



MAYWOOD PARK CITY COUNCIL AGENDA

Virtual Meeting via Zoom

Zoom url: <https://zoom.us/j/483044568>

Maywood Park, OR 97220

Agenda posted Friday, April 3, 2020 to City website and Facebook page. City Council agendas & minutes can be found on the City's website at www.cityofmaywoodpark.com. The meeting location is wheelchair accessible by elevator. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a week in advance before the meeting to office@cityofmaywoodpark.com or 503-255-9805. Citizen comments on agenda items should be limited to 3minutes or less.

MONDAY, APRIL 06, 2020

REGULAR COUNCIL MEETING

7:00 PM

1. CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
2. PRESENTATION
 - a. None
3. PUBLIC HEARING
 - a. None
4. COUNCIL BUSINESS
 - a. Approval of Minutes: 03/02/2020
 - b. Approval of Treasurer Report: February 2020; March 2020
 - c. Resolutions: None
 - d. Ordinances: None
5. UNFINISHED BUSINESS & UPDATES
 - Mayor Castor
 - a. Task List: Draft resident surveys for speed limit change, curbside composting, use of Maywood Commons/traffic diverter at Skidmore and Maywood Place
 - b. Updates: Wastewater System & Franchises
 - Council President Winslow
 - a. Task List: Zoning ordinances development/
 - b. Updates: Planning/Zoning
 - Councilor Akers
 - a. Task List: Cost of replacing speed signs/Bids for speed bump installation/Cost for stop sign at 99th Ave
 - b. Updates: Public Works
 - Councilor Montross
 - a. Task List: Park Watch/ Maywood Commons Lighting/99th and Failing Signage/4th of July/National Night Out (NNO)
 - b. Updates: Public Safety & Community Affairs
 - Councilor Williams
 - a. Task List: City Code/ COVID-19 (Coronavirus) preparedness
 - b. Updates: None.
 - City Recorder
 - a. Task List: Current status of garbage survey
 - b. Updates:
 - City Treasurer
 - a. Task List: Compile recommendations for 20/21 Budget Committee / Preparation of 20/21 Proposed Budget
 - b. Updates:
6. CITIZEN COMMENT ON NON-AGENDA ITEMS
7. NEW BUSINESS:
8. ADJOURN

8:00 PM

GUIDELINES FOR PUBLIC COMMENT AT CITY COUNCIL MEETINGS

In order to hear as many different viewpoints as possible in the limited time available, the city council asks citizens to:

Refrain from side conversations while the meeting is in progress.

Wait until the Mayor invites citizen comment on an agenda item. Raise your hand to indicate you wish to speak. Each citizen may address the Council once on any agenda item.

When it is your turn to speak please:

- * State clearly your first and last name.
- * Concisely state your point and keep your comments limited to under 3 minutes. A timer will be used.
- * If previous speakers have made the same point, tell the Mayor that you do not need to speak because your point has been made.
- * If you plan to present a handout, give it to the city recorder to distribute to the council. Citizens who wish to submit lengthy or detailed testimony are encouraged to provide their comments in written form at least a week in advance to allow Council time to consider the information provided. Materials can be dropped into the black mailbox outside of the city office, or emailed to office@cityofmaywoodpark.com.
- * Address remarks to all council members. City council members pledge to be respectful and open to citizens that appear before them, and expect speakers to do the same.

If you have additional points, or feel more comfortable communicating your thoughts in writing, you may write the City Council a letter to 10100 NE Prescott St. Suite 147 Maywood Park, OR 97220 or email to office@cityofmaywoodpark.com and it will be distributed to the Council and made a part of public record.

Thank you,

City of Maywood Park

MINUTES OF COUNCIL MEETING
FOR THE CITY OF MAYWOOD PARK
02 MARCH 2020 7:00-8:00 PM

- COUNCIL MEETING -

In Attendance: Mayor Matthew Castor, Councilor Michelle Montross, Councilor Chris Williams
Absent: Council President Art Winslow, Councilor Jim Akers
Staff Present: City Recorder Rene' Sanders, City Treasurer Wendy Irwin
Residents present: Kim Hutchinson, Nathan Montross, Mike Reynolds, Ron Dickson, Linda Hardin, Robert Burrow, Jeff and Mary Jo Steffen, Jessica and Andrew Merczak

The City Council Meeting was called to order at 7:00 pm.

PRESENTATION

None

PUBLIC HEARING

None

APPROVAL OF MINUTES

Mayor Castor asked the council to review the minutes from the February 17th Council meeting. Mayor Castor then asked the council if they have any questions about the minutes. There were none. Mayor Castor called for a motion to approve the minutes. Councilor Montross made the motion; which was seconded by Councilor Wilson. Mayor Castor voted aye, Councilor Montross voted aye, Councilor Williams voted aye.

SURVEYS

Mayor Castor reported that survey drafts are in process. He asked City Recorder Sanders to create a print version of the Curbside composting survey so that it can be mailed out to residents.

TRAFFIC DIVERTOR

Mayor Castor reported that wen still need the cost from Jorge. Mayor Castor will follow up with him.

WASTEWATER SYSTEM

Mayor Castor reported that the Council will need a work session on the Wastewater System proposal. He requested it for the next meeting, and asked City Recorder Sanders to schedule it.

TRAFFIC DIVERTOR QUESTION

Resident Burrow asked about the traffic divertor. Mayor Castor explained that he had a meeting with ODOT and Jorge regarding the divertor to make it more obvious so that people don't either run into it, or end up on the bike path. Resident Burrows asked why we don't get rid of it because it has been a problem since it was installed. Mayor Castor acknowledged that removing it may solve people high-siding on it, but probably would worsen vehicles ending up on the bike path. Resident Burrows also mentioned the intersection at NE Campaign Street and NE 96th Avenue. He said that he couldn't see the tree. Resident Jeff Steffen asked about curbside composting. He wondered if our trash would be piled on the street. Mayor Castor said no, it would go in the yard debris bin. We are circulating a survey and gathering cost from Heiburg. Resident Steffen also asked about Maywood Commons, saying that he hasn't heard about it. Mayor Castor said that we are currently just drafting a survey.

