

**PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING**
North Plains Senior Center
31450 NW Commercial Street
Monday, January 5, 2015 – 7:00 P.M.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
 - A. Approval of regular session agenda
 - B. Approval of minutes of 12/15/2014 Council meeting
5. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a “Public Comment Registration form” on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*
6. **PRESENTATION**
Swearing in of new City Councilors: Sherrie Simmons, Sandi King and Scott Whitehead
7. **STAFF REPORTS**
Staff reports will be provided by the Public Works Director, the Chief of Police, Finance Director, and Library Director
8. **PUBLIC HEARING:**
None Scheduled
9. **NEW BUSINESS:**
 - A. Approve Resolution No. 1839 waiving fees for Jessie Mays rental for free acting classes being offered by Maureen Hicks.
 - B. Accept the report from the Parks Board regarding the feasibility study conducted by Woofter Architecture for the remodel of Jessie Mays Community Hall and Park.
 - C. Review of the 2015 City Council Meeting Calendar Schedule and ex officio assignments to Planning Commission, Library Board, and other committees.
 - D. Review of FY 2014-15 July-December Budget to Actual Financial Report.
10. **UNFINISHED BUSINESS:**
None Scheduled

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

13. COUNCIL REPORTS

A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.

B. January 2015 Council Calendar

14. ADVICE/INFORMATION ITEMS:

- North Plains Annual Crab Feed on Saturday, January 17, 2015 at Jessie Mays

15. ADJOURNMENT:

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

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

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

Tuesday, January 20, 2015

Monday, February 2, 2015

Tuesday, February 17, 2015

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
North Plains Senior Center
31450 NW Commercial Street
Monday, December 15, 2014

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

Staff present: City Manager Martha DeBry; Chief of Police Bill Snyder; City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 12/01/2014 Council meeting

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

5. **PUBLIC COMMENT:**
None Presented
6. **PRESENTATIONS:**
Mayor Hatcher circulated a Christmas card from the Library Board to the Council.
7. **STAFF REPORTS:**

Chief of Police. Chief Snyder reported Sherry Tracy has expressed an interest in providing Chaplain Services for the Police Department in a volunteer capacity.

Warren asked Snyder if Snyder will be able to get more individuals to volunteer to help with the construction of the canopy for the Food Pantry. They will be moving forward with this project in the next few months.

Included in the Agenda Packet was correspondence from a North Plains citizen complimenting the North Plains Police Department.

Public Works Director. Boyles had surgery today and will be out for the most part until the end of the year.

8. **PUBLIC HEARINGS:**
None Scheduled

9. NEW BUSINESS:

- A. Adoption of Resolution No.1866 canvassing results of the general election held on November 4, 2014.

Motion by Warren and seconded by Lenahan to approve Resolution No. 1866 accepting the canvassing results of the general election held on November 4, 2014. The motion was approved unanimously.

- B. Adoption of Resolution No.1867 selecting Cogan, Owens & Greene to conduct the visioning process for Comprehensive Plan.

DeBry presented the staff report. Discussion ensued regarding the cost of the project vs. the importance of getting the vision for the community defined. A clear vision for the future is essential to create a Comprehensive Plan for the next 20 years. This resolution will authorize the City Manager to enter into an agreement with Cogan, Owens and Greene for community visioning. \$41,000 will be reallocated from the General Fund contingency to cover these costs.

Routine planning processes will be completed by a company called 3J.

Motion by Demagalski and seconded by Lenahan to approve Resolution No. 1867 selecting Cogan, Owens & Greene to conduct the visioning process for Comprehensive Plan. The motion was approved by a 4-1 vote, with Warren opposing.

- C. Review of the Check Register

Council reviewed the items on the November Check Register. The staff report included a list of account numbers with the corresponding departments to help clarify some questions Council may have while reviewing the check register. Questions were asked by the Council—most being answered satisfactorily. Warren inquired of the \$27.00 to Clean Water Services at the Pump House. Lenahan inquired of the Moonlight charges for printing. There were two entries for printing for \$451.41 and \$451.26 respectively. DeBry will look into these and get back to Council.

- D. Adoption of Resolution No.1868 declaring surplus equipment and abandoned items.

Motion by Demagalski and seconded by Lenahan to approve Resolution No. 1868 declaring surplus equipment and abandoned items. The motion was approved unanimously.

10. UNFINISHED BUSINESS:

None Scheduled

11. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

12. CITY MANAGER REPORT

DeBry reported staff is staying very busy. There is one planning application in the works for one subdivision and it has been submitted to 3J for review.

DeBry will be on vacation the last two weeks of the year and Boyles is on a medical leave due to shoulder surgery. Chief Snyder will be acting City Manager in DeBry's absence.

13. COUNCIL REPORTS

14. ADVICE/INFORMATION ITEMS:

- Christmas Holiday, Thursday, December 25-City offices and Library closed
- New Years' Day Holiday, Thursday, January 1, 2014-City offices and Library closed
- North Plains Annual Crab Feed on Saturday, January 17, 2015 at Jessie Mays
- Martin Luther King, Jr. Holiday, Monday, January 19-City offices and Library closed
- An Evening with an Author: Robin Cody, January 24, 2014 at Jessie Mays

15. ADJOURNMENT: Council adjourned the meeting at 8:00 p.m.

David Hatcher, Mayor

Margaret L. Reh, City Recorder

Date approved _____

OATH OF OFFICE

NORTH PLAINS CITY COUNCIL

I, *Sandi King* , on this fifth (5th) day of January, 2015, do solemnly swear that I will support the Constitution of the Laws of the United States and the State of Oregon, and the Ordinances of the City of North Plains, and that I will to the best of my ability, faithfully perform the duties of City Councilor of the City of North Plains, during my continuance therein: so help me God.

Sandi King, Councilor

**SUBSCRIBED AND SWORN TO BEFORE ME THIS FIFTH (5TH)
DAY OF JANUARY, 2015.**

Margaret L. Reh
City Recorder

OATH OF OFFICE

NORTH PLAINS CITY COUNCIL

I, *Sherrie Simmons* , on this fifth (5th) day of January, 2015, do solemnly swear that I will support the Constitution of the Laws of the United States and the State of Oregon, and the Ordinances of the City of North Plains, and that I will to the best of my ability, faithfully perform the duties of City Councilor of the City of North Plains, during my continuance therein: so help me God.

Sherrie Simmons, Councilor

**SUBSCRIBED AND SWORN TO BEFORE ME THIS FIFTH (5TH)
DAY OF JANUARY, 2015.**

Margaret L. Reh
City Recorder

OATH OF OFFICE

NORTH PLAINS CITY COUNCIL

I, Scott Whitehead, on this fifth (5th) day of January, 2015, do solemnly swear that I will support the Constitution of the Laws of the United States and the State of Oregon, and the Ordinances of the City of North Plains, and that I will to the best of my ability, faithfully perform the duties of City Councilor of the City of North Plains, during my continuance therein: so help me God.

Scott Whitehead, Councilor

**SUBSCRIBED AND SWORN TO BEFORE ME THIS FIFTH (5TH)
DAY OF JANUARY, 2015.**

Margaret L. Reh
City Recorder

City of North Plains
Public Works Department

12/29/2014

TO: Martha DeBry, City Manager

City Council

Department Heads

FROM: Blake Boyles, Public Works Director

SUBJECT: DEPARTMENT REPORT

- P&W Glencoe crossing coordination (Wash Co. looking at funding methods)
- Sunset Ridge Subdivision coordination
- PGE lighting work in new subdivisions
- Washington Co. design work West Union Road sidewalk connectivity
- Meetings with ODOT regarding funding for trail project
- Shoulder surgery rehab

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

- Equipment Maintenance winterizing and PM of equipment
- Cross Connection
- Locates
- Service installation
- Water samples
- Construction inspection - Sunset Ridge
- Pump station PM

Future reports will include tasks accomplished and those pending. If there is any other information you may want to see in the report, please let me know.

**City of North Plains
Police Department
12/29/14**

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

FROM: Bill Snyder, Police Chief

SUBJ.: DEC 2014 DEPARTMENT REPORT

Body camera update: Taser presented at the last LEC meeting. Chief Dobrowolski will be updating as to the status of the grant. I have received another quote from Taser for 3-4 cameras. I am evaluating the cost of the product along with data maintenance options.

Training of our cadets with HPD continues and is going well. Officer Freshner just facilitated an extensive DUII training for North Plains and Hillsboro cadets.

Firearms training scheduled for this week.

I have leadership training scheduled for January 2015.

