	**2,600**	**2,600**	
LIBRARY DEPARTMENT INCL TRANSFERS		**159,928**	**174,846**	**224,210**	**164,553**	**204,557**	**213,563**	**207,828**	**207,828**	

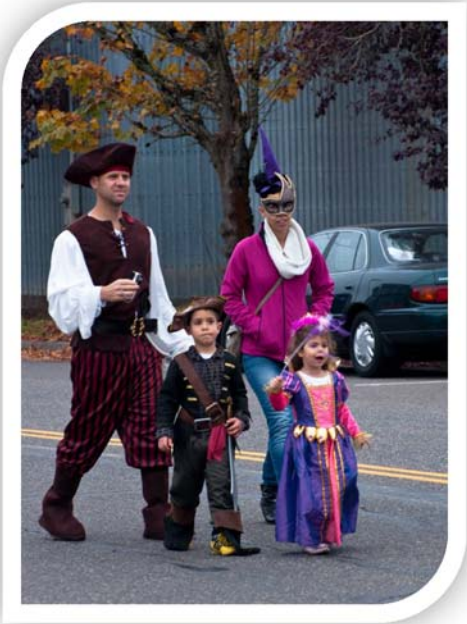
(1) Appropriation level

GENERAL FUND – Culture and Recreation

The Culture and Recreation department incurs personnel and materials expenses related to community events. The FY15 budget has been expanded to show additional detail. Personnel expenses added in FY14 are associated with the 4th of July and BBQ event. While revenues are available to offset the BBQ event, the 4th of July is not expected to be entirely revenue neutral.

Fourth of July Event – the FY15 budget includes a $5k budget for fireworks.

Smokehouse Summit Event – This event is included at $40k of revenue and expense. This event is anticipated to be entirely revenue neutral. Overall this event is anticipated to raise over $20k in net revenue for the North Plains Senior Center, while providing community groups with the opportunity to raise funds from sources outside of the town. The City will be reimbursed for its expenses before net revenue is determined.



CULTURE AND RECREATION 110-411		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012*	Actual 2012-2013*	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
110000	Salaries		-	6,000	4,942	7,776	7,634	5,995	5,995	
220000	Payroll Taxes		-	1,327	410	1,471	1,039	906	906	
230000	Retirement		-	865	471	1,121	1,100	864	864	
	PERSONAL SERVICES		**-**	**8,191**	**5,824**	**10,367**	**9,773**	**7,765**	**7,765**	
	0 FTE									
300100	Community Events Supplies		10,118	1,000	1,090	1,090	-	-	-	
300101	4th of July									
	Fireworks		-	12,500	12,500	12,500	-	5,000	5,000	
	Event (music, shirts, toilets, etc)		14,828	11,500	7,214	7,214	8,000	7,500	7,500	
	Donated proceeds					-	1,000	1,000	1,000	
	Car show, other		-	-	1,475	4,286	-	-	-	
			14,828	24,000	21,189	24,000	9,000	13,500	13,500	
300102	Concerts in the Park									
	Bands		-	1,500	1,500	1,500	1,500	1,500	1,500	
	Other		-	600	554	554	-	-	-	
			-	2,100	2,054	2,054	1,500	1,500	1,500	
300103	Dances									
	Band		1,100	1,200	1,200	1,200	1,200	1,200	1,200	
	Donation of revenue		-	1,000	2,991	2,991	2,000	800	800	
	Other		311	120	268	268	-	-	-	
			1,411	2,320	4,459	4,459	3,200	2,000	2,000	
300106	Pumpkin Run									
	Event		-	3,100	2,368	2,368	2,400	2,300	2,300	
	Donation of revenue		-	-	695	695	500	500	500	
			-	3,100	3,063	3,063	2,900	2,800	2,800	
300107	Chili Cookoff		4	500	492	492	500	500	500	
300108	National Night Out		-	400	384	384	400	400	400	
300109	Playdates		205	150	38	38	50	-	-	
300111	Ice Cream Social		244	300	-	300	300	300	300	
300112	Farmers' Market		-	300	-	300	-	-	-	
300113	Holiday Bazaar		2	100	85	85	100	90	90	
300114	BBQ			10,000	321	37,500	12,000	40,000	40,000	
	MATERIALS AND SERVICES		**26,812**	**44,270**	**33,175**	**73,764**	**28,950**	**60,090**	**60,090**	
CULTURE AND RECREATION DEPT TOTAL			**26,812**	**52,461**	**38,998**	**84,132**	**38,723**	**67,855**	**67,855**	(1)

* This department was created in FY13 as part of the Internal Service Fund (ISF). In FY14 it was moved into the General Fund. FY13 ISF expenditures are shown here for comparable history.

(1) Appropriation level

GENERAL FUND – Parks

The Parks department provides maintenance of parks and the Jessie Mays Community Hall, including turf care, mulching around plants and trees, playground equipment repair, building maintenance, graffiti removal and preparation for special community events and regularly-scheduled events. General maintenance includes mowing, edging, leaf removal, flowerbed maintenance, landscaping of City offices, and safety inspection of play equipment.

Parks materials and services have been reduced based on current year actuals.

PARKS 110-452		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
	PERSONAL SERVICES*	**38,778**								
310000	Utilities	4,964	4,078	5,160	4,927	5,160	5,490	5,490	5,490	
330000	Professional Services	579	359	600	0	0	600	600	600	
340000	Repairs and Maintenance	7,654	7,693	8,000	3,529	4,500	4,000	4,000	4,000	
610000	Supplies	383	5,666	6,000	4,515	6,000	4,000	3,000	3,000	
	Allocation of shared costs	2,473	-	-	-	-	-	-	-	
	MATERIALS AND SERVICES	**16,053**	**17,796**	**19,760**	**12,971**	**15,660**	**14,090**	**13,090**	**13,090**	
PARKS DEPARTMENT TOTAL		**54,831**	**17,796**	**19,760**	**12,971**	**15,660**	**14,090**	**13,090**	**13,090**	(1)

* These items are now charged to the Public Works Dept in the General Fund.

(1) Appropriation level

GENERAL FUND – Planning

The Planning department is primarily fees paid to the City's contractor for plan reviews. Expenses vary year to year based on activity and are directly funded by planning review fee revenue. Costs in planning have been reduced to reflect the level of activity within planning.

2013 brought new homes in subdivisions and many infill projects.

PLANNING 110-465		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013*	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
110000	Salaries	53,798	14,027	-	-	-	-	-	-	
210000	Employee Benefits	26,757	-	-	-	-	-	-	-	
220000	Payroll Taxes	-	1,699	-	-	-	-	-	-	
230000	Retirement	-	3,417	-	-	-	-	-	-	
	PERSONAL SERVICES	**80,555**	**19,143**	**-**	**-**	**-**	**-**	**-**	**-**	
300000	Education and Training	704	8	100	500	500	-	-	-	
330000	Professional Services	24,254	5,216	38,750	4,417	5,000	4,000	4,000	4,000	
360000	Advertising	1,109	2,690	2,000	609	1,000	1,000	1,000	1,000	
	MATERIALS AND SERVICES	**33,972**	**7,914**	**40,850**	**5,526**	**6,500**	**5,000**	**5,000**	**5,000**	
PLANNING DEPARTMENT TOTAL		**114,527**	**27,057**	**40,850**	**5,526**	**6,500**	**5,000**	**5,000**	**5,000**	(1)

* In FY14 the Internal Service Fund Engineering Dept was moved into the Planning Dept. FY13 ISF Engineering expenditures are shown here for comparable history.

(1) Appropriation level

Claxtar Street

STREET FUND

The Street Fund activities for the 13.5 miles of roads in the City include: crack sealing to prevent water damage to street surfaces, pothole repair, sign installation and repair, stop-bar and cross-walk maintenance, and mowing and edging of Main Street and West Union Road during the summer months. Public Works crews also water the hanging baskets on Commercial and Main Streets during spring and summer months. Winter and spring season activity is largely concentrated on maintaining storm drainage along the ditch lines and culverts. The primary revenue sources for this fund are special purpose street taxes and the Transportation User Fee (TUF) which is assessed monthly within water bills.

STREET FUND BALANCE

The Street Fund Balance has been broken out to show three components: Street Fee in Lieu, which was a previously collected fee to be used for improvements on specific streets, Recology Fund, which is where the annual $10k transfer from the General Fund will be tracked in anticipation for improvements on Highland Court, and Unassigned, which is the remaining fund balance.

STREET FUND REVENUE

Street Fund revenues are primarily from State/County gas taxes, 66%, Transportation User Fee, 14%, and SDCs, 14%. Gas taxes are have been higher so far this year, and are projected stay at that level next year. SDCs are expected to increase based on an anticipated 50 builds. The Claxtar project has been completed and there are no projected grant revenues in FY15. The FY15 budget includes a $10k

transfer from the General Fund, which will be an annual transfer to build reserves for the eventual Highland Court project. While overall revenues are down $38k most of that is due to the end of the CDBG Claxtar grant; excluding that item revenues are up $14k.

STREET FUND EXPENDITURES

Materials and services are expected to increase slightly due to supplies for street crack sealing. There are no capital projects planned in FY15.

Transfers are decreasing because the Recology balance was transferred in FY14, and other transfers to the General Fund were high in FY14 due to the Claxtar project. In addition, General Government and Public Works costs are down which results in a lower allocation to the Street Fund. Vehicle/Equipment Reserve Fund transfers are explained in the reserve schedule below. Contingency is 10% of total expenditures.

New Holiday Sign at City Hall

STREET FUND 111		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15		
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council
	Street Fee in Lieu	162,338	162,454	162,454	162,454	141,154	141,154	141,154	141,154
	Recology Fund	15,298	38,256	60,983	60,983	50,983	10,000	10,000	10,000
	Unassigned	367,858	380,254	346,799	346,799	378,099	15,233	(7,987)	(7,987)
OPENING FUND BALANCE		**545,494**	**580,964**	**570,236**	**570,236**	**570,236**	**143,167**	**143,167**	**143,167**
REVENUES									
	Licenses, Permits, Fees								
435003	TUF	23,220	26,206	25,200	21,270	25,200	25,200	25,200	25,200
445000	SDCs	5,914	10,490	20,720	12,691	12,691	25,900	25,900	25,900
418109	Franchise Fees	22,958	22,727	-	-	-	-	-	-
450000	Fines, Fees, Sales	4,859	-	-	-	-	-	-	-
		56,951	59,423	45,920	33,961	37,891	51,100	51,100	51,100
	Intergovernmental								
435001	Gas Tax - State	107,753	108,694	108,000	105,569	115,166	115,000	115,000	115,000
435002	Gas Tax - County	7,631	7,333	7,500	6,805	7,423	7,500	7,500	7,500
		115,384	116,027	115,500	112,373	122,589	122,500	122,500	**122,500**
431110	Grants - Claxtar	41,100	354,269	52,000	52,132	52,132	-	-	-
461000	Interest	3,098	3,220	2,900	982	1,178	1,030	1,030	1,030
440000	Miscellaneous	2,454	18,098	6,500	6,506	6,506	-	-	-
820110	Transfers In - Gen Fund	254,068	-	-	-	-	10,000	10,000	10,000
TOTAL REVENUES		**473,055**	**551,037**	**222,820**	**205,955**	**220,297**	**184,630**	**184,630**	**184,630**
EXPENDITURES									
Streets Department									
	Personal Services*	**60,579**							
330000	Professional Services	6,500	-	-	-	-	-	4,000	4,000
360000	Advertising	78	-	400	317	400	-	-	-
610000	Supplies	2,081	3,858	2,000	40	1,000	6,000	1,000	1,000
640000	Street Lights	23,028	20,611	27,552	18,547	25,000	25,800	25,800	25,800
800800	Refunds	21,445	-	-	-	-	-	-	-
	Trans/Storm Drain**	15,387	-	-	-	-	-	-	-
	Allocated costs*	16,725	-	-	-	-	-	-	-
	Materials and Services	**85,244**	**24,469**	**29,952**	**18,904**	**26,400**	**31,800**	**30,800**	**30,800**
770102	MSTIP Project	-	-	-	-	-	-	-	-
770101	Claxtar Project	-	370,135	401,000	387,106	387,106	-	-	-

STREET FUND 111		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
770103	Street Projects**	290,763	-	15,000	13,468	13,468	-	-	-	
	Capital Outlay	**290,763**	**370,135**	**416,000**	**400,574**	**400,574**	**-**	**-**	**-**	
	STREETS DEPARTMENT TOTAL	**436,586**	**394,604**	**445,952**	**419,478**	**426,974**	**31,800**	**30,800**	**30,800**	(1)
810000	Transfers Out - Veh Res	1,000	-	-	-	-	828	828	828	
810110	Transfers Out -Rec. to GF	-	-	62,000	50,983	50,983	-	-	-	
810110x	Transfers Out - Gen Fund			175,449	136,707	136,707	95,655	112,297	112,297	
810610	Transfers Out - ISF Alloc.	-	167,161	-	-		-	-	-	
	TRANSFERS	**1,000**	**167,161**	**237,449**	**187,690**	**187,690**	**96,483**	**113,125**	**113,125**	(1)
	CONTINGENCY	-	-	-	-	-	13,000	14,000	14,000	(1)
TOTAL EXPENDITURES		**437,586**	**561,765**	**683,401**	**607,168**	**614,664**	**141,283**	**157,925**	**157,925**	
CHANGE IN FUND BALANCE		**35,469**	**(10,728)**	**(460,581)**	**(401,213)**	**(394,367)**	**43,347**	**26,705**	**26,705**	
UNAPPROPRIATED ENDING FUND BALANCE		**580,963**	**570,236**	**109,655**	**169,023**	**175,869**	**209,734**	**169,872**	**169,872**	
	Street Fee in Lieu	162,454	162,454	141,154	141,154	141,154	141,154	141,154	141,154	
	Recology Fund	38,256	60,983	(1,017)	10,000	10,000	20,000	20,000	20,000	
	Unassigned	380,253	346,799	(30,482)	17,869	24,715	48,580	8,718	8,718	

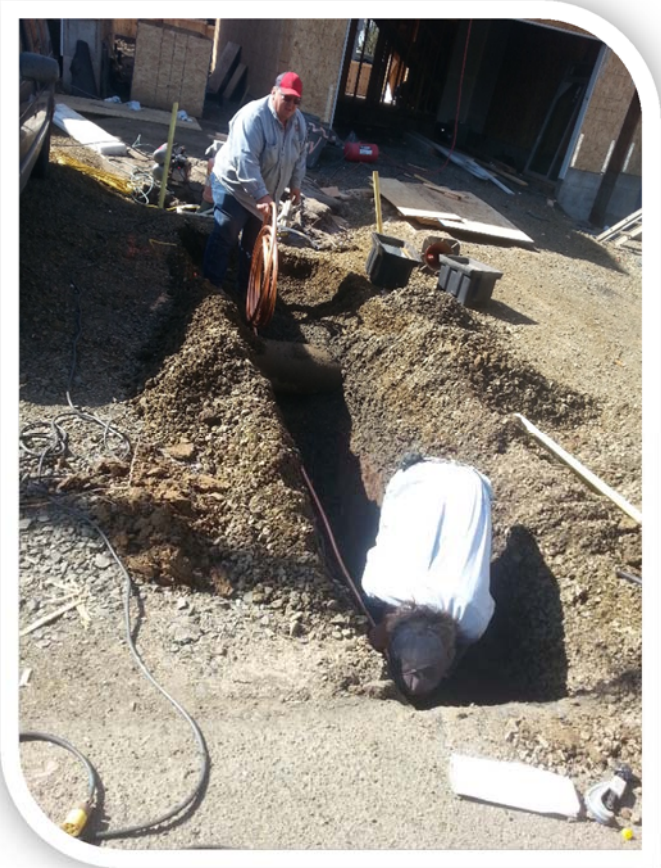
* These items are now charged to the Public Works Dept in the General Fund and funded by Street Fund Transfers Out to the General Fund.
** FY2011-2012 actuals were from the Transportation and Storm Drain Dept, which was rolled into the Street Dept in FY2012-2013.

(1) Appropriation level

WATER FUND

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

The water fund pays for 50% of Public Works personnel and 47% of General Government personnel, as well as 50% of Public Works fuel and 47% of General Government professional services and insurance. Reductions in Public Works and General Government, where the Finance Department expenses are located, have a direct impact on the cost of water services.



Utility Workers Schoelich and Rodgers install water meter service

WATER FUND BALANCE

The Water Fund balance has been broken out to show two components: Committed to Capital Projects, which is based on the ending fund balance of the Water Systems Improvement Fund (closed in FY13), plus SDC revenue and less capital projects, and Unassigned, which is the remaining fund balance.

WATER FUND REVENUE

Water fees are expected to increase in FY15, based on the 3% rate increase in October 2013 being in effect the entire fiscal year and the new homes on the market. No rate increase is projected in FY15. System Development Charges are also increasing, based on an estimated 50 new builds.

WATER FUND EXPENDITURES

Expenditures are increasing slightly, primarily in areas linked to the increased revenue: franchise fees paid to the City (5% of water fees) and water purchase. In addition, the Water Fund will be performing tank cleaning and a leak survey, which are activities typically performed every 2-3 years.

Capital projects include a small waterline extension project on North Avenue and possible purchase and installation of automatic meter readers (AMR).

Special payments are the SDC pass through paid to the Joint Water Commission. It is a direct pass through and has no effect on the bottom line.

