



MAYWOOD PARK CITY COUNCIL AGENDA

Virtual meeting via Zoom

Zoom URL: <https://us02web.zoom.us/j/81305967582>

Maywood Park, OR 97220

Agenda posted Friday, December 04, 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, DECEMBER 07, 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: 11/16/2020 Council Meeting
 - b. Approval of Treasurer Report: November 2020
 - c. Resolutions: None
 - d. Ordinances: None
5. UNFINISHED BUSINESS & UPDATES
 - Mayor Castor
 - a. Task List: Curbside Composting/CARES Act/Updated IGA City of Portland Building Permits
 - b. Updates: Wastewater System
 - Council President Montross
 - a. Task List: Catch Basins and Dry Wells/LOC Elected Officials Workshop/Valley View and ODOT update
 - b. Updates: Public Safety & Community Affairs
 - Councilor Akers
 - a. Task List:
 - b. Updates: Public Works
 - Councilor Reynolds
 - a. Task List:
 - b. Updates: Zoning and Public Safety, Code Enforcement/Development
 - Councilor [Vacant]
 - c. Task List:
 - d. Updates:
 - City Recorder
 - a. Task List: Transfer website hosting/update on ORMS
 - b. Updates:
 - City Treasurer
 - a. Task List:
 - 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
16 NOVEMBER 2020 7:00-8:00 PM

- COUNCIL MEETING -

In Attendance: Mayor Matthew Castor, Council President Michelle Montross, Councilor Jim Akers, Councilor Mike Reynolds

Absent:

Staff Present: City Recorder Rene' Sanders, Treasurer Wendy Irwin

Residents present: Dickson, Jeff Williams, bill, Bob Burrow, George D, Kevin Atchley, Kim, Lalena Dolby, nimsk, Robin Wisner

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

PRESENTATION

Lt. Jordan gave statistics for Maywood Park. Maywood Park's monthly stats are average for the month of October. In October we had 27 dispatch calls for service. 22 self-initiated calls and about the same last year. We had 28 calls in the month of September 2020. Calls are rated by Priority 1 to 7, with 1 being extreme life safety, Maywood Park had 5 calls in Priority 1 and 2, which is up from the yearly average of 2.9. We had 3 last month. The average response time is 13 minutes, which is 2 minutes longer than the yearly average. The total time spent on calls in Maywood Park was 22 hours 16 minutes, with the yearly average being 17 hours 16 min. Time spent per call averaged 29.42 minutes, which is also higher than the yearly average of 22 minutes per call. We had one non-injury crash. We had two community policing calls. Community policing means advising residents on parking, security features around their home, etc. Lt. Jordan then offered to take questions.

Mayor Castor asked about an equity presentation and if it might be ready by January. Lt. Jordan said that it is supposed to be ready by the end of the year and that they plan to present at the first meeting in January, with the new Council. They have formed a new Community Partnership Unit, which includes a captain, a lieutenant, and a sergeant. Components include Search & Rescue, Reserves, and the HOPE Team. They envision a Town Hall type meeting, which they hope residents will attend.

Mayor Castor asked if there were other questions. There were none. He thanked Lt. Jordan for his presentation.

HEIBERG GARBAGE

Mayor Castor recognized Brian and Jessi from Heiberg Garbage, reporting that we have not had a rate increase in about 10 years and that we have community interest in curbside food waste composting. He turned the meeting over to them.

Brian gave a short introduction, then referenced the spreadsheet that he had provided to the City. He mentioned that the rates in the spreadsheet that were provided are from 2019. Metro is proposing to raise their rates in January. Typically, they raise rates in July, but they did not this year because of COVID. The rate increase that they are proposing now are large. It could impact customers by 30 to 60 cents per month on their bills.

Mayor Castor wondered if the large rate increase by Metro is due in part to the failure of the bond measure. Brian feels that Metro funds a lot of what they do through garbage rates. Mayor Castor clarified that there may be an increase of 30 to 60 cents per customer.