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

Activity	2014 Dec	2014 Nov	2014 Oct	2014 Sept	2014 Aug	2014 July	2014 June	2014 May	2014 Apr	2014 Mar	2014 Feb	2014 Jan	2013 Dec	2013 Nov	2013 Oct	2013 Sep	2013 Aug	2013 July	2013 June	2013 May	2013 April	2013 March	2013 Feb	2013 Jan
Warrant arrest				1			-	-	-	-	1	1	NA	1	-	-	1	4	-	-	1	1	1	1
Welfare Check							-	2	-	1	-	1	NA	1	-	2	-	1	1	1	2	-	5	-
Total Arrests/Reports/ Investigations	10	18	14	10	16	13	8	16	21	12	15	19	NA	18	21	20	11	21	20	18	17	15	17	15
Total Patrol Hours	178.5	136.5	262.0	340.0	318.0	320.0	244.3	210.5																
Total Reserve Hours	89.5	134.5	147.5	131.5	121.5	152.5	136.5	79.5																

City of North Plains - Library Department – January 5, 2015

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

An Evening with an Author – Robin Cody. The Friends of the North Plains Public Library will host the first event of its "An Evening with an Author" series on **Saturday, January 24** beginning at 7 p.m. at the Library. Oregon author Robin Cody has been invited to launch this new program. His published works include both fiction and non-fiction books.

Cody was born in St. Helens. His family moved to Estacada when he was five and remained there for nearly 50 years. Cody graduated from Yale University, taught in the American School of Paris, France, and was the Dean of Admissions for Reed College. In 1984, he became a writer with *The Oregonian*. One of his stories won the Western Writers of America Silver Spur Award for short non-fiction in 1986. Cody later joined the Bonneville Power Administration (BPA) as a freelance writer. It was during an assignment for BPA that he was inspired to canoe the length of the Columbia River from its source to its mouth. The 82-day trip gave birth to his book, Voyage of a Summer Sun, which won the Oregon Book Award in 1995.

Ricochet River, Cody's second book, was first published in 1992. It deals with the lives of three high school students in the fictional small town of Calamus, Oregon in the 1960s. Ricochet River was one of one hundred works chosen by the Oregon Cultural Heritage Commission "as exemplifying Oregon's rich literary heritage from the years 1800 to 2000." The book was made into a 1998 film starring Kate Hudson.

Cody now conducts seminars and workshops in the Portland area, mostly about nature-writing. He will be speaking about his works, particularly Voyage of a Summer Sun, followed by a "question and answer" period and book signing. This free program is open to the public. Refreshments will be served.

New Raffle Quilt! Many thanks to Westside Quilters Guild members for their generous donation of this colorful quilt for the Library to raffle as a fundraiser. Tickets are now on sale and will be sold throughout the coming year until the winning ticket is drawn at the annual Elephant Garlic Festival in August. Each ticket is \$1, or 6 tickets will be issued for \$5. This beautiful quilt utilizes a non-traditional pinwheel design. Rather than incorporating traditional half-square triangles, each of the four arms of every pinwheel in this quilt is in the shape of a trapezoid. Each block features a different, brightly colored pinwheel on a white patterned background, and the entire piece is machine-quilted. It measures six feet square. This quilt will be on display over the Checkout Desk during January and displayed elsewhere in the Library thereafter.



First Friday Flick – Join us on the first Friday of each month at the Jessie Mays Community Hall at 6 p.m. for a FREE movie showing. On **Friday, January 2**, come sing along to the tunes of the newest Disney movie release - *Frozen*. Inspired by the Hans Christian Andersen story of the Snow Queen, the songs in this movie involve a princess who turns everything to ice.

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

- **January 7** Storytime with Miss Marion: Trolls, Gnomes, and Tomtar
- **January 14** Storytime with Teacher Barbara: Dinosaurs
- **January 21** Special Guest Storytime: Pedrita, the Amazing Bearded Dragon
- **January 28** Storytime with Youth Librarian Jackie: Wolves

Writers' Group. Share your writing projects and receive feedback from peers on **Thursday, January 8** at 6:30 p.m. New members are welcome to join. (This is not a teacher/trainer-led class.)

Art Exhibit. The art exhibit in **January and February** will feature abstract paintings by Hillsboro artist Jeff Jurrens. A reception will be held in his honor on **Friday, January 9, 2015** from 6 to 7:30 p.m. at the Library, and the public is invited to attend this free event. Refreshments will be served.

Jurrens' abstract expressionist paintings are large, geometric, textured, and colorful. He has been painting since retiring from the Hillsboro Fire Department in 2005, inspired by a lifelong appreciation of art and influenced by New York's abstract expressionism movement of the 1950s.

Super Saturday – Graphic Novel Workshop. Darren Davis of Bluewater Productions will be demonstrating and teaching how to draw comics beginning at 1:00 p.m. on **Saturday, January 10** at the Jessie Mays Community Hall. All ages are welcome to attend this free event.

Friends of the Library. There will be a general meeting of the Friends on **Monday, January 12** at the Library from 7:30-9 p.m. New members are welcome to attend.

Holiday Closure. The Library will be closed all day on **Monday, January 19** for Martin Luther King Jr. Day.

Library Book Club. Come enjoy our annual Book Club Potluck Dinner at the Library on **Thursday, January 29 beginning at 6:00 p.m.** This is when the book choices are finalized for 2015, and it is a perfect time to join our group and participate in the selections. If you are interested, please contact the Library at 503-647-5051 and give us your name and email. We will be in touch with all the details for the potluck and book choosing process.

New Staff Member – Cindy Hibray. Please welcome our newest employee, Cindy Hibray. After a year of volunteering for the Library, she has joined the staff as a part time Library Clerk. Cindy enjoys working behind the scenes processing new books and DVDs as well as working at the Checkout Desk welcoming patrons. She enjoys being a part of the North Plains community.

Cindy was born and raised in New Mexico. She received a BA in Accounting from the University of New Mexico and earned her CPA professional certification. She and her husband, Kevin, spent a decade living in various places throughout the country before deciding to move to Oregon in 1999 to live in the trees and rain, which they both love. Since having her third child, Cindy's time has been dedicated to homeschooling her children. (All are now teenagers.) Both Cindy and her husband are actively involved in supporting their two youngest in a musical theater group.

Cindy loves being outside with her kids, playing with her dog, and watching her chickens. She enjoys reading, playing games, watching her kids perform, and hanging out with friends.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 5, 2015
To: Mayor and City Council
From: City Manager Martha DeBry
Subject: Approval of Resolution No.1869 Waiving Rental Fees for Use of Jessie Mays for Acting Lessons for Local Youth

Request: North Plains' resident, Maureen Hicks, has offered to again teach acting lessons to the youth of North Plains—*Acting with Mo*. She is offering an eight week course to teach acting techniques to children ages 5-12. These classes will be from 3:30 to 5:00 p.m. on Mondays. There will be a performance at the end of this course. Ms. Hicks will not be charging for these classes.

Fiscal Impact: The City will be waiving the rental fee of \$35.00/hour to provide this service to the community.

Environmental Issues: None

Recommendation: Council to approve Resolution No. 1869 waiving rental fees for the use of Jessie Mays for acting lessons for local youth.

Sample Motion: I move to adopt Resolution No.1869.

RESOLUTION NUMBER 1869

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,
OREGON, WAIVING RENTAL FEES FOR USE OF JESSIE MAYS FOR ACTING
LESSONS PROVIDED TO THE YOUTH OF NORTH PLAINS**

WHEREAS, the City Council has the authority to set and waive fees for the use of Jessie Mays Community Hall; and

WHEREAS, North Plains citizen, Maureen Hicks will offer free acting theater classes after school for local youth; and

WHEREAS, the dates for these rentals will be every Monday from March 2, 2015 through April 20, 2015.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON waives the rental fee for use of Jessie Mays for acting lessons offered to the youth of North Plains by Maureen Hicks.

Section 1: The Jessie Mays Community Hall rental and security deposit fees are waived for the Acting With Mo children's acting theater classes.

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

INTRODUCED AND ADOPTED this 5th day of January, 2015.

CITY OF NORTH PLAINS, OREGON

David Hatcher, Mayor

ATTEST:

Margaret L. Reh, City Recorder



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 5, 2015
To: Mayor and City Council
From: Public Works Director Blake Boyles
Subject: Review of Parks Board Report of Jessie Mays Feasibility Study

Request: Council accept the feasibility report submitted by the North Plains Parks Board that was provided by Woofter Architecture.

Background: At the August 4, 2014 City Council meeting the North Plains City Council approved the recommendation of the Parks Board awarding the contract to Woofter Architecture for the facility needs assessment and preliminary conceptual design of the Jessie Mays Community Hall and Park.

Discussions continued through December 2, 2014 between the Parks Board and Woofter Architecture regarding the needs assessment and conceptual designs for the remodel of Jessie Mays Community Hall. Surveys were distributed to citizens and organizations in town who use Jessie Mays on a regular basis. The largest users of the park and building are the North Plains Public Library—on a weekly basis, and the North Plains Events Association (NPEA) who coordinate the annual Elephant Garlic Festival in August.

Fiscal Impact: The Cost Opinion was submitted by Woofter Architecture and is included in the attached conceptual design package. It is stated that the estimated cost for the work for conceptual design site work is \$1,199,424. The Jessie Mays Community Hall addition and renovation cost is estimated at \$966,960. These numbers combined establish the total estimated direct construction cost of \$2,166,384. With the inclusion of margins and adjustments, the overall total construction cost is \$2,956,921.

Typically, the total construction cost (hard costs) for a project of this type are 75 percent of the overall total project costs. In addition to this cost, approximately 25 percent of this total construction cost of \$2,956,921 should be allocated to project soft costs (design fee, geotechnical report, site survey, etc.). This total is \$739,230, resulting in an overall estimated project cost of \$3,696,200.