Debt service is on the Safe Drinking Water Revolving Loan which is scheduled for payments until 2025.

Fiscal Year	Principal	Interest	Total
2015	88,468	45,864	134,332
2016	91,892	42,440	134,332
2017	95,448	38,884	134,332
2018	99,195	35,190	134,385
2019	102,979	31,353	134,332
2020-24	577,848	93,809	671,657
2025	129,327	5,005	134,332
	1,185,157	292,545	1,477,702

Transfers to the General Fund are for the Water Fund's share of General Government and Public Works staff and services. This transfer has decreased because costs in those departments have decreased. Vehicle/Equipment Reserve Fund transfers are explained in the reserve schedule below.

Contingency is $500,000, increased to be available if the City finds property for a second water tower.

WATER FUND 210		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15		
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council
	Committed to Capital Projects	116,259	115,689	188,574	188,574	188,574	260,294	260,294	260,294
	Unassigned	582,745	684,812	723,536	723,536	723,536	821,696	893,653	893,653
OPENING FUND BALANCE		**699,004**	**800,501**	**912,110**	**912,110**	**912,110**	**1,081,990**	**1,153,947**	**1,153,947**
REVENUES									
	Charges for Services								
444000	Charges, Fees, Fines	794,692	856,073	805,977	719,125	844,125	890,000	890,000	890,000
445000	SDCs (Capital)	33,422	87,035	181,920	116,045	116,045	214,900	214,900	214,900
207000	SDCs - Pass thru JWC	22,752	69,792	126,320	85,769	85,769	145,400	145,400	145,400
		850,866	1,012,900	1,114,217	920,939	1,045,939	1,250,300	1,250,300	1,250,300
431110	Grants	5,971	-	-	-	-	-	-	-
461000	Interest	3,961	4,438	3,845	3,516	4,219	4,275	4,275	4,275
440000	Miscellaneous	8,474	25,108	200	7	7	-	-	-
820110	Transfers In - Gen Fund	4,930	-	-	-	-	-	-	-
TOTAL REVENUES		**874,202**	**1,042,446**	**1,118,262**	**924,462**	**1,050,166**	**1,254,575**	**1,254,575**	**1,254,575**
EXPENDITURES									
Water Department									
	PERSONAL SERVICES*	**340,545**							
208150	Franchise Fee -Water	39,500	39,000	39,000	39,000	39,000	44,500	44,500	44,500
310000	Utilities	12,492	7,814	5,130	6,304	7,804	7,530	7,530	7,530
330000	Professional Services								
	Meter Reader company	-	1,000	1,000	989	989	1,000	9,500	9,500
	Alexin Laboratory	-	1,166	2,250	960	960	2,250	2,250	2,250
	Tank Cleaning	-	-	-	-	-	3,000	3,000	3,000
	Leak Survey	-	-	-	-	-	3,500	3,500	3,500
	Other	4,206	5,244	6,000	-	-	2,000	2,000	2,000
		4,206	7,410	9,250	1,949	1,949	11,750	20,250	20,250
340000	Repairs and Maintenance	17,793	22,737	15,000	3,586	10,000	15,000	10,000	10,000
360000	Advertising	751	-	-	-	-	-	-	-
610000	Supplies	38,924	3,017	7,500	7,137	7,500	7,500	7,500	7,500
610600	Water Purchase	112,240	137,033	120,000	99,299	120,000	134,000	134,000	134,000
630000	New Water Service Materials	-	-	5,000	2,748	2,748	5,000	5,000	5,000
	Allocated costs*	50,863	-	-	-	-	-	-	-
	Materials and Services	**276,769**	**217,011**	**200,880**	**160,023**	**189,001**	**225,280**	**228,780**	**228,780**

WATER FUND 210		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
770000	PW Projects	-	14,150	115,000	110,200	110,200	-	-	-	
77000X	PW Projects- North Ave ext	-	-	-	-	-	20,000	26,000	26,000	
77000X	PW Projects- auto meter read	-	-	-	-	-	50,000	50,000	50,000	
	Capital Outlay	**-**	**14,150**	**115,000**	**110,200**	**110,200**	**70,000**	**76,000**	**76,000**	
	WATER DEPARTMENT TOTAL	**617,314**	**231,161**	**315,880**	**270,223**	**299,200**	**295,280**	**304,780**	**304,780**	(1)
207000	SDC Pass Thru JWC**	20,059	87,024	126,320	84,332	85,769	145,400	145,400	145,400	
	SPECIAL PAYMENTS	**20,059**	**87,024**	**126,320**	**84,332**	**85,769**	**145,400**	**145,400**	**145,400**	(1)
500500	Debt Service - 2005 Bond**	134,332	134,332	134,332	134,332	134,332	134,332	134,332	134,332	
	DEBT SERVICE	**134,332**	**134,332**	**134,332**	**134,332**	**134,332**	**134,332**	**134,332**	**134,332**	(1)
810009	Transfers Out - Veh Res	1,000	-	-	-	-	2,156	2,156	2,156	
810110	Transfers Out - Gen Fund			458,428	432,131	432,131	413,504	375,673	375,673	
810610	Transfers Out - ISF Alloc.	-	478,320	-	-	-	-	-	-	
	TRANSFERS	**1,000**	**478,320**	**458,428**	**432,131**	**432,131**	**415,660**	**377,829**	**377,829**	(1)
	CONTINGENCY	-	-	50,000	-	-	50,000	500,000	500,000	(1)
TOTAL EXPENDITURES		**772,705**	**930,837**	**1,084,960**	**921,018**	**951,432**	**1,040,672**	**1,462,341**	**1,462,341**	
CHANGE IN FUND BALANCE		**101,497**	**111,609**	**33,302**	**3,445**	**98,733**	**213,903**	**(207,766)**	**(207,766)**	
UNAPPROPRIATED										
ENDING FUND BALANCE		**800,501**	**912,110**	**945,412**	**915,555**	**1,010,843**	**1,295,893**	**946,180**	**946,180**	
	Committed to Capital Projects	115,689	188,574	255,494	194,419	194,419	405,194	-	-	
	Unassigned	684,812	723,536	689,918	721,136	816,424	890,699	946,180	946,180	

* These items are now charged to the Public Works Dept in the General Fund and funded by Water Fund Transfers Out to the General Fund.
** FY2011-2012 actuals were from the Water Systems Improvement Fund, which was rolled into the Water Fund in FY2012-2013.

(1) Appropriation level

TRANSPORTATION DEVELOPMENT TAX FUND

This fund collects TDT tax on building activity for the construction of new streets. Eligible projects are included on a list managed by the Washington County Coordinating Committee (WCCC), and additional projects can be requested. TDT rates are set by Washington County.

Oregon's Own 234th performed at Jessie Mays

TDT revenue is projected on 50 new builds. No capital projects are planned, however a contingency of $200,000 was included in case a project is identified in FY15.

TRANSP. DEVELOPMENT TAX FUND 130		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
OPENING FUND BALANCE		**54,646**	**88,402**	**263,325**	**263,325**	**263,325**	**496,196**	**496,196**	**496,196**	
REVENUES										
415100	TDT	33,367	174,326	266,600	166,527	166,527	333,250	333,250	333,250	
461000	Interest	389	597	420	1,226	1,471	1,795	1,795	1,795	
TOTAL REVENUES		**33,756**	**174,923**	**267,020**	**167,753**	**167,998**	**335,045**	**335,045**	**335,045**	
EXPENDITURES										
Trans. Development Tax Department										
770000	PW Projects	-	-	50,000	32,677	32,677	-	-	-	
770000	PW Projects - General street/ped	-	-	-	-	-	140,000	-	-	
	Capital Outlay	**-**	**-**	**50,000**	**32,677**	**32,677**	**140,000**	**-**	**-**	
	TDT DEPARTMENT TOTAL	**-**	**-**	**50,000**	**32,677**	**32,677**	**140,000**	**-**	**-**	(1)
810110	Transfers Out - Gen Fund	-	-	4,000	2,614	2,614	11,200	-	-	
	TRANSFERS	**-**	**-**	**4,000**	**2,614**	**2,614**	**11,200**	**-**	**-**	(1)
	CONTINGENCY	-	-	50,000	-	-	15,000	200,000	200,000	(1)
TOTAL EXPENDITURES		**-**	**-**	**104,000**	**35,291**	**35,291**	**166,200**	**200,000**	**200,000**	
CHANGE IN FUND BALANCE		**33,756**	**174,923**	**163,020**	**132,462**	**132,707**	**168,845**	**135,045**	**135,045**	
UNAPPROPRIATED ENDING FUND BALANCE		**88,402**	**263,325**	**426,345**	**395,787**	**396,032**	**665,041**	**631,241**	**631,241**	

(1) Appropriation level

PARKS CAPITAL FUND

This fund collects System Development Charges on building activity for the construction and upgrade of parks.

System Development Charges are projected on 50 new builds. Two capital projects are included: a small project for trails or a skate park, and a larger project for improvements at Jessie Mays Community Hall. Transfers are to the General Fund for oversight of the projects. The entire projected ending fund balance is appropriated as contingency, in case a larger Parks project is developed in FY15.

TRAFFIC IMPACT FEE FUND

This fund was the predecessor to the Transportation Development Tax Fund. Funds can only be used for projects that expand transportation capacity. A capital project for bicycle and pedestrian improvements on West Union is included. Transfers are to the General Fund for oversight of the project.

North Plains Police Patrol Vehicles are modern and reliable. Lease program has substantially reduced maintenance costs. Vehicles are equipped with mobile data terminals to receive information from dispatch.

VEHICLE / EQUIPMENT RESERVE FUND

This fund is used to build reserves for future vehicle and equipment purchases. A replacement schedule is included after the budget.

Beginning balances by reserving department have been added to better track reserves. The FY15 budget includes purchase of a snow blade for the Public Works back hoe. Contingency is 10% of total expenditures.

PARKS CAPITAL FUND 131		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
OPENING FUND BALANCE		**361,753**	**383,937**	**458,181**	**458,181**	**458,181**	**503,130**	**503,130**	**503,130**	
REVENUES										
445000	SDCs	31,280	79,178	156,400	95,795	95,795	195,500	195,500	195,500	
461000	Interest	1,977	2,192	1,925	1,791	2,149	2,580	2,580	2,580	
TOTAL REVENUES		**33,257**	**81,370**	**158,325**	**97,586**	**97,944**	**198,080**	**198,080**	**198,080**	
EXPENDITURES										
Parks Capital Departmnet										
770000	PW Projects	11,073	6,635	105,000	101,660	105,460	-	-	-	
77000X	PW Projects - trails/skatepark	-	-	-	-	-	25,000	25,000	25,000	
77000X	PW Projects - Jessie Mays	-	-	-	-	-	150,000	150,000	150,000	
	Capital Outlay	**11,073**	**6,635**	**105,000**	**101,660**	**105,460**	**175,000**	**175,000**	**175,000**	
	PARKS CAPITAL DEPT TOTAL	**11,073**	**6,635**	**105,000**	**101,660**	**105,460**	**175,000**	**175,000**	**175,000**	(1)
810000	Transfers Out - ISF Alloc.	-	491	-	-	-	-	-	-	
810110	Transfers Out - Gen Fund	-	-	8,400	8,133	8,133	14,000	14,000	14,000	
	TRANSFERS	**-**	**491**	**8,400**	**8,133**	**8,133**	**14,000**	**14,000**	**14,000**	(1)
	CONTINGENCY	-	-	100,000	-	-	19,000	512,210	512,210	(1)
TOTAL EXPENDITURES		**11,073**	**7,126**	**213,400**	**109,793**	**113,593**	**208,000**	**701,210**	**701,210**	
CHANGE IN FUND BALANCE		**22,184**	**74,244**	**(55,075)**	**(12,207)**	**(15,649)**	**(9,920)**	**(503,130)**	**(503,130)**	
UNAPPROPRIATED										
ENDING FUND BALANCE		**383,937**	**458,181**	**403,106**	**445,974**	**442,532**	**493,210**	**0**	**0**	

(1) Appropriation level

TRAFFIC IMPACT FEE FUND 132		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
OPENING FUND BALANCE		**286,590**	**286,034**	**287,669**	**287,669**	**287,669**	**289,220**	**289,220**	**289,220**	
REVENUES										
461000	Interest	1,512	1,635	1,435	1,157	1,388	1,400	1,400	1,400	
TOTAL REVENUES		**1,512**	**1,635**	**1,435**	**1,157**	**1,388**	**1,400**	**1,400**	**1,400**	
EXPENDITURES										
Traffic Impact Fee Department										
	Personal Services	**2,068**								
770000	PW Projects	-	-	50,000	-	-	-	-	-	
77000X	PW Projects - West Union ped	-	-	-	-	-	100,000	269,093	269,093	
	Capital Outlay	**-**	**-**	**50,000**	**-**	**-**	**100,000**	**269,093**	**269,093**	
	TIF DEPT TOTAL	**2,068**	**-**	**50,000**	**-**	**-**	**100,000**	**269,093**	**269,093**	(1)
810110	Transfers Out - GF	-	-	-	-	-	8,000	21,527	21,527	
	TRANSFERS	**-**	**-**	**-**	**-**	**-**	**8,000**	**21,527**	**21,527**	(1)
	CONTINGENCY	-	-	50,000	-	-	-	-	-	
TOTAL EXPENDITURES		**2,068**	**-**	**100,000**	**-**	**-**	**118,000**	**290,620**	**290,620**	
CHANGE IN FUND BALANCE		**(556)**	**1,635**	**(98,565)**	**1,157**	**1,388**	**(116,600)**	**(289,220)**	**(289,220)**	
UNAPPROPRIATED ENDING FUND BALANCE		**286,034**	**287,669**	**189,104**	**288,826**	**289,057**	**172,620**	**(0)**	**(0)**	

(1) Appropriation level

VEHICLE AND EQUIPMENT RESERVE FUND 009		HISTORICAL DATA		CURRENT YEAR FY 2013-14			NEXT YEAR FY 2014-15			
Account	Description	Actual 2011-2012	Actual 2012-2013	Budget	Actuals as of 5/15/14	Estimated Year End	Proposed by Budget Officer	Approved by Bud. Comm.	Adopted by City Council	
	Police	27,425	3,320	-	-	-	5,200	5,200	5,200	
	Public Works	45,449	43,028	25,580	25,580	25,580	32,740	32,740	32,740	
	Library	-	-	-	-	-	1,600	1,600	1,600	
OPENING FUND BALANCE		**72,874**	**46,348**	**25,580**	**25,580**	**25,580**	**39,540**	**39,540**	**39,540**	
REVENUES										
440000	Sale of Capital Assets	2,890	-	-	-	-	-	-	-	
461000	Interest	303	232	225	128	153	195	195	195	
820110	Transfers In	2,000	7,000	13,800	13,800	13,800	15,312	15,312	15,312	
TOTAL REVENUES		**5,193**	**7,232**	**14,025**	**13,928**	**13,953**	**15,507**	**15,507**	**15,507**	
EXPENDITURES										
Vehicle/Equipment Reserve Department										
700200	Vehicles/Equipment	31,719	-	-	-	-	7,500	7,500	7,500	
	Capital Outlay	**31,719**	**-**	**-**	**-**	**-**	**7,500**	**7,500**	**7,500**	
	VEH/EQUIP RES DEPT TOTAL	**31,719**	**-**	**-**	**-**	**-**	**7,500**	**7,500**	**7,500**	(1)
810110	Transfers Out - GF	-	28,000	-	-	-	-	-	-	
	TRANSFERS	**-**	**28,000**	**-**	**-**	**-**	**-**	**-**	**-**	
	CONTINGENCY	-	-	10,000	-	-	1,000	1,000	1,000	(1)
TOTAL EXPENDITURES		**31,719**	**28,000**	**10,000**	**-**	**-**	**8,500**	**8,500**	**8,500**	
CHANGE IN FUND BALANCE		**(26,526)**	**(20,768)**	**4,025**	**13,928**	**13,953**	**7,007**	**7,007**	**7,007**	
UNAPPROPRIATED ENDING FUND BALANCE		**46,348**	**25,580**	**29,605**	**39,508**	**39,533**	**46,547**	**46,547**	**46,548**	
	Police	3,320	-	5,200	5,200	5,200	11,600	11,600	11,600	
	Public Works	43,028	25,580	22,805	32,708	32,733	25,748	25,748	25,748	
	Library	-	-	1,600	1,600	1,600	4,200	4,200	4,200	
	General Government	-	-	-	-	-	5,000	5,000	5,000	

(1) Appropriation level

VEHICLE AND EQUIPMENT RESERVE FUND 009
Replacement Schedule

	Opening Balance	Reserve in FY 2015	2016	2017	2018	2019	Total Reserved	Purchase in FY 2016	2017	2018	2019	Total Purchased
PUBLIC WORKS												
Dump Truck	26,546	1,151	1,151	1,151	-	-	**30,000**	-	30,000	-	-	**30,000**
1 Ton Pickup	6,194	161	161	161	161	161	**7,000**	-	-	-	7,000	**7,000**
	32,740	1,312	1,312	1,312	161	161	**37,000**	-	30,000		7,000	**37,000**
Reserved by												
General Fund	0	328	328	328	40	40						
Street Fund	0	328	328	328	40	40						
Water Fund	1	656	656	656	81	81						
		1,312	1,312	1,312	161	161						
GENERAL GOVERNMENT												
Server	-	5,000	5,000	5,000	5,000	5,000	**25,000**	-	-	-	25,000	**25,000**
Reserved by												
General Fund	1	3,000	3,000	3,000	3,000	3,000						
Street Fund	0	500	500	500	500	500						
Water Fund	0	1,500	1,500	1,500	1,500	1,500						
		5,000	5,000	5,000	5,000	5,000						
POLICE												
6 MDTs	5,200	6,400	6,400	-	-	-	**18,000**	18,000	-	-	-	**18,000**
LIBRARY												
15 PCs	1,600	2,600	2,600	2,600	2,600	-	**12,000**	-	-	12,000	-	**12,000**
TOTAL	**39,540**	**15,312**	**15,312**	**8,912**	**7,761**	**5,161**	**92,000**	**18,000**	**30,000**	**12,000**	**32,000**	**92,000**
Reserved by												
General Fund		12,328	12,328	5,928	5,640	3,040						
Street Fund		828	828	828	540	540						
Water Fund		2,156	2,156	2,156	1,581	1,581						

TRANSFER SCHEDULE

Transfers are used to build reserves for future vehicle and equipment purchases (as detailed above), and to allocate costs of the General Fund to other funds. There are two types of General Fund allocation transfers:

- General Fund staff and supplies, which are allocated based on General Fund actual costs and a percentage assigned by type of cost to the Street and Water Funds, and
- Staff time related to capital outlay, which is allocated based on actual capital outlay costs in the fund incurring them. Since the capital projects funds only incur expense when there is a project, this allocates General Fund costs to them in relation to that project, for time spent by staff planning and managing the project.