Brian reported that the cities of Milwaukie and Gresham don't allow customers to provide their own cans as a safety measure. Heiberg wants to put everyone in Maywood Park into a roller cart provided by them. He continued with the

spreadsheet, pointing out the “# of customers” column for each type of service. The main increase in the pricing for larger cans is the cost of disposal.

Mayor Castor asked about disposal of food waste. Brian gave a quick background on the City of Portland. They changed garbage to every other week but collected recycling and yard debris every week. The cost of disposal varies. Some of the yard debris facilities do not allow food waste. Jessi mentioned that there is sometimes food waste in the yard debris carts from Maywood Park. When there’s food waste in with the yard debris, they must take it to a Metro facility and the fees are almost as much as garbage fees. The difference in cost is \$2.15 per customer, but it is still a little lower than what it should be. Heiberg would like to have everyone mix food and yard debris for consistency. When the change was implemented in Portland, there was grumbling at first, but soon, everyone got on board. Brian assured the Council that Heiberg will provide the service that we want.

Mayor Castor asked if we found that the majority of residents supported food waste composting, can residents who don’t want to participate opt out? Brian replied that everyone will be billed the same if we choose to accept food waste in yard debris, whether they participate or not. The City of Portland has an economist that sets rates. They incentivize or disincentivize based on what they want to do, so this helped in getting the population to comply.

Mayor Castor called for questions from the Council.

Council President Montross feels that it should be put to a City vote on a ballot if people cannot opt out.

Brian said that the last rate increase was in November 2016, which was when the City of Maywood Park went to weekly yard debris collection. He said that Heiberg has been remiss in their rate evaluations, and that they will try to do a better job. The rates have nothing to do with what Metro may be doing in January. They could be 30 to 60 cents more per customer.

Mayor Castor asked what their typical cycle with other municipalities is for rate evaluation. Brian said that it’s a challenge to figure out the costs for City of Maywood Park. City of Portland dictates to them what rates are going to be. Portland recently lowered the cost of the 60 gallon can, so they lowered their rate by about \$1.00. This resulted in a lot of people switching to the correct size can for their service needs.

Mayor Castor recognized Resident Miriam Berman. She asked if the tomato plants she had at the end of the season with tomatoes still on them, would that be considered food waste. Jessi answered yes. Brian was not sure that this is true. He thought that if it was grown in the garden, it can go in the yard debris cart.

Mayor Castor recognized Lalena Dolby. She asked about the survey that already had been conducted that showed 50% of residents interested in curbside composting. She hopes that we can move forward with education around curbside composting. Ms. Dolby offered to help move the conversation forward. Mayor Castor affirmed that we conducted a survey around April, and that about half of the respondents were in favor of curbside composting. There were 134 respondents, and we have around 307 properties in Maywood Park. Mayor Castor pointed out that we can’t take for granted that 134 respondents mean 134 households. We need to consider all the voices. Anything we can do to educate people is great. Brian verified that Ms. Dolby isn’t currently putting her compost in her yard debris cart. Ms. Dolby was interested to learn that newer residents were putting food scraps into their yard debris bins already since this is the practice in City of Portland.

Mayor Castor recognized resident Bob Burrow. Mr. Burrow asked if the standard rate increase proposed is from \$30 to \$34.15 for the lowest level of service. Brian emphasized that with upgrading everyone to a roller can, yes, it would be \$34.15. He also mentioned that the \$30.00 is a 2010 rate. Heiberg proposes providing a roller can to all customers at this time. Mr. Burrow then asked if you would have to put your food waste in the yard debris cart if the City made that decision. Brian confirmed that a person would not have to put their food waste in their yard cart, however, the fee would not decrease. Mr. Burrow remarked that he had never had a garbage cart, and that he always had his own can.