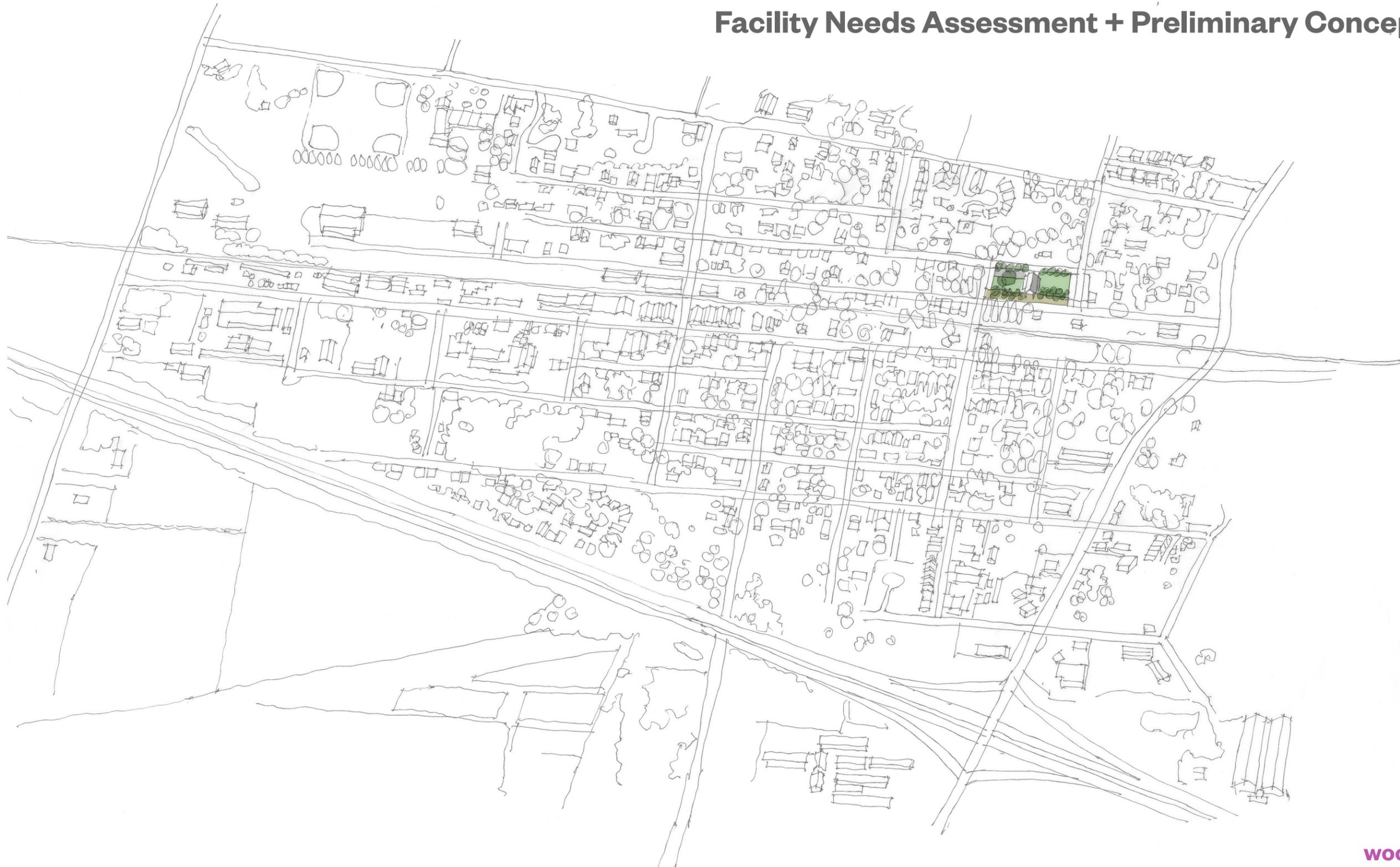
Environmental Issues: None

Recommendation: Council to accept report from the North Plains Parks Board.

JESSIE MAYS COMMUNITY HALL + PARK

Facility Needs Assessment + Preliminary Conceptual Design

Final Report
December 12, 2014





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Existing Building Needs	
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Goals & Priorities List	
Community & Organization Questionnaires	
Jessie Mays Community Hall Usage Report	
Meeting Notes	
Parks Board Feedback	



City of North Plains

Parks Board

Teri Lenahan, Councilor
Charlynn Newton, Councilor
Heather LaBonte, Planning Commissioner
Douglas Nunnenkamp, Planning Commissioner
Hildegard Miles, Parks Board Member
Joanna Orgill, Parks Board Member

Staff

Blake Boyles, Public Works Director
Margaret Reh, City Recorder

Parks Board Meeting Visitors

Marrina Abeln
Debra Brodie
Patti Burns
David Hatcher
Carolyn Leavitt
Sherrie Simmons
Norma Tucker

Design Consultant Team

Woofter Architecture

Jonathan Bolch
Willis DeWitt
Miles Woofter

Mackenzie

Ralph Henderson, Civil Engineer
Josh McDowell, Structural Engineer
Steven Tuttle, Landscape Architect



Existing Site and Building Plan



Selected Conceptual Site and Building Plan

Overview

The Jessie Mays Community Hall (JMCH) is the City of North Plains' primary community center and located within the City's largest park. Formerly a gymnasium for an elementary school, the facility is operated by the City and hosts a variety of events that vary in scale, type, and duration, the largest being the annual Garlic Festival.

The City is considering a renovation and expansion of Jessie Mays Community Hall to best accommodate its current uses and projected future need. Woofter Architecture was retained in September 2014 to assist the City with a needs assessment of the facility and to develop a preliminary conceptual design for the expansion of the building. As the Community Hall and Park are linked amenities, the design concepts were developed as a comprehensive vision to maximize opportunities for connections between site and building so that the two reinforce each other and form an integrated whole.

This report is the result of a three-month process that included a review of the existing Parks Board Master Plan, touring existing facilities, and a series of meetings with the Parks Board, City staff, and members of the community. During these sessions, needs, goals, and priorities were validated and refined. Precedents were considered and design concepts were presented and discussed. The larger North Plains community was engaged through questionnaires and visual displays developed for the annual Chili Cook-off held at Jessie Mays Community Hall. This process resulted in the selection of a conceptual design encompassing both building and park.

Conceptual Cost Opinion

Based on the preferred conceptual design selected, a conceptual cost opinion was developed based on square footages of work proposed for site and building improvements. With the inclusion of margins and adjustments, this overall total construction cost is estimated at \$2,956,921.

Typically, the total construction cost (hard cost) for a project of this type are 75 percent of the overall total project costs. In addition to this hard cost, approximately 25 percent of the total construction cost should be allocated to project soft costs (design fees, geotechnical report, site survey, etc.). This total is \$739,230, resulting in an overall estimated project cost of \$3,696,200.

Conclusions

- North Plains residents highly value Jessie Mays Community Hall and Park and recognize their importance in enhancing their quality of life and in helping to strengthen a sense of community.

- Jessie Mays Community Hall is currently undersized relative to its demonstrated need and its significance as a central public resource for the City. Its entry is not easily identified (and non-ADA accessible) and the building does not visually or physically engage with the surrounding park and activities. As a centrally-located structure, it currently is more of a divider than a connector.

- Expanding and upgrading Jessie Mays Community Hall will significantly enhance the facility's ability to serve a rapidly-growing community and to accommodate events of many types and sizes. Improvements such as creating a welcoming and accessible entry and enlarging the existing meeting hall, kitchen, restrooms, and storage, combined with adding new areas such as an entry lobby, smaller meeting space, and outdoor-accessed restrooms, will greatly add value, function, and flexibility to the building.

- Jessie Mays Community Park is in need of stronger pedestrian connections to the surrounding neighborhood, to the Community Hall, and between the east and west sides of the park. There is a lack of covered outdoor spaces and shade, playing surfaces require repair, and vehicle parking is both undersized and poorly located.

- Improvements to Jessie Mays Community Park including providing more gracious pedestrian access and circulation, relocating parking to the perimeter, upgrading existing recreation areas, and the creation of a variety of gathering areas, will greatly benefit the experience and usefulness of the park both for daily visitors and larger events.

Architectural

Jessie Mays Community Hall and Park are central and essential resources to the City of North Plains and reflect the importance of public spaces and recreation as essential to quality of life and creating a sense of community. The conceptual design for the expansion and renovation of the Hall significantly improve the flexibility and function of the facility, honor and extend its existing architectural character, and greatly enhance its visual and physical connections to the park and community beyond. Key design features include:

Exterior Design The expansion continues the character of the existing structure by extending its central roof form and then adding a lower roof on either side. On the east this provides a new covered entry porch and expanded central meeting space. On the west this creates a long covered porch connected to the central meeting space and overlooking the large playing field. These covered porches provide spaces that overlook the adjacent outdoor areas with shade from the sun and protection from the rain. Windows in the new building will continue the vertical proportion of the existing glazing but be enlarged to provide better interior daylighting, more visual connections to the exterior, and a better expression of the civic importance of the building.