SPEED BUMPS

Councilor Montross reported for Councilor Akers on the speed bump bids. She reported that they found a third company, B&L from Canby, but they never got back to us. Mayor Castor asked if they had contacted Multnomah County regarding their contractors. Councilor Montross replied no, they had not, but they will do that.

CURB STRIPING

Councilor Montross reported that the curb striping has been completed, and that it is very bright.

ADA RAMPS

Councilor Montross requested that when the ADA ramps are redone, could we ask that striping be added 6' on either side of them. Mayor Castor asked Resident Dickson if he knew who was doing the ADA ramps. Resident Dickson replied that he didn't remember name, and hadn't heard of the company.

STOP SIGNS

Councilor Montross reported that she discussed the cost of new stop signs with City Treasurer Irwin, and that the budget is available. She reached out for cost of "Permit Parking Only" signs on NE 96th Ave due to a number of cars being parked there from the resident north of Prescott Street. Mayor Castor reported that he is fine with putting one there.

STREET LIGHTS TO LED

Councilor Montross reported that Councilor Akers was going to follow up on the street lights.

STREET SWEEPING

Councilor Montross reported that the street sweeping has been completed. She asked that this and Valley View be taken off her Task List on the agenda.

NATIONAL NIGHT OUT AND 4th OF JULY

Councilor Montross reported that she is looking for volunteers. She would like to hire Mission BBQ to cater the 4th of July dinner again this year. Councilor Montross reported that our grills fell apart and were disposed of. Mayor Hardie was renting grills and propane tanks for the event in recent years. Councilor Montross reported that the cost balances out in the end. She would like to hire the same DJ that we used last year.

Councilor Montross reported on plans for National Night Out (NNO.) She would like to continue to have it the Saturday before the official NNO on Tues because there is a better turn-out on Saturday night. She proposed that we get one NNO sign without a date that we can use every year. Councilor Montross also requested that we hold the street dance every other year. The last couple of years, attendance went down when the band starts playing and people leave. She would like to have the ice cream cart again, and other booths. She mentioned the possibility of having the Red Cross present.

Mayor Castor asked how people felt about not having the street dance at NNO. Resident Dickson said that he thought there were more people present with the dance. Resident Hardin said that people left once the dance started. Councilor Montross said most of the dancers were the band groupies. Resident Burrow said that the street dance started with the July 4th 50th anniversary celebration, not NNO. Mayor Castor suggested that the Council discuss this item on first week of April. Resident Dickson asked if the street dance can be added to the survey. Mayor Castor said yes.

CODIFICATION

Councilor Williams reported that he is starting to wrap up the codification effort. He worked with Council President Winslow and Resident Harrison on some clarification for the company. Hopefully the project will be completed by the next meeting.

2020/2021 BUDGET

Treasurer Irwin reported no updates.

NEW BUSINESS

Councilor Williams reported on Corona virus preparedness. He wanted to begin discussions about this. If things start to get bad here, since we don't have resources, we may want to defer to the state, county or City of Portland, and copy their lead. Mayor Castor mentioned that the CDC and OHA have good info on preventative measures, etc. He said that putting some of those links up on our website with what to do may be good. People should educate themselves. Councilor Williams reported that the current mortality rate for CORVID 19 is around 2%. He is concerned that it may be hard to get food and medicine if things get scarce.

PUBLIC COMMENT

Resident Nathan Montross reported that he will be getting info about the garage sale to City Recorder Sanders.

More discussion ensued regarding the corona virus.

Resident Reynolds reported that neither area of the fence [along the I-205 multi-use path} had been repaired. There is also a new camp at Skidmore & Maywood Pl that the HOPE team may want to take a look at. Resident Dickson reported that there are a lot of camps as of two nights ago. Mayor Castor reported that there are 8-10 separate camps. Resident Dickson thinks there are more.

Councilor Montross reported putting padlocks on the electrical stuff at the Commons. She reported that they caught someone charging their phone at the pole near the Montross' home. She will put a padlock there, too.

Mayor Castor reported that there was a shopping cart or two of transient belongings left on the corner of 96th and Campaign. He said that we can report that to the HOPE team. He understood that residents threw everything away. Mayor Castor emphasized that we need to call the sheriff's office for HOPE team. Resident should contact Mayor Castor to do this. Further discussion ensued. Resident Hardin asked for the turn-around time for the HOPE team. Mayor Castor reported that they usually take care of it the same day that it's reported. Mayor Castor said that we can post this information on our website.

Councilor Montross mentioned a live trap across from the apartments on Maywood Place. She reported that it was a baited trap. It disappeared within 24 hours after they took pictures of it.

Resident Dickson reported that he submitted a list of the status of each street light in MP. Resident Dickson asked about the person on the south side of Shaver and 102nd. He said that the garbage is getting worse. Mayor Castor will contact enforcement to give notice to the resident. Resident Dickson asked about grant writing. Mayor Castor said that he's waiting on links from him. Resident Dickson will make it a point to get info to him. Resident Dickson also mentioned broken irrigation lines down by I- 05. Councilor Montross said she had contacted ODOT, who said that the County was responsible, so she contacted the County. The County said no, they weren't. Mayor Castor said that it's ODOT. Resident Dickson mentioned contacting our legislators. Resident Burrows thought that wouldn't work. Mayor Castor gave an example of 92nd Avenue from a couple of years ago. Contacting our legislators worked on the same day as the contact.

Mayor Castor again asked if there was anything else. There was not.

Mayor Castor requested a motion to adjourn. The motion was made by Councilor Montross, and seconded by Councilor Williams. Mayor Castor voted aye, Councilor Montross voted aye, Councilor Williams voted aye.

Meeting was adjourned at 7:49 pm.

