



# City of North Plains

## Agenda

**City Council - Regular Session Meeting**  
**Monday, December 2, 2024 @ 6:00 PM**  
**Jessie Mays Community Center**  
**and also via ZOOM**

Page

1. LOGIN INFORMATION TO ATTEND VIA ZOOM

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84624241829?pwd=NnBBd09uOUVGSVhXUXQzMjlUMHpaUT09>  
Meeting ID: 846 2424 1829  
Passcode: 831831

**Phone in (no internet)**

253-215-8782  
Meeting ID: 846 2424 1829  
Passcode: 831831

2. WORK SESSION - 6:00 PM

A. **Garlic Festival Intellectual Property Conveyance**

B. **City Manager job description code update (preparation for an ordinance)**

4 - 7

☐ [Ord. No. xxx - City Manager Code Revisions WORK SESSION](#)

3. CALL TO ORDER

4. PLEDGE OF ALLEGIANCE

5. ROLL CALL

6. 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 December 2, 2024 City Council Regular Session Agenda

B. **Res. No. 2286 - Reappointing Eric Lawson & Lisa Fry to EDC through December 31, 2028**

8 - 11

☐ [Res. No. 2286 - Reappointing Lawson & Fry to EDC thru Dec 31 2028](#)

C. **Approval of November 18, 2024 City Council Minutes.**

12 - 16

7. **PUBLIC COMMENT:**

We encourage those wishing to comment to do so in advance of the meeting by emailing comments to [info@northplains.org](mailto:info@northplains.org). Comments will be read into the record. Persons wishing to speak on matters not on the agenda may be recognized at this time.

8. **RESOLUTIONS:**

A. **Res. No. 2284 - Creating an Admin. Assistant Specialist Position** 17 - 24

- [Res. No. 2284 - Staff Report Creating Admin Support Specialist Position](#)
- [Res. No. 2284 - Creating an Administrative Support Specialist Position with Exhibit A](#)

B. **Res. No. 2285 - Adopting New City Council Rules** 25 - 41

- [Res. No. 2285 - Adopting New City Council Rules with Exhibit A](#)

9. **ORDINANCES:**

A. **Ord. No. 497 - Amending Chapter 30 Council Rules** 42 - 44

First Reading by Title Only

- [Ord. No. 497 - Amending Chapter 30 Council Rules with Exhibit A](#)

10. **UNFINISHED BUSINESS:**

A. **Parks maintenance costs & Park Maintenance Fee need** 45 - 53

- [Parks Maintenance Fee Proposal Memo 12.2.24](#)

11. **NEW BUSINESS:**

A. **Applicants for Budget Committee Vacancies** 54 - 58

- [Gonzales Larry - application for Budget Committee - Redacted](#)
- [Hatcher David - application for Budget Committee - Redacted](#)
- [Murdock Tom - application for Budget Committee - Redacted](#)
- [Rosado Pauline - application for Budget Committee - Redacted](#)
- [Weber Don - application for Budget Committee - Redacted](#)

B. **Supplemental Budget Discussion - (Vehicle & Equipment Reserve Fund)** 59 - 61

- [FY 23-25 Supplemental Contingency 12.2.24](#)

12. **REPORTS**

A. **City Manager Report** 62

- [2024 City Council Business Calendar](#)

B. **Council Reports**

C. **Review December 2024 Council Calendar** 63 - 65

- [2024 December Calendar of All Monthly Meetings](#)
- [2024 Calendar of all NP City Meetings & Ex Officio duties v6](#)
- [2025 Calendar of all NP City Meetings & Ex Officio duties FIRST LOOK](#)

13. **EXECUTIVE SESSION**

A. **ORS 192.660(2)(f) (to consider information or records that are**

exempt by law from public inspection)

14. ADJOURNMENT:

\*\*\*\*\*

North Plains City Council meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at [\(503\) 647-5555](tel:5036475555)

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**The following City Council Meetings are scheduled to be held at:  
Jessie Mays Community Center - 30975 NW Hillcrest Street North Plains, OR**

**The meetings will be held on the following dates at 7:00 p.m.:**  
Monday, January 6, 2025    **TUESDAY, January 21, 2025**    Monday, February 3, 2025

**ORDINANCE NO. XXX - DRAFT**

**AN ORDINANCE AMENDING CHAPTER 32 OF THE NORTH PLAINS MUNICIPAL CODE REGARDING CITY MANAGER DUTIES**

**WHEREAS**, the City of North Plains (“City”) Municipal Code, Chapter 32, sets out provisions affecting the appointive office of City Manager including the duties of the City Manager and bonding requirements; and

**WHEREAS**, the duties should align with the North Plains City Charter Section 34 which sets out the duties of the City Manager; and

**WHEREAS**, to ensure consistency with the City Charter and to reflect the actual duties of the City Manager, the City desires to amend Chapter 32 of the Code to align with Section 34 of the City Charter; and

**WHEREAS**, the surety bond amount listed in Section 32.05 of the Code is also outdated and should be removed in order to allow the City Council to adopt surety bonds for the City Manager with the correct and updated bond amounts; and

**WHEREAS**, the City desires to effect these changes in the Code.

**NOW, THEREFORE, THE CITY OF NORTH PLAINS ORDAINS AS FOLLOWS:**

**Section 1.** The North Plains Municipal Code, Chapter 32, is amended as shown in Exhibit A to this Ordinance.

**Section 4.** This Ordinance shall become effective the 30<sup>th</sup> day after its adoption.

**ADOPTED** by the North Plains City Council this \_\_\_\_ day of \_\_\_\_\_ 2024.

**CITY OF NORTH PLAINS, OREGON**

By: \_\_\_\_\_

Teri Lenahan, Mayor

ATTEST:

By: \_\_\_\_\_

Lori Lesmeister, City Recorder

Ordinance No. XXX  
Amending Municipal Code Regarding City Manager Duties  
Adopted

## EXHIBIT A

(Deletions in ~~striketrough~~, additions in *italics*)

### CHAPTER 32: OFFICIALS AND EMPLOYEES

#### City Manager

[32.01](#) Creation of office

[32.02](#) Powers and duties

[32.03](#) Compensation

[32.04](#) Vacancy

[32.05](#) Bond

#### CITY MANAGER

##### § 32.01 CREATION OF OFFICE.

The office of City Manager is hereby created. The City Manager shall be appointed by and serve at the pleasure of City Council.

##### § 32.02 POWERS AND DUTIES.

*The City Manager shall have such powers and duties as are set forth under Section 34 of the City Charter.*

~~—(A) The City Manager shall be the chief administrative officer of the city and shall be responsible to the City Council for the proper administration of all affairs of the city.~~

~~—(B) To that end, the Manager shall have the power to:~~

~~—(1) Appoint, supervise, promote, when necessary for the good of the service, layoff or discharge all officers and employees of the city, and any other personnel actions that are necessary for the efficient administration of the city. All personnel actions shall be coordinated with the department heads;~~

~~—(2) Oversee the preparation of the city's annual budget and submit it to the city's Budget Committee for review;~~

~~—(3) Prepare an annual report on the finances and administrative activities of the city for the preceding year and submit to the City Council;~~

~~—(4) Keep the Council advised of the financial condition of the city on an ongoing basis and identify future needs of the city. Make recommendations to City Council to maintain the stability and fitness of a sound fiscal administration;~~

Ordinance No. XXX  
Amending Municipal Code Regarding City Manager Duties  
Adopted

~~—(5) Recommend to the City Council, adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the community or for the improvement of the city's administration;~~

~~—(6) Attend all meetings of the City Council unless excused therefrom and take part in the discussion of all matters coming before the Council. The City Manager shall be entitled to notice of all regular and special meetings of the Council;~~

~~—(7) Be responsible for the enforcement of all city ordinances;~~

~~—(8) Investigate the affairs of the city or any department or division thereof, including the investigation of all complaints in relation to matters concerning the administration of the government of the city, and in regard to service maintained by public utilities in the city and see that all franchises, permits and privileges granted by the city are observed;~~

~~—(9) Respond to citizen inquiries and complaints, resolving issues or referring to the appropriate department when possible, and following through to ensure resolution;~~

~~—(10) Provide consultants with necessary information to carry out city operations and coordinate the same with the Council. Prepare requests for proposal when consultant services may be required and make recommendation to Council during final approval;~~

~~—(11) Be responsible for administering all aspects of the land use planning process;~~

~~—(12) Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; let contracts necessary for operation or maintenance of city services, receive sealed bids for purchases or contracts and present them to the Council for approval, and advise the Council on the advantages or disadvantages of contract and bid proposals, consistent with the city's Local Contract Review Board rules; and~~

~~—(13) Perform such other duties as may be required by the Council, not inconsistent with federal or state law, nor the City Charter or ordinances.~~

### **§ 32.03 COMPENSATION.**

Compensation of the City Manager shall be determined by the City Council, by resolution or ordinance.

### **§ 32.04 VACANCY.**

Any vacancy in office of the City Manager should be, to the extent possible, *filled* within 60 days after the effective date of such vacancy.

### **§ 32.05 BOND.**

The City Manager shall furnish a surety bond to be approved by the Council, said bond to be conditioned on the faithful performance of all the Manager's duties. The premium of the bonds shall be paid by the city. ~~The amount of the surety bond will be \$25,000.~~

Ordinance No. XXX  
Amending Municipal Code Regarding City Manager Duties  
Adopted

## RESOLUTION NUMBER 2286

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, REAPPOINTING ERIC LAWSON AND LISA FRY TO THE NORTH PLAINS ECONOMIC DEVELOPMENT COMMISSION

**WHEREAS**, Section 1.05.190 of the North Plains Municipal Code (“NPMC”) provides that the City Council appoints members of the Economic Development Commission; and

**WHEREAS**, Eric Lawson and Lisa Fry requested to be reappointed to the Economic Development Commission at their November 6, 2024 meeting and submitted an application for reappointment on November 6, 2024; and

**WHEREAS**, Procedural rules 1.05.190(A)5 states a sitting member of the Board may be reappointed by the Council without an open application process if the member of the Board requests reappointment in writing, and the City Council waives the requirement for an open application process.

**WHEREAS**, the North Plains Economic Development Commission recommendation is for the North Plains City Council to reappoint Eric Lawson and Lisa Fry to the Economic Development Commission.

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

**Section 1.** Eric Lawson and Lisa Fry are reappointed to the North Plains Economic Development Commission for the term expiring December 31, 2028.

**Section 2.** This Resolution shall become effective immediately upon adoption by the City Council on December 2, 2024.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
Teri Lenahan, Mayor

ATTEST:

BY: \_\_\_\_\_  
Lori Lesmeister, City Recorder



# CITY OF NORTH PLAINS

Submit Application to:

31360 NW Commercial Street, North Plains, Oregon 97133 or

info@northplains.org

## APPLICATION FOR APPOINTMENT TO THE ECONOMIC DEVELOPMENT COMMISSION

Information provided in this application is considered public and may be used upon announcing your appointment. The Economic Development Commission, established by the City Council on December 4 2023 and was expanded to 7 members at that time. The EDC will typically meet once a month for approximately 2 hours. From time to time, special meetings may be held to meet deadlines or conduct public hearings. Preparation for each meeting usually involves an equal amount of time. The Economic Development Committee's regular meeting schedule is to be determined.

Each position is a **four-year term**. If the application is submitted to fill a vacancy, the appointee will serve for the time remaining in that term. Each applicant is interviewed by the City Council, and selections for the Committee are made by the City Council. At least 5 members of the EDC must be residents of North Plains.