Mayor Castor asked if there were other questions. There were none. Mayor Castor requested comments on how to proceed, noting that the topic deserves more discussion. He asked if Ms. Dolby would help with educating people in the community, and if Brian and Jessi had any brochures to assist in the education efforts.

Ms. Dolby said that she would be happy to help brainstorm ideas on getting information to our community. Mayor Castor asked if anyone on the Council would help Ms. Dolby. Ms. Dolby said that she did a quick google search, but the information available seemed to be old. Brian said that they have some information from the City of Portland and offered to provide her with contacts with the City of Portland. He mentioned that they have two Master Recyclers on staff who may be available to help.

Mayor Castor said that we could all stand to be more educated and forward thinking. Brian pointed out that they had challenges with adding curbside composting in Portland, and that we will have a very mixed reaction to it.

Mayor Castor asked if there were any more questions for Brian and Jessi. There were none. He thanked them for their presentation.

APPROVAL OF MINUTES

Mayor Castor then asked the Council if they had any corrections in the minutes of the Council Meeting. There were none. Mayor Castor called for a motion to approve the November 02, 2020, City Council meeting minutes. Councilor Akers made the motion, which was seconded by Council President Montross. Mayor Castor voted aye, Council President Montross voted aye, Councilor Akers voted aye, Councilor Reynolds voted aye.

TREASURER'S REPORT

City Treasurer Irwin presented the Treasurer's Report for the month of October 2020. On the statement of assets, liabilities, & fund balance, pages 3-4 of the report, the total of cash assets is \$413,926.15. On page 5-7, the fiscal year to date actual vs annual budget amounts are shown. Actual column is for July through October 2020 and the budget column is for the full fiscal year ending June 30, 2021. Ms. Irwin reported that she broke out the franchise fees this time so that the Council could see the breakdown on each franchise.

Mayor Castor asked about the low amount on Century Link. Ms. Irwin said that it's been consistent. We don't have a lot of residents that use Century Link. Council President Montross asked if we were removing something from our Comcast services. Ms. Irwin said that we have updated our service contract with them. We reduced our base fee, but we added 5 static IP lines for ORMS. The Comcast bills for July through October totaled \$731.

Ms. Irwin continued reporting that the last 3 pages of the Treasurer's Report show the checks and deposits for each cash account by date for the month noting that the October Comcast bill was \$144. Prior to renegotiating, the bill was close to \$175.

Mayor Castor asked about an expenditure for Halloween Costumes. Ms. Irwin replied that Halloween Costumes was the vendor name, and that the expenditure was for a Santa costume to be used in the City for many years to come.

Ms. Irwin asked if there were any other questions. There were none. She called for motion to approve the October 2020 Treasurer's Report with total cash balance of \$413,926.15. Councilor Akers made the motion, which was seconded by Council President Montross. Mayor Castor voted aye, Council President Montross voted aye, Councilor Akers voted aye, Councilor Reynolds voted aye.

RESOLUTION 286

Mayor Castor addressed Resolution 286 for the IGA for Building Permit Services with the City of Portland. A dissolution clause was added, giving us and Portland a way to discontinue services. Example forms and fee structure were included in the agenda packet. Our IGA with Troutdale was supposed to end in October, but they've granted us a one-time extension for the IGA through the end of December. Mayor Castor called for discussion and questions. There were none. Mayor Castor asked for a motion to approve Resolution 286. Councilor Akers made the motion, which was seconded by Council President Montross. Mayor Castor voted aye, Council President Montross voted aye, Councilor Akers voted aye, Councilor Reynolds voted aye.

CARES ACT IGA

Mayor Castor reported that Warren Allen was unable to review the CARES Act IGA for us, so he has been in contact with the Saalfeld Griggs law firm to review it. We are waiting on the results of their review.

WASTEWATER

Mayor Castor reported that we are waiting to hear back from Christine Reynolds on the bond information for the wastewater system.

ELECTION

Mayor Castor extended congratulations to the Council elect. He thanked them for running and for being willing to serve in our community.