Building Entries As the Community Hall sits in the center of the park, people will approach it from both sides. The design encourages this by providing welcoming and ADA accessible entries facing both directions, each sheltered by a generous covered porch. A glazed set of double-doors on both sides leads from the porches to a new lobby space. This provides access to both the meeting spaces and to two new enlarged, accessible restrooms.

Large Meeting Room The existing meeting room expands west to provide approximately 50% more space to better accommodate existing functions and to provide more capacity as the community grows. The existing dropped ceiling will be removed to expose the existing timber trusses concealed above, adding greatly to the height, character, and identity of this central gathering space. To increase the flexibility of the space, the existing stage area is removed and a portable/storable stage is proposed. Expanded storage for tables, chairs, and stage is provided directly adjacent to this room. To better connect this space to the exterior and further extend the size and flexibility of this area, the east wall is envisioned as a series of large doors (conceptually shown as overhead doors in the drawings) that can be opened to the adjacent covered porch. These doors could also be sliding doors,

French doors, etc.

Small Meeting Room (Community Room) A new meeting room is created at the south end of the building directly across the lobby from the Large Meeting Room to accommodate smaller functions and events.

Kitchen The existing kitchen is significantly expanded to better serve both interior and exterior events. Large concession windows face both into the Large Meeting Room and outside to the covered porch. A new door and overhead door connect the kitchen directly to the exterior loading area at the north end of the site.

Outdoor Restrooms Two new accessible restrooms directly accessible from outside are created facing east toward the playground and court area.

Other Spaces and Considerations Expanded support spaces such as mechanical and electrical areas are provided at the north side of the building, along with a sink directly accessible from the outside. An enclosed trash room adjacent to the kitchen and also directly accessible from the outside is provided. During the next phases of design, mechanical, electrical, and plumbing systems will be designed including site lighting, electrical outlets, and hose bibs on all sides of the building.

Site Design and Landscape

The 1.84 acre site has been redesigned in a way that accommodates known activities on the site, such as the Garlic Festival, while allowing for flexible, daily use of the site. An open lawn on the east side of the site allows for open recreation and event performances while the west side accommodates programmed uses like basketball and a playground.

An east /west axis along the southern edge of the site connects users from the parking lots to the main building entries and a double row of trees reinforces a framework for event tents during festival times. Benches incorporating electrical outlets for events are proposed on a repetitive spacing to accommodate event tents. Emphasis is given to the paving and planting at the center of the axis to signify the building entry. West of the building, large shade trees provide relief for playground users and nearby picnic tables. Corner entries to the site offer valuable connections to the adjacent properties and encourage pedestrian access to the park.

Vehicle parking has been relocated to the perimeters of the site to maximize the amount of contiguous recreation area and to replace

the existing parking lot with a direct and welcoming pedestrian pathway from the primary point of site entry, the southwest corner. By providing parking stalls on the east, west, and south edges of the site, the amount of parking is greatly increased and the streets themselves become the drive aisles for the parking, increasing the site utilization for recreation.

Plant material on the site should be well adapted to local conditions and tolerant of drought. Near the play areas, thornless and berry-free plants will be most appropriate. Shrubs throughout the site should be maintained to three to four feet in height to allow for visual access from the exterior of the site. Upright-branched trees along the southern axis will reinforce the NW Hillcrest Street corridor and minimize disturbance with event tents. Trees near the playground should be long lived species with a high canopy.

Civil

The storm water facilities adjacent to the parking areas will be swales with drought tolerant planting. Vegetated basins will be located at the south end of the plaza and at the intersection of NW Hillcrest and NW 309th. Storm water planters at the building downspouts will treat the storm water coming from the roof. Additionally, there will be different types of pervious hardscape surfaces at the event areas and basketball court. By showcasing several different types of storm water facilities on the site, the site storm system can become a beautiful and educational amenity.

Revisions to the existing plumbing fixtures in the updated building should be accommodated with modifications to the existing sewer and water services within the building. This approach will need to be confirmed during design development when sewer elevations are determined and water pressures are known.

Grading throughout the park would be designed to provide suitable slopes to accommodate all the various event activities, as well as ensuring positive drainage from the site to all the storm water facilities.

Prior to further design work it is recommended that a full site boundary, topographic, and utility survey be completed.

Structural

The existing Jessie Mays Community Hall is typical wood framed construction from the mid 1900's and appears to be in reasonably good conditions. This building appears to have met the code under which it was constructed, but there have been significant changes

to the force levels and detailing requirements over the years. The proposed modifications to the community center structure are significant and would require that the building is analyzed for conformance with the current building code requirements, including Chapter 34 of the Oregon Structural Specialty Code as well as the ASCE 41 Standard for Rehabilitation of Existing Structures.

Based on our limited review of the existing drawings and our visual assessment of the current existing conditions, it would appear that the proposed expansion of the facility would require upgrades to the existing structure:

- The existing roof and floor framing will likely need to be modified to support the expansion on all four sides of the existing structure.

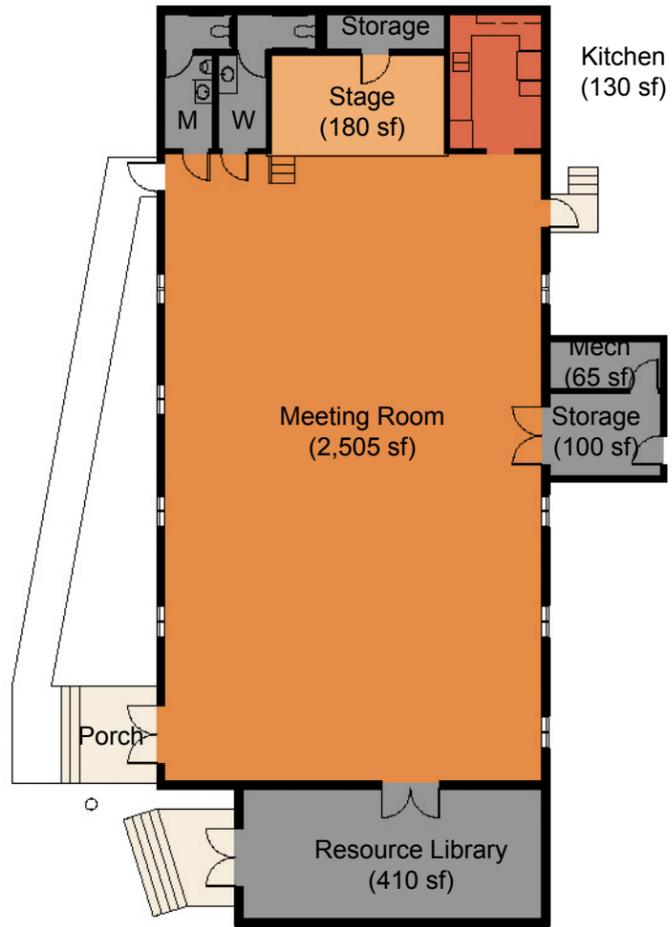
- The existing walls act as shearwalls and resist the code required wind and seismic forces. In a number of locations, a significant amount of wall is being removed to open up the space and improve the functionality of the space. There appears to be adequate wall remaining on each elevation that can be improved to support the new loads and meet the current code requirements.

- The roof sheathing is acting as a diaphragm to transfer code required wind and seismic forces to the shearwalls. With the increases in code loading and the addition of new loads, it appears that this sheathing will need to be re-nailed and straps added to meet the current code requirements. In addition, new drag elements will be required to transfer loads across the openings in the walls to the upgraded shearwalls. It is recommended that the roof shingles are removed to complete this work.