TRANSFERS

Street Fund to General Fund	Costs	Rate	Allocated Amount
for staff and supplies charged to the General Fund			
General Government:			
Personal Services	318,373.84	15%	47,756
Professional Services	59,920.00	15%	8,988
Insurance	29,400.44	15%	4,410
Public Works:			
Personal Services	329,953.57	15%	49,493
Fuel	11,000.00	15%	1,650
for staff time related to capital outlay			
Street Capital Outlay	-	8%	-
			112,297
Water Fund to General Fund			
for staff and supplies charged to the General Fund			
General Government:			
Personal Services	318,373.84	47%	149,636
Professional Services	59,920.00	47%	28,162
Professional Services - Moonlight			7,500
Insurance	29,400.44	47%	13,818
Public Works:			
Personal Services	329,953.57	50%	164,977
Fuel	11,000.00	50%	5,500
for staff time related to capital outlay			
Water Capital Outlay	76,000.00	8%	6,080
			375,673
Capital Projects Funds to General Fund			
for staff time related to capital outlay			
TDT Capital Outlay	-	8%	-
Parks Capital Outlay	175,000.00	8%	14,000
TIF Capital Outlay	269,092.59	8%	21,527
URA Capital Outlay			2,500

CLOSED DEPARTMENTS

These departments were closed in FY12 but are included because they have history in the two preceding years.

SEWER BOND DEPT (in General Fund)

Account	Description	Actual 2011-2012
EXPENDITURES		
	Salaries	3,600
	Employee Benefits	1,555
	PERSONAL SERVICES	**5,155**
	Professional Services	-
	Supplies	3,108
	MATERIALS AND SERVICES	**3,108**
	Debt Service	21,184
	DEBT SERVICE	**21,184**
TOTAL EXPENDITURES		**29,447**

MUNICIPAL COURT DEPT (in General Fund)

Account	Description	Actual 2011-2012
EXPENDITURES		
	Salaries	29,417
	Employee Benefits	17,082
	PERSONAL SERVICES	**46,499**
	Professional Services	8,570
	Education and Training	466
	Supplies	7,736
	Utilities	1,000
	Pass Through Revenues	32,340
	MATERIALS AND SERVICES	**50,112**
TOTAL EXPENDITURES		**96,611**

CLOSED FUNDS

These funds are now closed but are included because they have history in the two preceding years.

WATER SYSTEMS IMPROVEMENT FUND

This fund was closed and rolled into the Water Fund in FY13.

Account	Description	Actual 2011-2012	Actual 2012-2013
EXPENDITURES			
	Pass Through Revenues	20,059	-
	MATERIALS AND SERVICES	**20,059**	**-**
	Debt Service	134,332	-
	DEBT SERVICE	**134,332**	**-**
	Transfers Out	-	115,689
	TRANSFERS OUT	**-**	**115,689**
TOTAL EXPENDITURES		**154,391**	**115,689**

INTERNAL SERVICE FUND

This fund was closed and departments reallocated in FY14.

Account	Description	Actual 2012-2013
EXPENDITURES - BY DEPT		
610-411	City Council	28,322
610-412	City Attorney	21,202
610-413	City Manager	112,932
610-414	City Recorder	9,830
610-415	Finance	233,320
610-416	City Engineer	4,907
610-419	General Government	168,228
610-433	Public Works	382,162
	Transfers Out	7,000
TOTAL EXPENDITURES		**967,903**

Capital Improvement Program (CIP)

Introduction

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

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

Purpose

The CIP is a business document and does not amend or replace any of the City's master plans. It identifies programs and schedules and presents a financing strategy for capital improvements. The CIP utilizes various infrastructure master plans (i.e. parks facilities, water) to develop an inclusive list of potential capital projects so that funding for these projects may be considered comprehensively. This "level playing field" approach to project prioritization and capital financing allows the City to better assess and plan for its capital needs. Complex projects which overlap project groups/categories, such as transportation and utilities may be constructed concurrently resulting in project efficiencies that help to hold down costs.

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

CIP Goals

The goals of the CIP are to:

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

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

Project Details

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

- Parks
- Storm Drain
- Water
- Streets
- Public Facilities

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

Five-Year Capital Improvement Program

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

North Plains newest park on Curtis Street features a fountain.

Year		Project	Proj #	Amount
2014-15	Water	Main Replacement Program	1552	26,000
2014-15	Water	Automated meter readers		50,000
2014-15	Parks	Jessie Mays Community Hall improvements	1473	150,000
2014-15	Parks	Trails / skate park		25,000
2014-15	TIF	West Union bicycle and pedestrian improvements		269,000
2014-15	Parks	Ghost Creek / Galloway Trails	1474	ODOT funded
		2014-15 TOTAL		**$520,000**
2015-16	Water	Main Replacement Program	1651	51,000
2015-16	Water	8" 309th	1652	31,000
		2015-16 TOTAL		**$82,000**
2016-17	Street	Cottage (321st to 324th) 4" overlay	1723	467,000
2016-17	Water	8" 309th	1751	51,000
2016-17	Water	Pump house improvements-foundation	1551	30,000
		2016-17 TOTAL		**$548,000**
2017-18	Street	Lenox (Timeric to terminus)	1624	96,000
2017-18	Storm	(3) 72" Corrugated culvert Pacific west of Main	1425	138,000
		2017-18 TOTAL		**$234,000**

Appendix

A. 2007 North Plains Charter

PREAMBLE

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

Chapter I NAMES AND BOUNDARIES

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

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

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

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

Chapter II POWERS

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

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

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

Chapter III COUNCIL

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

Section 9. Mayor. The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The

mayor is a voting member of the council, except as provided in Section 33 herein, and has no veto authority. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government. The mayor may temporarily cease to chair a council meeting and delegate those functions to another council member.

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

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

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

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

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

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

Chapter IV LEGISLATIVE AUTHORITY

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

Section 17. Ordinance Adoption.

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

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

i. No council member present objects, and

ii. The ordinance is provided to each council member and made available to the public at least one week before the meeting.

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

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

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

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

Chapter V ADMINISTRATIVE AUTHORITY

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

Section 20. Resolution Approval.

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

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

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

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

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

Chapter VI QUASI-JUDICIAL AUTHORITY

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

Section 23. Order Approval.

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

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

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

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

Chapter VII ELECTIONS

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

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

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

Section 28. Qualifications.

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

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

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

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

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

Section 30. Terms. The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office.

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

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

(a) Upon the incumbent's:

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

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

(1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
(2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period,
(3) Ceasing to reside in the city,
(4) Ceasing to be a qualified elector under state law,
(5) Conviction of a public offense punishable by loss of liberty,
(6) Resignation from the office, or
(7) Removal under Section 34(i).

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

Chapter VIII APPOINTIVE OFFICERS

Section 34. City Manager.

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

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

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

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

(e) The manager must:

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

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

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

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

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

Section 35. City Attorney. The office of city attorney is established as the chief legal officer of the city government. A

majority of the council must appoint and may remove the attorney.

Section 36. Municipal Court and Judge.

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

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

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

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

(e) The municipal judge may:

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

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

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

Chapter IX PERSONNEL

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

Section 38. Merit Systems. Subject to collective bargaining agreements between the city and its employees, the council by resolution will determine the rules governing recruitment,

selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness and any collective bargaining agreement in effect.

Chapter X PUBLIC IMPROVEMENTS

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

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

Chapter XI MISCELLANEOUS PROVISIONS

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

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

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

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

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

B. Financial Policies

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

I. Policy Statement

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

These financial management policies will generally cover areas of:

I. Operating budget
II. Revenue
III. Expenditures
IV. Fund balance
V. Capital improvement
VI. Debt management
VII. Investment
VIII. Cash management
IX. Purchasing

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

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

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

II. General Objectives

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

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

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

Deliver efficient, cost effective, and appropriate services.

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

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

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

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

III. Operating Budget

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

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

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

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

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

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

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

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

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

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

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

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

OPERATING BUDGET PROCEDURES

- ✓ Pursuant to State law, in order to receive State Shared Revenues, a public hearing before the City Council and the Budget Committee is required.

- ✓ **The City will publish notice of the budget committee meeting 5-30 days prior to the meeting, and post notice on the City's website for at least 10 days.** For other budget meetings, the City will post an agenda notice in accordance with North Plains' public meeting rules.

- ✓ The Budget Committee will hear the budget message, accept public comments, discuss and eventually approve the budget and tax levy. **More than one meeting will be held if necessary.**

- ✓ The City will publish notice of a City Council budget hearing with a summary of the budget 5-30 days prior to the hearing in accordance with Oregon law.

- ✓ The City Council will conduct a budget hearing prior to adopting the annual operating budget and Capital Improvement Plan. This must occur before July 1.

- ✓ **If the City Council changes the tax levy by any amount or increases expenditures in any fund by 10% or $5,000, whichever is greater, another budget hearing must be held.**

- ✓ The City will adopt a Resolution to:

  - adopt the budget,
  - make appropriations, and impose and categorize taxes; and will adopt a five-year Capital Improvement Plan, no later than June 30th.
  - stating the City's eligibility for, and intention to receive State Shared Revenues.
  - Certifying taxes for fiscal year, which will be submitted to the Washington County Assessor on or before July 15.

IV. Revenue

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

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

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

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

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

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

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

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

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

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

V. Expenditures

The City's budget is on the modified accrual basis of accounting. Expenditures generally are recorded when a liability is incurred, as under full accrual accounting. However, debt service, compensated absences, and claims and judgments are recorded only when payment is due.

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

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

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

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

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

VI. Fund Balance

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

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

In 2014-15
20% of annual General Fund Revenue is $315,000.

VII. Capital Improvements

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

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

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

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

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

A capital asset is a non-consumable asset with an original purchase price of $5,000 or greater and a life span of more than one year. A consumable asset is infrastructure or equipment that has a life span of less than one year an original purchase price of less than $5,000. The City Council may declare an item as consumable or non-consumable using different criteria on a case-by-case basis by majority vote of the Council.

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

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

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

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

All funding sources that comply with Oregon and Federal laws and regulations may be used to fund capital improvements. CIP projects will be approved at the budgeted amounts through the completion of the project.

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

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

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

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

- non-routine and one-time expenditures, such as land and building purchases
- construction and maintenance improvements that are expected to last more than ten (10) years
- capital equipment and vehicles,
- technology improvements that are expected to last at least five years (5) and cost more than $5,000.

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

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

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

VIII. Debt Management

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

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

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

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

The City will generally conduct financings on a competitive basis. However, negotiated financings may be used, with approval of the City Council, due to market volatility or the use of an unusual or complex financing or security structure.

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

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

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

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

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

- Water supply, treatment or distribution; or

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

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

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

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

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

Principal repayment delays will not exceed two years.

The City will not assume more tax-supported general purpose debt than it retires each year without conducting an objective analysis as to the community's ability to assume and support additional debt service payments. The City will conform to Oregon Revised Statutes with regard to any voter approval of additional debt requirements.

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

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

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

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

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

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

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

The City may make interfund loans between funds or interagency loans between the City the North Plains Urban Renewal Agency if excess funds are available and the use of these funds will not impact the fund's current operations. The prevailing interest rate, as established by the Finance Manager, under the direction of the City Manager, will be paid to the lending fund.

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

Certificates of participation known as COP's (an alternative to a municipal bond in which an investor buys a share in the improvements or infrastructure the government entity intends to fund), and other leases, should be used when the size of a project is such that the interest rate is favorable to the City, or when other means of financing is unavailable.

IX. Investment Policy

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

The City will ensure the safety of capital and principal.

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

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

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

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

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

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

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

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

INVESTMENT DIVERSIFICATION

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

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

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

Currently the City invests all funds in LGIP, yielding about 0.5% annual interest, except for $200,000 in a certificate of deposit at Columbia Community Bank which yields 1%.

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

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

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

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

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

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

INVESTMENT PROCEDURES

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

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

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

X. Cash Management

General

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

All staff have received training on how to mitigate fraud in the work place and this training will be offered annually. **A written policy addresses cash handling outside of City offices, such as at community events.**

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

Receipts

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

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

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

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

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

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

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

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

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

Deposits

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

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

Credit Cards

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

Cash

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

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

Bank Statements

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

All accounts will be reconciled monthly by the Finance Department.

Records

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

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

XI. Purchasing

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

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

Objectives

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

General Information – Legal Framework

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

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

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

Overview of Procurement Responsibilities:

The Office of City Manager is responsible for:

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

The Finance Department is responsible for:

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

Delivery and Receipt of Goods and Services

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

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

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

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

Payments

The City's billing address in all cases will be:
City of North Plains
Attn: Accounts Payable
31360 NW Commercial St
North Plains, OR 97133

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

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

- Payment will be made when a packing slip and request for payment are signed by the appropriate approving authority and submitted to Finance.

- If any problems are apparent, Finance will resolve them prior to issuing payment, and may ask the receiving and/or requesting department(s) for assistance in resolving concerns.

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

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

(1) Accounts payable will review invoices sent in by the supplier subsequent to their written approval by a Department Head or City Manager. A signature of approval for payment signifies that the scope of work is complete and acceptable and City funds should be paid.

(2) If any problems are apparent, accounts payable will resolve them prior to issuing payment, and may ask the receiving department for assistance in resolving the problem.

Purchasing Authority

Employee	**Amount**
Staff	$500
Department Head	$5,000
City Manager	$25,000

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

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

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

Step-by-Step Process

1. The requesting employee delivers a completed and signed petty cash voucher and purchase receipt to the petty cash custodian. Petty Cash vouchers require approval signature of a Department Head or City Manager.

2. The petty cash custodian reviews the voucher and receipt for completeness, clarity, and budget authority (i.e. account number), and then disburses the requested funds to the employee.

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

(1) The requesting employee completes a petty cash voucher, including the general ledger number to be charged, and submits it to petty cash custodian, who advances the cash to the employee for the necessary purchase.

(2) The employee purchases the item and submits the receipt and any unused portion of the advance to the petty cash custodian.

Petty cash fund is located at City Hall.

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

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

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

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

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

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

Credit Card Procedures

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

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

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

Step-by-Step Process

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

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

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

Purchases

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

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

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

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

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

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

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

Informal Quote Procedures for Expenditures

Up to $5,000

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

Step-by-Step Process

The requesting department determines the item(s) to be purchased. When practical and feasible, the requesting department will obtain 3 informal quotes for the item(s) from selected vendors. The requesting department may solicit quotes informally over the phone or refer to catalogues for price comparisons, recording quote information in a written format. This documentation should be retained for a minimum of three years.

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

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

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

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

Informal Bid Procedure for Expenditure
$5,000 to $25,000 (Non Public Works Projects)
The requesting department will analyze the purchase request and seek the best price on an informal basis, either by calling prospective vendors or by a written request for bids

Step-by-Step Process
The requesting department prepares the specifications selects vendors from whom quotes will be obtained.

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

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

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

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

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

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

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

Formal Bid Procedures for Expenditures Over $25,000

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

Expected Time Frame for this Process

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

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

Step-by-Step Process:

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

The department manager reviews the bid specification and contract for completeness, clarity, and objective basis for award, forwards the contract to the City Attorney for legal

review if needed, reviews the advertisement for bid, and adds the item(s) to the bid list and places in on the City Council agenda, if applicable.

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

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

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

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

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

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

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

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

(1) A copy of the RFP/RFB and any addenda.
(2) Any vendor pre-qualification forms.

(3) The complete list of vendors who received or requested the RFP/RFB.
(4) Affidavit of publication of advertisement.
(5) Bid/Proposal opening tally form.
(6) Evaluation form.
(7) Recommendation of award and any documentation supporting recommendation.
(8) Accepted bid or proposal.
(9) Bids/Proposals not accepted and reasons for non-acceptance.
(10) Personal Services contract, if applicable.
(11) Contract, if applicable.
(12) List of subcontractors used on project, if any, and payment records.
(13) Copies of change orders, if any.