CATCH BASIN AND DRYWELL

Council President Montross reported that the catch basin and drywell cleaning has been moved to December 7th through 11th. She requested that residents who have a grate in front of their driveway or yard to please keep the top clear. She reported that the street sweeping has been completed and asked residents not to put their leaves in the street. They won't be picked up.

SPEED LIMIT

Council President Montross reported that we passed the 20-mph speed limit, but due to signage unavailability, it will not go into effect until next spring.

ELECTED OFFICIALS WORKSHOP

Council President Montross reported that the Elected Officials Workshop for our region is December 11th. She asked all Council members and newly elected members to attend.

VALLEY VIEW

Council President Montross reported that Valley View came out and blew out the water lines for the irrigation system and winterized it. They are working with ODOT towards repairs. It may be a few weeks before we hear anything.

Valley View will be working on the old Maywood sign that is broken on the berm side facing I-205. They will try to get to it next week.

Councilor President Montross reported that the porta-potty at the end of Campaign Street was supposed to have been removed last week, but she had noticed that it is still there. She let Dan at Valley View know, so he will see that the leasing company gets it picked up.

HEIBURG

Council President Montross reported that roller carts for garbage, recycling, and yard debris need to face the street so that they can be grabbed by the truck. If they aren't in the right position, the driver must get out and turn them the right way. She reminded everyone that garbage collection will begin early on Thanksgiving Day and asked that all carts be out at the street by 6:00 am.

PARKING

Council President Montross reported that people have been complaining about vehicles parked too close to stop signs. Vehicles should be 50 ft from stop signs by state Code. The Sheriff's Office may begin citing illegally parked vehicles. Mayor Castor also pointed out that parking in the wrong direction on the wrong side of the street is a violation/citable offense.

STATE OF EMERGENCY

Council President Montross reported that the Governor has extended the State of Emergency and initiated a freeze from November 18th through December 16th. As a result, Maywood Commons is closed, and the Christmas Tree Lighting Ceremony has been cancelled.

LEASH LAW

Council President Montross asked everyone to clean up after their pets and dispose of the bags properly. Some used bags have been found in the dog bag dispenser boxes.

PSYCHOLOGICAL FIRST AID

Council President Montross reported on a webinar about Psychological First Aid. This is a training in first response actions for meeting the needs of people who have been through a disaster. She suggests all Councilors and CERT team members take it on December 3 and 4 from 8:00 am to Noon. It's an online event. They do have limited space. She emphasized that if you sign up, please make sure to attend. The fee will be paid by the City out of the CERT team funds, and it's a rather pricey fee.

COUNCILOR AKERS

Councilor Akers reported that he had nothing to report.

COUNCILOR REYNOLDS

Councilor Reynolds reported that he had a Zoom meeting with Scott Cohen, director of Safe Streets and the Greenway system. They will be helping with the diverter at Skidmore and Maywood Place.

Mayor Castor asked if any Councilors or residents had anything else. Mayor Castor recognized resident Ron Dickson. Mr. Dickson mentioned that he noticed Councilor Akers was on his phone and the phone reflected in his glasses. Mr. Dickson said he could use a magnifier and see exactly what Councilor Akers was looking at. Mayor Castor thanked him for the observation.

Mayor Castor asked if there were any more comments. There were none.

Mayor Castor requested a motion to adjourn. The motion was made by Councilor Akers and seconded by Council President Montross. Mayor Castor voted aye, Council President Montross voted aye, Councilor Akers voted aye, Councilor Reynolds voted aye.

Meeting was adjourned at 8:31 pm.