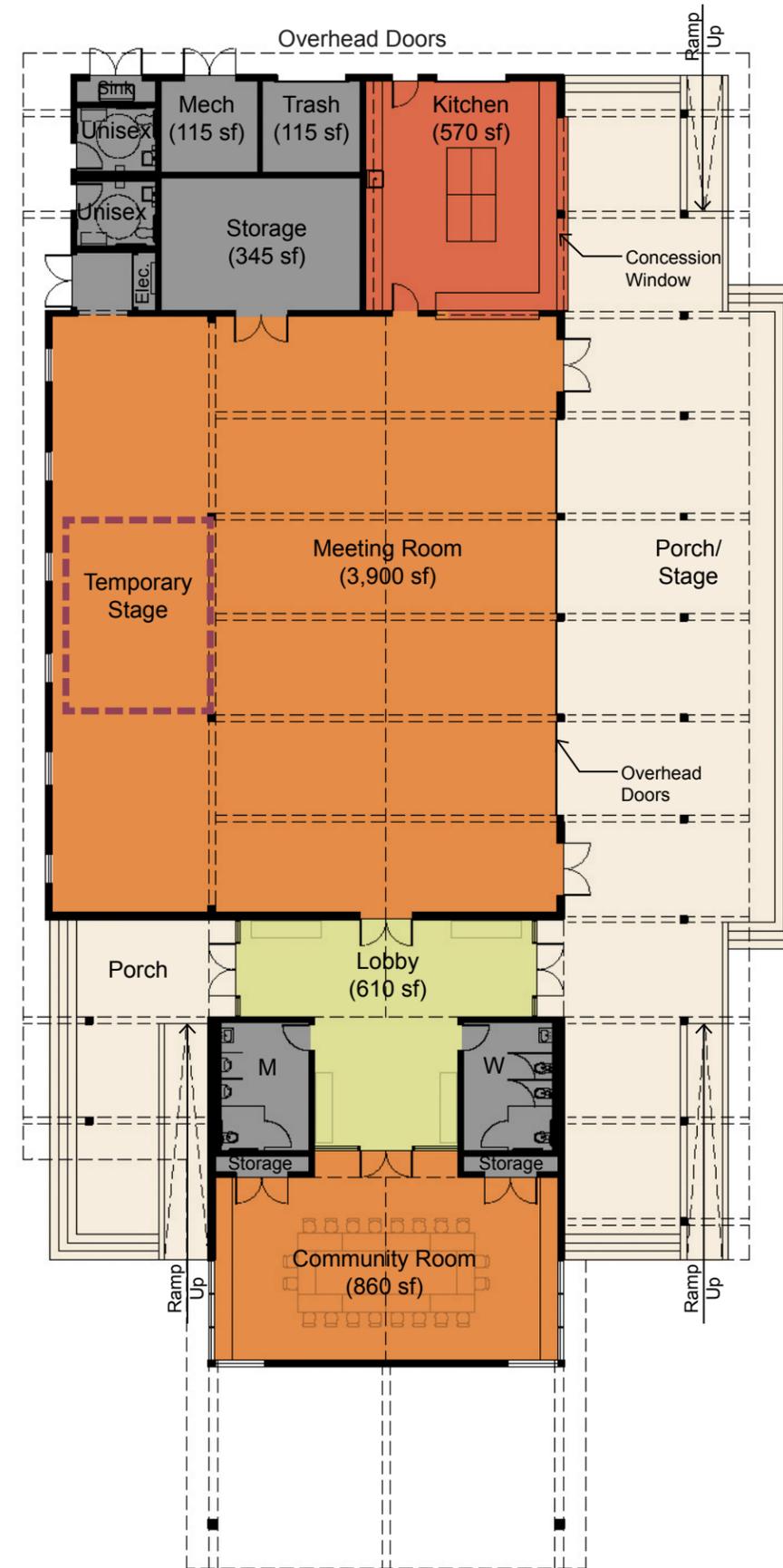
Based on our experience with similar renovation projects, it is our opinion that the cost to complete a seismic upgrade would be approximately \$12 - \$17 per square foot of the existing building. This does not include the cost to replace finishes or build the new expanded structure.

These findings are based on a visual observation of the project and a review of the drawings and reports as noted above for the project. Only readily visible and accessible elements were observed, and no material testing was performed. The conclusions in this report are based on the professional experience and opinions of the Design Team.





Existing Building

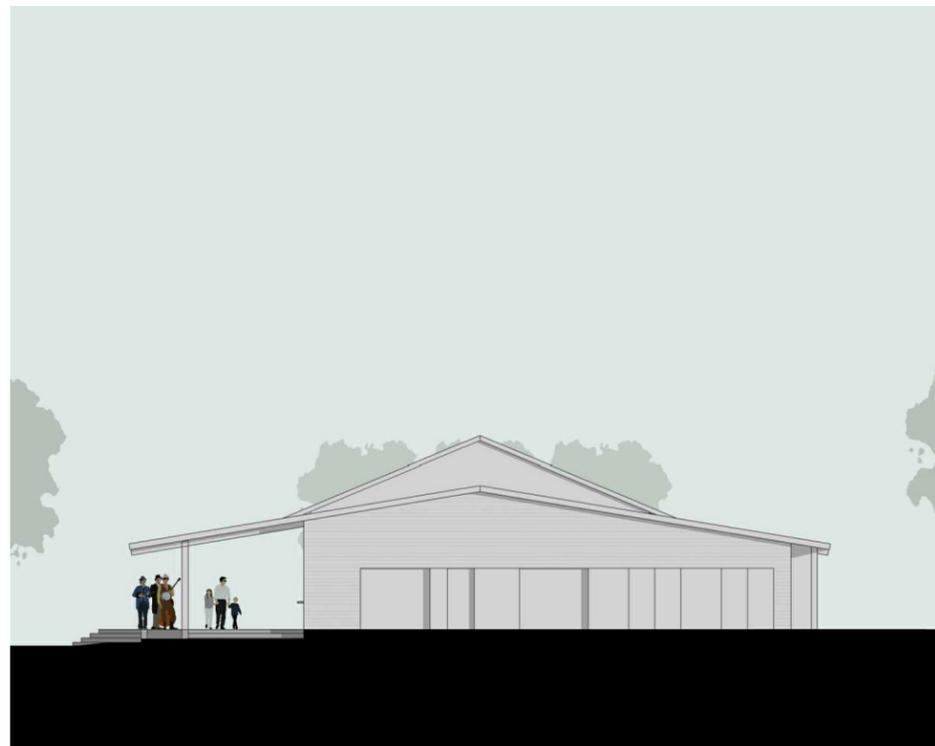




South



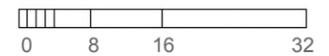
East



North



West







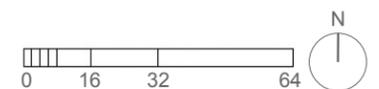
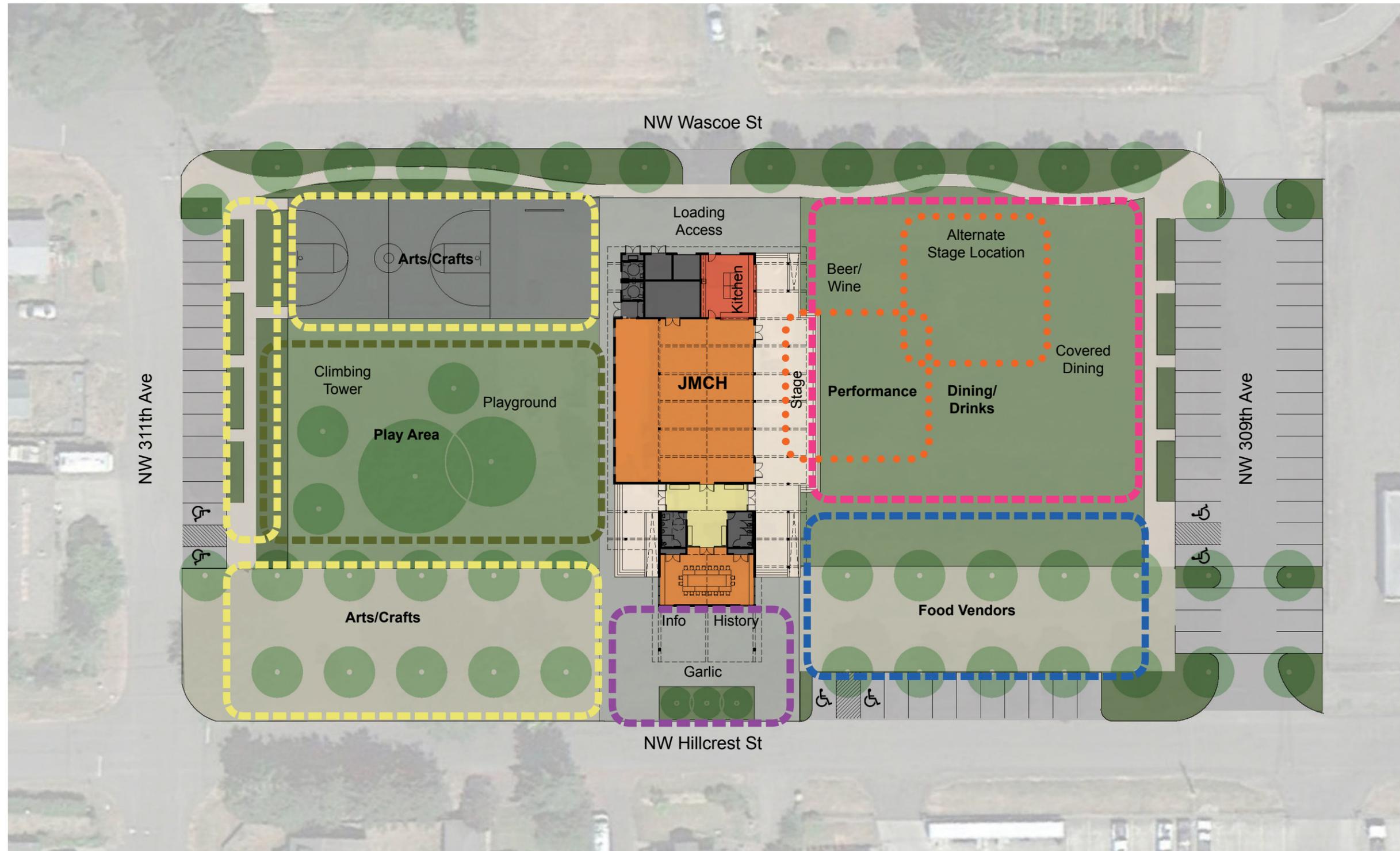