DRAFT



Monthly Treasurer's Report

City of Maywood Park
For the period ended February 29, 2020

Prepared by
Wendy Irwin

Prepared on
March 6, 2020

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Assets, Liabilities, & Fund Balance - Cash Basis

As of February 29, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1-100 General Fund Cash	
1-105 OnPoint Checking	38,756.08
1-106 OnPoint Money Market	49,437.94
1-107 OnPoint Savings	5.00
1-110 Petty Cash	63.99
Total 1-100 General Fund Cash	88,263.01
2-100 Street Fund	
2-105 OnPoint Checking	20,122.78
2-106 OnPoint Money Market	52,310.42
Total 2-100 Street Fund	72,433.20
3-100 Storm Drain Reserves Fund	
3-108 Umpqua Money Market	6,594.15
3-115 Umpqua 1 yr CD	128,589.59
Total 3-100 Storm Drain Reserves Fund	135,183.74
4-100 Sewer Reserves Fund	
4-106 OnPoint Money Market	67,742.31
Total 4-100 Sewer Reserves Fund	67,742.31
5-100 Commons/Failing St Fund	
5-106 OnPoint Money Market	27,789.75
5-108 Umpqua Money Market	8,069.85
5-115 Umpqua 1 yr CD	82,297.34
Total 5-100 Commons/Failing St Fund	118,156.94
Total Bank Accounts	481,779.20
Total Current Assets	481,779.20
Fixed Assets	
1-180 Street Improvements	314,350.07
1-185 Furniture and Equipment	8,179.08
1-190 Investment in Property & Equip	-322,529.15
Total Fixed Assets	0.00
TOTAL ASSETS	\$481,779.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1-210 Payroll Tax Liabilities	41.76
Total Other Current Liabilities	41.76
Total Current Liabilities	41.76

	Total
Total Liabilities	41.76
Equity	
310 Beginning Fund Balance	
1-310 General Fund	65,612.64
2-310 Street Fund	66,225.70
3-310 Storm Drain Reserve Fund	152,713.46
4-310 Sewer Reserve Fund	45,741.48
5-310 Commons/Failing St Fund	92,009.93
Total 310 Beginning Fund Balance	422,303.21
330 Prior Year Net Revenues	0.00
Net Income	59,434.23
Total Equity	481,737.44
TOTAL LIABILITIES AND EQUITY	\$481,779.20

Fiscal Year to Date Actual v. Annual Budget - Cash Basis

July 2019 - February 2020

	Actual	Budget	Total over Budget
INCOME			
1-400 General Fund Income			
1-401 Property Tax Revenue	125,366	126,300	-934
1-402 Franchise Fees	41,066	53,500	-12,434
1-403 OR Cigarette Tax	606	900	-294
1-404 OR Liquor Tax (OLCC)	8,060	13,900	-5,840
1-405 OR Marijuana Tax	643	2,200	-1,557
1-410 OR Revenue Sharing	6,795	8,000	-1,205
1-415 Grants Received	1,000		1,000
1-420 Permits, Licenses, Fees	641	500	141
1-425 Fire District 10 Reimbursement	3,101	2,600	501
1-430 Interest Income GF	20		20
1-435 County Alarm Excess		100	-100
1-490 Transfers In GF	9,400	9,400	0
Total 1-400 General Fund Income	196,697	217,400	-20,703
2-400 Street Fund Income			
2-430 Interest Income SF	31		31
2-440 State Street Tax (ODOT)	37,352	53,600	-16,248
2-490 Transfers In SF	22,200	22,200	0
Total 2-400 Street Fund Income	59,583	75,800	-16,217
3-400 Storm Drain Reserve Fund Income			
3-430 Interest Income SDRF	1,791	1,800	-9
Total 3-400 Storm Drain Reserve Fund Income	1,791	1,800	-9
4-400 Sewer Reserves Fund Income			
4-430 Interest Income SRF	43		43
4-490 Transfers In SRF	25,800	25,800	0
Total 4-400 Sewer Reserves Fund Income	25,843	25,800	43
5-400 Commons/Failing St Fund Income			
5-430 Interest Income FSF	1,147	1,000	147
5-490 Transfers In FSF	25,000	25,000	0
Total 5-400 Commons/Failing St Fund Income	26,147	26,000	147
Total Income	310,061	346,800	-36,739
GROSS PROFIT	310,061	346,800	-36,739
EXPENSES			
1 General Fund Expenses			
1-500 Personnel Services			
1-501 Treasurer	8,320	13,200	-4,880
1-502 Recorder	11,915	19,400	-7,485
1-504 Admin Assistant		10,000	-10,000

			Total
	Actual	Budget	over Budget
1-510 Payroll Tax Expense	1,805	5,000	-3,195
1-515 Council Stipends	2,400	6,000	-3,600
Total 1-500 Personnel Services	24,440	53,600	-29,160
1-600 Materials and Services			
1-601 Audit Services	9,000	9,000	0
1-602 Legal Services		5,000	-5,000
1-603 Code Enforcement	3,100	10,000	-6,900
1-604 Noise and Nuisance Control		1,500	-1,500
1-606 Insurance and Bonding	4,293	7,000	-2,707
1-607 Public Notices and Filings	150	2,000	-1,850
1-608 Operating Supplies	2,558	3,000	-442
1-609 Postage	529	1,000	-471
1-610 Printing and Copying	2,330	3,500	-1,170
1-611 Dues and Subscriptions	3,406	4,000	-594
1-612 Conferences and Meetings		500	-500
1-613 Bank Fees GF		100	-100
1-615 City Events and PR	10,394	15,000	-4,606
1-620 Telephone and Internet	1,147	3,000	-1,853
1-621 Rent	3,832	6,000	-2,168
1-627 Planning and Zoning		1,000	-1,000
1-630 Commons/Failing St Maint	3,980	6,500	-2,520
Total 1-600 Materials and Services	44,720	78,100	-33,380
1-700 Public Safety Services			
1-701 Sheriff and Patrol Protection	19,348	40,000	-20,653
1-702 911/Police/EMS (BOEC)	9,194	20,000	-10,806
1-703 Traffic Missions/Patrols		5,000	-5,000
1-710 CERT		500	-500
1-711 Park Watch		1,000	-1,000
Total 1-700 Public Safety Services	28,541	66,500	-37,959
1-910 Capital Outlay - Office Furn and Equip	72	4,500	-4,428
1-990 Transfers Out GF	73,000	73,000	0
1-995 Operating Contingency GF		4,700	-4,700
Total 1 General Fund Expenses	170,774	280,400	-109,626
2 Street Fund Expense			
2-801 Street and Diverter Maint	9,117	16,000	-6,884
2-802 Street Sign Maintenance	1,064	2,000	-936
2-810 Bike Path Maintenance			
2-811 Landscape Services	27,730	32,000	-4,270
2-812 Street Lamps	140	1,000	-860
2-813 Electricity	1,770	3,000	-1,230
2-814 Trash Can/Pet Waste		500	-500