☒ Resident/ Property owner

☐ Representative of Property within City

☐ Business Owner within City

Explain: \_\_\_\_\_

Name: Eric Lawson Date: 10/26/2024

Mailing Address: \_\_\_\_\_

Street Address if different: \_\_\_\_\_

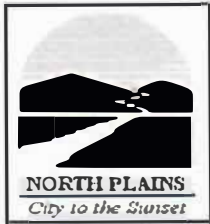
City: North Plains State: OR Zip: 97133

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Please answer the following questions. There is no "right" answer to any question. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Economic Development Committee? I have been a part of the EC for roughly 5 years and have enjoyed giving back to my city through supporting local busir
2. What do you think are the most important issues now facing North Plains from an economic/business development perspective? The greatest issue facing the City at this time is unity and alignment on City goals.
3. Do you have any special interests or qualifications that you would bring to the Economic Development Committee? I have been the Chair on the EDC multiple terms, and have grown to know many local busines



# CITY OF NORTH PLAINS

Submit Application to:  
31360 NW Commercial Street, North Plains, Oregon 97133 or  
info@northplains.org

## APPLICATION FOR APPOINTMENT TO THE ECONOMIC DEVELOPMENT COMMITTEE

Information provided in this application is considered public and may be used upon announcing your appointment. The Economic Development Committee is a new committee, established by the City Council on April 16, 2018. The ED Committee will typically meet once a month for approximately 2 hours. From time to time, special meetings may be held to meet deadlines or conduct public hearings. Preparation for each meeting usually involves an equal amount of time. The Economic Development Committee's regular meeting schedule is to be determined.

Each position is a four-year term. If the application is submitted to fill a vacancy, the appointee will serve for the time remaining in that term. Each applicant is interviewed by the City Council, and selections for the Committee are made by the City Council.

☒ Resident/ Property owner

☐ Representative of Property within City

☐ Business Owner within City

Explain: \_\_\_\_\_

Name: LISA BEUTLER Date: 10-27-2020

Mailing Address: \_\_\_\_\_

Street Address if different: \_\_\_\_\_

City: NORTH PLAINS State: OR Zip: 97133

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Occupation: Finance Business Analyst

Please answer the following questions. There is no "right" answer to any question. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Economic Development Committee? My past two years on the committee have been a great experience and I'm excited to see us making real headway.
2. What do you think are the most important issues now facing North Plains from an economic/business development perspective? We need to figure out how to use our Urban Renewal Agency and recent grants harmoniously to make real and lasting business and economic changes.
3. Do you have any special interests or qualifications that you would bring to the Economic Development Committee? I have spent the past two years, since the formation of the committee, working with this fine group of volunteers on behalf of our city that I really cherish.

Thank you for applying. Your interest is appreciated!



## MINUTES

City Council - Regular Session Meeting  
Monday, November 18, 2024 - 6:00 PM  
Jessie Mays Community Center  
and also via Zoom

**COUNCIL  
MEMBERS:**

Mayor Teri Lenahan; Council President Russ Sheldon; Councilors:  
James Fage, Robert "Butch" Kindel, Jr., Cameron Martinez, Trista  
Papen, Rickey Smith,

**STAFF PRESENT:**

City Manager Bill Reid, City Recorder Lori Lesmeister, Police Chief  
Nick Jones, Library Director Robin Doughty, Public Works Director  
Dustin Lueckenotte, Planning Manager Steve Miller, Asst. Planner  
Rowan Maiorano, City Attorney Chris Crean

**OTHER:**

### 1 LOGIN INFORMATION TO ATTEND VIA ZOOM

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84624241829?pwd=NnBBd09uOUVGSVhXUXQzMjlUMHpaUT09>

Meeting ID: 846 2424 1829

Passcode: 831831

**Phone in (no internet)**

253-215-8782

Meeting ID: 846 2424 1829

Passcode: 831831

### 2 WORK SESSION - 6:00 PM

- a) **FEMA National Flood Insurance Program (NFIP) – Endangered Species Act (ESA) Integration Pre-Implementation  
Compliance Measures (PICM) Background and Decision Process**

**3 CALL TO ORDER at 7:04 pm**

**4 PLEDGE OF ALLEGIANCE**

**5 ROLL CALL**

- a) All councilors in attendance.

**6 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 November 18, 2024, City Council Regular Session Agenda**

- b) **Approval of November 4, 2024, City Council Minutes.**

*Move to approve the Consent Agenda with the correction of the date of LOC training to November 18, 2024 (not October), and with the added agenda item of announcing a vacancy on the City Council as of December 31, 2024, that will be on the agenda following Unfinished Business.*

Moved by Councilor Sheldon. Second by Councilor Martinez.  
Motion was approved unanimously.

**7 PUBLIC COMMENT:**

- a) **Public Comment Guidelines**

- b) Joyce Reynolds with the North Plains Historical Society thanked the city for allowing the use of the Jessie Mays Community Center for a memorial event to be held for Kenny Fields. Ms. Reynolds also said that she got a message from long-time resident Melvin VanDomelen, who now lives at the coast, and asked her to check on the road and entrance to the Jackson Cemetery, as he had concerns about its access and upkeep once Brynhill Subdivision was built out. Staff said that they will provide updates on this topic to ensure the community remains informed.

**8 Boards & Commissions Quarterly Reports**

- a) **Economic Development Commission Quarterly Report**

Chair Eric Lawson

Chair Eric Lawson gave the quarterly report for the Economic Development Commission noting initiatives on a business survey, their ongoing work with the Chamber of Commerce for ongoing outreach efforts with local businesses, and the forming of subcommittees to handle specific focus areas including the Glencoe Opportunity Area (GOA), the downtown area, and the UGB Re-Look process.

## 9 STAFF REPORTS

### a) Library Department Monthly Report

Library Director Robin Doughty highlighted the library preparations for the holiday craft fair and said that they will be accepting items for the fair at the library. Director Doughty said that the Library Board will not be having their regular meeting in December, but instead will be assisting the North Plains Food Bank fill food boxes the evening, December 18, 2024, from 4:00-6:00 pm at the North Plains Senior Center.

Brief questions and discussion.

### b) Police Department Monthly Report

Police Chief Jones said that the grant that we received for targeting traffic begins in January.

Chief Jones is arranging for city staff to receive CPR training by the end of this year. Councilor Fage asked for details on what 'other calls' listed on the staff report include. Chief Jones said that there is a program issue, and the county is working on fixing it, which is why the information was vague on this month's report.

Councilor Papen asked if there is an update on the event facility south of Highway 26 that holds large events that go well past the normal noise ordinance hours. Chief Jones said he has not received any update recently but will check into the issue.

### c) Public Works Monthly Report

Public Works Director Dustin Lueckenotte said that leaf pick-up will be on hold for a day or two because the Vac Truck needs repair, noting that the public works staff will do the repairs.

Councilor Smith asked if the annual leaf pick-up could be outsourced. Director Lueckenotte said that we do not have the funds to do that, but he did say that we are looking for a seasonal person to help with some of the daily duties because Cody Brown will be unavailable while he is taking training to get his Commercial Driver's License.

### d) Community Development Monthly Report & 3J Engineering Report

Planning Manager Steve Miller gave an update on the Greenlight public hearing that was held at the November 13, 2024, Planning Commission meeting. The commissioners agreed to keep the file open until the December 11, 2024, Planning Commission meeting.

Brian Feeney of 3J, the city's engineer, gave a brief update on projects going on around the city.

Brief questions and discussion ensued.

### e) Finance Department Monthly Report

City Manager Bill Reid said that there will most likely be a supplemental budget before the City Council at the December 2, 2024, council meeting. It is needed because money from the vehicle reserve fund will be used to purchase new furniture and office equipment for the new Public Works building.

Brief questions and discussion ensued.

## 10 City Council Vacancy

a)

Resolution No. 2283 announcing a vacancy on city council was put before the City Council.

Councilor Rickey Smith gave written notice to Mayor Lenahan, of his intent to resign from his position on City Council as of December 31, 2024. There are two years left of his term and the city will be following the process outlined in the Charter and the City Code for inviting applicants to apply for the vacant position. The application will be available online and the city will receive applications for two weeks from November 28 - December 12 with Council deliberating to fill the vacant seat at their December 16, 2024, meeting.

*Move to adopt Resolution No. 2283 Declaring a City Council Vacancy*

Moved by Councilor Sheldon. Second by Councilor Kindel.  
Motion was approved unanimously.

## 11 UNFINISHED BUSINESS:

a) Discussion - Draft City Council Rules

The draft council rules were discussed, including a proposal to limit the number of accepted absences (whether excused or unexcused) for council meetings, along with duties as Ex Officio at other city meetings. Clarifications sought on attendance guidelines, and modifications were proposed on definitive language for specific rules like media definition. This item will come back before the council as a resolution at the December 2, 2024, City Council meeting.

## 12 REPORTS

a) City Manager Report

City Manager Bill Reid outlined plans for upcoming topics for the December meetings including a work session on December 2, 2024. Other topics include an ordinance to update the duties of the City Manager, discussion on a fee on the monthly water bill to offset the cost of the maintenance of the Sunset Ridge Park that the city took ownership of in September, and a resolution to approve the Admin. Assistant job description.

b) Council Reports

Councilor Smith was Ex Officio at the November 12, 2024, Parks & Rec Board meeting where the amenities in the Phase 5 park in Brynhill were discussed. Councilor Fage attended the League of Oregon Cities (LOC) Elected Officials Training today along with City Manager Bill Reid, City Recorder Lori Lesmeister, and the newly elected mayor, Ariel Goodwin, and councilors, Aaron Dumbrow, Mandy Hagedorn and Katie Reding. Councilor Fage will be talking to a Girl Scout troupe on December 9, 2024, about being an elected official.

Councilor Kindel was Ex Officio at the November 13, 2024, Planning Commission where the public hearing for the Greenlight proposal was before the commission. Mayor Lenahan, as Past President of the Oregon Mayor's Association, attended the LOC training today as a trainer for all incoming mayors that were in attendance. The incoming mayors of Hillsboro and Wilsonville were in attendance so Mayor Lenahan, along with the Mayor of Sherwood had a roundtable with them during lunch.

c) **Review December 2025 Council Calendar**

**13 EXECUTIVE SESSION**

- a) [Legal Counsel - 192.660\(2\)\(h\)](#)
- b) 8:58 pm - in Executive Session  
9:44 pm - out of Executive Session

**14 ADJOURNMENT: 9:44 pm**

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Teri Lenahan, Mayor

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Lori Lesmeister, City Recorder

Date Approved \_\_\_\_\_



Date: November 27, 2024  
To: Mayor and City Council  
From: Bill Reid, City Manager  
Subject: Special Staff Report – Creating an Administrative Support Specialist Job Description

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For longer than the past decade, City of North Plains' finance and accounting staffing has largely comprised two full-time positions, splitting duties primarily along the lines of accounts receivable and accounts payable with some supervision either by a Finance Manager, Finance Director or the City Manager, whose own duties greatly comprised budgeting, budget management, department management, transaction review, fiscal planning, reporting to City Council, and other day-to-day duties. Most higher-function accounting, financial reporting, audit coordination, regulatory reporting, and interagency reporting among other things have all been greatly or entirely completed by outside consultants.

But over the past decade, while City finance staffing has stayed fixed, the population of North Plains has doubled and so demand on city services and demands on the financial and administrative support for those city services has dramatically increased. Also, during that time, the selection of municipal accounting and financial consulting firms upon whom City of North Plains has so heavily relied upon has dwindled and gotten more expensive due to declining supply of consulting time capacity.

Given this fixed staffing, and despite hiring increasingly capable and hard-working staff in Finance & Administration, the City has only grown more dependent upon the shrinking availability of increasingly expensive outside support services while increasingly struggling to stay timely with certain reporting requirements of the department. There is, therefore, need to add staff to take on more basic day-to-day functions such as customer support, data entry, document processing and storage, and other duties. Such support will then allow senior staff to better use their accounting expertise and truly fulfill their own job duties, while being able to reduce outside consultant dependence and expense.

Adoption of Resolution 2284 would create a new Administrative Support Specialist position, which would then enable the City Manager to hire someone in the newly created position to fulfill all the above job duties and enable the Finance & Administration to far better deliver its services to the community and all of the City's departments and functions.