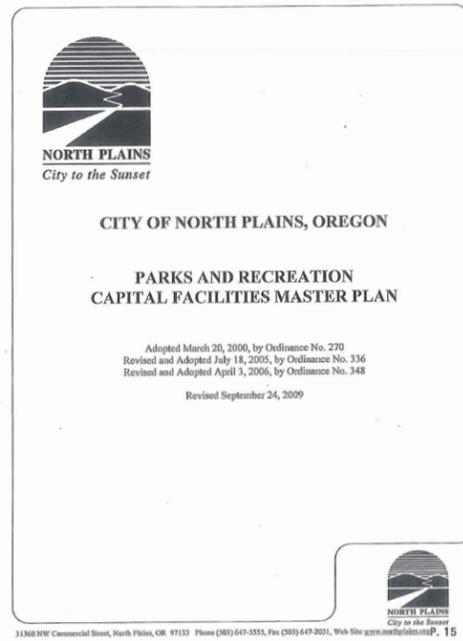




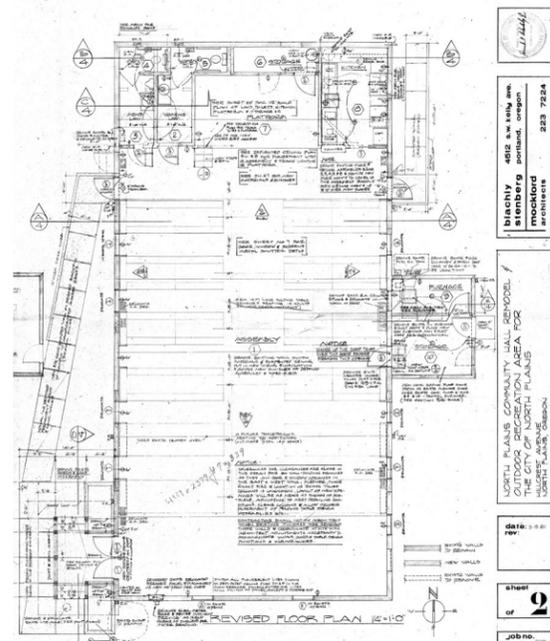




needs assessment: process



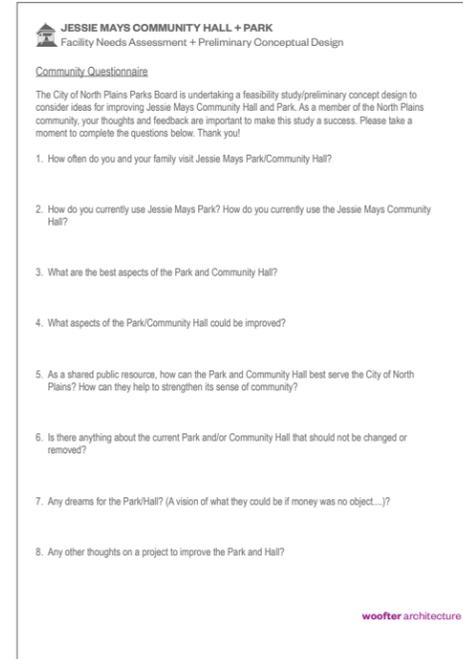
Parks Master Plan



Existing Documentation



Tour of Site



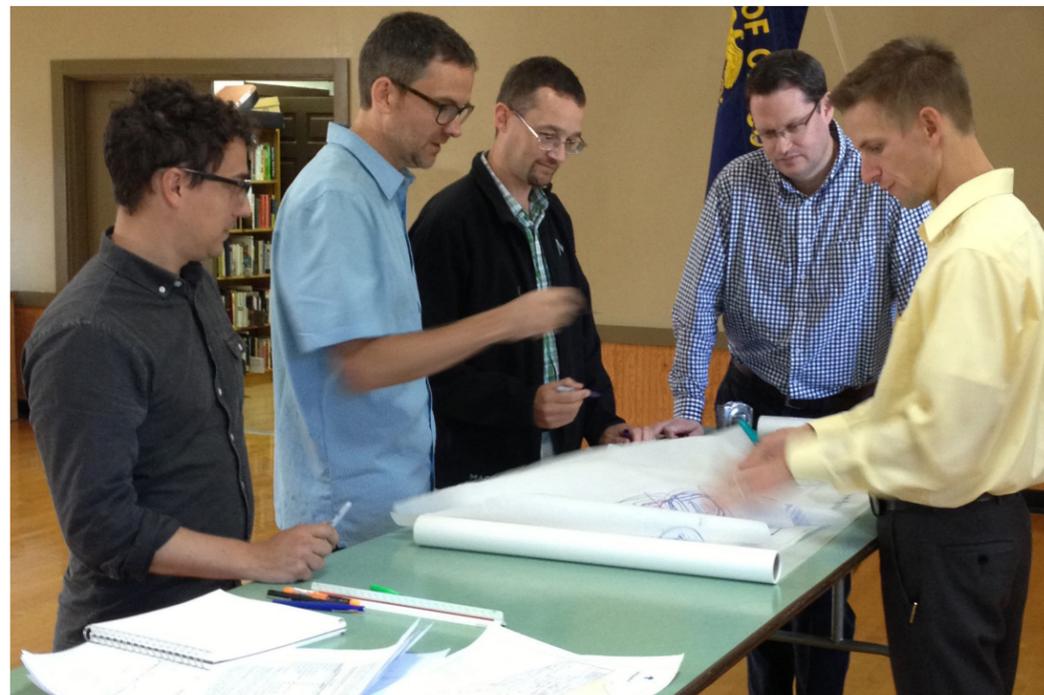
Community Questionnaire

Review of Existing Information and Conditions

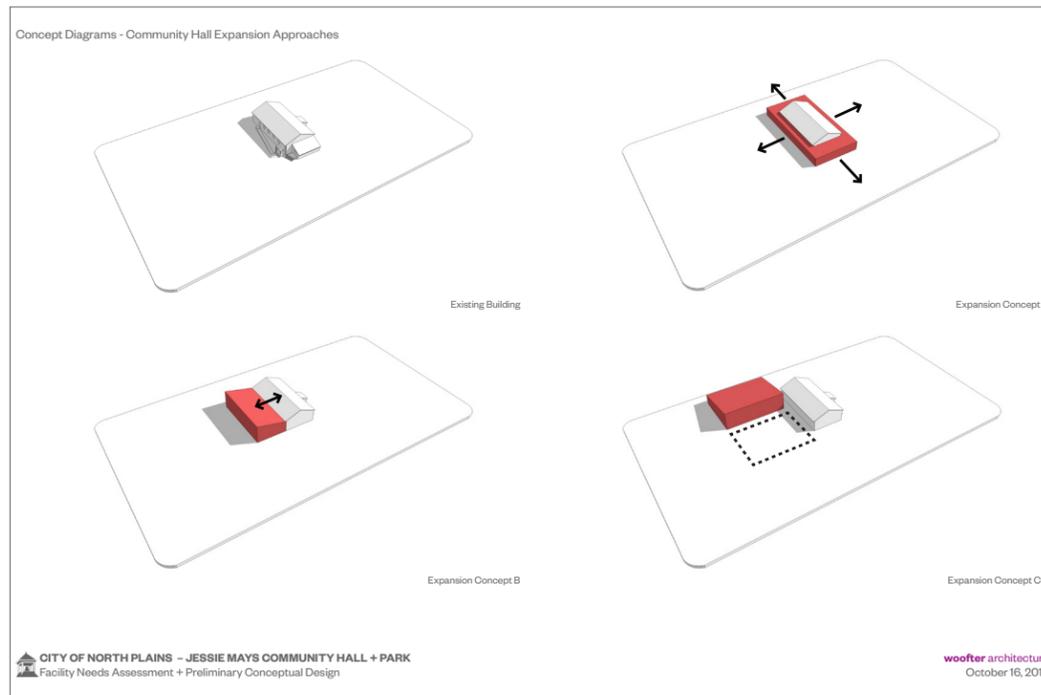
The Design Team reviewed the Parks Master Plan and drawings of a 1981 remodel to Jessie Mays Community Hall provided by the City. The Team met on-site and conducted a visual assessment of the building and park and held a worksession within Jessie Mays Community Hall. The visit included a walking tour of the City to better understand the project's context and relationship to the neighborhood and City.

Community Engagement

To build on previous survey information contained in the Parks Master Plan and gain valuable input regarding specific needs and goals for the Hall and Park, the Design Team developed questionnaires for community members and organizations. Additionally, visual displays diagramming the existing Hall and Park and a list of goals and priorities were developed along with three conceptual expansion approaches. All of these documents were made available to the public for review and comment and displayed at the annual Chili Cook-off in the Jessie Mays Community Hall.