Check Request Procedures

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

Step-by-Step Process:

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

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

In the event that checks are required prior to the delivery of goods, attach all documentation, invoice, order form, or statement, to the completed check request and transmit to the Finance Department for processing.

Sole Source Procurement

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

Professional Services

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

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

Emergency Purchases and Contracts

In the rare event of an emergency that poses a threat to human health or to avoid or mitigate significant property damage, the City Manager or his or her designee may authorize an expense that is above the normal authorization level. As soon as practical thereafter, the Mayor and Council president shall be notified of the expense. The expense shall be presented for ratification at the next Council meeting.

Emergency Purchases with Personal Funds

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

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

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

(3) Requests for reimbursement shall be turned in at least quarterly.

RESOLUTION NO. 1837

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2014-15

BE IT RESOLVED that the City Council of the City of North Plains, Oregon hereby adopts the budget for fiscal year 2014-15 in the total of $7,013,282. This budget is now on file at North Plains City Hall, in North Plains, Oregon.

Section 1. RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below are hereby appropriated:

General Fund		**Street Fund**	
Organizational Unit:		Street	30,800
General Government	494,939	Transfers Out	113,125
Police	389,026	Contingency	14,000
Public Works	388,374	**Total**	**157,925**
Library	205,228		
Culture & Recreation	67,855	**Transportation**	
Parks	13,090	**Development Tax Fund**	
Planning	5,000	Contingency	200,000
Not allocated to		**Total**	**200,000**
Organizational Unit:			
Special Payments	2,000	**Parks Capital Fund**	
Transfers Out	22,328	Parks Capital	175,000
Contingency	100,000	Transfers Out	14,000
Total	**1,687,840**	Contingency	512,210
		Total	**701,210**
Water Fund			
Water	304,780	**Traffic Impact Fee Fund**	
Special Payments	145,400	TIF	269,093
Debt Service	134,332	Transfers Out	21,527
Transfers Out	377,829	**Total**	**290,620**
Contingency	500,000		
Total	**1,462,341**	**Vehicle/Equipment**	
		Reserve Fund	
		Veh/Eqp	7,500
		Contingency	1,000
		Total	**8,500**

Total Appropriations, All Funds	4,508,436
Total Unappropriated and Reserve Amounts, All Funds	2,504,846
TOTAL ADOPTED BUDGET	7,013,282

Section 2. That the City Council hereby imposes the taxes provided for in the budget, adopted in Section 1 of this resolution, at the permanent rate of $ 2.1712 per $1,000 of assessed value for general fund operations, and that these taxes are hereby imposed and categorized for tax year 2014-2015 upon the assessed value of all taxable property within the City at 1:00 a.m. on January 1, 2014.

Section 3. The taxes imposed are hereby allocated and categorized for purposes of and subject to the limits of Article XI, Section 11B of the Oregon Constitution as follows:

Revenue	General government Limitation	Excluded From Limitation
General Fund (Rate)	$2.1712/$1,000	
Local Option Tax Levy	$ 0	$ 0
Bonded Debt Fund	$ 0	$ 0

Section 4. That the City Manager is hereby authorized to certify to the County Clerk and the County Assessor of Washington County, Oregon, the tax imposed by this Resolution which will be filed with the State Treasurer and the Division of Audits of the Secretary of State, a true copy of the Budget as finally adopted.

Section 5. This Resolution shall become effective immediately upon adoption by the City Council.

APPROVED AND DECLARED ADOPTED this 2nd day of June, 2014.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder

RESOLUTION NO. 1838

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, CERTIFYING THE PROVISION OF MUNICIPAL SERVICES ENUMERATED IN ORS 221.760 AND ESTABLISHING THE ELIGIBILITY OF THE CITY TO RECEIVE STATE-SHARED REVENUES FOR FISCAL YEAR 2014 – 2015

WHEREAS, ORS 221.760 provides the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provided four or more of the following services:

(1) Police protection
(2) Fire protection
(3) Street construction, maintenance, and lighting
(4) Sanitary sewer
(5) Storm sewer
(6) Planning, zoning, and subdivision control
(7) One or more utility services, and

WHEREAS, the City of North Plains officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

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

Section 1. The City of North Plains hereby certifies that it provides the following municipal services enumerated in ORS 221.760 Section 1:

1. Police protection
2. Street construction, maintenance, and lighting
3. Storm sewers
4. Planning, zoning and subdivision control
5. One or more utility services, specifically potable water

INTRODUCED AND ADOPTED this 2nd day of June, 2014.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder

RESOLUTION NO. 1839

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES FOR FISCAL YEAR 2014 - 2015

WHEREAS, pursuant to ORS 221.770, the City elects to receive state revenues for fiscal year 2014 - 2015.

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

Section 1. That the City of North Plains hereby elects to receive state revenue for fiscal year 2014 - 2015.

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

INTRODUCED AND ADOPTED this 2nd day of June, 2014.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder

I certify that a public hearing before the Budget Committee was held on April 14, 2014, and a public hearing before the City Council on June 2, 2014, giving citizens an opportunity to comment on the use of State Revenue Sharing.

_____
Margaret L. Reh, City Recorder

Agenda Item No: 9C

CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: June 2, 2014

To: City Council

From: Finance Director Rachael Lembo

Subject: New audit firm

Request: Council adopt Resolution No.1840 approving the audit proposal and the three year contract with Dennis Conner, CPA.

Background: The City's financial statements have been audited by Pauly Rogers & Co for four years, from FY10-FY13. While governments are not required to switch auditors, it is an encouraged practice to get 'fresh eyes'.

This year management prepared an RFP for a new three year contract. Proposals were received from Pauly Rogers and Dennis Conner (who audited the City prior to Pauly Rogers). Proposed fees for the FY14 audit were $13,800 from Pauly Rogers and $9,008 from Dennis Conner. The Finance Director contacted Dennis Conner's references who spoke highly of him, and spoke with Dennis via phone, and recommends Council accept his proposal. The Finance Director will still draft the statements so they will have the same visual look.

The proposal received from Dennis Conner is attached.

In addition to the City's audit this contract will also include a review of the URA when required. The proposed fee from Dennis Conner for this is $3,008. This will be required for FY14, due to the loan payoff, and will be required in future years if expenditures exceed $150k.

Fiscal Impact: Audit fees were budgeted in the FY14-15 budget for the FY14 audit.

Sample Motion: I move to adopt Resolution No.1840.

Attachment – Dennis Conner, CPA Proposal
Attachment – Resolution No. 1840 accepting the audit services proposal and three year contract with Dennis Conner, CPA

DENNIS R. CONNER

CERTIFIED PUBLIC ACCOUNTANT
P.O. Box 1078
365 SOUTH NEHALEM STREET
CLATSKANIE, OREGON 97016

Rachael Lembo, Finance Manager
City of North Plains
31360 NW Commercial Street
North Plains, OR 97133

I respectively submit the following proposal to audit the books of the City of North Plains for the fiscal year ending June 30, 2014 with an option of auditing the City's financial statements for three subsequent years.

Detailed Audit Plan will include but not be limited to the following:

- Audit planning
- Study of internal controls
- Analytical review of account balances
- Determination of audit risk and individually significant amount of audit risk.
- Set up audit programs for significant accounts and balances
- Prepare and perform a random and stratified sample of expenditures for testing
- Review and/or prepare reconciliations of receivables and bank accounts
- Review and/or prepare schedule of revenues and compare to the books of record
- Interview the management and accounting staff concerning internal controls and risk of fraud
- Prepare the audited financial statements for review of management and accounting staff

Dennis R. Conner will be permanently assigned as your auditor and will be available for all questions. I have been a municipal auditor for over twenty years.

Professional Organizations: American Institute of Certified Public Accountants
Oregon Society of Certified Public Accountants

Professional Licenses: Oregon Certified Public Accountant's License #2768 issued 1976
Oregon Municipal Auditor's License #0670 issued 1977

Malpractice insurance of $1,000,000

Currently audit the following:	Contact	Telephone
City of Scappoose	Jill Herr	503.543.7146
City of Banks	Jolynn Becker	503.324.5112
City of Gearhart	Chad Sweet	503.738.5501

Proposed annual audit fee will be $9,007.75 and is all-inclusive unless prearranged with the City.
Additional proposed annual review fee for the Urban Renewal Agency will be $3,007.75.
If the City requires a Single Audit in future years we will negotiate the fee at that time.
Professional assistance will be available by phone or on-site at our mutual convenience.
I would be available for an interview any time. I would very much appreciate being considered for this job and I believe we could work well together.

Dennis R. Conner
Certified Public Accountant
April 26, 2014
Email: dennisconnercpa@yahoo.com
If you have any questions, please feel free to call me at 503-728-2038

RESOLUTION NO. 1840

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, ACCEPTING THE AUDIT SERVICES PROPOSAL FROM DENNIS CONNER, CPA

WHEREAS, the City of North Plains is required to obtain an external audit of its financial statements each year; and

WHEREAS, the City reviewed proposals and has determined the proposal from Dennis Conner, CPA, will best serve the interests of the City; and

WHEREAS, the proposal from Dennis Conner, CPA, is for the year ending June 30, 2014, with possible extension for three subsequent years.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Plains, Oregon accepts the proposal for audit services from Dennis Conner, CPA.

INTRODUCED AND ADOPTED this 2nd day of June, 2014.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder

Agenda Item No.: 9D

CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: June 2, 2014

To: City Council

From: Finance Director Rachael Lembo

Subject: Budget Update and Adoption of Resolution No.1841 Approving FY2013-14 Budget Transfer of Appropriations

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Request: Review of FY2013-14 Budget and actuals and adoption of Resolution No. 1841 approving FY2013-14 Budget transfer of appropriations.

Background: Attached is the FY2013-14 budget update with actuals and estimated year end totals as of May 15, 2014.

The budgeted change in fund balance in the General Fund is ($306,461), primarily due to the URA loan of $185,000. The estimated year end change in fund balance in the General Fund is ($200,822). This is a positive change of over $100k, due to projected higher revenues from franchise fees, building permits, state revenue sharing and police citations, and expense decreases in public works and parks. Other changes are revenue neutral: the Smokehouse Summit event increases both revenue and expense, and grants that were not fully spent (ODOT and Cover Oregon) result in less revenue but also less expense. Overall we expect to end this year in a better position than when the supplemental budget was proposed in March.

Considering the difficult FY14-15 budget that management and the Budget Committee spent the last two months working on, this is especially refreshing news. While it does not remove the challenges of FY14-15, which stem from the goal of creating a sustainable budget regardless of opening fund balance, the prediction of a higher opening fund balance does provide some relief.

Fiscal Impact: A budget transfer resolution has been included. A budget transfer moves appropriations within or between funds, or through the increase of revenue.

Sample Motion: I move to adopt Resolution No.1841 approving FY2013-14 budget transfer of appropriations.

Attachments – 2013-2014 Budget Update
Resolution No. 1841 Budget Transfer of Appropriations

GENERAL FUND 110

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
OPENING FUND BALANCE		**1,079,207**		**1,071,024**	**1,071,024**			**1,071,024**
REVENUES								
411000	Property Taxes	352,922		352,922	331,084	(21,838)	94%	339,000
462000	Rentals	7,000		7,000	5,407	(1,594)	77%	7,000
	Licenses, Permits, Fees			-				
418101	Water Franchise	39,000		39,000	39,000	-	100%	42,850
418102	CWS Franchise	20,000		20,000	24,556	4,556	123%	24,556
418103	Qwest Franchise	6,000		6,000	5,080	(920)	85%	6,000
418104	Comcast Franchise	5,400		5,400	5,506	106	102%	6,607
418105	Garbage Franchise	10,000		10,000	10,922	922	109%	10,922
418107	PGE Franchise	91,000		91,000	91,311	311	100%	98,311
418108	NW Natural Gas Franchise	24,000		24,000	38,764	14,764	162%	43,764
418109	Misc Franchise	750		750	857	107	114%	750
418110	MACC Franchise	13,200		13,200	10,469	(2,731)	79%	13,969
421000	Business License	6,400		6,400	6,534	134	102%	6,534
422000	Recology Fund	35,000		35,000	27,556	(7,444)	79%	36,556
441419	Building Permit	25,000		25,000	82,868	57,868	331%	82,868
441420	Engineering Plan Review	37,500		37,500	-	(37,500)	0%	-
450000	Misc Fees	1,000		1,000	85	(915)	8%	85
450455	Library Fines and Fees	10,400		10,400	8,367	(2,033)	80%	10,400
		324,650	-	324,650	351,875	27,225	108%	384,172
	Intergovernmental							
436000	Liquor Tax	23,000		23,000	23,418	418	102%	28,102
437000	Cigarette Tax	2,800		2,800	2,292	(508)	82%	2,750
438000	State Revenue Sharing	13,000		13,000	17,415	4,415	134%	20,898
439000	WCCLS	99,405		99,405	91,122	(8,283)	92%	99,405
		138,205	-	138,205	134,247	(3,958)	97%	151,155
	Fines and Forfeitures							
450421	Police Citations	52,229		52,229	49,487	(2,742)	95%	59,385
		52,229	-	52,229	49,487	(2,742)	95%	59,385

GENERAL FUND 110

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
	Grants and Donations							
431000	Grants - General	5,500		5,500	5,500	-	100%	5,500
431001	Grants - Police	38,500		38,500	18,781	(19,719)	49%	26,500
431002	Grants - Library	29,891		29,891	11,662	(18,229)	39%	12,250
431003	Grants - Planning	1,000		1,000	1,000	-	100%	1,000
464000	Donations - General	-		-	60	60	100%	60
464100	Cultural Coalition	-		-	-	-	0%	-
464101	4th of July don/spon	14,000		14,000	15,605	1,605	111%	15,605
464102	Comm Events Don/spon	691	700	1,391	1,934	543	139%	1,934
464103	Music/Dance Event Rev	1,684	771	2,455	2,455	(0)	100%	2,455
464104	Pumpkin Run Rev	2,766		2,766	2,766	-	100%	2,766
464114	BBQ Event Rev	10,000	30,000	40,000	3,550	(36,450)	9%	40,000
464115	AWL Rev	-	1,200	1,200	-	(1,200)	0%	1,200
464421	Donations - Police	1,700		1,700	981	(719)	58%	1,700
464455	Donations - Library	7,000		7,000	6,665	(335)	95%	7,000
		112,732	32,671	145,403	70,959	(74,444)	49%	117,970
461000	Interest	4,410		4,410	4,706	296	107%	6,274
440000	Miscellaneous	10,000		10,000	8,878	(1,122)	89%	10,653
445000	Sale of asset	6,000		6,000	5,000	(1,000)	83%	5,000
	Transfers							
820111	Transfers In - Rec. Street	62,000		62,000	50,983	(11,017)	82%	50,983
820111x	Transfers In - Street	175,449		175,449	136,707	(38,742)	78%	136,707
820210	Transfers In - Water	458,428		458,428	432,131	(26,297)	94%	432,131
820130	Transfers In - TDT	4,000		4,000	2,614	(1,386)	65%	2,614
820131	Transfers In - Parks Cap	8,400		8,400	8,437	37	100%	8,437
820113	Transfers In - URA	-		-	-	-	0%	-
		708,277	-	708,277	630,872	(77,405)	89%	630,872
840000	Debt Proceeds	35,803		35,803	35,803	(0)	100%	35,803
TOTAL REVENUES		**1,752,228**	**32,671**	**1,784,899**	**1,628,317**	**(156,582)**	**91%**	**1,747,284**

GENERAL FUND 110

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
EXPENDITURES - BY DEPT								
110-411	Culture and Recreation	52,461	33,421	85,882	38,998	46,884	45%	85,332
110-419	General Government	597,094	(750)	596,344	507,793	88,551	85%	593,141
110-421	Police	454,844		454,844	389,912	64,932	86%	442,303
110-433	Public Works	399,470	33,750	433,220	326,293	106,926	75%	415,614
110-452	Parks	19,760		19,760	12,971	6,789	66%	15,660
110-455	Library	224,210		224,210	164,553	59,657	73%	204,557
110-465	Planning	40,850	(33,750)	7,100	5,526	1,574	78%	6,500
Trans	Transfers Out	-		-	-	-	0%	-
SP	Special Payment- URA loan	185,000		185,000	185,000	-	100%	185,000
	CONTINGENCY	85,000		85,000	-	85,000	0%	-
TOTAL EXPENDITURES		**2,058,689**	**32,671**	**2,091,360**	**1,631,047**	**460,313**	**78%**	**1,948,107**
CHANGE IN FUND BALANCE		**(306,461)**	**-**	**(306,461)**	**(2,731)**	**460,313**		**(200,822)**
UNAPPROPRIATED ENDING FUND BALANCE		**772,746**	**-**	**764,563**	**1,068,293**	**920,625**		**870,202**