The position would have a salary scale as summarized below for FY 2025. The salary scale is based on a review of comparable Administrative Support Specialist positions in the FY 2025 budgets of the



cities of Forest Grove, Cornelius, and Hillsboro, the key employers a candidate pool for this position at North Plains would compare for job duties, pay, and benefits. But the salary scale below is consistent with the approach to other salaries at the City of North Plains, namely on-par with smaller cities outside of but nearby the Portland metro UGB with an eye on discounted competitiveness with nearby Washington County cities.

| ADMIN. SUPPORT SPECIALIST |  | Low    |        |        |        |        |        |        | High   |
|---------------------------|--|--------|--------|--------|--------|--------|--------|--------|--------|
| Annual                    |  | 48,000 | 49,680 | 51,419 | 53,218 | 55,081 | 57,009 | 59,004 | 61,069 |
| Hourly                    |  | 23.08  | 23.88  | 24.72  | 25.59  | 26.48  | 27.41  | 28.37  | 29.36  |

## **RESOLUTION NO. 2284**

### **A RESOLUTION OF THE CITY OF NORTH PLAINS, OREGON, CREATING AN ADMINISTRATIVE SUPPORT SPECIALIST POSITION**

**WHEREAS**, the City of North Plains, through its staff, Accountant, and City Manager, has identified the need for a new Administrative Support Specialist to provide support on numerous accounting, record-keeping, customer service, communications, and office management duties; and

**WHEREAS**, the Administrative Support Specialist will, among other duties, provide customer service support for City generally but with a focus on reception of visitors and the water utility, support accounts receivable and accounts payable with document organization and data entry, support record keeping and archiving of documents for retention, assist with City communication on social media, and support with building and office supply inventory management; and

**WHEREAS**, this new position will be funded by a combination of General Fund unrestricted revenues that fund the Finance & Administration Department, Water Fund and Streets Fund resources as appropriate; and

**WHEREAS**, under the City Charter Chapter VIII, Section 34, the City Manager has the authority to organize City departments and administrative structure; and

**WHEREAS**, the City Council now desires to authorize the City Manager to create a new Administrative Support Specialist to perform the duties of such position.

### **NOW, THEREFORE, THE CITY OF NORTH PLAINS RESOLVES AS FOLLOWS:**

**Section 1** The North Plains City Council authorizes the City Manager to create the Administrative Support Specialist position as described in the Administrative Support Specialist Job Description, attached to this Resolution as Exhibit A and incorporated herein by this reference.

**Section 2** Under City Charter Chapter V, Section 23, the City Manager is authorized to amend the Administrative Support Specialist Job Description as may be needed in the future.

**Section 3** This Resolution is and shall be effective from and after its passage by the City Council.

**INTRODUCED AND ADOPTED** this 2nd day of December, 2024.

**CITY OF NORTH PLAINS, OREGON**

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Teri Lenahan, Mayor

ATTEST:

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Lori Lesmeister, City Recorder



**ORGANIZATION:** City of North Plains  
**DEPARTMENT:** Finance & Administration  
**ANNUAL SALARY RANGE:** \$48,000 to \$61,069  
**JOB TITLE:** Admin Support Specialist  
**Application Deadline:**  
**POSITION TYPE:** Full Time, Hourly

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**JOB DESCRIPTION:**

Under general supervision, performs a variety of administrative and accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including utility billing and balancing and maintaining manual and computerized accounting and financial records; provides technical and administrative support to professional staff in the areas of finance, planning, and general administration; assists with the preparation and retention of public records; provides customer service and communication support to city utility, finance, planning and general administration; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED:**

Works under the direct supervision of the Accountant and Senior Accounting Clerk and general supervision of the City Manager. Supervision of others is not a typical function assigned to this position. May provide training and orientation to volunteers and newly assigned personnel on department policies and practices as requested by supervisor.

**ESSENTIAL JOB FUNCTIONS (Illustrative Only):**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Perform a variety of administrative and basic accounting support duties including data entry to accounts payable and accounts receivable modules of accounting software, according to established accounting techniques and procedures.
- Perform a variety of other clerical/administrative duties in support of City, such as enter data to computer and manual record systems, maintain reports, prepare various reports; sort and distribute incoming mail; prepare outgoing mail; file; type; photocopy; scan; proof documents; post public notices; etc.
- Responsible for primary reception duties and greeting of visitors to City offices.
- Answer telephone, screen calls to determine nature of call, route call to appropriate person or department or take messages as necessary.

- Greet customers in professional, business-like manner and refer to appropriate person or department.
- Respond to questions, concerns and complaints as received, referring more technical or specialized questions to others.
- Provide a high level of customer service to the public, other agencies, elected/appointed officials, and act as a team player during interactions with other city employees.
- Respond to a variety of customer, vendor, and staff questions over the telephone and in person; research and resolve problems; make appropriate adjustments and notes to accounts.
- Maintain and update utility billing database; enter service calls; process account transactions related to customers moving in/out of homes and residences; process service orders.
- Dispatch and coordinate communication with public works staff and supervisors as needed.
- Provide backup to other City Hall staff as workload and staffing levels dictate.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.
- Responsible for ordering office supplies or other office equipment as requested.
- Research, enter data, compile, maintain and archive records and assist with records management.
- Provide Notary services.
- Plan and organize special events as needed.
- Assist with social media updates in coordination with the City Manager, department Directors and city communications consultant.
- Participate in the Safety Committee meetings.
- Assist the City Manager with a variety of special projects.
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATION:**

##### **Education and Experience**

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed in the job description is qualifying. A typical way to obtain the required qualifications would be:

High school diploma or equivalent and two (2) years of experience in processing accounting documents, maintaining accurate records, and general administrative work in public agency, maintaining financial records, processing payments, and resolving customer problems while dealing with the public.

Bi-lingual candidates, especially those speaking Spanish, Hindi or Tamil, are highly desired and encouraged to apply.

##### **Licenses, Certifications & Other Requirements**

- Pass a comprehensive background investigation.
- Notary Public within six months from date of hire.

**Knowledge of:**

- Familiarity with principles and practices of financial record keeping and reporting
- Accounting mathematical principles; modern office procedures and methods
- Common word processing, spreadsheet and database software
- Social media communication platforms such as Facebook, Instagram, LinkedIn and/or others
- English usage, grammar, spelling, vocabulary and punctuation
- Applicable Federal, State, and local laws, rules and regulations
- Knowledge of computer operations including intermediate skills in Microsoft Office, Adobe, and other municipal accounting software

**Skills to:**

- Provide a high level of customer service to public and City staff, in person and over the telephone
- Perform detailed accounting office support work accurately and in a timely manner
- Respond to and effectively prioritize multiple phone calls and other requests for service
- Interpret, apply, and explain policies and procedures
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Establish and maintain a variety of filing, record-keeping, and tracking systems
- Understand and follow oral and written instructions
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines
- Communicate clearly and effectively, including in writing for purposes of social media communication updates for the city and editing of city webpage content
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, both inside and outside the organization
- Maintain confidentiality
- Perform mathematical calculations with speed and accuracy
- Perform flexibly and effectively with self-motivation in a smaller city team environment
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;
- Communicate effectively and display interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are

required to perform the work. These abilities are necessary to use a personal computer and various software programs and social media communication platforms, 10-key calculator, phone, copy and fax machines, and other related tools and equipment.

### **ENVIRONMENTAL ELEMENTS**

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with customers in conflict situations.

The City has a Remote Work Policy (RWP) and some remote work flexibility is allowed.

### **To apply please submit:**

- City of North Plains application for employment. Visit <  
[https://cms3.revize.com/revize/northplains/Documents/Departments/Human%20Resources/Job%20Opputunities/employment\\_app\\_fillable\\_rev2023.pdf](https://cms3.revize.com/revize/northplains/Documents/Departments/Human%20Resources/Job%20Opputunities/employment_app_fillable_rev2023.pdf)>
- Current resume
- Cover letter

**Updated description:** 11/13/2024

## RESOLUTION NO. 2285

### A RESOLUTION OF THE CITY OF NORTH PLAINS, OREGON, APPROVING CITY COUNCIL RULES

**WHEREAS**, the City of North Plains ("City") Charter, Section 11, requires the City Council to adopt rules ("Rules") governing the conduct of its meetings;

**WHEREAS**, the current Rules were last updated in 2014 and the City Council wishes to adopt updated Rules;

**WHEREAS**, the City Council reviewed draft updates to the Rules in a public meeting on November 18, 2014, and proposed certain edits and revisions to the Rules;

**WHEREAS**, the City Council, having reviewed the draft Rules, including the edits and revisions, now wishes to adopt the updated Rules;

**WHEREAS**, the City Council has determined that the City Council Rules dated December 2<sup>nd</sup>, 2024, and attached as Exhibit A to this Resolution comply with City Charter, Section 11, and should be adopted;

**NOW, THEREFORE, THE CITY OF NORTH PLAINS RESOLVES AS FOLLOWS:**

Section 1. The City Council Rules dated December 2<sup>nd</sup>, 2024, and attached as Exhibit A to this Resolution, are adopted.

Section 3. This Resolution is effective on and after its enactment by the City Council.

**INTRODUCED AND ADOPTED** this 2<sup>nd</sup> day of December, 2024.

**CITY OF NORTH PLAINS, OREGON**

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Teri Lenahan, Mayor

ATTEST:

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Lori Lesmeister, City Recorder

## CITY OF NORTH PLAINS CITY COUNCIL RULES

### A. AUTHORITY

North Plains City Charter, Section 11, requires the City Council to adopt rules governing the conduct of its meetings. The Council wishes to implement City Charter Section 11 and adopt rules by resolution to govern the conduct of its meetings. The Council will review these rules at least every three years and amend them as necessary at the direction of the City Manager and with the advice of the City Attorney.

### B. DEFINITIONS

As used in these rules, the following mean:

- City Commission: All City commissions, boards, committees, task forces and advisory bodies.
- City Council: The Mayor and the six Councilors.
- Mayor: The Mayor, or in the absence of the Mayor, the Council President or other Presiding Officer.
- Member of the City Council: Either the Mayor or an individual City Councilor.

### C. COUNCIL MEETINGS

1. Regular Meetings to conduct City Council business will be held the first and third Monday of each month and additionally as needed. Meetings will be held at the Community Center unless another location is approved by the City Council. Meetings will be recorded.
2. Work sessions to develop city policy will be held each month, or more frequently as the need arises. A work session may be held in conjunction with a regular City Council meeting. Work session agendas will be developed by the City Manager in consultation with the City Council.
3. Special meetings may be called by the Mayor, Council President in the absence of the Mayor, or by a majority of the City Council.
4. Executive sessions will be held in compliance with the Oregon Public Meetings Law. Members of the media, if attending, are required to attend in-person. The City Council will follow the Oregon Attorney General's Public Records Manual to determine when a person is a member of the media. Members of the City Council are expected to attend in-person. If attending virtually with video capabilities, members of the City Council are expected to have their video turned on.

5. Minutes will be taken as required by the Oregon Public Records Law.
6. Telephonic/electronic meetings may be held in compliance with the Oregon Public Meetings Law. Members of the City Council may participate and vote in City Council meetings via telephone, electronically or by other means consistent with the Oregon Public Meetings Law. Members of the City Council are expected to attend in-person whenever possible. If attending virtually with video capabilities, members of the City Council are expected to have their video turned on.
7. Attendance at meetings is expected of all members of the City Council who should use their best efforts to attend all Council meetings. Members of the City Council are expected to attend at least 75 percent of all City Council meetings in any consecutive 12-month period. Absence from the City for 30 days without City Council consent, or from all City Council meetings within a 60-day period may result in a declaration by the City Council stating that the position is vacant.

Excused absences from Council meetings include:

- Death in the family
- Illness
- Family emergency
- Scheduled vacation; however, members of the City Council are encouraged to participate electronically if possible during vacation
- Essential business duties
- On City business
- Other absences as excused by the Mayor.

#### **D. AGENDA**

1. The agenda headings for City Council business meetings are generally as follows:
  - PLEDGE OF ALLEGIANCE
  - CALL TO ORDER - ROLL CALL
  - PRESENTATIONS
  - PUBLIC COMMENT
  - CONSENT AGENDA
  - PUBLIC HEARINGS
  - UNFINISHED BUSINESS
  - ORDINANCES (with subheadings “FIRST READING” and “SECOND READING”)
  - NEW BUSINESS
  - CITY MANAGER REPORT
  - ADVICE/INFORMATION
  - ADJOURNMENT

2. The City Manager will prepare and schedule agenda items. The City Manager may omit from the agenda one or more agenda headings if there are no items for City Council consideration under that heading. Members of the City Council may request that items be placed on an agenda at any Council meeting or by communication with the City Manager. The City Council will make its best efforts to reach consensus on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the City Council is still in session at 9:30 p.m., then the Council will decide whether to continue with the agenda or move items to a future agenda.
3. The consent agenda is intended for items that are deemed to be non-controversial, not related to a fiscal matter, and not likely to require separate discussion. The consent agenda is generally approved with one motion. Any member of the City Council may ask that any item be removed from the consent agenda. Upon such request, the item in question will be moved to the new business section of the agenda.
4. The Mayor or other Presiding Officer may alter the sequence of agenda items at the beginning of a work session or regular meeting, and may add or remove an agenda items with the City Council's consent.