			Total
	Actual	Budget	over Budget
2-815 Irrigation	5,010	7,000	-1,990
2-816 Fountain Repairs & Maint		3,000	-3,000
Total 2-810 Bike Path Maintenance	34,650	46,500	-11,850
2-900 Capital Outlay SF			
2-902 Street Sign Additions		15,000	-15,000
2-903 Street Speed Bumps/Traffic		35,000	-35,000
2-904 Street Lamps/Protection		2,500	-2,500
2-905 Street Shoulders Pave 50%		7,200	-7,200
Total 2-900 Capital Outlay SF		59,700	-59,700
2-990 Transfers Out SF	9,400	9,400	0
2-995 Operating Contingency SF		5,200	-5,200
Total 2 Street Fund Expense	54,230	138,800	-84,570
3 Storm Drain Reserve Fund Exp			
3-801 Storm Drain Maint/Repair	19,320	19,321	-1
3-900 Capital Outlay UIC		5,679	-5,679
Total 3 Storm Drain Reserve Fund Exp	19,320	25,000	-5,680
4 Sewer Reserve Fund Expense			
4-801 PACE Consulting	6,303	50,000	-43,698
4-802 FCS Consulting Services		10,000	-10,000
Total 4 Sewer Reserve Fund Expense	6,303	60,000	-53,698
Total Expenses	250,627	504,200	-253,573
NET OPERATING INCOME	59,434	-157,400	216,834
NET INCOME	\$59,434	\$ -157,400	\$216,834

Change in Cash for the Month

February 2020

Date	Transaction Type	Name	Amount	Balance
1-100 General Fund Cash				
1-105 OnPoint Checking				
02/01/2020	Expense	Google GSuite	-144.00	-144.00
02/03/2020	Bill Payment (Check)	Mt. Hood Community College	-400.00	-544.00
02/03/2020	Bill Payment (Check)	Fort Knox Moving & Storage	-79.00	-623.00
02/05/2020	Expense	Office Depot	-9.99	-632.99
02/05/2020	Expense	Office Depot	-94.49	-727.48
02/06/2020	Bill Payment (Check)	Valley View Landworks	-350.00	-1,077.48
02/06/2020	Deposit	City of Troutdale	104.69	-972.79
02/06/2020	Bill Payment (Check)	Oregon City Planning Directors Assoc.	-50.00	-1,022.79
02/10/2020	Expense	Intuit Quickbooks	-70.00	-1,092.79
02/11/2020	Expense	Office Depot	-38.48	-1,131.27
02/12/2020	Expense	Intuit Quickbooks	-43.00	-1,174.27
02/12/2020	Deposit	State of Oregon OLCC	1,466.00	291.73
02/14/2020	Deposit	Comcast (Customer)	2,809.80	3,101.53
02/17/2020	Bill Payment (Check)	PACE Engineers, Inc.	-1,250.00	1,851.53
02/17/2020	Transfer		1,250.00	3,101.53
02/17/2020	Bill Payment (Check)	City of Portland BOEC	-678.90	2,422.63
02/19/2020	Expense	Elmer's Flag and Banner	-148.90	2,273.73
02/21/2020	Expense	Office Depot	-6.99	2,266.74
02/21/2020	Deposit	PacifiCorp	1,310.48	3,577.22
02/21/2020	Deposit	Miscellaneous	10.00	3,587.22
02/21/2020	Deposit	PacifiCorp	1,310.08	4,897.30
02/21/2020	Deposit	State of Oregon Shared Revenue	2,244.57	7,141.87
02/28/2020	Deposit	Multnomah County Oregon	845.03	7,986.90
02/28/2020	Deposit	NW Natural Gas Company	4,441.68	12,428.58

Date	Transaction Type	Name	Amount	Balance
02/28/2020	Deposit	OR Cigarette City Tax	57.89	12,486.47
02/28/2020	Deposit	Century Link	520.71	13,007.18
02/28/2020	Payroll Check	Wendy K. Irwin	-659.14	12,348.04
02/28/2020	Tax Payment	OR Department of Revenue	-154.49	12,193.55
02/28/2020	Expense	Amazon	-23.72	12,169.83
02/28/2020	Payroll Check	Elaine R. Sanders	-969.26	11,200.57
02/28/2020	Bill Payment (Check)	Comcast Business	-150.96	11,049.61
02/28/2020	Transfer		-24.63	11,024.98
02/28/2020	Tax Payment	IRS	-544.59	10,480.39
Total for 1-105 OnPoint Checking			\$10,480.39	
1-106 OnPoint Money Market				
02/29/2020	Deposit	OnPoint Credit Union	3.93	3.93
Total for 1-106 OnPoint Money Market			\$3.93	
Total for 1-100 General Fund Cash			\$10,484.32	
2-100 Street Fund				
2-105 OnPoint Checking				
02/06/2020	Bill Payment (Check)	Valley View Landworks	-2,645.00	-2,645.00
02/06/2020	Bill Payment (Check)	Multnomah County	-1,063.64	-3,708.64
02/14/2020	Bill Payment (Check)	Valley View Landworks	-6,870.00	-10,578.64
02/28/2020	Deposit	Oregon Dept of Transportation (ODOT)	4,747.86	-5,830.78
02/28/2020	Bill Payment (Check)	Pacific Power	-267.10	-6,097.88
02/28/2020	Bill Payment (Check)	Parkrose Hardware/BlueTarp	-555.50	-6,653.38
Total for 2-105 OnPoint Checking			\$ -6,653.38	
2-106 OnPoint Money Market				
02/28/2020	Transfer		24.63	24.63
02/29/2020	Deposit	OnPoint Credit Union	6.23	30.86
Total for 2-106 OnPoint Money Market			\$30.86	