CULTURE AND RECREATION 110-411

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
EXPENDITURES								
110000	Salaries	6,000	2,000	8,000	4,942	3,058	62%	7,776
220000	Payroll Taxes	1,327	150	1,477	410	1,066	28%	1,471
230000	Retirement	865	350	1,215	471	743	39%	1,121
	PERSONAL SERVICES	**8,191**	**2,500**	**10,691**	**5,824**	**4,867**	**54%**	**10,367**
300100	Community Events	1,000		1,000	1,090	(90)	109%	1,090
300101	4th of July	24,000		24,000	21,189	2,811	88%	24,000
300102	Concerts in the Park	2,100		2,100	2,054	46	98%	2,054
300103	Dances	820	700	1,520	1,469	51	97%	1,469
300103b	Dances- donated proceeds	1,500	1,521	3,021	2,991	30	99%	2,991
300106	Fall Festival (Pumpkin Run)	3,100		3,100	3,063	37	99%	3,063
300107	Chili Cookoff	500		500	492	8	98%	492
300108	National Night Out	400		400	384	16	96%	384
300109	Playdates	150		150	38	112	25%	38
300111	Ice Cream Social	300		300	-	300	0%	300
300112	Farmers' Market	300		300	-	300	0%	300
300113	Holiday Bazaar	100		100	85	15	85%	85
300114	BBQ	10,000	27,500	37,500	321	37,179	1%	37,500
300115	Adventures without Limits	-	1,200	1,200	-	1,200	0%	1,200
	MATERIALS AND SERVICES	**44,270**	**30,921**	**75,191**	**33,175**	**42,016**	**44%**	**74,964**
TOTAL EXPENDITURES		**52,461**	**33,421**	**85,882**	**38,998**	**46,884**	**45%**	**85,332**

GENERAL GOVERNMENT 110-419

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
EXPENDITURES								
110000	Salaries	285,301	(5,000)	280,301	232,400	47,900	83%	279,921
210000	Employee Benefits	39,731		39,731	37,523	2,208	94%	39,731
220000	Payroll Taxes	26,498		26,498	20,276	6,222	77%	26,062
230000	Retirement	41,112	(650)	40,462	28,842	11,620	71%	40,337
	PERSONAL SERVICES	**392,642**	**(5,650)**	**386,992**	**319,042**	**67,950**	**82%**	**386,050**
300000	Education and Training	8,500		8,500	7,115	1,385	84%	8,500
300104	Donations	9,400	(750)	8,650	8,150	500	94%	8,150
300010	BUG Connection	9,000		9,000	7,668	1,332	85%	7,668
310000	Utilities	16,602		16,602	13,593	3,009	82%	16,602
330000	Professional Services			-				
	Attorney	20,000		20,000	17,401	2,599	87%	20,000
	Audit	9,000		9,000	8,250	750	92%	8,250
	Springbrook	15,000		15,000	10,151	4,849	68%	15,000
	IT Services	11,900		11,900	10,029	1,871	84%	11,900
	IT Services - hardware	-		-	960	(960)	100%	960
	Moonlight	10,500	4,000	14,500	12,412	2,088	86%	13,362
	Recorder	-		-	-	-	0%	-
	Payroll Processing	3,600		3,600	4,609	(1,009)	128%	4,940
	Janitorial - City Hall	2,400		2,400	2,300	100	96%	2,340
	Security - City Hall	2,520		2,520	2,027	493	80%	2,520
	Other	3,500		3,500	3,671	(171)	105%	4,000
		78,420	4,000	82,420	71,810	10,610	87%	83,272

GENERAL GOVERNMENT 110-419

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
340000	Repairs and Maintenance							
	Copier Usage/Main.	9,000		9,000	8,728	272	97%	9,728
	HVAC	3,720		3,720	3,399	321	91%	3,720
	Other	5,000		5,000	2,800	2,200	56%	3,500
		17,720	-	17,720	14,927	2,793	84%	16,948
350000	Agency Memberships	3,660		3,660	4,311	(651)	118%	4,311
380000	Miscellaneous	500		500	390	110	78%	500
500000	Employee/ Vol Recognition	1,500		1,500	2,045	(545)	136%	2,045
540000	Advertising	800		800	945	(145)	118%	945
610000	Supplies	13,350	1,650	15,000	14,697	303	98%	15,000
621000	Insurance	27,500		27,500	27,575	(75)	100%	27,625
621002	Workers' Compensation	17,500		17,500	15,525	1,975	89%	15,525
	MATERIALS AND SERVICES	**204,452**	**4,900**	**209,352**	**188,751**	**20,601**	**90%**	**207,091**
TOTAL EXPENDITURES		**597,094**	**(750)**	**596,344**	**507,793**	**88,551**	**85%**	**593,141**

POLICE 110-421

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
EXPENDITURES								
110000	Salaries	142,350		142,350	120,001	22,349	84%	147,751
120000	Hourly	36,799		36,799	28,190	8,609	77%	35,240
125000	Reserves	32,000		32,000	16,725	15,275	52%	19,225
210000	Employee Benefits	21,514	(3,100)	18,414	15,753	2,661	86%	16,899
220000	Payroll Taxes	20,484		20,484	14,497	5,987	71%	19,760
230000	Retirement	38,927		38,927	31,490	7,438	81%	38,457
	PERSONAL SERVICES	**292,074**	**(3,100)**	**288,974**	**226,657**	**62,317**	**78%**	**277,333**
300000	Education and Training	5,200		5,200	6,027	(827)	116%	6,027
330000	Professional Services							
	PPDS	-	3,100	3,100	3,090	10	100%	3,090
	Wireless Access	4,200		4,200	3,698	502	88%	4,632
	Webleds	1,575		1,575	1,575	-	100%	1,575
	HPD Evidence Storage	2,600		2,600	2,547	53	98%	2,547
	Law Enforcement Manual	2,000		2,000	1,950	50	98%	1,950
	E-ticket	2,000		2,000	3,170	(1,170)	159%	3,170
	Employment Exams	-		-	862	(862)	100%	862
	Other	4,500		4,500	1,241	3,259	28%	-
		16,875	3,100	19,975	18,133	1,842	91%	17,826
330912	WA County Dispatch	12,060		12,060	12,060	-	100%	12,060
340000	Repairs and Maintenance	6,000		6,000	7,870	(1,870)	131%	7,870
350000	Agency Memberships	1,500		1,500	1,400	100	93%	1,400
370000	Rentals and Leases							
	Chevy Tahoe	11,458		11,458	11,458	-	100%	11,458
	Dodge Charger	13,493		13,493	13,895	(402)	103%	13,895
	Dodge V8 Charger	9,181		9,181	9,181	-	100%	9,181
	Other	1,000		1,000	(0)	1,000	0%	-
		35,132	-	35,132	34,534	598	98%	34,534
610000	Supplies	13,200		13,200	12,595	605	95%	13,200
610100	Uniforms	3,500		3,500	3,375	125	96%	3,500
610224	Fuel	12,500		12,500	12,260	240	98%	12,500

POLICE 110-421

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
630000	Equipment (non-capital)							
	Firearms	4,800		4,800	5,384	(584)	112%	5,384
	Radio	3,000		3,000	2,475	525	83%	2,475
	Camera	5,000		5,000	3,985	1,015	80%	3,985
	Other	-		-	207	(207)	100%	207
		12,800	-	12,800	12,051	749	94%	12,051
207000	Court Pass Through	3,000		3,000	1,948	1,052	65%	3,000
	MATERIALS AND SERVICES	**121,767**	**3,100**	**124,867**	**122,252**	**2,615**	**98%**	**123,967**
770000	Equipment/Vehicles	35,803		35,803	35,803	0	100%	35,803
	CAPITAL OUTLAY	**35,803**	**-**	**35,803**	**35,803**	**0**	**100%**	**35,803**
810009	Transfers Out - Equip Res.	5,200		5,200	5,200	-	100%	5,200
	TRANSFERS	**5,200**	**-**	**5,200**	**5,200**	**-**	**100%**	**5,200**
TOTAL EXPENDITURES		**454,844**	**-**	**454,844**	**389,912**	**64,932**	**86%**	**442,303**

PUBLIC WORKS 110-433

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
EXPENDITURES								
110000	Salaries	251,463		251,463	204,151	47,313	81%	242,206
210000	Employee Benefits	38,284		38,284	33,297	4,986	87%	38,284
220000	Payroll Taxes	22,914		22,914	17,460	5,453	76%	22,163
230000	Retirement	45,789		45,789	38,713	7,077	85%	45,789
	PERSONAL SERVICES	**358,450**	**-**	**358,450**	**293,621**	**64,829**	**82%**	**348,441**
300000	Education and Training	2,300		2,300	370	1,930	16%	1,800
310000	Utilities	1,320		1,320	921	399	70%	1,320
330000	Professional Services	1,600		1,600	296	1,304	18%	1,400
33000X	Engineering Review	-	33,750	33,750	3,240	30,510	10%	30,000
340000	Repairs and Maintenance	15,000		15,000	7,689	7,311	51%	10,000
610000	Supplies	2,000		2,000	4,353	(2,353)	218%	4,353
610090	Uniforms	1,000		1,000	150	850	15%	500
610224	Fuel	10,800		10,800	8,654	2,146	80%	10,800
	MATERIALS AND SERVICES	**34,020**	**33,750**	**67,770**	**25,673**	**42,097**	**38%**	**60,173**
810009	Transfers - Veh Reserve	7,000		7,000	7,000	-	100%	7,000
	TRANSFERS	**7,000**	**-**	**7,000**	**7,000**	**-**	**100%**	**7,000**
TOTAL EXPENDITURES		**399,470**	**33,750**	**433,220**	**326,293**	**106,926**	**75%**	**415,614**

PARKS 110-452

Account	Description	Budget 2013-2014	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
EXPENDITURES						
310000	Utilities	5,160	4,927	233	95%	5,160
330000	Professional Services	600	0	600	0%	0
340000	Repairs and Maintenance	8,000	3,529	4,471	44%	4,500
610000	Supplies	6,000	4,515	1,485	75%	6,000
	MATERIALS AND SERVICES	**19,760**	**12,971**	**6,789**	**66%**	**15,660**
TOTAL EXPENDITURES		**19,760**	**12,971**	**6,789**	**66%**	**15,660**

LIBRARY 110-455

Account	Description	Budget 2013-2014	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
EXPENDITURES						
110000	Salaries	140,623	108,013	32,610	77%	128,300
210000	Employee Benefits	255	222	33	87%	255
220000	Payroll Taxes	15,184	10,166	5,019	67%	14,185
230000	Retirement	16,198	11,244	4,953	69%	14,422
	PERSONAL SERVICES	**172,260**	**129,645**	**42,615**	**75%**	**157,162**
300000	Education and Training	1,970	815	1,155	41%	1,220
300100	Donations	-	215	(215)	100%	215
310000	Utilities	8,160	6,908	1,252	85%	8,160
330000	Professional Services					
	Computer Software	2,000	1,449	551	72%	1,450
	Janitorial	2,100	1,575	525	75%	2,100
	Security	770	822	(52)	107%	900
	Other	450	426	24	95%	550
		5,320	4,272	1,048	80%	5,000
340000	Repairs and Maintenance					
	Building Maintenance	3,000	176	2,824	6%	1,000
	HVAC Maintenance	2,000	-	2,000	0%	1,000
	Copier Maintenance	2,600	2,087	513	80%	2,600
		7,600	2,263	5,337	30%	4,600
610000	Supplies	13,700	7,563	6,137	55%	13,000
640000	Library Supplies	13,600	11,273	2,327	83%	13,600
	MATERIALS AND SERVICES	**50,350**	**33,308**	**17,042**	**66%**	**45,795**
810009	Transfers Out - Equip Res.	1,600	1,600	-	100%	1,600
	TRANSFERS	**1,600**	**1,600**	**-**	**100%**	**1,600**
TOTAL EXPENDITURES		**224,210**	**164,553**	**59,657**	**73%**	**204,557**

PLANNING 110-465

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
EXPENDITURES								
300000	Education and Training	100	-	100	500	(400)	500%	500
330000	Professional Services	38,750	(33,750)	5,000	4,417	583	88%	5,000
360000	Advertising	2,000	-	2,000	609	1,391	30%	1,000
	MATERIALS AND SERVICES	**40,850**	**(33,750)**	**7,100**	**5,526**	**1,574**	**78%**	**6,500**
TOTAL EXPENDITURES		**40,850**	**(33,750)**	**7,100**	**5,526**	**1,574**	**78%**	**6,500**

STREET FUND 111

Account	Description	Budget 2013-2014	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
	Street Fee in Lieu	141,154	141,154			141,154
	Recology Fund	50,983	50,983			50,983
	Unassigned	378,099	378,099			378,099
OPENING FUND BALANCE		**570,236**	**570,236**	**-**		**570,236**
REVENUES						
	Licenses, Permits, Fees					
435003	TUF	25,200	21,270	(3,930)	84%	25,200
445000	SDCs	20,720	12,691	(8,029)	61%	12,691
		45,920	33,961	(11,959)	74%	37,891
	Intergovernmental					
435001	Gas Tax - State	108,000	105,569	(2,431)	98%	115,166
435002	Gas Tax - County	7,500	6,805	(695)	91%	7,423
		115,500	112,373	(3,127)	97%	122,589
431110	Grants - Claxtar	52,000	52,132	132	100%	52,132
461000	Interest	2,900	982	(1,918)	34%	1,178
440000	Miscellaneous	6,500	6,506	6	100%	6,506
TOTAL REVENUES		**222,820**	**205,955**	**(16,865)**	**92%**	**220,297**
EXPENDITURES						
360000	Advertising	400	317	83	79%	400
610000	Supplies	2,000	40	1,960	2%	1,000
640000	Street Lights	27,552	18,547	9,005	67%	25,000
	MATERIALS AND SERVICES	**29,952**	**18,904**	**11,048**	**63%**	**26,400**

STREET FUND 111

Account	Description	Budget 2013-2014	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
770101	Claxtar Project	401,000	387,106	13,894	97%	387,106
770103	Street Projects	15,000	13,468	1,532	90%	13,468
	CAPITAL OUTLAY	**416,000**	**400,574**	**15,426**	**96%**	**400,574**
810110	Transfers Out -Rec. to GF	62,000	50,983	11,017	82%	50,983
810110x	Transfers Out - Gen Fund	138,532	136,707	1,825	99%	136,707
	TRANSFERS	**200,532**	**187,690**	**12,842**	**94%**	**187,690**
	CONTINGENCY	-	-	-	0%	
TOTAL EXPENDITURES		**646,484**	**607,168**	**39,316**	**94%**	**614,664**
CHANGE IN FUND BALANCE		**(423,664)**	**(401,213)**	**22,451**		**(394,367)**
UNAPPROPRIATED ENDING FUND BALANCE		**146,572**	**169,023**	**22,451**		**175,869**
	Street Fee in Lieu	141,154	141,154			141,154
	Recology Fund	10,000	10,000			10,000
	Unassigned	(4,582)	17,869			24,715

WATER FUND 210						
		Budget	Actuals Through	Budget to Actuals Variance Pos / (Neg)		Estimated
Account	Description	2013-2014	5/15/2014	$	%	Year End
	Committed to Capital Projects	188,574	188,574			188,574
	Unassigned	723,536	723,536			723,536
OPENING FUND BALANCE		**912,110**	**912,110**	**-**		**912,110**
REVENUES						
	Charges for Services					
444000	Charges, Fees, Fines	805,977	719,125	(86,852)	89%	844,125
445000	SDCs (Capital)	181,920	116,045	(65,875)	64%	116,045
207000	SDCs - Pass thru JWC	126,320	85,769	(40,551)	68%	85,769
		1,114,217	920,939	(193,278)	83%	1,045,939
461000	Interest	3,845	3,516	(329)	91%	4,219
440000	Miscellaneous	200	7	(193)	4%	7
TOTAL REVENUES		**1,118,262**	**924,462**	**(193,800)**	**83%**	**1,050,166**
EXPENDITURES						
208150	Franchise Fee -Water	39,000	39,000	-	100%	39,000
310000	Utilities	5,130	6,304	(1,174)	123%	7,804
330000	Professional Services					
	Meter Reader	1,000	989	11	99%	989
	Alexin Laboratory	2,250	960	1,290	43%	960
	Other	6,000	-	6,000	0%	-
		9,250	1,949	7,301	21%	1,949
340000	Repairs and Maintenance	15,000	3,586	11,414	24%	10,000
610000	Supplies	7,500	7,137	363	95%	7,500
610600	Water Purchase	120,000	99,299	20,701	83%	120,000
630000	New Water Service Materials	5,000	2,748	2,252	55%	2,748
207000	SDC Pass Thru JWC	126,320	84,332	41,988	67%	85,769
	MATERIALS AND SERVICES	**327,200**	**244,355**	**82,845**	**75%**	**274,770**

WATER FUND 210						
			Actuals	Budget to Actuals		
		Budget	Through	Variance Pos / (Neg)		Estimated
Account	Description	2013-2014	5/15/2014	$	%	Year End
770000	PW Projects	115,000	110,200	4,800	96%	110,200
	CAPITAL OUTLAY	**115,000**	**110,200**	**4,800**	**96%**	**110,200**
500500	Debt Service - 2005 Bond	134,332	134,332	0	100%	134,332
	DEBT SERVICE	**134,332**	**134,332**	**0**	**100%**	**134,332**
810110	Transfers Out - Gen Fund	458,428	432,131	26,297	94%	432,131
	TRANSFERS	**458,428**	**432,131**	**26,297**	**94%**	**432,131**
	CONTINGENCY	50,000	-	50,000	0%	-
TOTAL EXPENDITURES		**1,084,960**	**921,018**	**163,943**	**85%**	**951,432**
CHANGE IN FUND BALANCE		**33,302**	**3,445**	**29,857**		**98,733**
UNAPPROPRIATED						
ENDING FUND BALANCE		**945,412**	**915,555**	**29,857**		**1,010,843**
	Committed to Capital Projects	255,494	194,419	(61,075)		194,419
	Unassigned	689,918	721,136	90,932		816,424