#### **E. COUNCIL DISCUSSIONS AND DECORUM**

1. Members of the City Council will conduct themselves so as to bring credit upon the city government by ensuring equitable delivery of public services, keeping informed about matters coming before the City Council, and abiding by City Council decisions whether or not the member voted on the prevailing side.
2. Members of the City Council shall seek to preserve order and decorum during City Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey rulings of the Mayor regarding rules of procedure or these Council rules. When addressing staff or members of the public, members of the City Council will confine themselves to questions or issues under discussion and not engage in personal attacks or impugn the motives of any speaker.
3. The following ground rules will be observed to maintain order and decorum during City Council discussions. Members of the City Council:
  - a. Will gather necessary information and ask questions of City staff before meetings.
  - b. Will have an opportunity to speak once on any pending motion or agenda item, and will speak for themselves and not for other members.
  - c. Will not speak on behalf of the Council, unless the Member has been

authorized by the Council to do so.

- d. Will not attempt to edit or revise prepared ordinances during a public meeting. Amendments to a proposed ordinance may be appropriate after input is sought from the City Manager or the City Attorney.
- e. Will be open, direct and candid in the City Council forum and should be brief and succinct in stating their views and focus on only one issue or topic at a time.
- f. Will focus on City issues and avoid becoming involved in “extra-territorial” issues.
- g. Will not speak until having been recognized by the Mayor in the order of their requests. The Mayor will provide each member of the City Council with an opportunity to speak before recognizing another member of the Council. Members of the City Council will not interrupt another member who has the floor.
- h. Will not disguise statements as questions or use repetition to convince others.
- i. Will keep discussions moving and call for a “process check” if the Council becomes bogged down in discussions.
- j. Will set and adhere to time limits on discussions.
- k. Will focus on policy issues and will not criticize or attack each other, City staff or other persons.
- l. Will not seek to discuss a major policy issue during discussion of a different agenda item, but rather seek to have the discussion scheduled on a future agenda.

4. Public Comment.

- a. The purpose of the public comment period on the agenda is to hear from the public about matters directly related to the City business that are not otherwise on the agenda. The public comment period is a limited public forum and comments are therefore appropriately limited to matters of City concern, official action, or other matters that may come before the City Council. The City Council is not creating an opportunity for and will not accept public comment on matters that fall outside the scope of the Council’s jurisdiction, such as employment issues related to employees and officers who are not appointed or supervised by Council. All public comments must be addressed to the City Council as a body.

- b. For all other agenda items, public comment must relate to the specific matter under discussion.
- c. Public comment must not unduly interfere with the City Council's ability to conduct business or otherwise disrupt City Council meetings. Comments that substantially interrupt, delay, or disturb the peace and good order of the proceedings of the City Council are not permitted. Examples of such types of comments include shouting, use of profanity or vulgarity, or speaking outside of allotted time. In addition, public comment may not be used for belligerent or abusive behavior including true threats, fighting words, or incitements to imminent lawless action. Abusive and harassing comments that could lead to the creation of a hostile work environment for City employees required to attend City Council meetings likewise unduly interferes with the Council's ability to conduct its business and are therefore prohibited. The City Council will seek to ensure that all public comment is provided in a manner that is respectful to those in attendance at the meeting.
- d. Public comment may be provided to the City Council either orally or in writing. Individual and community group testimony forms will be available at each regular business meeting and must be filled out prior to providing public comment. An individual or community group that wishes to provide public comment virtually must register with the City Recorder by 3:00 pm the day of the meeting and provide their name, address, email, phone, and a general topic. Written comments may be provided to the City Recorder either in advance of or during the Council meeting, although it is possible that the City Council may not be able to read written comments provided during a meeting until after the meeting has concluded. At the time on the agenda designated for public comment and during any public hearing, any member of the public desiring to address the City Council must first wait to be recognized by the Mayor and then state their name for the record. The City Council may set time limits for comments. The Council may request that groups with similar comments choose a spokesperson to present joint remarks.
- e. In general, members of the City Council will not respond to comments made during the public comment agenda time, except to ask clarifying questions. Any public requests for City Council action will be referred to staff for review before being placed on a future agenda.

## **F. MOTIONS**

- 1. General.
  - a. Motions will be clearly and concisely stated. The Member who made the motion will state their name following the phrase, "I move" or "so moved."

The member who seconds the motion will state their name following the phrase, "I second."

- b. The Mayor, other Presiding Officer, or City Recorder should repeat the motion prior to voting.
  - c. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes and a point of order do not require a second
  - d. Discussion of a motion is open to all members of the City Council who wish to address the motion. A member of the City Council must be recognized by the Mayor before speaking.
  - e. The Mayor will ask for a voice vote for all final decisions. All members of the City Council are expected to vote on each motion unless they are disqualified for some reason. A member of the City Council who does not vote must state the basis for any conflict of interest or other disqualification. The City Recorder will maintain a record of the votes. Any member of the City Council may request a roll call vote on any motion. Under City Charter Section 33, the Mayor does not vote on filling a council vacancy unless there is a tie vote, in which case the Mayor shall cast the deciding vote.
  - f. At the conclusion of any vote, the Mayor will announce the results. Members of the City Council who wish to explain the reasons for their votes should do so briefly and succinctly.
- 2. Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the City Council.
  - 3. Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
  - 4. Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
  - 5. Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a member of the City Council calls for the question, each member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the Mayor will inquire whether any member of the City Council objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.

6. Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended). Motions to adjourn, amend the agenda order, table, point of order, take from table and reconsider may not be amended.
7. Reconsideration. When a motion has been decided, any member of the City Council who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

## **G. COUNCIL MEMBER CONDUCT**

1. Representing City. If a member of the City Council appears before another governmental agency or organization to give a statement on an issue, the member must state:
  - a. Whether the statement reflects personal opinion or is the official position of the City; and
  - b. Whether the statement is supported by a majority of the City Council.

If the member is representing the City, the member must support and advocate for the official City position on the issue rather than a personal viewpoint.

2. Censure.
  - a. The City Council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a member of the City Council substantially violates these rules or state law, the City Council may take action to protect Council integrity and discipline the member with a public reprimand or censure.
  - b. Before taking any action to publicly reprimand or censure a member of the City Council, the Council must plainly state its concerns in writing or in an open public meeting, and the Council member must have a reasonable opportunity to respond.
  - c. The City Council may thereafter investigate the actions of any member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(1)(b), the member under investigation may request an open hearing.

## **H. CONFIDENTIALITY**

1. Members of the City Council will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure the City's

position is not compromised. No mention of the information read or heard should be made to anyone other than other members of the City Council, the City Manager or City Attorney.

2. If the Council meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Members of the City Council may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
3. All public statements, information or press releases relating to a confidential matter will be handled by designated staff or a designated member of the City Council.
4. Unless required by law, a member of the City Council may not make public the discussions or information obtained in executive session. The City Council may censure a member who discloses a confidential matter or otherwise violates these rules. A City Council member who makes an unauthorized disclosure of confidential information may be personally liable for any damages resulting from the disclosure.

## **I. COMMUNICATION WITH STAFF**

1. The City Council will respect the separation between policy making (Council function) and administration (City Manager function) by:
  - a. Working with the staff as a team with a spirit of mutual respect and support.
  - b. Except in a Council meeting, not attempting to influence a City employee or the City Manager concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of development applications or granting of City licenses and permits. However, the sharing of ideas with the City Manager on these matters is appropriate.
  - c. Limiting individual contacts with City staff to the City Manager, Executive Management, or other designated staff so as not to influence staff decisions or recommendations, interfere with their work performance, undermine the City Manager authority or prevent the full Council from having the benefit of any information received. To this end, members of the City Council shall not request City staff to perform significant work without the prior approval of the City Manager, so that workloads and work plans are not adversely impacted.
  - d. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.

2. All written informational material requested by members of the City Council will be submitted by staff to the entire City Council with a notation stating who requested the information. In situations where staff provides a copy of an existing document previously provided to the City Council, staff will advise the entire Council rather than providing the material to each member.
3. The City Council will refer any comments or questions regarding City personnel or administration to the City Manager. Members of the City Council may redirect other questions to other members or the City Manager, as appropriate. Members of the City Council may also address questions directly to the City Manager, who may either answer the inquiry or ask a staff member to do so.

## **J. MINUTES**

1. Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council will comply with provisions of ORS 192.650 by containing the following information at a minimum:
  - The name of each member of the City Council and staff present;
  - All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
  - The result of all votes, including ayes and nays and the names of the members of the City Council who voted;
  - The substance of the discussion on any matter; and
  - Reference to any document discussed at the meeting.
2. The City Council may amend the minutes to more accurately reflect what transpired at the meeting. Upon receipt of the minutes in the Council agenda packet, members of the City Council should read and submit any changes, additions or corrections to the City Recorder so that a corrected copy may be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the City Council, unless the Council authorizes such change.
3. The City Recorder or designee will make an audio recording of all meetings. The City Recorder will maintain custody of all recordings, but a member of the City Council may obtain a copy of any recording. A member of the City Council may obtain a meeting transcript or partial transcript if it can be produced with nominal staff time. If a transcript requires a significant amount of staff time, the City Recorder may only produce the transcript with City Council approval. The City Recorder is authorized to produce transcripts as required by law.

## **K. ADJOURNMENT**

1. Upon motion and majority vote of the members of the City Council present, any meeting of the Council may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.

2. Upon the request of a member of the City Council, a short recess may be taken during a Council meeting.
3. A motion to adjourn will be in order at any time except as follows:
  - When made as an interruption of a member while speaking; or
  - While a vote is being taken.
4. After all business on the agenda has been concluded, the Mayor may adjourn a Council meeting by unanimous consent.

#### **L. BIAS AND DISQUALIFICATION**

1. A City Council member should not participate in a quasi-judicial decision in which the member has an actual bias. A City Council member may choose not to participate in a decision in which the member reasonably concludes doing so would create a perception of bias.
2. In quasi-judicial matters, each member of the City Council must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a member of the City Council testifies at a Planning Commission meeting. The member of the City Council must state whether the member can participate in the hearing with no regard for the prior decision made. If the member is unable to be impartial, the member has a duty not to participate in proceedings and to leave the Council table.
3. If the City Council believes the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.
4. Generally, conflicts of interest arise when a City Council member has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would result in a private financial benefit or detriment to the member, a relative or a business with which the member or a relative is associated. A potential conflict of interest is one that could be to the private financial benefit or detriment of the member, a relative or a business with which the member or a relative is associated. A relative means the City Council member's spouse, children, siblings, parents, including step-children, step siblings and step-parents, of the member, and any other person for whom the City Council member has a financial support obligation. A member of the City Council must publicly announce a potential or actual conflict of interest and, in the case of an actual conflict of interest, may not participate in the debate or vote on the issue. A City Council member who has a potential conflict of interest may participate in the decision after disclosing the potential conflict.

**M. EX PARTE CONTACTS AND DISQUALIFICATION**

1. For quasi-judicial hearings, members of the City Council should refrain from having *ex parte* contacts relating to any issue of the hearing. *Ex parte* contacts are those contacts by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts may be either oral statements when other interested parties are not present, or written information that other interested parties do not receive.
2. If a member of the City Council has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and before the hearing. The member must describe the substance of the contact. The member also will state whether such contact affects their impartiality or ability to vote in the matter. The member must state whether he or she will participate or abstain.
3. For quasi-judicial hearings, a member of the City Council who was absent during the presentation of evidence may not participate in any deliberations or decision regarding the matter, unless the member reviews all the evidence and testimony received.

**N. OREGON GOVERNMENT ETHICS COMMISSION REQUIREMENTS AND REPORTING**

1. Members of the City Council must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
2. Members of the City Council must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the City Council.
3. In accordance with state law, it is each member's responsibility to file all required statements of economic interest with the Oregon Government Ethics Commission.