Date	Transaction Type	Name	Amount	Balance
Total for 2-100 Street Fund			\$ -6,622.52	
3-100 Storm Drain Reserves Fund				
3-108 Umpqua Money Market				
02/28/2020	Deposit	Umpqua Bank	0.79	0.79
Total for 3-108 Umpqua Money Market			\$0.79	
3-115 Umpqua 1 yr CD				
02/28/2020	Deposit	Umpqua Bank	219.28	219.28
Total for 3-115 Umpqua 1 yr CD			\$219.28	
Total for 3-100 Storm Drain Reserves Fund			\$220.07	
4-100 Sewer Reserves Fund				
4-106 OnPoint Money Market				
02/17/2020	Transfer		-1,250.00	-1,250.00
02/29/2020	Deposit	OnPoint Credit Union	8.15	-1,241.85
Total for 4-106 OnPoint Money Market			\$ -1,241.85	
Total for 4-100 Sewer Reserves Fund			\$ -1,241.85	
5-100 Commons/Failing St Fund				
5-106 OnPoint Money Market				
02/29/2020	Deposit	OnPoint Credit Union	2.21	2.21
Total for 5-106 OnPoint Money Market			\$2.21	
5-108 Umpqua Money Market				
02/28/2020	Deposit	Umpqua Bank	0.96	0.96
Total for 5-108 Umpqua Money Market			\$0.96	
5-115 Umpqua 1 yr CD				
02/28/2020	Deposit	Umpqua Bank	140.34	140.34
Total for 5-115 Umpqua 1 yr CD			\$140.34	
Total for 5-100 Commons/Failing St Fund			\$143.51	



Monthly Treasurer's Report

City of Maywood Park
For the period ended March 31, 2020

Prepared by
Wendy Irwin

Prepared on
April 2, 2020

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Assets, Liabilities, & Fund Balance - Cash Basis3

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Assets, Liabilities, & Fund Balance - Cash Basis

As of March 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1-100 General Fund Cash	
1-105 OnPoint Checking	38,668.41
1-106 OnPoint Money Market	49,442.14
1-107 OnPoint Savings	5.00
1-110 Petty Cash	63.99
Total 1-100 General Fund Cash	88,179.54
2-100 Street Fund	
2-105 OnPoint Checking	20,289.15
2-106 OnPoint Money Market	52,317.08
Total 2-100 Street Fund	72,606.23
3-100 Storm Drain Reserves Fund	
3-108 Umpqua Money Market	6,594.74
3-115 Umpqua 1 yr CD	128,824.40
Total 3-100 Storm Drain Reserves Fund	135,419.14
4-100 Sewer Reserves Fund	
4-106 OnPoint Money Market	67,495.93
Total 4-100 Sewer Reserves Fund	67,495.93
5-100 Commons/Failing St Fund	
5-106 OnPoint Money Market	27,792.11
5-108 Umpqua Money Market	8,070.57
5-115 Umpqua 1 yr CD	82,447.62
Total 5-100 Commons/Failing St Fund	118,310.30
Total Bank Accounts	482,011.14
Total Current Assets	482,011.14
Fixed Assets	
1-180 Street Improvements	314,350.07
1-185 Furniture and Equipment	8,179.08
1-190 Investment in Property & Equip	-322,529.15
Total Fixed Assets	0.00
TOTAL ASSETS	\$482,011.14
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1-210 Payroll Tax Liabilities	62.64
Total Other Current Liabilities	62.64
Total Current Liabilities	62.64

	Total
Total Liabilities	62.64
Equity	
310 Beginning Fund Balance	
1-310 General Fund	65,612.64
2-310 Street Fund	66,225.70
3-310 Storm Drain Reserve Fund	152,713.46
4-310 Sewer Reserve Fund	45,741.48
5-310 Commons/Failing St Fund	92,009.93
Total 310 Beginning Fund Balance	422,303.21
330 Prior Year Net Revenues	0.00
Net Income	59,645.29
Total Equity	481,948.50
TOTAL LIABILITIES AND EQUITY	\$482,011.14

Fiscal Year to Date Actual v. Annual Budget - Cash Basis

July 2019 - March 2020

	Actual	Budget	Total over Budget
INCOME			
1-400 General Fund Income			
1-401 Property Tax Revenue	128,670	126,300	2,370
1-402 Franchise Fees	43,427	53,500	-10,073
1-403 OR Cigarette Tax	654	900	-246
1-404 OR Liquor Tax (OLCC)	8,955	13,900	-4,945
1-405 OR Marijuana Tax	1,276	2,200	-924
1-410 OR Revenue Sharing	6,795	8,000	-1,205
1-415 Grants Received	1,000		1,000
1-420 Permits, Licenses, Fees	651	500	151
1-425 Fire District 10 Reimbursement	3,101	2,600	501
1-430 Interest Income GF	24		24
1-435 County Alarm Excess		100	-100
1-490 Transfers In GF	9,400	9,400	0
Total 1-400 General Fund Income	203,954	217,400	-13,446
2-400 Street Fund Income			
2-430 Interest Income SF	37		37
2-440 State Street Tax (ODOT)	41,370	53,600	-12,230
2-490 Transfers In SF	22,200	22,200	0
Total 2-400 Street Fund Income	63,607	75,800	-12,193
3-400 Storm Drain Reserve Fund Income			
3-430 Interest Income SDRF	2,026	1,800	226
Total 3-400 Storm Drain Reserve Fund Income	2,026	1,800	226
4-400 Sewer Reserves Fund Income			
4-430 Interest Income SRF	52		52
4-490 Transfers In SRF	25,800	25,800	0
Total 4-400 Sewer Reserves Fund Income	25,852	25,800	52
5-400 Commons/Failing St Fund Income			
5-430 Interest Income FSF	1,300	1,000	300
5-490 Transfers In FSF	25,000	25,000	0
Total 5-400 Commons/Failing St Fund Income	26,300	26,000	300
Total Income	321,740	346,800	-25,060
GROSS PROFIT	321,740	346,800	-25,060
EXPENSES			
1 General Fund Expenses			
1-500 Personnel Services			
1-501 Treasurer	9,360	13,200	-3,840
1-502 Recorder	13,040	19,400	-6,360
1-504 Admin Assistant		10,000	-10,000