TRANSPORTATION DEVELOPMENT TAX FUND 130

Account	Description	Budget 2013-2014	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
OPENING FUND BALANCE		**263,325**	**263,325**	**-**		**263,325**
REVENUES						
415100	TDT	266,600	166,527	(100,073)	62%	166,527
461000	Interest	420	1,226	806	292%	1,471
TOTAL REVENUES		**267,020**	**167,753**	**(99,267)**	**63%**	**167,998**
EXPENDITURES						
770000	PW Projects	50,000	32,677	17,323	65%	32,677
	CAPITAL OUTLAY	**50,000**	**32,677**	**17,323**	**65%**	**32,677**
810110	Transfers Out - Gen Fund	4,000	2,614	1,386	65%	2,614
	TRANSFERS	**4,000**	**2,614**	**1,386**	**65%**	**2,614**
	CONTINGENCY	50,000	-	50,000	0%	-
TOTAL EXPENDITURES		**104,000**	**35,291**	**68,709**	**34%**	**35,291**
CHANGE IN FUND BALANCE		**163,020**	**132,462**	**(30,558)**		**132,707**
UNAPPROPRIATED ENDING FUND BALANCE		**426,345**	**395,787**	**(30,558)**		**396,032**

PARKS CAPITAL FUND 131

Account	Description	Budget 2013-2014	Budget Transfer	Revised Budget	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
OPENING FUND BALANCE		**458,181**		**458,181**	**458,181**	**-**		**458,181**
REVENUES								
445000	SDCs	156,400		156,400	95,795	(60,605)	61%	95,795
461000	Interest	1,925		1,925	1,791	(134)	93%	2,149
TOTAL REVENUES		**158,325**	**-**	**158,325**	**97,586**	**(60,739)**	**62%**	**97,944**
EXPENDITURES								
770000	PW Projects	105,000	2,500	107,500	101,660	5,840	95%	105,460
	CAPITAL OUTLAY	**105,000**	**2,500**	**107,500**	**101,660**	**5,840**	**95%**	**105,460**
810110	Transfers Out - Gen Fund	8,400		156,400	8,133	148,267	5%	8,133
	TRANSFERS	**8,400**	**-**	**156,400**	**8,133**	**148,267**	**5%**	**8,133**
	CONTINGENCY	100,000	(2,500)	156,400	-	156,400	0%	-
TOTAL EXPENDITURES		**213,400**	**-**	**420,300**	**109,793**	**310,507**	**26%**	**113,593**
CHANGE IN FUND BALANCE		**(55,075)**	**-**	**(261,975)**	**(12,207)**	**42,868**		**(15,649)**
UNAPPROPRIATED ENDING FUND BALANCE		**403,106**	**-**	**196,206**	**445,974**	**42,868**		**442,532**

TRAFFIC IMPACT FEE FUND 132

Account	Description	Budget 2013-2014	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
OPENING FUND BALANCE		**287,669**	**287,669**	**-**		**287,669**
REVENUES						
461000	Interest	1,435	1,157	(278)	81%	1,388
TOTAL REVENUES		**1,435**	**1,157**	**(278)**	**81%**	**1,388**
EXPENDITURES						
770000	PW Projects	50,000	-	50,000	0%	-
	CAPITAL OUTLAY	**50,000**	**-**	**50,000**	**0%**	**-**
	CONTINGENCY	50,000	-	50,000	0%	-
TOTAL EXPENDITURES		**100,000**	**-**	**100,000**	**0%**	**-**
CHANGE IN FUND BALANCE		**(98,565)**	**1,157**	**99,722**		**1,388**
UNAPPROPRIATED ENDING FUND BALANCE		**189,104**	**288,826**	**99,722**		**289,057**

VEHICLE AND EQUIPMENT RESERVE FUND 009

Account	Description	Budget 2013-2014	Actuals Through 5/15/2014	Budget to Actuals Variance Pos / (Neg) $	%	Estimated Year End
OPENING FUND BALANCE		**25,580**	**25,580**	**-**		**25,580**
REVENUES						
461000	Interest	225	128	(97)	57%	153
820110	Transfers In	13,800	13,800	-	100%	13,800
TOTAL REVENUES		**14,025**	**13,928**	**(97)**	**99%**	**13,953**
EXPENDITURES						
700200	Vehicles	-	-	-	0%	-
	CAPITAL OUTLAY	**-**	**-**	**-**	**0%**	**-**
	CONTINGENCY	10,000	-	10,000	0%	-
TOTAL EXPENDITURES		**10,000**	**-**	**10,000**	**0%**	**-**
CHANGE IN FUND BALANCE		**4,025**	**13,928**	**9,903**		**13,953**
UNAPPROPRIATED ENDING FUND BALANCE		**29,605**	**39,508**	**9,903**		**39,533**

TRANSFERS

Street Fund to General Fund	Costs	Rate	Allocated Amount
for staff and supplies charged to the General Fund			
General Government:			
Personal Services	386,050	10%	38,605
Professional Services	83,272	10%	8,327
Insurance	27,625	10%	2,763
Public Works:			
Personal Services	348,441	15%	52,266
Fuel	10,800	25%	2,700
for staff time related to capital outlay			
Street Capital Outlay	400,574	8%	32,046
			136,707
Water Fund to General Fund			
for staff and supplies charged to the General Fund			
General Government:			
Personal Services	386,050	30%	115,815
Professional Services	83,272	30%	24,982
Professional Services - Moonlight			7,500
Insurance	27,625	30%	8,288
Public Works:			
Personal Services	348,441	75%	261,331
Fuel	10,800	50%	5,400
for staff time related to capital outlay			
Water Capital Outlay	110,200	8%	8,816
			432,131
TDT Fund to General Fund			
for staff time related to capital outlay			
TDT Capital Outlay	32,677	8%	2,614
Parks Capital Fund to General Fund			
for staff time related to capital outlay			
Parks Capital Outlay	105,460	8%	8,437

RESOLUTION NO. 1841

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, TO APPROVE FISCAL YEAR 2013-14 BUDGET TRANSFER OF APPROPRIATIONS

WHEREAS, in accordance with Oregon Budget Law, appropriations can be transferred within and between funds by resolution; and

WHEREAS, in accordance with Oregon Budget Law, appropriations can be increased when additional funding is expected for a condition unforeseen at the time of budget adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, that the following transfers are made to the City of North Plains FY2013-14 Budget:

Transfer of existing appropriation

Planning	Materials & Services	(33,750)
Public Works	Materials & Services	33,750

Engineering fees moved to Public Works (infrastructure related).

Police	Employee Benefits	(3,100)
Police	Materials & Services	3,100

Adjustment of benefits costs, new PPDS charge.

General Government	Personnel Services	(5,650)
General Government	Materials & Services	5,650

Lower part time costs, increased newsletter and supplies costs.

General Government	Materials & Services	(750)
Culture & Recreation	Materials & Services	750

Donations moved to Culture and Recreation

Parks Capital Fund	Materials & Services	2,500
Parks Capital Fund	Contingency	(2,500)

Wetlands appraisal.

Transfer funded by additional revenue

BBQ Event	Revenue	30,000
Culture & Recreation	Materials & Services	30,000

Increased sales, sponsorship and in-kind revenue to fund BBQ event.

Dances revenue	Revenue	771
Culture & Recreation	Materials & Services	771

Revenue from dances is used to fund donations to nonprofits.

Community Events donations	Revenue	700
Culture & Recreation	Materials & Services	700

Sponsorship revenue was received to fund Dance event expense.

Adventures without Limits	Revenue	1,200
Culture & Recreation	Materials & Services	1,200

Adventures without Limits event, funded by event fees.

INTRODUCED AND ADOPTED this 2nd day of June, 2014.

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: June 2, 2014

To: City Council

From: City Manager Martha DeBry

Subject: Resolution No.1842 approving Intergovernmental Agreement between Washington County Community Development Block Grant Program (2015—2017) and the City of North Plains

Request: Council adopt Resolution No.1842 approving the intergovernmental agreement between CDBG and the City of North Plains.

Background:
The Washington County Office of Community Development has requested that the City enter into an intergovernmental agreement to continue our partnership in the Community Development Block Grant (CDBG) program. The City is currently bound by a similar document. The Federal Department of Housing and Urban Development (HUD) recent guidance on urban requalification requires changes to the existing agreement.

In addition to some minor edits, the significant changes are:

- More detailed statutory reference under II.3
- New language regarding use of funds under III.8\
- Updating HUD's address

This document must be approved by June 20, 2014.

Fiscal Impact: The City has benefitted from several CDBG grants in recent years including those that helped improve Claxtar Street. Entering the agreement would continue North Plains' eligibility for grants.

Environmental Issues: There are no environmental impacts associated with this action.

Sample Motion: I move to adopt Resolution No.1842 approving an IGA between Washington County CDBG and the City of North Plains.

Attachments: Resolution No.1842
Intergovernmental Agreement (IGA)

WASHINGTON COUNTY
OREGON

May 14, 2014

Mayor David Hatcher
City of North Plains
31360 NW Commercial Street
North Plains, OR 97133

COPY

Attention: Martha DeBry

Dear Mayor Hatcher:

In 2011, your city entered into a three-year Intergovernmental Cooperation Agreement with Washington County to continue our partnership in the Community Development Block Grant (CDBG) program. While the existing agreement contains an automatic renewal clause which would go into effect should there be no changes required by HUD, HUD's recent guidance on urban requalification has necessitated changes to the legal document. Attached are the revised Intergovernmental Agreements that need to be placed on your Council's agenda for authorization and approval. In summary, the changes include:

- More detailed statutory references under II.3 (required by HUD)
- New language regarding use of funds under III.8 (required by HUD)
- Updating HUD's new address
- Housing keeping edits

Approval of this document should take place as soon as possible but no later than June 20, 2014. **PLEASE NOTE: Your city's authorization of the execution of the IGA must be submitted in one of three ways: 1). Agenda and minute order, 2). Resolution and Order, or 3). Copy of the completed minutes showing the motion and approval.**

If you have any questions about the re-qualification process, please don't hesitate to contact me at the Office of Community Development at 503-846-8663.

Sincerely,

Jennie H. Proctor, Program Manager
Office of Community Development

Attachments

Office of Community Development
328 West Main Street, Suite 100, MS 7, Hillsboro, OR 97123-3967
phone: (503) 846-8814 • fax: (503) 846-2882

RESOLUTION NO. 1842

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, AUTHORIZING THE MAYOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND THE CITY OF NORTH PLAINS FOR FISCAL YEARS 2015 – 2017

WHEREAS, the City has partnered with Washington County to participate in the Community Development Block Grant program through the Department of Housing and Urban Development for several years; and

WHEREAS, the City has applied and received Oregon Community Development Block Grant funding to improve its sidewalk, street, sewer and water infrastructure, and wishes to continue its participation with the Washington County Community Development Block Grant program.

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

Section 1. The Mayor is authorized to execute a continuance of the intergovernmental agreement, a copy of which is marked Exhibit "A", attached hereto and by this reference incorporated herein, with the Washington County Community Development Block Grant Program.

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

INTRODUCED AND ADOPTED this 2nd day of June, 2014.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret L. Reh, City Recorder

INTERGOVERNMENTAL AGREEMENT
WASHINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEARS – 2015 - 2017

This Agreement is entered into between Washington County ("COUNTY"), a political subdivision of the State of Oregon, and the City of North Plains ("CITY"), a municipal corporation of the State of Oregon located within Washington County, for the cooperation of units of local government under the authority of ORS 190.010.

I. RECITALS

WHEREAS, the Congress of the United States has enacted the Housing and Community Development Act of 1974 ("THE ACT"), the Housing and Urban/Rural Recovery Act of 1983, the Housing and Community Development Act of 1987, the National Affordable Housing Act of 1990; and

WHEREAS, Congress has declared that the nation's cities, towns and small urban communities face critical social, economic and environmental problems; and

WHEREAS, Congress has further found and declared that the future welfare of the Nation and the well being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

WHEREAS, the primary objective of the Act(s) is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income; and

WHEREAS, the parties to the agreement are dedicated to the elimination of slums, blight and the prevention of blighting influences and the deterioration of property; the improvement of neighborhood and community facilities of importance to the welfare of the community, principally for persons of low and moderate income; and

WHEREAS, the parties are dedicated to the elimination of conditions which are detrimental to health, safety and public welfare, through code enforcement, demolition, interim rehabilitation assistance and related activities; and

WHEREAS, the parties are dedicated to the conservation and expansion of existing public housing stock in order to provide a decent home and a suitable living environment for all persons but principally those of low and moderate income; and

WHEREAS, the parties are dedicated to the expansion and improvement of quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development and for the development of viable urban communities; and

WHEREAS, the parties are dedicated to a more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and

WHEREAS, the parties are dedicated to the reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial deconcentration of housing opportunities for persons of lower income and the revitalization of deteriorated neighborhoods; and

WHEREAS, the parties are dedicated to the restoration and preservation of properties of special value for historic, architectural or aesthetic reasons; and

WHEREAS, the parties are dedicated to the alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population outmigration or a stagnating or declining tax base; and

WHEREAS, the parties are dedicated to the conservation of the Nation's scarce energy resources, improvement of energy efficiency and the provision of alternative and renewable energy resources; and

WHEREAS, the parties desire to join together to meet the criteria for an urban county in order to qualify to receive funds to meet each of these national objectives,

NOW THEREFORE, in consideration of the mutual promises and benefits given and received within this agreement, the parties agree to each and every term contained below:

II. MUTUAL COVENANTS

1. The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.
2. The parties agree that this agreement covers the CDBG Entitlement program, the HOME Investment Partnerships program (HOME), and the Emergency Solutions Grant Program (ESG).
3. The parties agree to take all actions necessary to assure compliance with the urban county's certification required by Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing; section 109 of Title I of the Housing and Community Development Act

of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975; and other applicable laws.

4. Both parties agree that the County has the final responsibility for selecting CDBG, HOME, and ESG activities and filing required documents with HUD.

III. CITY COVENANTS

1. The City expressly agrees that as the cooperating unit of general local government it has adopted and is enforcing the following requirements of law:

   1.1 A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

   1.2 A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

2. The City agrees that it is subject to the same requirements applicable to subrecipients set forth in 24 CFR 570.501 (b).

3. The City agrees in order to participate as a subrecipient under the terms of this agreement it shall enter into a contract as required by 24 CFR 570.503.

4. The City agrees that the County as the recipient is responsible for ensuring that CDBG, HOME, and ESG funds are used in accordance with all program requirements. The County as recipient is responsible for determining the adequacy of performance under subrecipient agreements.

5. The City authorizes the inclusion of its population for purposes of the Act, and joins together with other units of general local government to qualify the County as an urban county for Housing and Community Development Act block grant funds.

6. The City agrees it may not apply for grants from appropriations under the State CDBG program for fiscal years during the period in which it participates in the urban county's CDBG program.

7. The City agrees that it may not receive either HOME or ESG formula allocations, except through the County. Regardless of whether the County receives a HOME formula allocation, City agrees that it may not form a HOME consortium with other local governments.

8. The City agrees that it may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits, or non-federal considerations, but must use such funds for activities eligible under Title I of the Act.

IV. TERM OF AGREEMENT

1. This Agreement shall remain in effect for three Fiscal Years commencing July 1, 2015, and ending June 30, 2018, which shall constitute the urban county qualification period.
2. This agreement shall remain in effect until the CDBG, HOME, and ESG funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed.
3. The Agreement shall be automatically renewed for participation by the parties for successive three-year qualification periods unless either party provides written notice to the other that it elects not to participate in the new qualification period. The parties agree to send any such notice to the HUD Field Office at 1220 SW 3rd Avenue, Suite 400, Portland, OR 97204-2825, upon such election.

   3.1 The urban county shall send a written notice to the City advising of the City's right to elect not to participate in the next automatic urban county qualification period. The County shall send the notice to the City by the date specified in HUD's Urban County Qualification Notice for the next qualification period. County shall send a copy of the notice to HUD.

   3.2 The failure by either party to adopt an amendment to this agreement incorporating all changes necessary to meet the requirements for cooperation agreement set forth in the Urban County Qualification Notice applicable for any subsequent three-year urban county qualification period, and to submit the amendment to HUD as provided in the Urban County Qualification Notice will void the automatic renewal of subsequent qualification periods set forth in Section IV.3 above.

V. TERMINATION

1. This Agreement may be terminated by the County in the event funding is no longer available; otherwise, neither party may terminate or withdraw from the Agreement while the Agreement remains in effect

VI. ENFORCEMENT

1. The County is responsible for ensuring that CDBG, HOME, and ESG funds are used in accordance with all program requirements. The County may use any available legal methods to ensure compliance by the City.
2. The County is also responsible for determining the adequacy of performance under all applicable subrecipient agreements and procurement contracts and for taking appropriate action when performance problems arise, such as action described in 24 CFR 570.910. The County may use any available legal methods to ensure compliance by the City.

3. The County shall not distribute any CDBG, HOME, or ESG funds for activities in or in support of the City if the City does not affirmatively further fair housing within its own jurisdiction or acts in a manner that impedes the County's actions to comply with its fair housing certification.