**O. LEGAL ADVICE**

Requests to the City Attorney for advice that requires legal research may not be made by a member of the City Council without the concurrence of the Council. Before requesting research or other action by the City Attorney, members are encouraged to consider consulting with the City Manager to determine if the request or action can be accomplished more cost-effectively. Outside a City Council meeting, a member should make requests of the City Attorney through the City Manager. Exceptions to this are issues related to the performance of the City Manager, clarification questions or communications that are City business-related and require a reasonable amount of attorney time, and unique or sensitive

personal, yet City business-related, requests.

**P. ROBERT'S RULES**

Robert's Rules of Order Revised will be used as the guideline for conduct of City Council meetings, except where these Rules specifically apply.

**Q. COMMISSIONS, BOARDS, COMMITTEES, ORGANIZATIONS & MEDIA**

**1. Citizen Appointment and Removal.**

- a. The City Council will appoint the members of City commissions, boards and committees, including ad hoc committees, as provided in the municipal code.
- b. The City Council may encourage broad participation on City commissions, boards and committees by generally seeking to limit the number of terms a community member may serve.
- c. In order to encourage the broadest possible citizen involvement, it is the policy of the City Council to avoid appointing a citizen to more than two City commissions, boards or committees simultaneously whenever possible. Any citizen serving on two City commissions, boards or committees may not be chair of both simultaneously. This limitation does not apply to service on the City Budget Committee.
- d. With the consent of the Council, the Mayor may remove a person from a City commission, board or committee prior to the expiration of the person's term of office.

**2. Council Member Participation.**

- a. Members of the City Council will encourage citizen participation in City commissions, boards and committees.
- b. Members of the City Council may and are encouraged to attend meetings but shall (1) be mindful of their role as individual members of the City Council and not represent the full Council unless specifically authorized to do so, and (2) facilitate full discussion and participation by the regular members of the body. Members of the City Council should limit their attendance at and participation in meetings at which quasi-judicial public hearings are conducted on matters that are appealable to the City Council, so as to avoid challenges for bias as set forth in Section L of these rules.
- c. A Member of the City Council who serves as a liaison or in an ex officio capacity to a City commission, board or committee shall make every

reasonable effort to attend every meeting of the City commission, board or committee and, if the Member is unable to attend a meeting, shall seek to obtain the commitment of another Member of the City Council to attend in their absence.

3. Organizations and Media.

- a. If a member of the City Council represents the City before another governmental agency, a community organization or the media, the member should first state the Council majority position. Personal opinions and comments should be expressed only if the member makes clear that he or she does not express the City Council position.
- b. Members of the City Council should obtain the appropriate permission before representing another member's view or position with the media.

**R. CITY MANAGER EVALUATION**

1. Criteria. The standards, criteria and policy directives used in the evaluation of the City Manager will be adopted at a regular City Council meeting in accordance with state law.
2. Process.
  - a. Evaluation sessions will be scheduled in accordance with the City Manager's decision on whether to hold the evaluation in open or executive session.
  - b. By November 1, the City Manager will prepare a written assessment identifying major accomplishments. This assessment will be distributed along with an employee evaluation form to the City Council.
  - c. By November 15, members of the City Council will review the elements in the evaluation forms in response to the City Manager assessment.
  - d. At the second meeting in November the City Council will meet in executive session, unless the Manager has requested that such discussion occur in an open meeting, to discuss their assessment of the City Manager's performance and to decide what message will be delivered to the City Manager. This is also the time to draft the criteria and goals for the upcoming year to discuss with the City Manager.
  - e. At this or a subsequent meeting, the City Council will then meet with the City Manager in an evaluation session. City Council summary comments and individual member comments will be made. The City Manager will have an opportunity to respond to all comments. The effect of the evaluation on the City Manager's employment contract will be discussed.

Sufficient time will be allotted for the evaluation discussion with the City Manager.

- f. Compensation may not be discussed in executive session. The Council may convene with the City Manager in open session to review any final performance evaluation and discuss compensation. Any final summary of the evaluation process shall be prepared by the City Attorney and a member of the City Council delegated such authority by the Council, if any.
3. Contract. The City Attorney, in consultation with the City Council and consistent with results of the City Manager's latest evaluation process, will prepare any proposed employment contract amendments to the City Manager's contract. The City Attorney and a member of the City Council delegated such authority by the Council, if any, will present such amendments to the City Manager for discussion and negotiation. Once the City Manager agrees to the proposed amendment language, the amended contract will be presented to the City Council for approval. Contracts normally will be approved as a consent agenda item at the next regular City Council meeting. The evaluation process should be concluded by the end of December each calendar year, although the formal consideration of any contract amendment may occur in the following year.

#### **S. COUNCIL EXPENSES**

1. Reimbursement. The Council will follow the same rules and procedures for reimbursement as City employees, as established by City policy. Councilor expenditures for other than routine expenses (e.g., conference registration, travel, etc.) require advance City Manager approval to ensure compliance with the City's purchasing rules which apply city-wide and budget appropriations. Unless requested otherwise, the City Recorder will coordinate travel accommodations for Councilors.
2. Budget. The City Council will review and discuss its proposed biennial budget for Council expenses as coordinated by the Mayor and Council President and as presented by City staff during a public meeting.
3. Mayoral compensation. The City Council establishes the parameters of City policy governing Mayoral compensation. The Mayor may be compensated for their efforts on behalf of the City in addition to the expense reimbursement described above. Actual compensation amounts shall be reviewed, consistent with Council policy and state ethics laws, through the City's biennial budget process.

#### **T. COUNCIL PRESIDENT**

At the first City Council Meeting of each year, the City Council will ask the current Council President if they have a desire to continue serving as Council President. If the Council President does not wish to continue, the City Council will elect a new Council President as

provided in Chapter III, Section 10 of the City of North Plains Charter.

DRAFT

## **ORDINANCE NO. 497**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, AMENDING THE CITY OF NORTH PLAINS CITY COUNCIL RULES**

WHEREAS, the City of North Plains ("City") Charter, Section 11, directs the City Council to adopt rules governing the conduct of its meetings by ordinance or resolution; and

WHEREAS, the current City Council Rules ("Council Rules") were adopted by ordinance and are codified as Chapter 30 in the municipal code; and

WHEREAS, the City Council wishes to adopt the Council Rules by resolution so they may be more easily administered and updated; and

WHEREAS, the City Council finds that adopting the Council Rules by resolution also allows them to be enforced without resort to a formal code enforcement process; and

WHEREAS, the City Council adopted updated Council Rules in Resolution 2285 on December 2<sup>nd</sup>, 2024, to replace most of municipal code Chapter 30; and

WHEREAS, the City Council finds it is necessary to repeal municipal code Chapter 30 to the extent it duplicates the adopted Council Rules; and

WHEREAS, the City Council determined that it is necessary to declare an emergency so the updated Council Rules and the amendments to municipal code Chapter 30 can take effect simultaneously.

**Now, therefore:**

### **THE CITY OF NORTH PLAINS ORDAINS AS FOLLOWS:**

Section 1. The following City of North Plains Municipal Code sections are repealed: 30.06, 30.08, 30.10, 30.11, 30.12, 30.13, 30.14, 30.16, 30.17, 30.18, 30.20, and 30.23.

Section 2. The City Council adopts the amendments to City of North Plains Municipal Code section 30.02 described in Exhibit A to this Ordinance.

Section 3. This Ordinance being necessary to ensure the protection of public peace, health and safety, an emergency is declared and this Ordinance is effective on the date it is adopted.

INTRODUCED on the 2<sup>nd</sup> day of December 2024; ADOPTED on the 16<sup>th</sup> day of December 2024; EFFECTIVE on the 16<sup>th</sup> day of December 2024.

CITY OF NORTH PLAINS, OREGON

By: \_\_\_\_\_  
Teri Lanahan, Mayor

ATTEST:

By: \_\_\_\_\_  
Lori Lesmeister, City Recorder

§ 30.02 ~~ROBERT'S CITY COUNCIL RULES OF ORDER.~~

(A) The City Council shall adopt rules to govern the conduct of its meetings.

(B) Robert's Rules of Order Revised shall be used as the guideline for parliamentary procedure at conduct of Council meetings, except in those cases where specific provisions of contrary to Robert's Rules are contrary to the City Council rules, in which case the City Council rules shall prevail provided herein.

(~~B~~C) The Council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens of the city in general.



Date: November 27, 2024

To: City Council

From: City Manager Bill Reid

Subject: Proposed Parks Maintenance Fee Resolution

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Honorable Mayor and Council,

In the late Winter and Spring of 2024, former City Manager Andy Varner, Public Works Director Dustin Luekenotte and I presented underfunded parks and right of way maintenance needs information to you for discussion in both work session format and before the mid-biennium Budget Committee meeting in May. Attached to this memorandum are Powerpoint slides utilized for those discussions. Staff conversation with City Council can be summarized as follows:

- Parks, right-of-way (ROW), and other City property mowing and maintenance has in the past been conducted and budgeted without a more formal assessment of true services need and cost refinement including in the adopted 2023-25 biennial budget.
- Full assessment and refinement of understanding of services need and cost was reserved for the hiring of a new Public Works Director with more of a facilities background, which the City now has in its current Public Works Director Luekenotte.
- An assessment of such need was conducted, and Public Works Director Luekenotte identified the following:
  1. Current Parks, ROW and other property mowing costs around \$65,000 annually in FY 2025.
  2. Additional property and ROW mowing and maintenance, including taking on maintenance of a Sunset Ridge park and the new Dog Park, due to growth was estimated at roughly \$15,000 annually in FY 2025.
  3. Additional restroom and other facility maintenance and upkeep staffing has been underbudgeted by at least 1.0 FTE annually, at a total payroll (wages and benefits, etc.) estimated at \$75,000. This would be for better maintenance of public park restrooms like at Jessie Mays, as well as anticipated public restrooms at new parks elsewhere including Brynhill.



- All combined, the City has roughly \$154,000 in annual public property maintenance costs that are either budgeted at basic level of service, have been underbudgeted, or have not been budgeted at all.
- A Parks Maintenance Fee, which could be added to monthly water bills very similarly to the Transportation Utility Fee that pays for maintenance of roads, sidewalks, trails and street lights, could be adopted by City Council via resolution and add a funding resource for these maintenance needs.

Undergirding the need for a new source of funds to meet growing maintenance needs is the City's permanent property tax rate of \$2.17 per \$1,000 of Taxable Assessed Value (TAV) under Measures 5 and 50. The City of North Plains has among the lowest City property tax rates in Washington County and certainly the lowest among its neighbors, with Banks the next lowest at just over \$4.00 per \$1,000 TAV.

The table below provides an updated range of what a monthly Parks Maintenance Fee of equal amount on all water bills, residential and commercial, would generate in revenue.

|                      | FY | 2025      | 2026      | 2027       | 2028       | 2029       | 2030       | 2031       |
|----------------------|----|-----------|-----------|------------|------------|------------|------------|------------|
| Residential Accounts |    | 1,688     | 1,813     | 1,818      | 1,823      | 1,828      | 1,833      | 1,838      |
| Commercial Accounts  |    | <u>92</u> | <u>96</u> | <u>100</u> | <u>104</u> | <u>108</u> | <u>112</u> | <u>116</u> |
| Total Accounts       |    | 1,780     | 1,909     | 1,918      | 1,927      | 1,936      | 1,945      | 1,954      |

|                   | Per month     | Annual Revenue - Flat Fee per Account |                  |                  |                  |                  |                  |                  |
|-------------------|---------------|---------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                   | \$5.00        | \$106,800                             | \$117,980        | \$118,530        | \$119,090        | \$119,640        | \$120,200        | \$120,760        |
| <b>TUF Parity</b> | <b>\$5.78</b> | <b>\$123,460</b>                      | <b>\$136,380</b> | <b>\$137,020</b> | <b>\$137,670</b> | <b>\$138,310</b> | <b>\$138,950</b> | <b>\$139,600</b> |
|                   | \$6.00        | \$128,160                             | \$141,570        | \$142,240        | \$142,910        | \$143,570        | \$144,240        | \$144,910        |
|                   | \$7.00        | \$149,520                             | \$165,170        | \$165,950        | \$166,720        | \$167,500        | \$168,280        | \$169,060        |
|                   | \$8.00        | \$170,880                             | \$188,760        | \$189,650        | \$190,540        | \$191,430        | \$192,320        | \$193,210        |
|                   | \$9.00        | \$192,240                             | \$212,360        | \$213,360        | \$214,360        | \$215,360        | \$216,360        | \$217,360        |
|                   | \$10.00       | \$213,600                             | \$235,950        | \$237,060        | \$238,180        | \$239,290        | \$240,400        | \$241,510        |
| Cornelius         | \$12.00       | \$256,320                             | \$283,140        | \$284,480        | \$285,810        | \$287,150        | \$288,480        | \$289,820        |

For context, the City of Cornelius has a current "General Services Fee" on water bills every month that totals \$12 and supplements resource need for different General Fund departments. The addition of a Parks Maintenance Fee on month North Plains water bills would be in addition to the current Transportation Utility Fee unit of \$5.78.