Monthly Treasurer's Report

City of Maywood Park
For the period ended November 30, 2020

Prepared by
Wendy Irwin

Prepared on
December 2, 2020

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Assets, Liabilities, & Fund Balance - Cash Basis

As of November 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1-100 General Fund Cash	
1-105 OnPoint Checking	115,572.53
1-106 OnPoint Money Market	49,475.20
1-107 OnPoint Savings	5.00
1-110 Petty Cash	93.99
Total 1-100 General Fund Cash	165,146.72
2-100 Street Fund	
2-105 OnPoint Checking	6,157.96
2-106 OnPoint Money Market	12,376.34
Total 2-100 Street Fund	18,534.30
3-100 Storm Drain Reserves Fund	
3-108 Umpqua Money Market	10,300.14
3-115 Umpqua 1 yr CD	125,265.02
Total 3-100 Storm Drain Reserves Fund	135,565.16
4-100 Sewer Reserves Fund	
4-106 OnPoint Money Market	65,102.49
Total 4-100 Sewer Reserves Fund	65,102.49
5-100 Commons/Failing St Fund	
5-106 OnPoint Money Market	27,810.69
5-108 Umpqua Money Market	8,073.26
5-115 Umpqua 1 yr CD	83,370.39
Total 5-100 Commons/Failing St Fund	119,254.34
Total Bank Accounts	503,603.01
Total Current Assets	503,603.01
Fixed Assets	
1-180 Street Improvements	314,350.07
1-185 Furniture and Equipment	11,406.05
1-190 Investment in Property & Equip	-325,756.12
Total Fixed Assets	0.00
TOTAL ASSETS	\$503,603.01
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1-210 Payroll Tax Liabilities	740.82
Total Other Current Liabilities	740.82
Total Current Liabilities	740.82

	Total
Total Liabilities	740.82
Equity	
310 Beginning Fund Balance	
1-310 General Fund	65,922.98
2-310 Street Fund	62,734.51
3-310 Storm Drain Reserve Fund	136,111.73
4-310 Sewer Reserve Fund	65,061.17
5-310 Commons/Failing St Fund	118,760.95
Total 310 Beginning Fund Balance	448,591.34
330 Prior Year Net Revenues	0.00
Net Income	54,270.85
Total Equity	502,862.19
TOTAL LIABILITIES AND EQUITY	\$503,603.01

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

July - November, 2020

	Actual	Budget	Total over Budget
INCOME			
1-400 General Fund Income			
1-401 Property Tax Revenue	93,575	135,400	-41,825
1-402 Franchise Fees			
1-402a Pacific Power	11,075	26,000	-14,925
1-402b Heiberg Garbage & Recycle	3,244	6,500	-3,256
1-402c Comcast/Xfinity	5,397	11,000	-5,603
1-402d NW Natural Gas	6,088	10,000	-3,912
1-402e Century Link		500	-500
Total 1-402 Franchise Fees	25,803	54,000	-28,197
1-403 OR Cigarette Tax	359	800	-441
1-404 OR Liquor Tax (OLCC)	6,065	14,800	-8,735
1-405 OR Marijuana Tax	1,700	2,600	-900
1-410 OR Revenue Sharing	4,270	8,000	-3,730
1-420 Permits, Licenses, Fees	278	500	-222
1-425 Fire District 10 Reimbursement	2,897	2,600	297
1-430 Interest Income GF	21		21
1-435 County Alarm Excess	273	100	173
1-490 Transfers In GF		47,400	-47,400
Total 1-400 General Fund Income	135,241	266,200	-130,959
2-400 Street Fund Income			
2-430 Interest Income SF	16		16
2-440 State Street Tax (ODOT)	20,089	59,000	-38,911
2-490 Transfers In SF		70,000	-70,000
Total 2-400 Street Fund Income	20,105	129,000	-108,895
3-400 Storm Drain Reserve Fund Income			
3-430 Interest Income SDRF	750	2,000	-1,250
3-490 Transfers In SDRF		20,000	-20,000
Total 3-400 Storm Drain Reserve Fund Income	750	22,000	-21,250
4-400 Sewer Reserves Fund Income			
4-430 Interest Income SRF	41		41
Total 4-400 Sewer Reserves Fund Income	41		41
5-400 Commons/Failing St Fund Income			
5-430 Interest Income FSF	493	1,800	-1,307
Total 5-400 Commons/Failing St Fund Income	493	1,800	-1,307
Total Income	156,631	419,000	-262,369
GROSS PROFIT	156,631	419,000	-262,369