VII. POLICY ADVISORY BOARD

For the purpose of developing an annual Community Development Plan and Programs as required by Title I of the Act, a Policy Advisory Board is hereby continued which shall guide the plan and program development, make recommendations to the County upon the criteria to be utilized in selecting eligible Housing and Community Development Act activities within Washington County, and recommend to the County the program priorities.

1. The Policy Advisory Board shall be composed of one representative and a designated alternate from the County and each participating unit of general local government. The County and City shall have one vote on the Board. Jurisdictions shall appoint an elected official as primary and an employee or other public official as an alternate.
2. The Policy Advisory Board shall adopt bylaws, study, review, hold public hearings, supervise the public review and information process, and recommend to Washington County on all matters related to the Housing and Community Development Act as amended. Activities shall include making recommendations concerning the Housing and Community Development Plan (Consolidated Plan), and annual action plan(s), a five-year non-housing Community Development Plan, Fair Housing Plan, performance reports, citizen participation plans, and developing or directing studies necessary to gather data or information on which to base its recommendations.
3. After public hearings, the Policy Advisory Board shall make final recommendation on the Housing and Community Development Plan (Consolidated Plan) which may be accepted by Washington County at a public meeting and submitted to the Department of Housing and Urban Development as the Washington County application; provided that , should all or part of the recommended plan not be considered acceptable to the County, the Board of County Commissioners shall hold at least one (1) public hearing on the plan and program prior to rejection or amendment of the recommended plan. The County shall be responsible for filing required documents with HUD.
4. Projects may be implemented and funds expended in accordance with subgrant agreements between the County and other jurisdictions signatory to this Agreement.

VIII. CERTIFICATION

The parties by the signatures below certify that the governing body of each party has authorized entry into this Agreement.

IN WITNESS, the undersigned parties have executed this Agreement this _____ day of _____, 2014.

WASHINGTON COUNTY

BY_____
Chair, Washington County Board of Commissioners

_____
Recording Secretary

_____
Date (required)

CITY OF NORTH PLAINS

By _____

_____
Title

_____
Date (required)

It is my opinion that the terms and provisions of this Intergovernmental Agreement are fully authorized under the State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community renewal and lower income housing assistance activities.

_____
Paul L. Hathaway III
Senior Assistant County Counsel

Accounts Payable

Transactions by Account

User: mreh
Printed: 05/27/2014 - 2:15PM
Batch: 00000.00.0000

April 2014 Check Register

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200000	STEVEN PRINCE HOMES, INC.	ROW permit refund	04/30/2014	22042	250.00	
110-000-200000	STEVEN PRINCE HOMES, INC.	ROW permit refund	04/30/2014	22042	250.00	
		Vendor Subtotal for Section 2:000			500.00	
110-000-200000	Donald Upham	Refund of Records Review Request	04/30/2014	22044	400.00	
		Vendor Subtotal for Section 2:000			400.00	
110-000-200001	ASIFlex	Pay date 4/25/14	04/30/2014	22024	211.25	
		Vendor Subtotal for Section 2:000			211.25	
110-000-200003	ING - State of OR Plan		04/02/2014	0	276.92	
110-000-200003	ING - State of OR Plan		04/10/2014	0	276.92	
110-000-200003	ING - State of OR Plan	Pay Date 4/25/14	04/30/2014	0	276.92	
		Vendor Subtotal for Section 2:000			830.76	
110-000-200005	CIS - EBS TRUST		04/02/2014	0	125.96	
		Vendor Subtotal for Section 2:000			125.96	
110-411-300114	Dylan King	Logo Development	04/02/2014	21954	79.00	
110-411-300114	Dylan King	BBQ	04/10/2014	21984	75.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Section 2:411			154.50	
110-421-207000	OR. DEPT. OF REVENUE- Fines	3/1/14 - 3/31/14	04/08/2014	21972	265.00	
		Vendor Subtotal for Section 2:421			265.00	
110-421-207000	WASHINGTON COUNTY - FINAN	3/1/14 - 3/31/14	04/08/2014	21979	216.00	
		Vendor Subtotal for Section 2:421			216.00	
110-421-210000	CIS - EBS TRUST		04/02/2014	0	2,201.99	
		Vendor Subtotal for Section 2:421			2,201.99	
110-421-300000	PUBLIC SAFETY CENTER	6" SnapLight Lightsticks	04/02/2014	21961	201.96	
		Vendor Subtotal for Section 2:421			201.96	
110-421-300000	VISA/ CARDMEMBER SERVICE	CREDIT - Inn at Seaside	03/05/2014	22006	-80.66	
		Vendor Subtotal for Section 2:421			-80.66	
110-421-330000	DMV, MOTOR VEHICLES DIVISI	2 records @ $11.50 each	04/08/2014	21967	23.00	
110-421-330000	DMV, MOTOR VEHICLES DIVISI	95 Dodge	04/23/2014	22010	3.50	
		Vendor Subtotal for Section 2:421			26.50	
110-421-330000	ODOT DMV SERVICES	pHOTO lINE-UP AND pHOTO rEQU	04/23/2014	22015	15.50	
		Vendor Subtotal for Section 2:421			15.50	
110-421-330000	T-MOBILE		04/16/2014	22002	30.86	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Section 2:421			30.86	
110-421-330000	VERIZON WIRELESS	3/7 - 4/6	04/16/2014	22005	243.10	
		Vendor Subtotal for Section 2:421			243.10	
110-421-330000	VISA/ CARDMEMBER SERVICE	Black Bear Diner	04/16/2014	22006	26.47	
110-421-330000	VISA/ CARDMEMBER SERVICE	Black Bear Diner	04/16/2014	22006	-0.55	
		Vendor Subtotal for Section 2:421			25.92	
110-421-340000	DAILEY'S GOODYEAR AUT0 & T	Tires	04/08/2014	21965	571.40	
		Vendor Subtotal for Section 2:421			571.40	
110-421-340000	DUYCK'S GARAGE	Oil Change Tahoe	04/30/2014	22031	77.50	
110-421-340000	DUYCK'S GARAGE	Battery Charger	04/30/2014	22031	313.00	
110-421-340000	DUYCK'S GARAGE	Oil Tahoe	04/30/2014	22031	50.00	
		Vendor Subtotal for Section 2:421			440.50	
110-421-340000	PARSHLEY COMPUTER CONSUL	NPPD-EOC Transfer	04/02/2014	21960	340.00	
		Vendor Subtotal for Section 2:421			340.00	
110-421-350000	OREGON COUNCIL OF POLICE A	Quarterly Dues for April, May, and Ju	04/16/2014	21995	78.00	
		Vendor Subtotal for Section 2:421			78.00	
110-421-350000	PEACE OFFICERS RESEARCH AS	8 Officers @ $12 each (for 3 Months)	04/16/2014	21996	96.00	
		Vendor Subtotal for Section 2:421			96.00	
110-421-350000	STATE OF OR. - Administrative Ser	LESO POLICE PROGRAMS - July 1,	04/30/2014	22039	500.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
			Vendor Subtotal for Section 2:421		500.00	
110-421-610000	AMERICAN EXPRESS	Bottled Water	04/02/2014	21947	34.42	
			Vendor Subtotal for Section 2:421		34.42	
110-421-610000	IMPACT SIGN CO.	In case of Emergency sign	04/23/2014	22012	40.00	
			Vendor Subtotal for Section 2:421		40.00	
110-421-610000	VISA/ CARDMEMBER SERVICE	Interest CREDIT	03/05/2014	22006	-0.55	
			Vendor Subtotal for Section 2:421		-0.55	
110-421-610100	BLUMENTHAL UNIFORMS & EQ	Daniel Buckley	04/30/2014	22025	147.89	
110-421-610100	BLUMENTHAL UNIFORMS & EQ	Nicole Fantana	04/30/2014	22025	207.84	
			Vendor Subtotal for Section 2:421		355.73	
110-421-610224	CHEVRON	3/6/14 - 4/5/14	04/08/2014	0	1,387.97	
			Vendor Subtotal for Section 2:421		1,387.97	
110-452-310000	COMCAST	Jessie Mays	04/10/2014	0	46.15	
			Vendor Subtotal for Section 2:452		46.15	
110-452-310000	NW NATURAL GAS CO.	2/28/14 - 3/28/14	04/02/2014	0	201.23	
			Vendor Subtotal for Section 2:452		201.23	
110-452-310000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/31/14	04/08/2014	0	83.82	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Section 2:452			83.82	
110-452-330000	VISA/ CARDMEMBER SERVICE	Harbor Freight	04/08/2014	22006	15.96	
110-452-330000	VISA/ CARDMEMBER SERVICE	KirbyBuilt: benches	04/08/2014	22006	1,998.15	
		Vendor Subtotal for Section 2:452			2,014.11	
110-452-340000	ALL PRO PLUMBING SERVICES,	JMCH toilet	04/02/2014	21946	296.00	
		Vendor Subtotal for Section 2:452			296.00	
110-452-340000	RON-JONS UNLIMITED, INC.	2-Weekly Toilets 3/1/14 - 3/31/14	04/08/2014	21975	166.00	
		Vendor Subtotal for Section 2:452			166.00	
110-452-340000	STARK STREET LAWN AND GAF		04/08/2014	21976	34.99	
		Vendor Subtotal for Section 2:452			34.99	
110-452-610000	VISA/ CARDMEMBER SERVICE	Home Depot	04/08/2014	22006	23.91	
		Vendor Subtotal for Section 2:452			23.91	
110-455-300000	MEDICA, DONNA	REIMBURSEMENT - Mileage, Cove	04/10/2014	21994	23.52	
		Vendor Subtotal for Section 2:455			23.52	
110-455-300000	VISA/ CARDMEMBER SERVICE	Oregon Library Association	04/10/2014	22006	65.00	
		Vendor Subtotal for Section 2:455			65.00	
110-455-300100	OREGON FOOD BANK	DONATION OF FINES WK OF 4/14/	04/23/2014	22016	214.86	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Section 2:455			214.86	
110-455-310000	COMCAST	04/03/14 - 05/02/14	04/02/2014	0	87.55	
110-455-310000	COMCAST	4/3/14 - 5/2/14	04/08/2014	21963	87.55	
110-455-310000	COMCAST	03/03/14 - 04/02/14	03/12/2014	0	87.55	
		Vendor Subtotal for Section 2:455			262.65	
110-455-310000	NW NATURAL GAS CO.	2/27/14 - 3/28/14	04/02/2014	0	151.33	
		Vendor Subtotal for Section 2:455			151.33	
110-455-310000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/28/14	04/08/2014	21981	356.29	
		Vendor Subtotal for Section 2:455			356.29	
110-455-330000	SERVICE AMERICA COMMERCI/	Library APRIL	04/02/2014	21962	175.00	
		Vendor Subtotal for Section 2:455			175.00	
110-455-330000	VISA/ CARDMEMBER SERVICE	Website Web Hosting 4 Year Renewal	04/10/2014	22006	335.52	
		Vendor Subtotal for Section 2:455			335.52	
110-455-340000	CANON SOLUTIONS AMERICA	Copier Maintenance: Base 3/14/14 - 4/	04/10/2014	21987	62.39	
		Vendor Subtotal for Section 2:455			62.39	
110-455-340000	DeLAGE LANDEN	3/15/14 - 4/14/14	04/02/2014	21951	143.85	
		Vendor Subtotal for Section 2:455			143.85	
110-455-340000	DIVERSE	Install Cords and Equipment for dial t(	04/16/2014	21990	95.90	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Section 2:455			95.90	
110-455-340000	VISA/ CARDMEMBER SERVICE	Lowes; Ant Killer	04/08/2014	22006	5.97	
		Vendor Subtotal for Section 2:455			5.97	
110-455-610000	AWARD SPECIALITIES	Araceli Name Badge	04/08/2014	21964	10.00	
		Vendor Subtotal for Section 2:455			10.00	
110-455-610000	DEMCO, INC.	DVD Cases	04/08/2014	21966	36.15	
110-455-610000	DEMCO, INC.	Library Supplies	04/30/2014	22027	204.41	
		Vendor Subtotal for Section 2:455			240.56	
110-455-610000	FUITEN, HEIDI	REIMBURSEMENT Mounting, lamin	04/02/2014	21953	18.48	
110-455-610000	FUITEN, HEIDI	REIMBURSEMENT/REPLACEMEN	04/08/2014	21980	26.17	
110-455-610000	FUITEN, HEIDI	REIMBURSEMENT/REPLACEMEN	04/08/2014	21991	7.98	
110-455-610000	FUITEN, HEIDI	Food, Cups, Plates, etc.	04/23/2014	22011	71.42	
		Vendor Subtotal for Section 2:455			124.05	
110-455-610000	VISA/ CARDMEMBER SERVICE	Robinsons	04/08/2014	22006	35.00	
110-455-610000	VISA/ CARDMEMBER SERVICE	Sees Candies	04/08/2014	22006	13.40	
110-455-610000	VISA/ CARDMEMBER SERVICE	Barnes and Nobles	04/08/2014	22006	40.00	
110-455-610000	VISA/ CARDMEMBER SERVICE	Movies on TV	04/08/2014	22006	60.00	
110-455-610000	VISA/ CARDMEMBER SERVICE	Bales	04/10/2014	22006	12.12	
110-455-610000	VISA/ CARDMEMBER SERVICE	Ace Hardware	04/10/2014	22006	1.99	
110-455-610000	VISA/ CARDMEMBER SERVICE	The Container Store	04/10/2014	22006	19.98	
110-455-610000	VISA/ CARDMEMBER SERVICE	Target	04/16/2014	22006	92.00	
110-455-610000	VISA/ CARDMEMBER SERVICE	Amazon	04/16/2014	22006	14.96	
110-455-610000	VISA/ CARDMEMBER SERVICE	Amazon	04/16/2014	22006	108.43	
110-455-610000	VISA/ CARDMEMBER SERVICE	Little Caesars	04/16/2014	22006	55.00	
110-455-610000	VISA/ CARDMEMBER SERVICE	Learning Palace	04/16/2014	22006	22.89	
110-455-610000	VISA/ CARDMEMBER SERVICE	Target	04/16/2014	22006	10.00	
		Vendor Subtotal for Section 2:455			485.77	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-640000	INGRAM LIBRARY SERVICES		04/10/2014	21993	26.36	
110-455-640000	INGRAM LIBRARY SERVICES	Library Materials	04/23/2014	22013	16.76	
110-455-640000	INGRAM LIBRARY SERVICES	Library Materials	04/23/2014	22013	367.49	
110-455-640000	INGRAM LIBRARY SERVICES	Library Materials	04/23/2014	22013	24.70	
110-455-640000	INGRAM LIBRARY SERVICES	Library Materials	04/23/2014	22013	216.61	
		Vendor Subtotal for Section 2:455			651.92	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon CREDIT	04/10/2014	22006	-2.05	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon	04/10/2014	22006	136.33	
110-455-640000	VISA/ CARDMEMBER SERVICE	Roads Less Traveled in Oregon	04/10/2014	22006	105.00	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon	04/10/2014	22006	19.96	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon	04/16/2014	22006	37.91	
110-455-640000	VISA/ CARDMEMBER SERVICE	Amazon	04/16/2014	22006	30.00	
		Vendor Subtotal for Section 2:455			327.15	
110-465-330000	VISA/ CARDMEMBER SERVICE	Google	04/10/2014	22006	399.00	
		Vendor Subtotal for Section 2:465			399.00	
			Subtotal for Section 1: 110		16,209.05	
111-433-360000	COMMUNITY NEWSPAPER/POR	Utility Worker	04/02/2014	21950	20.00	
		Vendor Subtotal for Section 2:433			20.00	
111-433-640000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/31/14	04/08/2014	21981	14.63	
111-433-640000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/31/14	04/08/2014	21981	14.63	
111-433-640000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/31/14	04/08/2014	21981	16.04	
111-433-640000	PORTLAND GENERAL ELECTRI(	2/27/14 - 3/31/14	04/08/2014	0	23.18	
111-433-640000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/30/14	04/08/2014	0	15.28	
111-433-640000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/31/14	04/08/2014	0	15.17	
111-433-640000	PORTLAND GENERAL ELECTRI(	3/10/14 - 4/8/14	04/10/2014	0	1,797.11	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
			Vendor Subtotal for Section 2:433		1,896.04	
			Subtotal for Section 1: 111		1,916.04	
113-463-831000	THE BANK of NEW YORK MELL	LOCAPCOP11A	04/10/2014	22003	6,321.88	
			Vendor Subtotal for Section 2:463		6,321.88	
			Subtotal for Section 1: 113		6,321.88	
210-000-200200	EVAN SCESA	Refund Check	Uncommitted	22037	73.33	
			Vendor Subtotal for Section 2:000		73.33	
210-000-200200	ERIK UNTERBORN	Refund Check	Uncommitted	22043	70.00	
			Vendor Subtotal for Section 2:000		70.00	
210-000-200200	DANIEL HOUSE	Refund Check	Uncommitted	22033	0.83	
			Vendor Subtotal for Section 2:000		0.83	
210-000-200200	TESSA WHITNAH	Refund Check	Uncommitted	22045	45.28	
			Vendor Subtotal for Section 2:000		45.28	
210-000-200200	TODD NICHOLS	Refund Check	Uncommitted	22034	31.67	
			Vendor Subtotal for Section 2:000		31.67	
210-000-200200	MEGAN JURASEK & DAVID PACI	Refund Check	Uncommitted	22026	33.61	
			Vendor Subtotal for Section 2:000		33.61	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
210-000-200200	EVAN SCESA	Refund Check	Uncommitted	22038	34.31	
			Vendor Subtotal for Section 2:000		34.31	
210-000-200200	DR HORTON	Refund Check	Uncommitted	22029	24.31	
			Vendor Subtotal for Section 2:000		24.31	
210-000-200200	JULIE ESCHILLING	Refund Check	Uncommitted	22032	29.03	
			Vendor Subtotal for Section 2:000		29.03	
210-000-200200	DR HORTON	Refund Check	Uncommitted	22030	28.34	
			Vendor Subtotal for Section 2:000		28.34	
210-000-200200	STEVEN PRINCE HOMES INC	Refund Check	Uncommitted	22040	25.01	
			Vendor Subtotal for Section 2:000		25.01	
210-000-200200	STEVEN PRINCE HOMES INC	Refund Check	Uncommitted	22041	25.01	
			Vendor Subtotal for Section 2:000		25.01	
210-000-200200	TERRYE DIMEO**INTERIM**	Refund Check	Uncommitted	22028	75.00	
			Vendor Subtotal for Section 2:000		75.00	
210-433-207000	CITY OF HILLSBORO - Water Dep	January 1, 2014 - March 31,2014	04/16/2014	21988	8,724.00	
			Vendor Subtotal for Section 2:433		8,724.00	
210-433-310000	NW NATURAL GAS CO.	2/28/14 - 3/28/14	04/02/2014	0	44.45	
			Vendor Subtotal for Section 2:433		44.45	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-413-300000	JENNIFER KNOWLES	REIMBURSEMENT JKnowles, Food	04/02/2014	21955	24.50	
610-413-300000	JENNIFER KNOWLES	REIMBURSEMENT JKnowles, Milea	04/02/2014	21955	36.96	
		Vendor Subtotal for Section 2:413			61.46	
610-414-300000	MARGARET REH	REIMBURSEMENT; meals OAMR	04/08/2014	21974	33.74	
610-414-300000	MARGARET REH	REIMBURSEMENT; lodging OAMR	04/08/2014	21974	201.14	
610-414-300000	MARGARET REH	REIMBURSEMENT; mileage OAMR	04/08/2014	21974	211.12	
610-414-300000	MARGARET REH	REIMBURSEMENT - Mileage, OAM	04/10/2014	21997	130.59	
		Vendor Subtotal for Section 2:414			576.59	
610-414-300000	VISA/ CARDMEMBER SERVICE	City Recorder Training	04/08/2014	22006	200.00	
		Vendor Subtotal for Section 2:414			200.00	
610-414-360000	COMMUNITY NEWSPAPER/POR	Budget Committee Pub	04/02/2014	21950	378.00	
		Vendor Subtotal for Section 2:414			378.00	
610-415-210000	CIS - EBS TRUST		04/02/2014	0	2,896.59	
		Vendor Subtotal for Section 2:415			2,896.59	
610-415-300000	STATE OF OR. - CORP. DIV.	NOtary Fee - S Baker	04/23/2014	22020	40.00	
		Vendor Subtotal for Section 2:415			40.00	
610-415-330000	ADP, INC.	Processing Charges for period ending	04/02/2014	0	202.25	
610-415-330000	ADP, INC.	Processing Charge for Period ending 4	04/23/2014	0	179.35	
610-415-330000	ADP, INC.	Early Check Cashing - JPetersen	04/30/2014	0	50.00	
610-415-330000	ADP, INC.	Processing Charges for Period Ending	04/30/2014	0	209.90	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Section 2:415			641.50	
610-419-310000	NW NATURAL GAS CO.	2/27/14 - 3/28/14	04/02/2014	0	49.71	
610-419-310000	NW NATURAL GAS CO.	2/28/14 - 3/28/14	04/02/2014	0	80.93	
		Vendor Subtotal for Section 2:419			130.64	
610-419-310000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/30/14	04/08/2014	0	37.10	
610-419-310000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/31/14	04/08/2014	0	287.92	
		Vendor Subtotal for Section 2:419			325.02	
610-419-310000	XO COMMUNICATIONS	03/18/2014 - 04/17/2014	04/08/2014	21983	582.26	
610-419-310000	XO COMMUNICATIONS	4/18/14 - 5/17/14	04/23/2014	22022	582.36	
		Vendor Subtotal for Section 2:419			1,164.62	
610-419-330000	TYCO INTEGRATED SECURITY	5/1/14 - 5/31/14; City Hall	04/23/2014	22021	213.36	
		Vendor Subtotal for Section 2:419			213.36	
610-419-330000	BANK OF NEW YORK MELLON	Admin Fee; 3/14/14 - 3/13/15	04/02/2014	21948	450.00	
		Vendor Subtotal for Section 2:419			450.00	
610-419-330000	ERNIES PIANO WORKS	Piano mover for donated piano.	04/02/2014	21952	170.00	
		Vendor Subtotal for Section 2:419			170.00	
610-419-330000	GLOBAL DATA LINK	Monthly Services	04/08/2014	21968	825.00	
		Vendor Subtotal for Section 2:419			825.00	
610-419-330000	MOONLIGHT BPO	APRIL Newsletter	04/02/2014	21957	495.00	
610-419-330000	MOONLIGHT BPO	APRIL Statement Processing	04/02/2014	21957	127.19	
610-419-330000	MOONLIGHT BPO	APRIL Postage	04/02/2014	21957	338.56	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-330000	MOONLIGHT BPO	Programming Changes	04/08/2014	21970	1,387.50	
		Vendor Subtotal for Section 2:419			2,348.25	
610-419-330000	SERVICE AMERICA COMMERCI	City Hall APRIL	04/02/2014	21962	195.00	
		Vendor Subtotal for Section 2:419			195.00	
610-419-330000	SPRINGBROOK	Travel Expenses for Migration - 3/24-:	04/23/2014	22019	109.50	
		Vendor Subtotal for Section 2:419			109.50	
610-419-330000	VERIZON WIRELESS	3/8 - 4/7	04/16/2014	22005	113.53	
		Vendor Subtotal for Section 2:419			113.53	
610-419-330000	VISA/ CARDMEMBER SERVICE	LOBBY REMODEL; Lowes	04/08/2014	22006	19.54	
610-419-330000	VISA/ CARDMEMBER SERVICE	LOBBY REMODEL; Lowes	04/08/2014	22006	181.50	
610-419-330000	VISA/ CARDMEMBER SERVICE	LOBBY REMODEL; Hme Depot	04/08/2014	22006	161.87	
610-419-330000	VISA/ CARDMEMBER SERVICE	LOBBY REMODEL; Lowes	04/08/2014	22006	315.74	
610-419-330000	VISA/ CARDMEMBER SERVICE	Facebook	04/10/2014	22006	10.19	
		Vendor Subtotal for Section 2:419			688.84	
610-419-340000	PACIFIC OFFICE AUTOMATION	3/15/14 - 4/14/14	04/08/2014	21973	770.00	
610-419-340000	PACIFIC OFFICE AUTOMATION	4/15/2014 - 5/14/2014	04/23/2014	22017	770.00	
		Vendor Subtotal for Section 2:419			1,540.00	
610-419-340000	SHERWIN-WILLIAMS CO.	LOBBY PAINT	04/16/2014	21998	41.34	
610-419-340000	SHERWIN-WILLIAMS CO.	REMODEL/PAINT of Lobby	04/10/2014	21998	123.30	
		Vendor Subtotal for Section 2:419			164.64	
610-419-340000	TEMP CONTROL MECHANICAL	Contract Period 4/1/14 - 4/30/14	04/08/2014	21978	309.00	
		Vendor Subtotal for Section 2:419			309.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-340000	VISA/ CARDMEMBER SERVICE	Nordisk; Phone JKnowles office	04/08/2014	22006	179.39	
		Vendor Subtotal for Section 2:419			179.39	
610-419-610000	DeBRY, MARTHA	REMBURSEMENT; REMODEL Lob	04/10/2014	21989	74.51	
610-419-610000	DeBRY, MARTHA	REMBURSEMENT; REMODEL Lob	04/10/2014	21989	80.25	
		Vendor Subtotal for Section 2:419			154.76	
610-419-610000	JENNIFER KNOWLES	REIMBURSEMENT - Meal/Sterns M	04/23/2014	22014	8.50	
		Vendor Subtotal for Section 2:419			8.50	
610-419-610000	MCBEE BUSINESS PRODUCTS	Checks	04/02/2014	0	312.92	
		Vendor Subtotal for Section 2:419			312.92	
610-419-610000	OR. COFFEE ROASTER, INC.	5# Coffee	04/02/2014	21959	37.50	
		Vendor Subtotal for Section 2:419			37.50	
610-419-610000	SMITH, PAM	REIMBURSEMENT/REPLACEMEN	04/08/2014	21982	23.22	
		Vendor Subtotal for Section 2:419			23.22	
610-419-610000	VISA/ CARDMEMBER SERVICE	USPS	04/08/2014	22006	37.68	
610-419-610000	VISA/ CARDMEMBER SERVICE	Fannie May Quantity	04/08/2014	22006	123.99	
610-419-610000	VISA/ CARDMEMBER SERVICE	Cash N Carry	04/08/2014	22006	34.92	
610-419-610000	VISA/ CARDMEMBER SERVICE	Dollar Tree	04/08/2014	22006	8.00	
610-419-610000	VISA/ CARDMEMBER SERVICE	Lowes	04/08/2014	22006	63.90	
610-419-610000	VISA/ CARDMEMBER SERVICE	USPS	04/08/2014	22006	39.13	
610-419-610000	VISA/ CARDMEMBER SERVICE	Harbor Freight	04/08/2014	22006	21.46	
610-419-610000	VISA/ CARDMEMBER SERVICE	Emergency Medical Products	04/08/2014	22006	198.65	
610-419-610000	VISA/ CARDMEMBER SERVICE	Lowes	04/08/2014	22006	54.40	
610-419-610000	VISA/ CARDMEMBER SERVICE	Lobby Remodel	04/10/2014	22006	48.66	
610-419-610000	VISA/ CARDMEMBER SERVICE	Lobby Remodel	04/10/2014	22006	70.91	
610-419-610000	VISA/ CARDMEMBER SERVICE	CREDIT	04/10/2014	22006	-4.78	
610-419-610000	VISA/ CARDMEMBER SERVICE	Lobby Remodel	04/10/2014	22006	44.86	
610-419-610000	VISA/ CARDMEMBER SERVICE	Lobby Remodel	04/10/2014	22006	18.42	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-610000	VISA/ CARDMEMBER SERVICE	Lobby Remodel	04/10/2014	22006	4.78	
610-419-610000	VISA/ CARDMEMBER SERVICE	Lobby Remodel	04/10/2014	22006	158.32	
		Vendor Subtotal for Section 2:419			923.30	
610-419-621000	ASIFlex	Admin fee for Period begining 3/1/14	04/16/2014	21985	26.25	
		Vendor Subtotal for Section 2:419			26.25	
610-433-210000	CIS - EBS TRUST		04/02/2014	0	2,811.92	
		Vendor Subtotal for Section 2:433			2,811.92	
610-433-300000	SCHOELICH, MICHAEL	REIMBURSEMENT - DOT Physical	04/23/2014	22018	74.50	
		Vendor Subtotal for Section 2:433			74.50	
610-433-310000	AT&T WIRELESS SERVICE	3/6/14 - 4/5/14	04/23/2014	22008	31.55	
		Vendor Subtotal for Section 2:433			31.55	
610-433-310000	PORTLAND GENERAL ELECTRI(	2/28/14 - 3/31/14	04/08/2014	0	110.76	
		Vendor Subtotal for Section 2:433			110.76	
610-433-330000	VISA/ CARDMEMBER SERVICE	PayPal	04/08/2014	22006	90.00	
610-433-330000	VISA/ CARDMEMBER SERVICE	Craigs List	04/08/2014	22006	25.00	
		Vendor Subtotal for Section 2:433			115.00	
610-433-340000	NAPA AUTO PARTS	Power Steering Stop Leak	04/08/2014	21971	46.98	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Section 2:433			46.98	
610-433-340000	ONE CALL CONCEPTS, INC.	MARCH	04/02/2014	21958	25.08	
		Vendor Subtotal for Section 2:433			25.08	
610-433-340000	VISA/ CARDMEMBER SERVICE	GIH Global Industrial	04/08/2014	22006	216.21	
		Vendor Subtotal for Section 2:433			216.21	
610-433-610000	CNH CAPITAL	Metro New Holland	04/02/2014	21949	60.26	
		Vendor Subtotal for Section 2:433			60.26	
610-433-610000	METRO NEW HOLLAND	Switch and Key	04/02/2014	21956	15.35	
		Vendor Subtotal for Section 2:433			15.35	
610-433-610000	UNITED RENTALS	Blade DI GR PRY and Blade DI ASPI	04/16/2014	22004	165.00	
		Vendor Subtotal for Section 2:433			165.00	
610-433-610000	VISA/ CARDMEMBER SERVICE	Lowes	04/08/2014	22006	33.95	
		Vendor Subtotal for Section 2:433			33.95	
610-433-610224	CHEVRON	3/6/14 - 4/5/14	04/08/2014	0	26.57	
		Vendor Subtotal for Section 2:433			26.57	
610-433-610224	SUNSHINE INC.	March Fuel	04/08/2014	21977	685.71	
610-433-610224	SUNSHINE INC.	March Discount	04/08/2014	21977	-6.86	
		Vendor Subtotal for Section 2:433			678.85	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
			Subtotal for Section 1: 610		35,231.10	
			Report Total:		77,899.27	