			Total
	Actual	Budget	over Budget
1-510 Payroll Tax Expense	1,989	5,000	-3,011
1-515 Council Stipends	2,400	6,000	-3,600
Total 1-500 Personnel Services	26,789	53,600	-26,811
1-600 Materials and Services			
1-601 Audit Services	9,000	9,000	0
1-602 Legal Services		5,000	-5,000
1-603 Code Enforcement	5,430	10,000	-4,570
1-604 Noise and Nuisance Control		1,500	-1,500
1-606 Insurance and Bonding	4,293	7,000	-2,707
1-607 Public Notices and Filings	150	2,000	-1,850
1-608 Operating Supplies	2,725	3,000	-275
1-609 Postage	861	1,000	-139
1-610 Printing and Copying	3,109	3,500	-391
1-611 Dues and Subscriptions	3,758	4,000	-242
1-612 Conferences and Meetings		500	-500
1-613 Bank Fees GF		100	-100
1-615 City Events and PR	10,394	15,000	-4,606
1-620 Telephone and Internet	1,298	3,000	-1,702
1-621 Rent	4,311	6,000	-1,689
1-627 Planning and Zoning		1,000	-1,000
1-630 Commons/Failing St Maint	4,402	6,500	-2,098
Total 1-600 Materials and Services	49,733	78,100	-28,367
1-700 Public Safety Services			
1-701 Sheriff and Patrol Protection	19,348	40,000	-20,653
1-702 911/Police/EMS (BOEC)	9,194	20,000	-10,806
1-703 Traffic Missions/Patrols		5,000	-5,000
1-710 CERT		500	-500
1-711 Park Watch		1,000	-1,000
Total 1-700 Public Safety Services	28,541	66,500	-37,959
1-910 Capital Outlay - Office Furn and Equip	72	4,500	-4,428
1-990 Transfers Out GF	73,000	73,000	0
1-995 Operating Contingency GF		4,700	-4,700
Total 1 General Fund Expenses	178,135	280,400	-102,265
2 Street Fund Expense			
2-801 Street and Diverter Maint	10,287	16,000	-5,714
2-802 Street Sign Maintenance	1,064	2,000	-936
2-810 Bike Path Maintenance			
2-811 Landscape Services	30,130	32,000	-1,870
2-812 Street Lamps	140	1,000	-860
2-813 Electricity	2,003	3,000	-997
2-814 Trash Can/Pet Waste		500	-500

			Total
	Actual	Budget	over Budget
2-815 Irrigation	5,058	7,000	-1,942
2-816 Fountain Repairs & Maint		3,000	-3,000
Total 2-810 Bike Path Maintenance	37,332	46,500	-9,168
2-900 Capital Outlay SF			
2-902 Street Sign Additions		15,000	-15,000
2-903 Street Speed Bumps/Traffic		35,000	-35,000
2-904 Street Lamps/Protection		2,500	-2,500
2-905 Street Shoulders Pave 50%		7,200	-7,200
Total 2-900 Capital Outlay SF		59,700	-59,700
2-990 Transfers Out SF	9,400	9,400	0
2-995 Operating Contingency SF		5,200	-5,200
Total 2 Street Fund Expense	58,082	138,800	-80,718
3 Storm Drain Reserve Fund Exp			
3-801 Storm Drain Maint/Repair	19,320	19,321	-1
3-900 Capital Outlay UIC		5,679	-5,679
Total 3 Storm Drain Reserve Fund Exp	19,320	25,000	-5,680
4 Sewer Reserve Fund Expense			
4-801 PACE Consulting	6,558	50,000	-43,443
4-802 FCS Consulting Services		10,000	-10,000
Total 4 Sewer Reserve Fund Expense	6,558	60,000	-53,443
Total Expenses	262,095	504,200	-242,105
NET OPERATING INCOME	59,645	-157,400	217,045
NET INCOME	\$59,645	\$ -157,400	\$217,045

Change in Cash for the Month

March 2020

Date	Transaction Type	Name	Amount	Balance
1-100 General Fund Cash				
1-105 OnPoint Checking				
03/01/2020	Expense	Google GSuite	-144.00	-144.00
03/02/2020	Expense	Minuteman Press Gateway	-9.00	-153.00
03/02/2020	Bill Payment (Check)	Fort Knox Moving & Storage	-79.00	-232.00
03/02/2020	Bill Payment (Check)	Mt. Hood Community College	-409.65	-641.65
03/09/2020	Deposit	State of Oregon OLCC	895.00	253.35
03/09/2020	Bill Payment (Check)	Valley View Landworks	-350.00	-96.65
03/10/2020	Expense	Intuit Quickbooks	-70.00	-166.65
03/11/2020	Expense	Office Depot	-100.91	-267.56
03/11/2020	Expense	Amazon	-30.12	-297.68
03/12/2020	Expense	Intuit Quickbooks	-43.00	-340.68
03/12/2020	Expense	USPS	-176.00	-516.68
03/12/2020	Expense	Office Depot	-185.52	-702.20
03/12/2020	Expense	Office Depot	-5.99	-708.19
03/13/2020	Deposit	Multnomah County Oregon	3,304.31	2,596.12
03/13/2020	Deposit	WFG National Title Ins. Co.	10.00	2,606.12
03/13/2020	Expense	McAfee	-94.99	2,511.13
03/16/2020	Expense	McAfee	-119.99	2,391.14
03/16/2020	Deposit	PacifiCorp	1,179.48	3,570.62
03/16/2020	Deposit	PacifiCorp	1,181.99	4,752.61
03/20/2020	Transfer		255.00	5,007.61
03/20/2020	Bill Payment (Check)	PACE Engineers, Inc.	-255.00	4,752.61
03/20/2020	Deposit	OR Cigarette City Tax	48.86	4,801.47
03/23/2020	Expense	Office Depot	-9.72	4,791.75
03/27/2020	Deposit	McAfee	119.99	4,911.74
03/30/2020	Bill Payment (Check)	City of Portland Water Bureau	-48.71	4,863.03