EXPENSES

1 General Fund Expenses

	Actual	Budget	Total over Budget
1-500 Personnel Services			
1-501 Treasurer	5,200	12,500	-7,300
1-502 Recorder	5,625	13,500	-7,875
1-504 Admin Assistant		10,000	-10,000
1-510 Payroll Tax Expense	979	4,500	-3,521
1-515 Council Stipends		6,000	-6,000
Total 1-500 Personnel Services	11,804	46,500	-34,696
1-600 Materials and Services			
1-601 Audit Services		9,500	-9,500
1-602 Legal Services	488	5,000	-4,513
1-603 Codification of City Ord/ORMS		5,000	-5,000
1-604 Noise and Nuisance Control		1,500	-1,500
1-605 Elections/Public Hearings		1,000	-1,000
1-606 Insurance and Bonding	4,536	7,000	-2,464
1-607 Public Notices and Filings		2,000	-2,000
1-608 Operating Supplies	490	4,000	-3,510
1-609 Postage	39	1,500	-1,462
1-610 Printing and Copying	1	4,000	-3,999
1-611 Dues and Subscriptions	3,617	5,500	-1,883
1-612 Conferences and Meetings		500	-500
1-613 Bank Fees GF		100	-100
1-615 City Events and PR	2,341	15,000	-12,659
1-620 Telephone and Internet	918	2,000	-1,082
1-621 Rent	2,599	6,000	-3,401
1-627 Planning and Zoning		1,000	-1,000
1-630 Commons/Failing St Maint	1,987	6,500	-4,513
Total 1-600 Materials and Services	17,015	77,100	-60,085
1-700 Public Safety Services			
1-701 Sheriff and Patrol Protection		42,000	-42,000
1-702 911/Police/EMS (BOEC)	6,710	20,000	-13,290
1-703 Traffic Missions/Patrols		5,000	-5,000
1-710 CERT	134	5,000	-4,866
1-711 Park Watch		500	-500
1-712 Homeless Camp Cleanup		5,000	-5,000
Total 1-700 Public Safety Services	6,844	77,500	-70,656
1-900 Capital Outlay			
1-910 Office Furniture and Equip	1,094	4,000	-2,906
1-915 Storage Unit Upgrade		1,800	-1,800
Total 1-900 Capital Outlay	1,094	5,800	-4,706
1-990 Transfers Out GF		90,000	-90,000
1-995 Operating Contingency GF		4,800	-4,800

			Total
	Actual	Budget	over Budget
Total 1 General Fund Expenses	36,758	301,700	-264,942
2 Street Fund Expense			
2-801 Street and Diverter Maint	6,251	20,000	-13,749
2-802 Street Sign Maintenance	1,963	2,000	-37
2-810 Bike Path Maintenance			
2-811 Landscape Services	30,655	50,000	-19,345
2-812 Street Lamps		1,000	-1,000
2-813 Electricity	1,054	3,000	-1,946
2-814 Trash Can/Pet Waste		1,200	-1,200
2-815 Irrigation	5,009	7,000	-1,991
2-816 Fountain Repairs & Maint	113	3,000	-2,887
Total 2-810 Bike Path Maintenance	36,831	65,200	-28,369
2-900 Capital Outlay SF			
2-902 Street Sign Additions		15,000	-15,000
2-903 Street Speed Bumps/Traffic	14,265	20,000	-5,735
2-904 Street Lamps/Protection	995	17,500	-16,505
2-905 Street Shoulders Pave 50%	4,000	5,000	-1,000
2-906 Berm Irrigation Upgrade		27,000	-27,000
Total 2-900 Capital Outlay SF	19,260	84,500	-65,240
2-990 Transfers Out SF		8,400	-8,400
2-995 Operating Contingency SF		4,900	-4,900
Total 2 Street Fund Expense	64,305	185,000	-120,695
3 Storm Drain Reserve Fund Exp			
3-801 Storm Drain Maint/Repair	1,297	10,000	-8,703
3-900 Capital Outlay UIC		20,000	-20,000
Total 3 Storm Drain Reserve Fund Exp	1,297	30,000	-28,703
4 Sewer Reserve Fund Expense			
4-801 PACE Consulting		20,000	-20,000
4-802 FCS Consulting Services		5,000	-5,000
4-990 Transfers Out SRF		39,000	-39,000
Total 4 Sewer Reserve Fund Expense		64,000	-64,000
Total Expenses	102,360	580,700	-478,340
NET OPERATING INCOME	54,271	-161,700	215,971
NET INCOME	\$54,271	\$ -161,700	\$215,971