Based on your discussion at the December 2, 2024 City Council meeting resuming this topic, Staff can return to City Council with a resolution to adopt and implement a new fee on monthly water bills that is dedicated strictly to parks, ROW, and other property maintenance and upkeep needs. (City Code § 38.01 FEE SCHEDULE)

*If City Council consensus is in agreement, a simple resolution authorizing a proposed fee will be introduced for your consideration at the December 16, 2024 regular City Council meeting.*

Respectfully submitted,

Bill Reid, City Manager

Government Service Fees can pay for any General Fund departmental service (O&M)

Cities utilize them to supplement property tax revenue for Public Safety, Parks, and General Operations

Monthly fees per residence or commercial account/water meter,

(\$10.50 per house in Cornelius, \$31.50 per EDU for commercial.

\$8 median per house in 2021 according to City of Albany research)



| City                                                                                         | Parks  | Public Safety Fees | General Operations Fee | Residential Total <sup>1</sup> | Commercial Uniform or Small meter | Large meter |
|----------------------------------------------------------------------------------------------|--------|--------------------|------------------------|--------------------------------|-----------------------------------|-------------|
| Albany (Prelim)                                                                              |        |                    | \$9.00                 | \$9.00                         | \$9.00                            | \$1,890     |
| Medford                                                                                      | \$5.35 | \$9.42             |                        | \$14.77                        | \$14.77                           | na          |
| Corvallis <sup>2</sup>                                                                       | \$0.50 | \$13.04            |                        | \$13.54                        | \$13.04                           | \$2,321     |
| Gresham <sup>3</sup>                                                                         |        |                    | \$15.00                | \$15.00                        | \$15.00                           | na          |
| Salem <sup>4</sup>                                                                           |        |                    | \$8.00                 | \$8.00                         | \$38.56                           | na          |
| Newberg <sup>5</sup>                                                                         |        | \$5.26             |                        | \$5.26                         | \$5.26                            | \$820       |
| Keizer <sup>6</sup>                                                                          | \$4.00 | \$4.00             |                        | \$8.00                         | \$8.00                            | na          |
| Sandy                                                                                        |        | \$4.50             |                        | \$4.50                         | \$10.50                           |             |
| <b>Average</b>                                                                               |        |                    |                        | <b>\$9.87</b>                  | <b>\$15.02</b>                    |             |
| <b>Median</b>                                                                                |        |                    |                        | <b>\$8.00</b>                  | <b>\$13.04</b>                    |             |
| <sup>1</sup> Excludes utility fees for water, wastewater, and stormwater                     |        |                    |                        |                                |                                   |             |
| <sup>2</sup> Public Safety fee includes two separate fees for police and fire                |        |                    |                        |                                |                                   |             |
| <sup>3</sup> Single multi-services fee for police, fire, parks                               |        |                    |                        |                                |                                   |             |
| <sup>4</sup> Single multi-services fee for public safety, parks and libraries.               |        |                    |                        |                                |                                   |             |
| <sup>5</sup> Public safety fees include two different public safety fees for staff positions |        |                    |                        |                                |                                   |             |
| <sup>6</sup> Sr. And Low Income = \$2.24                                                     |        |                    |                        |                                |                                   |             |

Source: City of Albany, Oregon

**NORTH PLAINS**  
OREGON

# Immediate Service Alignment Need Growing Parks Maintenance Obligation

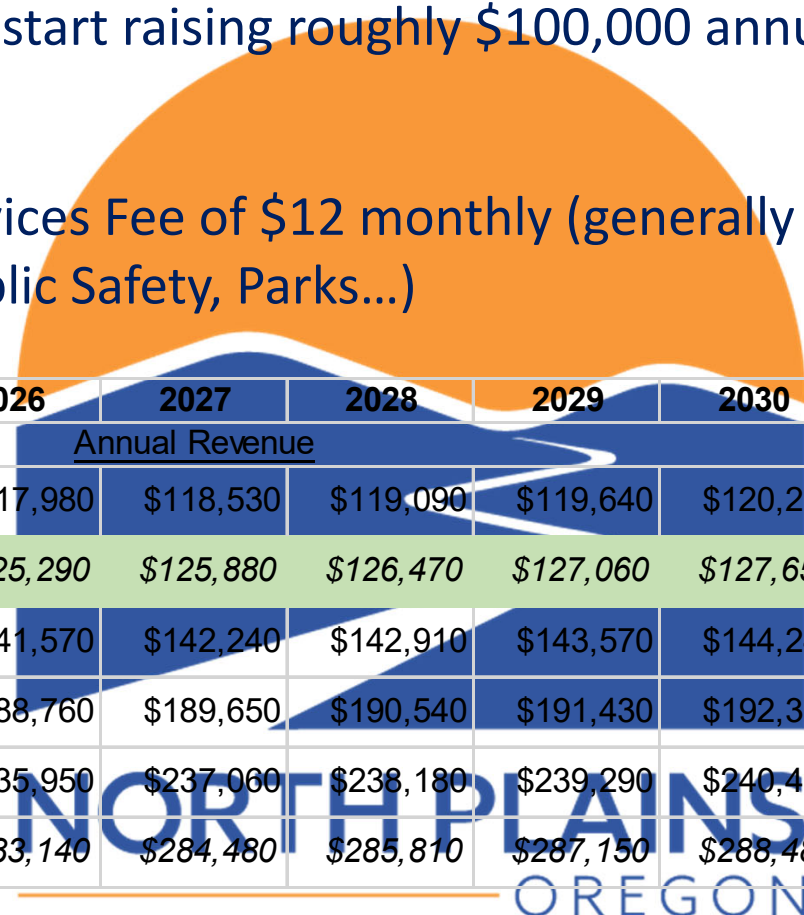
## North Plains has growing number of households and families

- Jessie Mays Park improvements have shown that parks & recreation services are in demand from residents (and beyond)
- Our public works crew is only getting busier with waterworks, development inspections, road projects, and more. Last few years have proven difficult to keep up with parks maintenance and operations
- City is adding new parks maintenance and landscape responsibilities: Sunset Ridge West, Brynhill skate park and restroom, JM restrooms, new ROW areas
- Parks & Rec Board more active, especially interested in recreation activities, but City currently has no staff or coordination for new activities (beyond Library)



## Potential Monthly Fee Levels & Range of Annual Revenues

- A \$5 monthly fee starting in FY 2024 would start raising roughly \$100,000 annually
- Current TUF: \$5.31 for context
- Context: City of Cornelius Government Services Fee of \$12 monthly (generally supplements the General Fund (Admin, Public Safety, Parks...))



|                               | FY             | 2024             | 2025             | 2026             | 2027             | 2028             | 2029             | 2030             |
|-------------------------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                               | Per month      | Annual Revenue   |                  |                  |                  |                  |                  |                  |
|                               | \$5.00         | \$99,060         | \$110,000        | \$117,980        | \$118,530        | \$119,090        | \$119,640        | \$120,200        |
| <i>TUF Equivalent</i>         | <i>\$5.31</i>  | <i>\$105,200</i> | <i>\$116,820</i> | <i>\$125,290</i> | <i>\$125,880</i> | <i>\$126,470</i> | <i>\$127,060</i> | <i>\$127,650</i> |
|                               | \$6.00         | \$118,870        | \$132,000        | \$141,570        | \$142,240        | \$142,910        | \$143,570        | \$144,240        |
|                               | \$8.00         | \$158,500        | \$176,010        | \$188,760        | \$189,650        | \$190,540        | \$191,430        | \$192,320        |
|                               | \$10.00        | \$198,120        | \$220,010        | \$235,950        | \$237,060        | \$238,180        | \$239,290        | \$240,400        |
| <i>Cornelius Services Fee</i> | <i>\$12.00</i> | <i>\$237,740</i> | <i>\$264,010</i> | <i>\$283,140</i> | <i>\$284,480</i> | <i>\$285,810</i> | <i>\$287,150</i> | <i>\$288,480</i> |

# Parks/Rec & Landscape Maintenance

- Landscape Maintenance and Leaf Program take up crew needed for critical tasks
  - Growing obligation to maintain/replace aging infrastructure
  - PW Crew also supports construction of new infrastructure (development and CIP)
- 30+ public areas are maintained by the city (not just parks!)
- 1/3 of areas (including new takeover areas this fall) are high-maintenance and time consuming
  - Better suited for professional landscaper with larger and efficient crews
  - Contracted landscaping for these areas would cost close to \$40k annually
  - PW costs to landscape would also be about \$40k annually, but would take 2 crew members away from critical PW Tasks
  - PW Crew would still maintain other areas



# Parks/Rec & Landscape Maintenance Funding

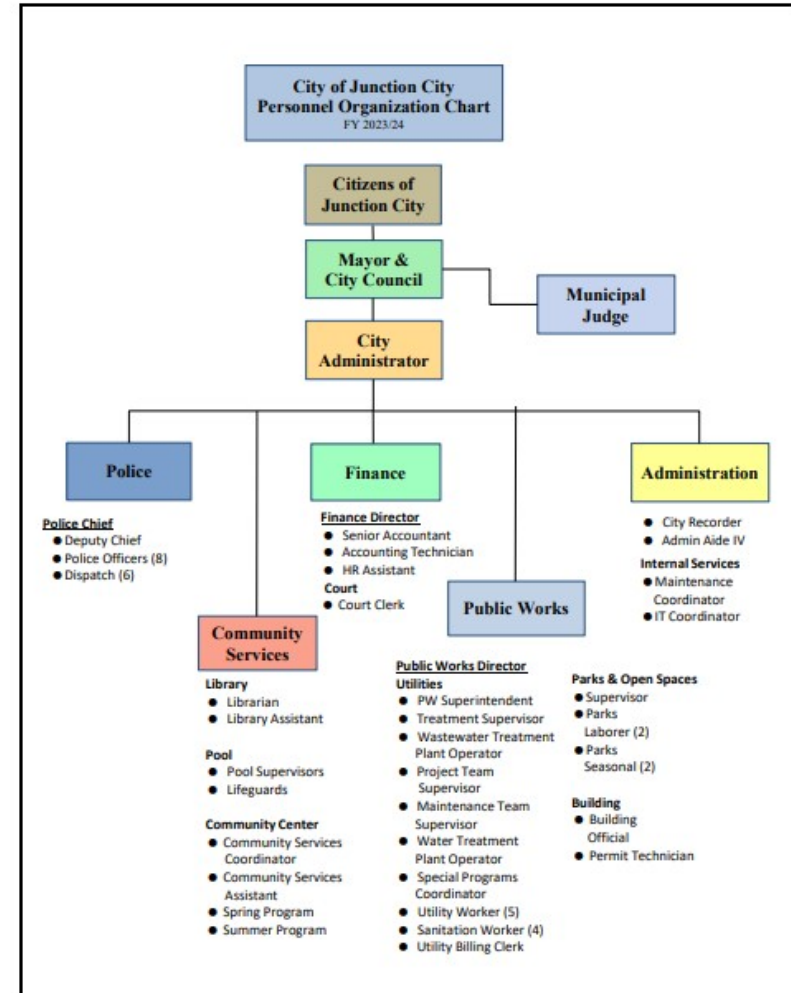
- New revenue will be essential to support maintenance costs, staffing levels, as well as new recreational/community programs desired by residents
- Funding sources likely range from a more difficult property tax levy to some kind of monthly fee on water bills
- Depending on the revenue mechanism and where it is set, it could fully fund an Operations Tech/Seasonal Operations Tech
- Could fund a part time Parks & Recreation/Community Programs Coordinator
  - Full-time position anticipated to be phased in over time
- Could fully fund landscape contracting in the higher maintenance/high visibility areas that currently pull PW Crew from critical infrastructure tasks/maintenance
- Could provide additional funding for other Parks repairs, maintenance, and upgrades, freeing up water funds for critical infrastructure and staffing needs



# FTE Comparison Study

- North Plains
  - 3.5K population (5K population within 2 years)
  - 5 PW/Parks FTE
- Estacada
  - 4.4K population
  - 11 PW/Parks FTE
- Sheridan
  - 4.6K population
  - 9.5 PW/Parks FTE
- Junction City
  - 6.5K population
  - 17 PW/Parks FTE
- Scappoose
  - 8K population
  - 14 PW/Parks FTE

\* Information from City Budgets. Additional FTEs for sanitary/non-applicable services are not included in counts listed above.