Date	Transaction Type	Name	Amount	Balance
03/30/2020	Deposit	State of Oregon Marijuana Tax	633.41	5,496.44
03/30/2020	Bill Payment (Check)	Parkrose Hardware/BlueTarp	-10.99	5,485.45
03/30/2020	Bill Payment (Check)	Code Publishing Co.	-2,330.00	3,155.45
03/30/2020	Transfer		-23.88	3,131.57
03/30/2020	Bill Payment (Check)	Ad-Mail, Inc.	-740.81	2,390.76
03/30/2020	Bill Payment (Check)	Comcast Business	-150.96	2,239.80
03/31/2020	Payroll Check	Elaine R. Sanders	-969.27	1,270.53
03/31/2020	Tax Payment	IRS	-544.57	725.96
03/31/2020	Tax Payment	OR Department of Revenue	-154.49	571.47
03/31/2020	Payroll Check	Wendy K. Irwin	-659.14	-87.67
Total for 1-105 OnPoint Checking			\$ -87.67	
1-106 OnPoint Money Market				
03/31/2020	Deposit	OnPoint Credit Union	4.20	4.20
Total for 1-106 OnPoint Money Market			\$4.20	
Total for 1-100 General Fund Cash			\$ -83.47	
2-100 Street Fund				
2-105 OnPoint Checking				
03/09/2020	Bill Payment (Check)	Valley View Landworks	-2,645.00	-2,645.00
03/20/2020	Deposit	Oregon Dept of Transportation (ODOT)	4,017.91	1,372.91
03/20/2020	Bill Payment (Check)	Quality Line Striping LLC	-925.00	447.91
03/30/2020	Bill Payment (Check)	City of Portland Water Bureau	-48.71	399.20
03/30/2020	Bill Payment (Check)	Pacific Power	-256.71	142.49
03/30/2020	Transfer		23.88	166.37
Total for 2-105 OnPoint Checking			\$166.37	
2-106 OnPoint Money Market				
03/31/2020	Deposit	OnPoint Credit Union	6.66	6.66
Total for 2-106 OnPoint Money Market			\$6.66	

Date	Transaction Type	Name	Amount	Balance
Total for 2-100 Street Fund			\$173.03	
3-100 Storm Drain Reserves Fund				
3-108 Umpqua Money Market				
03/31/2020	Deposit	Umpqua Bank	0.59	0.59
Total for 3-108 Umpqua Money Market			\$0.59	
3-115 Umpqua 1 yr CD				
03/31/2020	Deposit	Umpqua Bank	234.81	234.81
Total for 3-115 Umpqua 1 yr CD			\$234.81	
Total for 3-100 Storm Drain Reserves Fund			\$235.40	
4-100 Sewer Reserves Fund				
4-106 OnPoint Money Market				
03/20/2020	Transfer		-255.00	-255.00
03/31/2020	Deposit	OnPoint Credit Union	8.62	-246.38
Total for 4-106 OnPoint Money Market			\$ -246.38	
Total for 4-100 Sewer Reserves Fund			\$ -246.38	
5-100 Commons/Failing St Fund				
5-106 OnPoint Money Market				
03/31/2020	Deposit	OnPoint Credit Union	2.36	2.36
Total for 5-106 OnPoint Money Market			\$2.36	
5-108 Umpqua Money Market				
03/31/2020	Deposit	Umpqua Bank	0.72	0.72
Total for 5-108 Umpqua Money Market			\$0.72	
5-115 Umpqua 1 yr CD				
03/31/2020	Deposit	Umpqua Bank	150.28	150.28
Total for 5-115 Umpqua 1 yr CD			\$150.28	
Total for 5-100 Commons/Failing St Fund			\$153.36	

S-2 CONTRACTORS, INC

PROPOSAL

OR.CCB# 67253

TO: CITY OF MAYWOOD PARK

PHONE:
FAX:

PROJECT: **SPEED BUMPS**

ATT: **JIM AKERS**
DATE:

LOCATION: **MAYWOOD PARK**

We hereby submit a proposal for the specified project. The work shall be done in accordance with the specifications with the type of work quoted and or as noted in the proposal below. We shall provide all labor, equipment and materials required for the items quoted and or as noted below. We propose the following:

- | | | |
|---|--|--------------------------------|
| 1 | CONSTRUCT 5 SPEED BUMPS AS PER CITY OF PORTLAND DETAIL
INCLUDES THERMO PLASTIC CHEVRON MARKINGS 10 TOTAL. | LUMP SUM
<u>\$12,565.00</u> |
| 2 | INSTALL APPROVED SIGNAGE INCLUDING SIGN SUPPORT FOOTING BREAKAWAY,
PIPE SIGN SUPPORT, AND TYPE Y1 SIGNS. | <u>EACH</u>
<u>\$900.00</u> |

INCLUSIONS: MOB, SAND SEAL, AND TRAFFIC CONTROL

EXCLUSIONS: BONDS (1.5% IF REQUIRED) AND PERMITS.