Design Team Worksession at JMCH



Initial Conceptual Design Diagrams

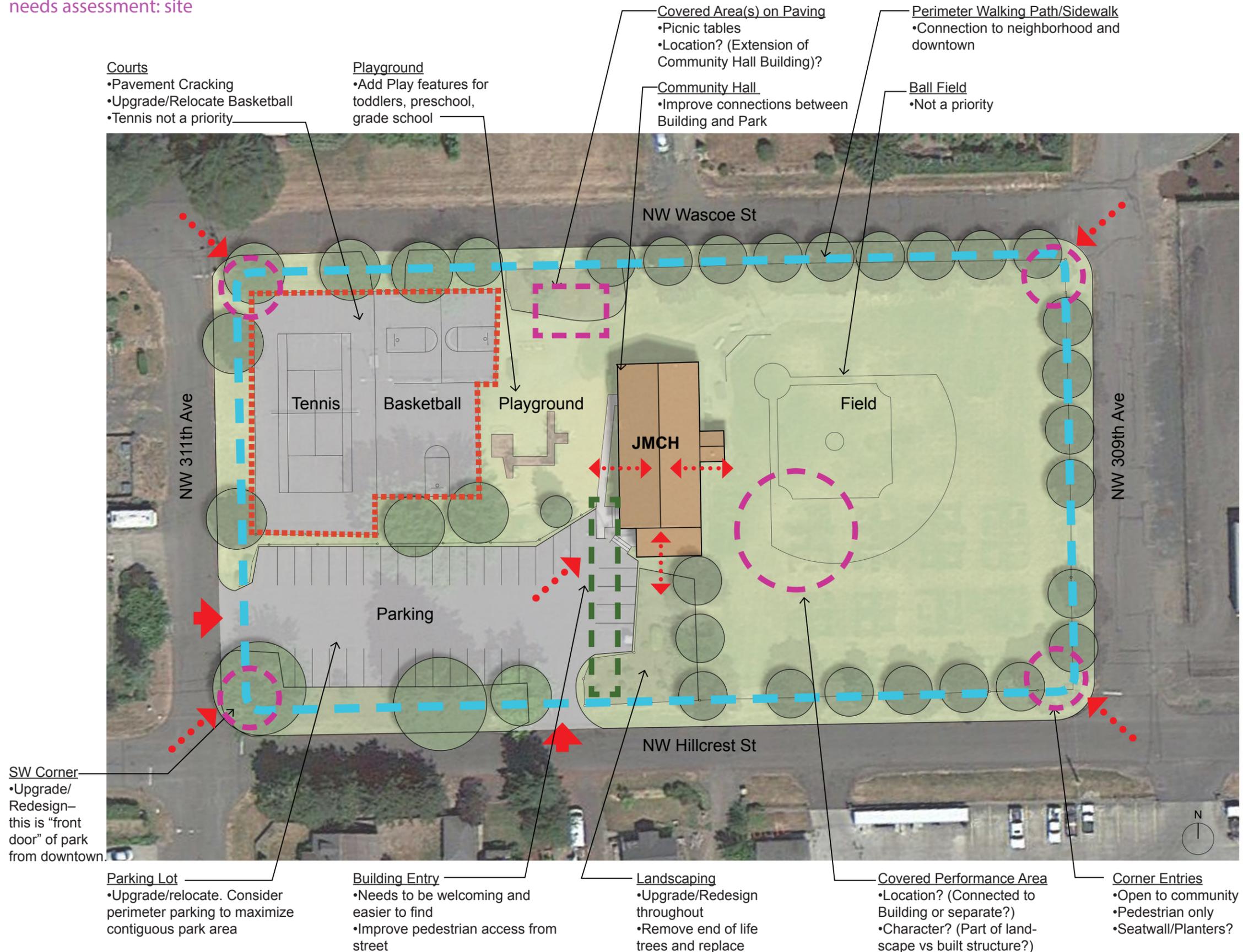
Needs, Goals, and Priorities

An initial list of project needs and goals was provided by the Parks Board. Through a series of collaborative meetings with the Board, City Staff, and members of the community (such as representatives from the Garlic Festival and Friends of the North Plains Library), these needs and goals were refined and a set of project priorities was established.

Conceptual Design Options

Based on the information gathered from the City of North Plains, the Parks Board, and the community, the Design Team developed three conceptual design options for both building and site as well as a collection of precedent imagery. Through discussing these, goals and priorities were further refined, and a preferred design concept was identified for both building and park. This scheme was developed into a series of 2-d and 3-d drawings showing the main design concepts for both the Community Hall and Park. These drawings were used to establish a conceptual cost opinion for work to both building and site.

needs assessment: site



VISION

- Enhance identity of park and its sense of place
- Strengthen connections between park and surrounding neighborhood and larger North Plains community
- Improve indoor/outdoor connections between Park and Community Hall building

GOALS/PRIORITIES

- Open up perimeter and corners of park to improve connection to neighborhood
- Improve pedestrian circulation/paths at perimeter of park
- Improve pedestrian access to Community Hall
- Improve visual and physical connections between building and park
- Better unite two halves of park
- Enhance ability of park to host a variety of events of varied type and size (Garlic Festival, etc)
- Provide covered exterior space(s) that can flexibly accommodate a variety of uses such as eating, performances, etc.
- Provide a variety of seating/gathering areas
- Upgrade/relocate parking
- Upgrade/relocate basketball courts
- Improve playground adding additional play features for toddlers, preschool, and grade school
- Provide outdoor restroom facilities
- Upgrade/redesign landscaping to reinforce overall vision

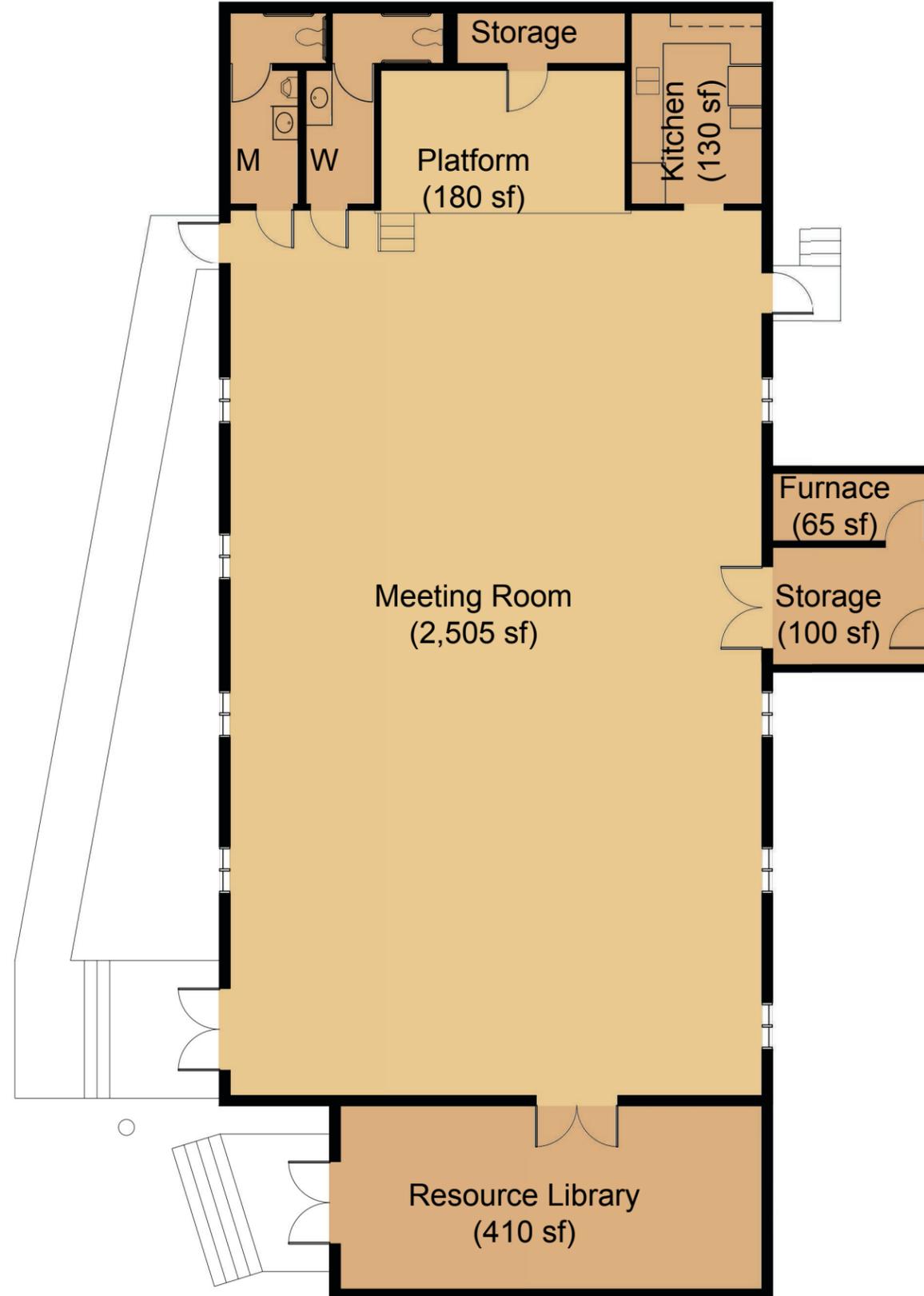
needs assessment: building



View from Southeast



View from East



VISION

- Expand and upgrade building to better serve community now and in the future
- Create front entry that is easily identified and welcoming
- Improve indoor/outdoor connections between Building and Park