## APPLICATION FOR APPOINTMENT TO THE CITY OF NORTH PLAINS BUDGET COMMITTEE

The information provided in this application is considered public information and may be used in announcing your appointment.

The Budget Committee consists of a fourteen-member board composed of seven citizens and seven City Councilors. The terms filled by the seven citizens are all four-year terms. **Per State law members must be residents of North Plains, over age 18, and be a registered voter in the State of Oregon.** There is no compensation for participation on this committee.

Appointments are made by the City Council following review of applications and applicant interviews. Please plan to attend the Council meeting at which your application is to be considered.

North Plains operates on a Biennial Budget, The Budget Committee meets 2-3 times a year during the budget year, and 1-2 times a year during the off-budget year.

Name: Lawrence Gonzales Date: Nov 13, 2024

Mailing Address: [REDACTED]

Street Address: North Plains, OR 97133 Phone #: [REDACTED]

Occupation: Retired

E-Mail: [REDACTED]

Please provide brief answers to the following questions. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Budget Committee? I previously served on the North Plains Budget Committee in 2017-2018. I enjoyed serving the community in this role and I have a passion for city budgeting and strategic finance.
2. What do you think are the most important issues now facing North Plains? North Plains is a growing community with limited revenue. We need to get the most from every tax payer dollar we are entrusted with.
3. Do you have any special interests or qualifications that you would bring to the Budget Committee? Previous City Council and Budget Committee experience. MBA from Southern Oregon University.

Thank you for applying. Your interest is appreciated.



## APPLICATION FOR APPOINTMENT TO THE CITY OF NORTH PLAINS BUDGET COMMITTEE

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Name: David Hatcher Date: Oct 16, 2024  
Mailing Address: [REDACTED]  
Street Address: [REDACTED] Phone #: [REDACTED]  
Occupation: IT Support E-Mail: [REDACTED]

Please provide brief answers to the following questions. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Budget Committee? \_\_\_\_\_

Service is very important to me. And service to North Plains is most important.

2. What do you think are the most important issues now facing North Plains? \_\_\_\_\_

Hillsboro assimilating The City of North Plains in the future.

3. Do you have any special interests or qualifications that you would bring to the Budget Committee? \_\_\_\_\_

My qualifications are working with North Plains budget for 20 years

*Thank you for applying. Your interest is appreciated.*



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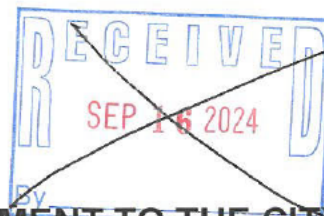
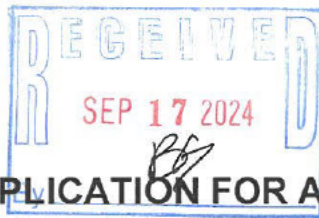
North Plains operates on a Biennial Budget. The Budget Committee meets 2-3 times a year during the budget year, and 1-2 times a year during the off-budget year.

Name: Thomas Murdock Date: 02 Sep 24  
Mailing Address: [REDACTED]  
Street Address: [REDACTED] Phone #: [REDACTED]  
Occupation: Retired E-Mail: [REDACTED]

Please provide brief answers to the following questions. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Budget Committee? To be more involved in the community and help the city to continue to grow.
2. What do you think are the most important issues now facing North Plains? Building a solid infrastructure to support a growing city. Meeting the needs and wants of an expanding population.
3. Do you have any special interests or qualifications that you would bring to the Budget Committee? As a Retired NAVAC officer, I have held many positions that involved developing AND prioritizing travel, training + maintenance budget

Thank you for applying. Your interest is appreciated.



## APPLICATION FOR APPOINTMENT TO THE CITY OF NORTH PLAINS BUDGET COMMITTEE

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Name: Pauline Rosado Date: 9/17/2024

Mailing Address: [REDACTED]

Street Address: [REDACTED] Phone #: [REDACTED]

Occupation: Retired E-Mail: [REDACTED]

Please provide brief answers to the following questions. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Budget Committee? That all funds are used for the betterment of the community
2. What do you think are the most important issues now facing North Plains? Lack of businesses and a grocery store that all can utilize.
3. Do you have any special interests or qualifications that you would bring to the Budget Committee?  
Board member of North Plains Food Bank  
Boosters club President for middle school, PTA President in California. Treasure for District PTA

*Thank you for applying. Your interest is appreciated.*



## APPLICATION FOR APPOINTMENT TO THE CITY OF NORTH PLAINS BUDGET COMMITTEE

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Name: Don Weher Date: 9/16/24

Mailing Address: [REDACTED]

Street Address: [REDACTED] Phone #: [REDACTED]

Occupation: Retired E-Mail: [REDACTED]

Please provide brief answers to the following questions. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Budget Committee? My background prior to retirement is in Finance and Budget work and I want to be of service in our city.
2. What do you think are the most important issues now facing North Plains? In the budget area it is finding new sources of income and continuing to balance the budget.
3. Do you have any special interests or qualifications that you would bring to the Budget Committee? Just my background in budget work and also being retired I have time.

*Thank you for applying. Your interest is appreciated.*

*Thank You,  
Don*



Date: November 27, 2024

To: City Council

From: City Manager Bill Reid

Subject: FY 2023-25 Proposed Supplemental Budget and Contingency Allocation

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Honorable Mayor and Council,

The original 2023-2025 Biennium budget was adopted in June of 2023. As reported monthly to City Council over the course of the biennium, some accounts in different funds were likely going to need a supplemental budget towards the end of the biennium due to specifically discussed circumstances. This memorandum is intended as a summary of the following:

- A proposed supplemental budget for the Vehicle & Equipment Reserve Fund (610) that will require a public hearing due to exceeding 10% of adopted budget; and
- A proposed General Fund 110 Contingency allocation to pay for UGB referendum and “Re-Look” related legal and planning expenses.

Additional supplemental budget suggestion is planned to be brought to you on December 16, 2024 via a standard resolution that does not require a public hearing due to being a change of expenditures that are less than a 10% increase in the adopted fund budget. These are limited to General Fund 110 items that have been discussed repeatedly in Finance Department reports for some months of tracking.

#### **Vehicle & Equipment Reserve Fund (610)**

- Addition of \$40,000 for unbudgeted furniture and equipment for the new Public Works & Services Building. The Vehicle & Equipment Reserve Fund (610) has long served as the City’s reserve for larger, depreciable vehicles and equipment for operating departments and funds. Equipment need at the new Public Works & Services Building, including furniture, was not part of the project budget adopted for the FY 2023-25 biennium. The range of furniture and equipment cost bid out was \$80,000 to \$200,000 depending upon the quality and scope of purchase. Staff coordinated on competitive bids for furniture and landed on a vendor with total cost of \$85,000 to \$90,000 including space planning and delivery. Of that, \$5,000 is the cost of a standard 12-person conference table in the large, first-floor conference room. After



review of the standard table, the significance of the large conference room led Staff to seek quotes on a custom-made, live-edge conference table. Three quotes from regional manufacturers were gathered, with \$8,000 to \$10,000 the competitive range of cost. Given the live-edge table being custom-made, its funding can include arts funds for a portion of that expense. The total furniture cost is then \$90,000 less the \$5,000 standard conference table not purchased, plus \$9,000 for the live-edge conference table, for a total of \$94,000. For additional expense contingency, the total unbudgeted expense is proposed to be \$100,000 for the furniture plan discussed at the November 4, 2024 City Council work session. In early 2024, Fund 610 paid for brand new Public Works trucks totaling \$119,874, leaving roughly \$60,000 in unspent budget in that fund. A supplemental budget of \$40,000 would then be required, to be drawn from long-accumulated savings for a major equipment purchase such as this. The following drawdown by existing department equipment reserves is proposed, considering significant funds for a remodel project of the old City Hall would be rendered unnecessary by a move to the new Public Works and Services Building. Expansion of the Library into old City Hall space could require Library reserves-funded space expenses, so that department's reserves are untouched for this furniture purchase.

| Department Reserves   | July 1, 2023 After Supplemental |                |
|-----------------------|---------------------------------|----------------|
| City Hall Remodel     | 15,301                          | 3,301          |
| Public Works          | 121,853                         | 100,653        |
| Library               | 26,619                          | 26,619         |
| General Government    | <u>7,822</u>                    | <u>1,022</u>   |
| <b>Total Reserves</b> | <b>171,595</b>                  | <b>131,595</b> |

**Supplemental Budget (Difference):                      40,000**

*If City Council consensus is in agreement, the December 16, 2024 City Council meeting will be noticed as a budget hearing and a resolution will be introduced for your consideration that evening.*

### **General Fund Contingency (110)**

- Allocation of \$100,000 of General Fund Contingency to fund unforeseen expenses that have resulted from the May 2024 UGB Referendum, primarily legal expenses and consultant planning services for the "UGB Re-Look" North Plains City Council adopted a \$200,000 General Fund Contingency as part of the FY 2023-25 biennial budget. As laid out in Oregon Administrative Rule (OAR) 150-294.352(8), the general operating contingency is a



preauthorized expense budget line item within an operating fund, such as the City General Fund, that provides pre-approved expense budget for unforeseen and emergency expense need that could not have been anticipated in the formal budget process for the public agency. Although legal and planning expenses were amply budgeted in the FY 2023-25 biennial budget, the City is quickly approaching the need to fund the following unanticipated expenses as a result of the May 2023 UGB referendum and the City's necessary response in legal expenses and planning expenses.

|                                                           |                  |
|-----------------------------------------------------------|------------------|
| Realized Legal Expenses: UGB/Referendum Response          | \$15,000         |
| Referendum Decision Appeal Budget                         | \$40,000         |
| Housing Needs Analysis Appeal Defense Budget              | \$5,000          |
| UGB Re-Look Process Planning Services                     | <u>\$40,000</u>  |
| <b>Total Proposed General Fund Contingency Allocation</b> | <b>\$100,000</b> |

The City has not yet allocated any of its FY 2023-25 General Fund Contingency budget of \$200,000, so this proposed allocation of \$100,000 would leave \$100,000 in net remaining General Fund contingency for the remaining 6.5 months of the current biennium.