Change in Cash for the Month

November 2020

Date	Transaction Type	Name	Amount	Balance
1-100 General Fund Cash				
1-105 OnPoint Checking				
11/02/2020	Deposit	Multnomah County Oregon	101.33	101.33
11/02/2020	Bill Payment (Check)	Fort Knox Moving & Storage	-79.00	22.33
11/09/2020	Deposit	State of Oregon OLCC	1,107.72	1,130.05
11/09/2020	Bill Payment (Check)	Warren Allen LLP	-487.50	642.55
11/09/2020	Bill Payment (Check)	Valley View Landworks	-350.00	292.55
11/10/2020	Expense	Intuit Quickbooks	-43.00	249.55
11/11/2020	Expense	USPS	-16.50	233.05
11/11/2020	Bill Payment (Check)	Mt. Hood Community College	-425.00	-191.95
11/11/2020	Deposit	Comcast (Customer)	2,664.25	2,472.30
11/13/2020	Expense	Harbor Freight Tools	-65.99	2,406.31
11/16/2020	Expense	PleaserShoes.com	-63.65	2,342.66
11/17/2020	Expense	Parkrose Hardware	-57.93	2,284.73
11/17/2020	Expense	Office Depot	-107.78	2,176.95
11/17/2020	Expense	Oregon Association of Municipal Recorders	-60.00	2,116.95
11/18/2020	Bill Payment (Check)	City of Portland BOEC	-1,849.00	267.95
11/18/2020	Deposit	State of Oregon Shared Revenue	2,213.97	2,481.92
11/21/2020	Deposit	Multnomah County Oregon	14,548.86	17,030.78
11/21/2020	Deposit	OR Cigarette City Tax	75.99	17,106.77
11/23/2020	Expense	Zoom	-54.99	17,051.78
11/24/2020	Expense	VistaPrint	-71.22	16,980.56
11/28/2020	Expense	Amazon	-14.99	16,965.57
11/28/2020	Expense	Harbor Freight Tools	-19.50	16,946.07
11/28/2020	Expense	Walmart	-188.20	16,757.87
11/30/2020	Deposit	PacifiCorp	965.51	17,723.38