REFERENCES

- 1 SHEILA PARROTT- CITY OF PORTLAND 503 823-5817
- 2 RICK MANIER- CITY OF SALEM 503 930-0452
- 3 PAT MCGOUGH WEST LINN/WILSONVILLE SCHOOL DIST. 503 572-6251

BID BASED ON SIGNING A MUTUALLY ACCEPTABLE CONTRACT AGREEMENT.

PAYMENT TO BE MADE AS FOLLOWS:

1. With estimated quantities and unit prices quotes; the final billing will be based on completed quantities times the unit price for the item.
2. Payment in full shall be made within 30 days of completion of our work on the project.
3. Finance charge of 1.5% per month will be assessed on any unpaid balance.

NOTE: This proposal may not be valid if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL:

The prices, specifications and conditions are satisfactory, and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Authorized Signature: _____

Date: _____

6860 S Anderson Rd. Aurora, OR 97002 phone: 503-651-4000 fax: 503-651-4004
Dave Short Cell 503-849-2486

⌘ Licensed
⌘ Bonded
⌘ Insured

⌘ CCB 66230

Hoss Paving, Inc.

P.O. Box 291
North Plains, OR. 97133-0291
Phone (503) 647-1220
Fax (503) 647-1017

Customer:	<u>City of Maywood Park</u>	Date:	<u>December 12, 2019</u>
Billing Address:	<u>10100 NE Prescott suite 147</u> <u>Maywood Park. Or. 97220</u>	Job Location:	<u>NE Failing, & NE Maywood Pl.</u> <u>Portland Or</u>
Attention:	<u>Jim Akers</u>	Owner:	<u></u>
Phone:	<u>503-680-6970</u>	Email:	<u>jakers@cityofmaywoodpark.com</u>

Asphalt speed cushions.(5 locations.)

Preparation: 1) Grind edges as needed for placement of speed cushions .
2) Clean existing asphalt of dirt and loose debris.
3) Apply a tack coat for a bonding agent.

Asphalt: 1) Furnish and place asphalt as needed for speed cushions.
Each speed cushion will be approximately 15'X28'X4" in size.
2) Sand and seal joints as needed.

Price: \$5,000.00 per speed cushion

Qualifications: Price assumes one mobilization, additional mobilizations at \$1,500.00 each.

Note: Price subject to asphalt escalation from above date unless otherwise noted.

Note: Hoss Paving can not be held responsible for damage to utilities not installed to code.

Exclusions: Bond, fees, permits, testing, curbing, drainage structures, over excavation, concrete, landscape restoration, proper drainage of areas with less than one percent slope, utility adjustment.

Payment shall be due upon completion of work unless otherwise specified. Eighteen percent (18%) interest will be charged on past due accounts. If the foregoing and attached conditions meets with your acceptance, kindly sign and return the original proposal understood the foregoing, including the stated exclusions and conditions set forth, will constitute the full and complete agreement between us.

This proposal expires 14 days from the date hereof but may be accepted at a later date at the sole option of this company.

Accepted By: _____

Date: _____

Darin Bosell
Hoss Paving, Inc.



HAL'S CONSTRUCTION, INC

SINCE "1973"

20666 S HWY 213 OREGON CITY, OR 97045

(503)656-4999 FAX (503)656-5961

www.halsconstruction.com

WA# HALSCI*158KG

CCB# 34434

PROPOSAL

PROPOSAL SUBMITTED TO: city of maywood park
10100 ne prescott ste 147
maywood park, or 97220

Date 4/3/2020
Phone 503.255.9805
Email jakers@cityofmaywoodpark.com

Attn: councilman jim akers

JOB NAME AND LOCATION: various

Prepared By Tony Vitek
Tony@halsconstruction.com
503-307-7449

We hereby submit specifications and estimates, subject to our standard terms and conditions, as follows:

Total Amount	\$22,540.00
Quote Expires	5/18/2020

Description	Price
SPEED BUMP CONSTRUCTION	
grind match points to allow full depth seams	
apply tack coat and build 4 bumps, approx. 15x34' x4" tall in center	
install thermoplastic markings like existing bumps	
bumps will be built in halves and flaggers will be utilized to allow traffic flow	\$22,540

THIS PROPOSAL MAY BE WITHDRAWN BY HAL'S CONSTRUCTION INC, IF NOT ACCEPTED WITHIN 45 DAYS

Accepted: the above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. All permits are the owner's responsibility. I understand that full contract details are available upon request. Cost of escalation for asphalt: contractor's proposal herein is based upon local vendor posted prices for liquid asphalt as of the date of contractors proposal. In the event the actual prices exceed such posted prices, the contract price shall be equitably adjusted by change order to reflect such increase. Contractor reserves the right to terminate this agreement if an equitable adjustment cannot be agreed upon by contracting party and contractor. Payment for any such adjustment shall be made in accordance with the terms and conditions of this agreement. Attorneys Fees: Should any party bring a claim in breach of this agreement, then the prevailing party shall recover from the party found in breach such party's reasonable attorneys fees and litigation costs. Terms: Accounts will be considered "past due," if not paid according to the terms set forth hereinabove, and will accrue interest at the rate of 1.5 % per month, starting from 30- days from the due date. Summary of Required Construction Contractor Board (CCB) Consumer Notices: Oregon law requires construction contractors to give homeowners certain notices before and during a construction project. It is important to read and understand these forms that are attached. (a) Consumer Protection Notice - (b) Information Notice to Owner About Construction Liens - (c) Notice of Procedure - Explanation of Property Owner's Rights: 1. Consumers have the right to receive the products and services agreed to in the contract. 2. Consumers have the right to resolve disputes through means outlined in the contract. 3. Consumers have the right to file a complaint with the CCB. Any arbitration or mediation clauses in the contract may prevent the CCB from processing. If this contract is a residential construction project, then by signing this contract, Customer acknowledges receipt from Hal's Construction, Inc. of all three notices referenced hereinabove as (a), (b), and (c).

PLEASE SIGN THIS PROPOSAL AND FAX OR MAIL BACK TO US IF YOU WOULD LIKE THE WORK DONE, THANK YOU.

Approved by _____
Print Name Signature Date