*If City Council consensus is in agreement, a simple resolution authorizing the proposed Contingency allocation will be introduced for your consideration at the December 16, 2024 regular City Council meeting.*

Respectfully submitted,

Bill Reid, City Manager

| 2024 City Council Meeting Calendar Schedule |                                                               |                                                                                            |                                            |                        |                                         |  |                                            |            |
|---------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|-----------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------|------------|
|                                             | <u>Items/Presentations</u>                                    | <u>Resolutions</u>                                                                         | <u>Ordinances &amp; Public Hearing</u>     | <u>1st Reading</u>     | <u>2nd Reading</u>                      | <u>Work Session</u>                                                                 | <u>Notes</u>                               | <u>URA</u> |
| 4/1                                         | Family Peace Center Proclamations                             |                                                                                            |                                            |                        |                                         | Council Rules                                                                       |                                            |            |
| 4/15                                        | Family Peace Center                                           |                                                                                            |                                            |                        |                                         |                                                                                     |                                            |            |
| 5/6                                         | TVF&R Annual Update                                           | TVWD IGA; Interim city mgr agreement                                                       | Sign Code Text Amendment                   | X                      |                                         | Franchise Ordinance presentation                                                    |                                            |            |
| 5/20                                        |                                                               | City Council Mission+Goals Statement; City Manager recruitment                             | Sign Code Text Amendment                   |                        | X                                       |                                                                                     |                                            |            |
| 6/3                                         | Ride Connection                                               | Levy Property Taxes FY25 Eligibility to rcvc State Revenues Election to rcv State Revenues |                                            | X                      |                                         | SB8- Affordable Housing (Joint session w PC)                                        |                                            |            |
| 6/17                                        |                                                               | Fee Schedule, Bank Signers, P&R Appt. WCSO Contract, new Library Position                  | Right of Way Use Ordinance <b>not done</b> | x                      |                                         |                                                                                     |                                            |            |
| 7/1                                         | <b>NO CITY COUNCIL MEETING</b>                                |                                                                                            |                                            |                        |                                         |                                                                                     |                                            |            |
| 7/15                                        | Parks Maint Fee. UGB action plan with 3J                      | Creating Asst. Planner position 2 PW Lead positions, Surplus property process              |                                            |                        |                                         |                                                                                     |                                            |            |
| 8/5                                         | Calloway presentation                                         | Bancroft Financing - TDT                                                                   |                                            |                        |                                         | Public Works Update                                                                 | Exec Session Franchise & Marijuana Appeal  |            |
| 8/19                                        | <b>NO CITY COUNCIL MEETING</b>                                |                                                                                            | -                                          | -                      | -                                       | -                                                                                   |                                            |            |
| 8/26?                                       | <b>Emergency Meeting</b>                                      | <b>Marijuana Appeal</b>                                                                    |                                            |                        |                                         |                                                                                     |                                            |            |
| 9/3                                         |                                                               | WACO IGA - Shuttle Stop update                                                             |                                            |                        |                                         | Council Rules?                                                                      |                                            |            |
| 9/12                                        | <b>Emergency Meeting - Executive Session</b>                  |                                                                                            |                                            |                        |                                         |                                                                                     | <b>Prothman - CM Candidate Apps review</b> |            |
| 9/16                                        | Comm. Willey                                                  |                                                                                            |                                            |                        |                                         |                                                                                     |                                            |            |
| 10/2                                        | <b>Emergency Meeting - Executive Session</b>                  |                                                                                            |                                            |                        |                                         |                                                                                     | <b>CM discussion w/Prothman</b>            |            |
| 10/7                                        |                                                               | Right-of-Way license fee                                                                   |                                            |                        | 2nd reading & adoption Right-of-Way use |                                                                                     |                                            |            |
| 10/21                                       |                                                               |                                                                                            |                                            |                        |                                         | ARS                                                                                 |                                            |            |
| 11/4                                        |                                                               | City Manager Contract Agreement, JWC Contract                                              |                                            |                        |                                         | Council Rules                                                                       |                                            |            |
| 11/18                                       | Executive Session - Legal                                     |                                                                                            |                                            |                        |                                         | FEMA with Planning Comm.                                                            |                                            |            |
| 12/2                                        | Appoint 3 Budget Committee Members, Executive Session - Legal | Job description & wage, Adopt new CC Rules, EDC Reappt.                                    | Repeal Ord CC Rules                        | 1st Reading            |                                         | Garlic Fest. Prop Convey, CM Job Descp update                                       |                                            |            |
| 12/16                                       |                                                               |                                                                                            | Repeal Ord CC Rules                        | 2nd reading & Adoption |                                         |                                                                                     |                                            |            |
|                                             |                                                               |                                                                                            |                                            |                        |                                         |                                                                                     |                                            |            |

## December 2024

| <u>MEETING</u>                                           | <u>PRIMARY</u> | <u>ALTERNATE</u> | <u>NOTE</u>                                         | <u>DATE</u>        |
|----------------------------------------------------------|----------------|------------------|-----------------------------------------------------|--------------------|
| City Council *Work Session with Planning Commission      |                |                  | 1st Monday of the month at 7:00 pm 6pm Work Session | 12/2               |
| Economic Development Commission                          | Lenahan        |                  | 1st Wednesday of the month at 6:00 pm               | 12/4               |
| Parks & Rec Board                                        | Kindel         |                  | 2nd Monday at 6:00 pm                               | 12/9               |
| Washington County Coordinating Committee (WCCC)          | Lenahan        | <i>Open</i>      | 2nd Monday at 12:00 noon                            | 12/9               |
| Planning Commission                                      | Fage           |                  | 2nd Wednesday at 6:00 pm                            | 12/11              |
| Washington County Office of Community Development Policy | Papen          | <i>Kindel</i>    | 2nd Thursday 7:00pm                                 | 12/12              |
| City Council                                             |                |                  | 3rd Monday of the month at 7:00pm                   | 12/16              |
| Library Board                                            | Papen          |                  | 3rd Wednesday at 6:00pm                             | <b>CANCELLED</b>   |
| Metro Policy Advisory Committee (MPAC)                   | Reid           |                  | 4th Wednesday at 5:00pm                             | No meeting/holiday |
| Col-Pac EDD                                              |                |                  |                                                     |                    |
| Metropolitan Area Communications Commission (MACC)       | Sheldon        | <i>Smith</i>     |                                                     |                    |
|                                                          |                |                  |                                                     |                    |

# 2024 City Council Meeting Calendar Schedule

## 2024 City Council Meeting Dates-7:00 p.m.

|                                                                |        |                                                          |         |
|----------------------------------------------------------------|--------|----------------------------------------------------------|---------|
| 1/2 **                                                         | 4/1 ** | 7/1**                                                    | 10/7 ** |
| 1/16                                                           | 4/15   | 7/15                                                     | 10/21   |
| 2/5 **                                                         | 5/6 ** | 8/5 **                                                   | 11/4 ** |
| 2/20                                                           | 5/20   | 8/19-cancelled                                           | 11/18   |
| 3/4 **                                                         | 6/3 ** | 9/3 **                                                   | 12/2 ** |
| 3/18                                                           | 6/17   | 9/19                                                     | 12/16   |
| Meetings in yellow are Tuesday meetings due to Monday holidays |        | Meetings with ** behind them have a 6:00 pm Work Session |         |

## 2024 Schedule for Board and Commission Meetings

| 1st Wednesday<br>6:00 pm | Economic<br>Development | 2nd Monday<br>6:00 pm | Parks & Recreation<br>Board | 2nd<br>Wednesday<br>7:00 pm | Planning<br>Commission | 3rd Wednesday<br>7:00 pm | Library Board |
|--------------------------|-------------------------|-----------------------|-----------------------------|-----------------------------|------------------------|--------------------------|---------------|
| 1/3                      | PAPEN                   | 1/8                   | FAGE                        | 1/10                        | MARTINEZ               | 1/17                     | LENAHAN       |
| 2/7                      | SHELDON                 | 2/12                  | SHELDON                     | 2/14                        | SHELDON                | 2/21                     | SHELDON       |
| 3/6                      | LENAHAN                 | 3/11                  | PAPEN                       | 3/13                        | SMITH                  | 3/20                     | MARTINEZ      |
| 4/3                      | SMITH                   | 4/8                   | LENAHAN                     | 4/10                        | LENAHAN                | 4/17                     | FAGE          |
| 5/1                      | SHELDON                 | 5/13                  | FAGE                        | 5/8                         | LENAHAN                | 5/15                     | KINDEL        |
| 6/5                      | KINDEL                  | 6/10                  | KINDEL                      | 6/12                        | FAGE                   | 6/20                     | SMITH         |
| 7/3                      | PAPEN                   | 7/8                   | SMITH                       | 7/10                        | KINDEL                 | 7/17                     | MARTINEZ      |
| 8/7                      | MARTINEZ                | 8/12                  | MARTINEZ                    | 8/14                        | PAPEN                  | 8/21                     | SHELDON       |
| 9/4                      | FAGE                    | 9/9                   | SHELDON                     | 9/11                        | KINDEL                 | 9/18                     | LENAHAN       |
| 10/2                     | MARTINEZ                | 10/14                 | PAPEN                       | 10/9                        | LENAHAN                | 10/16                    | SMITH         |
| 11/6                     | SHELDON                 | 11/12                 | SMITH                       | 11/13                       | KINDEL                 | 11/20                    | PAPEN         |
| 12/4                     | LENAHAN                 | 12/9                  | KINDEL                      | 12/11                       | FAGE                   |                          |               |

| 2025 City Council Meeting Calendar Schedule                       |                         |                                                             |                             |                             |                        |                          |               |
|-------------------------------------------------------------------|-------------------------|-------------------------------------------------------------|-----------------------------|-----------------------------|------------------------|--------------------------|---------------|
|                                                                   |                         |                                                             |                             |                             |                        |                          |               |
| 2025 City Council Meeting Dates-7:00 p.m.                         |                         |                                                             |                             |                             |                        |                          |               |
| 1/6 **                                                            | 4/7 **                  | 7/7 **                                                      | 10/6 **                     |                             |                        |                          |               |
| 1/21                                                              | 4/21                    | 7/21                                                        | 10/20                       |                             |                        |                          |               |
| 2/3 **                                                            | 5/5 **                  | 8/4 **                                                      | 11/3 **                     |                             |                        |                          |               |
| 2/18                                                              | 5/19                    | 8/18                                                        | 11/17                       |                             |                        |                          |               |
| 3/3 **                                                            | 6/2 **                  | 9/2 **                                                      | 12/1 **                     |                             |                        |                          |               |
| 3/17                                                              | 6/16                    | 9/15                                                        | 12/15                       |                             |                        |                          |               |
| Meetings in yellow are Tuesday meetings<br>due to Monday holidays |                         | Meetings with ** behind them have a 6:00<br>pm Work Session |                             |                             |                        |                          |               |
|                                                                   |                         |                                                             |                             |                             |                        |                          |               |
| 2025 Schedule for Board and Commission Meetings                   |                         |                                                             |                             |                             |                        |                          |               |
| 1st Wednesday<br>6:00 pm                                          | Economic<br>Development | 2nd Monday<br>6:00 pm                                       | Parks & Recreation<br>Board | 2nd<br>Wednesday<br>7:00 pm | Planning<br>Commission | 3rd Wednesday<br>7:00 pm | Library Board |
| TBD                                                               |                         | 1/13                                                        |                             | 1/8                         |                        | 1/15                     |               |
| 2/5                                                               |                         | 2/10                                                        |                             | 2/12                        |                        | 2/19                     |               |
| 3/5                                                               |                         | 3/10                                                        |                             | 3/12                        |                        | 3/19                     |               |
| 4/2                                                               |                         | 4/14                                                        |                             | 4/9                         |                        | 4/16                     |               |
| 5/7                                                               |                         | 5/12                                                        |                             | 5/14                        |                        | 5/21                     |               |
| 6/4                                                               |                         | 6/9                                                         |                             | 6/11                        |                        | 6/18                     |               |
| 7/2                                                               |                         | 7/14                                                        |                             | 7/9                         |                        | 7/16                     |               |
| 8/6                                                               |                         | 8/11                                                        |                             | 8/13                        |                        | 8/20                     |               |
| 9/3                                                               |                         | 9/8                                                         |                             | 9/10                        |                        | 9/17                     |               |
| 10/1                                                              |                         | 10/13                                                       |                             | 10/8                        |                        | 10/15                    |               |
| 11/5                                                              |                         | 11/10                                                       |                             | 11/12                       |                        | 11/19                    |               |
| 12/3                                                              |                         | 12/8                                                        |                             | 12/10                       |                        | 12/17                    |               |
|                                                                   |                         |                                                             |                             |                             |                        |                          |               |
|                                                                   |                         |                                                             |                             |                             |                        |                          |               |
| FAGE                                                              |                         |                                                             |                             |                             |                        |                          |               |
| DUMBROW                                                           |                         |                                                             |                             |                             |                        |                          |               |
| GOODWIN                                                           |                         |                                                             |                             |                             |                        |                          |               |
| HAGEDORN                                                          |                         |                                                             |                             |                             |                        |                          |               |
| PAPEN                                                             |                         |                                                             |                             |                             |                        |                          |               |
| REDING                                                            |                         |                                                             |                             |                             |                        |                          |               |
| TBD                                                               |                         |                                                             |                             |                             |                        |                          |               |
|                                                                   |                         |                                                             |                             |                             |                        |                          |               |