Agenda Item No. 9G

CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: June 2, 2014

To: City Council

From: City Manager Martha DeBry

Subject: Resolution No. 1843 approving the Extension of Workers' Compensation Coverage to Public Safety Volunteers of the City of North Plains, Oregon.

Request: Council to review a revision of the City's Worker's Compensation coverage for Public Safety volunteers and consider adopting Resolution No.1843 extending Workers' Compensation coverage to Public Safety volunteers.

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

The City has opted to purchase a volunteer accident policy to cover all volunteers other than public safety volunteers. This policy costs approximately $800 per year and keeps the losses off the City's workers' compensation experience rating. A volunteer policy will be developed and adopted to advise volunteers that while the City appreciates them, they are volunteering at their own risk.

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

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

CIS recommends cities adopt such a resolution to minimize liability exposures.

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

Sample Motion: I move to adopt Resolution No.1843 extending workers' compensation coverage to Public Safety volunteers.

RESOLUTION NO. 1843

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

WHEREAS, Oregon Revised Statute Section 656.031(2) authorizes the governing body of the City of North Plains to declare its intent to provide worker's compensation coverage to the classes of volunteers listed in this resolution noted on CIS payroll schedule and verified at audit.

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

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

A. An assumed monthly wage of $800 will be used for public safety volunteers in volunteer positions with Police Reserves and Police Cadets.

B. Pursuant to ORS 656.041, workers' compensation coverage may be provided to community service volunteers commuting their sentences by performing work authorized by the City of North Plains. Coverage will be determined prior to work inception and stipulated to in writing between City County Insurance Services, the City of North Plains, and the respective sentencing court. Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

C. The City of North Plains agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

Section 2: The City Council shall periodically review this Resolution and indicate by motion whether Section 1 is current and accurate.

If modifications are necessary, these shall be adopted by Resolution.

Section 3: This Resolution shall become effective immediately upon adoption by the City Council and shall remain in effect through consecutive insurance policy years until repealed by a modifying Resolution.

INTRODUCED AND ADOPTED this 2nd day of June 2014.

CITY OF NORTH PLAINS, OREGON

BY: _____
David Hatcher, Mayor

ATTEST:

BY: _____
Margaret Reh, City Recorder

June 2014 Council Calendar

Meeting	*Primary*	*Alternate*	*Note*	*Date*
City Council / FY 2014-15 Budget Approval			***7:00 p.m. at Jessie Mays Community Hall***	***06/02***
North Plains Marketplace Grand Opening			*Commercial Street*	*06/05*
15th Annual Ice Cream Social			*Commercial Street*	*06/05*
First Friday Flick at Jessie Mays Community Hall! Movie in the Hall…			*6:00 p.m.*	*06/06*
Smokehouse Summit BBQ Competition			*Commercial Street*	*06/7-8*
Washington County Coordinating Committee (WCCC)	*Hatcher*	*DeBry*	*2nd Monday @ 12 noon*	*06/09*
Planning Commission	*Warren*		*2nd Wednesday @ 7 p.m.*	*06/11*
Washington County Office of Community Development Policy Advisory Board	*Kindel*	*Demagalski*	*2nd Thursday @ 7 p.m.*	*06/12*
Father's Day				*06/15*
City Council			***7:00 p.m. at location to be determined.***	***06/16***
Library Board	*Broome*		*3rd Wednesday @ 7 p.m.*	*06/18*
Metro Policy Advisory Committee (MPAC)	*Hatcher*		*4th Wednesday @ 5 p.m.*	*06/25*
Parks Board			*4th Wednesday @ 7 p.m.*	*06/25*
Metropolitan Area Communications Commission (MACC)	*Warren*	*Demagalski*		