Date	Transaction Type	Name	Amount	Balance
11/30/2020	Deposit	PacifiCorp	969.68	18,693.06
11/30/2020	Deposit	Multnomah County Oregon	77,341.88	96,034.94
11/30/2020	Transfer		-23.91	96,011.03
11/30/2020	Bill Payment (Check)	Comcast Business	-187.68	95,823.35
11/30/2020	Bill Payment (Check)	Fort Knox Moving & Storage	-79.00	95,744.35
11/30/2020	Bill Payment (Check)	Mt. Hood Community College	-425.00	95,319.35
11/30/2020	Expense	Google GSuite	-162.40	95,156.95
11/30/2020	Payroll Check	Wendy K. Irwin	-659.14	94,497.81
11/30/2020	Payroll Check	Elaine R. Sanders	-969.27	93,528.54
Total for 1-105 OnPoint Checking			\$93,528.54	
1-106 OnPoint Money Market				
11/30/2020	Deposit	OnPoint Credit Union	4.07	4.07
Total for 1-106 OnPoint Money Market			\$4.07	
Total for 1-100 General Fund Cash			\$93,532.61	
2-100 Street Fund				
2-105 OnPoint Checking				
11/09/2020	Bill Payment (Check)	Valley View Landworks	-2,645.00	-2,645.00
11/09/2020	Bill Payment (Check)	Heiberg Garbage (Vendor)	-321.50	-2,966.50
11/09/2020	Transfer		5,000.00	2,033.50
11/09/2020	Bill Payment (Check)	Valley View Landworks	-4,970.00	-2,936.50
11/18/2020	Deposit	Oregon Dept of Transportation (ODOT)	4,367.19	1,430.69
11/30/2020	Bill Payment (Check)	Pacific Power	-274.32	1,156.37
Total for 2-105 OnPoint Checking			\$1,156.37	
2-106 OnPoint Money Market				
11/09/2020	Transfer		-5,000.00	-5,000.00
11/30/2020	Deposit	OnPoint Credit Union	1.12	-4,998.88
11/30/2020	Transfer		23.91	-4,974.97

Date	Transaction Type	Name	Amount	Balance
Total for 2-106 OnPoint Money Market			\$ -4,974.97	
Total for 2-100 Street Fund			\$ -3,818.60	
3-100 Storm Drain Reserves Fund				
3-108 Umpqua Money Market				
11/30/2020	Deposit	Umpqua Bank	0.43	0.43
Total for 3-108 Umpqua Money Market			\$0.43	
3-115 Umpqua 1 yr CD				
11/30/2020	Deposit	Umpqua Bank	15.44	15.44
Total for 3-115 Umpqua 1 yr CD			\$15.44	
Total for 3-100 Storm Drain Reserves Fund			\$15.87	
4-100 Sewer Reserves Fund				
4-106 OnPoint Money Market				
11/30/2020	Deposit	OnPoint Credit Union	8.03	8.03
Total for 4-106 OnPoint Money Market			\$8.03	
Total for 4-100 Sewer Reserves Fund			\$8.03	
5-100 Commons/Failing St Fund				
5-106 OnPoint Money Market				
11/30/2020	Deposit	OnPoint Credit Union	2.29	2.29
Total for 5-106 OnPoint Money Market			\$2.29	
5-108 Umpqua Money Market				
11/30/2020	Deposit	Umpqua Bank	0.33	0.33
Total for 5-108 Umpqua Money Market			\$0.33	
5-115 Umpqua 1 yr CD				
11/30/2020	Deposit	Umpqua Bank	10.28	10.28
Total for 5-115 Umpqua 1 yr CD			\$10.28	
Total for 5-100 Commons/Failing St Fund			\$12.90	



ELECTED ESSENTIALS WORKSHOPS

New to city government? Need a refresher on government fundamentals?

Plan now to attend one of six FREE virtual trainings.

Topics covered include:

- Council Responsibilities
- Ethics
- Public Meetings
- Public Records
- Legal Powers & Impediments Affecting Elected Officials

The workshops will include live Q&A time with speakers following each topic.

There will be six virtual Elected Essential Trainings this year. We have allocated two regions to each date to help spread out the number of attendees at each training. If that date assigned to your region does not work in your schedule, please feel free to sign up for the date that works best for you. The map of LOC Regions can be found on the [LOC website](#).

Workshop Dates:

December 1 – Regions 1 & 5
December 2 – Regions 6 & 7
December 3 – Regions 3 & 4

December 11 – Regions 2 & 8
December 14 – Regions 9 & 10
December 15 – Regions 11 & 12

All workshops are 8:30 a.m. - 3:30 p.m.

REGISTER NOW! – www.orcities.org

For questions, please contact the LOC at loc@orcities.org or (503) 588-6550.