GOALS/PRIORITIES

- Improve pedestrian access to front entry
- Expand large meeting room by approximately 50% (total 250 occupants)
- Provide flexibility to accommodate gatherings/functions of various sizes—with movable partitions and/or by adding a new smaller meeting space
- Improve visual and physical connections between building and park
- Create lobby/transition space between front entry and meeting space(s)
- Upgrade and enlarge restrooms
- Upgrade and enlarge kitchen
- Provide adequate storage
- Provide any required seismic and ADA upgrades
- Provide required exterior maintenance

Site Context – Aerial Photo Looking North



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 1 September 24, 2014

Existing Site – Context



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Facility Needs Assessment + Preliminary Conceptual Design

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Site Context – Aerial Photo Looking North



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Existing Conditions – Exterior



View from East



View from Northwest



View from Southeast



View from Southeast

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Facility Needs Assessment + Preliminary Conceptual Design

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Existing Conditions



View from South

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Garlic Festival



Field: View looking East



Court Area: View looking North



Parking Entry: View looking Northeast

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Facility Needs Assessment + Preliminary Conceptual Design

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Existing Conditions – Interior



View looking South

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Facility Needs Assessment + Preliminary Conceptual Design

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Existing Conditions – Interior



View looking South



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

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Meeting1 September 24, 2014

Building Program Confirmation

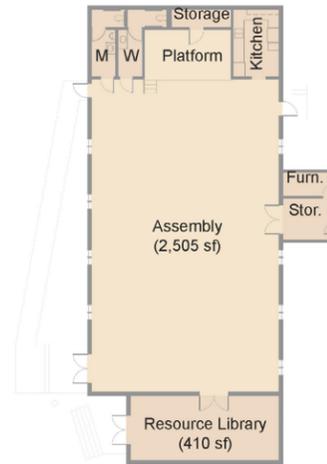
New and/or Expanded Program



Facility Needs Assessment + Preliminary Conceptual Design

Goals/Priorities

- New Entrance
- Expand Building
- Enlarge Restrooms
- Enlarge Kitchen
- Meeting Room/Partition
- Fitness Studio
- Storage
- Sound System/Projector Screen
- Signage on side of building
- Outside Restroom(s)



Existing Building Floor Plan

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Building Program Confirmation - Size Comparisons



Goals/Priorities

- New Entrance
- Expand Building
- Enlarge Restrooms
- Enlarge Kitchen
- Meeting Room/Partition
- Fitness Studio
- Storage
- Sound System/Projector Screen
- Signage on side of building
- Outside Restroom(s)

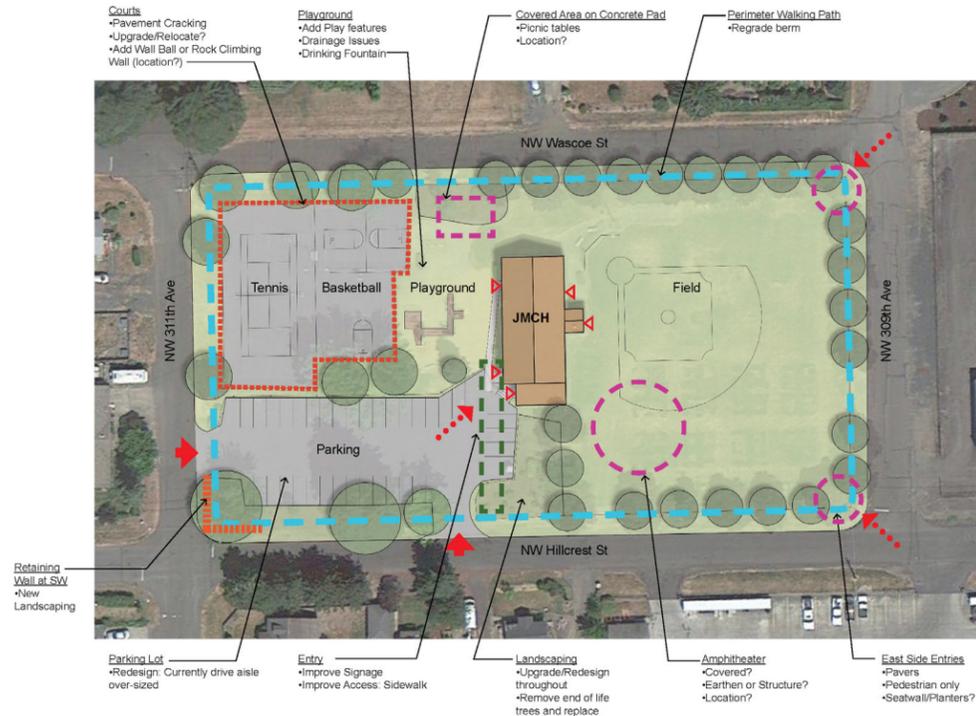
Program Components

- Existing Building
- New Entrance/Lobby
- Kitchen
- Restrooms/Shower
- Storage
- Assembly/Meeting Hall
- Fitness Studio
- Meeting Room

CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

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Existing Site - Masterplan Needs Assessment Diagram



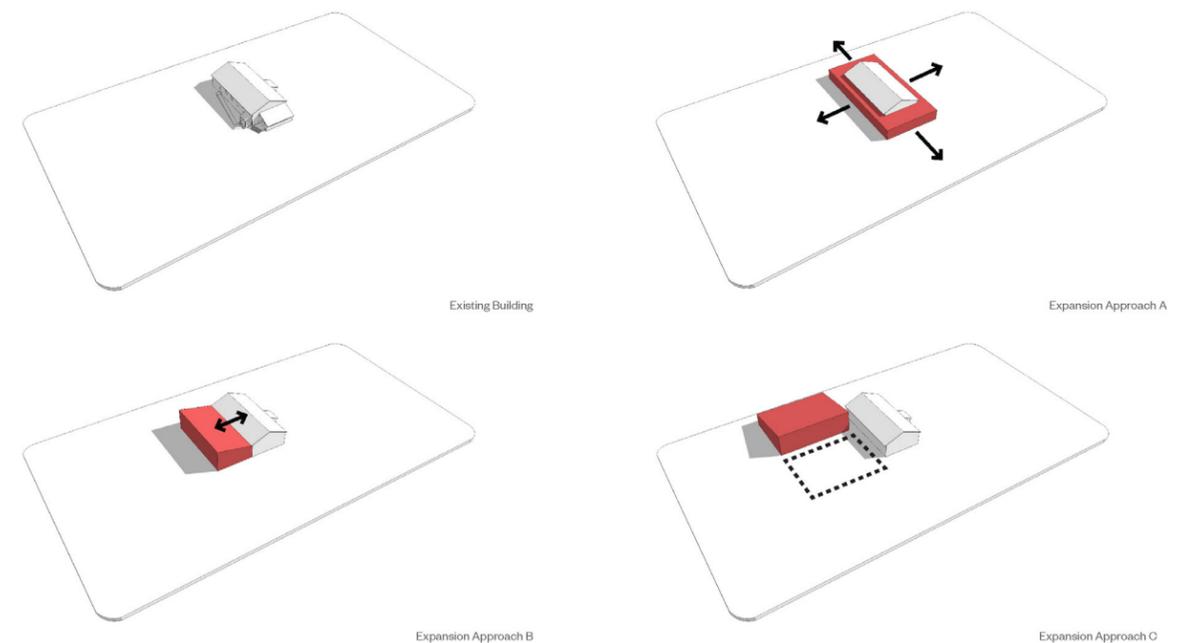
CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

Goals/Priorities

- Signs: update & relocate
- Entry Signage
- Open entrances on east side: pavers
- Removal of end of life trees & replant
- Nice metal benches (sponsored)
- Picnic Benches
- Large gazebo/covered area on concrete pad, oversized picnic tables (rental?)
- Amphitheater
- Redesign parking lot (keep handicap up next to building)
- Sidewalk up to entrance
- Walking Path Around Perimeter of Block
- Retaining wall and landscaping around SW corner of complex
- Drinking Fountain
- Play features for toddlers, preschool & grade school
- Upgrade Basket Ball & Tennis Courts (relocate?)
- Wall Ball wall or rock climbing wall
- New landscaping throughout—Upgrade/Redesign Landscaping
- Covered Area with Picnic Benches

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Building Diagrams - Expansion Approach



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL
Facility Needs Assessment + Preliminary Conceptual Design

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Site Perimeter and Context



View Toward Park from SW



NW 309th Ave



NW Main St Right-of-Way Improvements



View Toward Park from NW

 CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 2 October 22, 2014

Precedents – Holly Farm Park



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents – Centennial Park



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents – Ankeny Plaza



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents - Columbia Gorge Community College



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents - Mt Tabor Park



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents - Covered Outdoor Space



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents - North Plains Context



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents-Event Hardscape-NC Museum of Art



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Facility Needs Assessment + Preliminary Conceptual Design

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Meeting 3 November 19, 2014

Precedents-Event Hardscape-NC Museum of Art



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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents - Farmers' Markets



Beaverton Farmers' Market



Sprout Marketplace, Springfield, OR

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Facility Needs Assessment + Preliminary Conceptual Design

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Precedents-Picnic and Play Areas-Westmoreland Park



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Facility Needs Assessment + Preliminary Conceptual Design

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Meeting 3 November 19, 2014

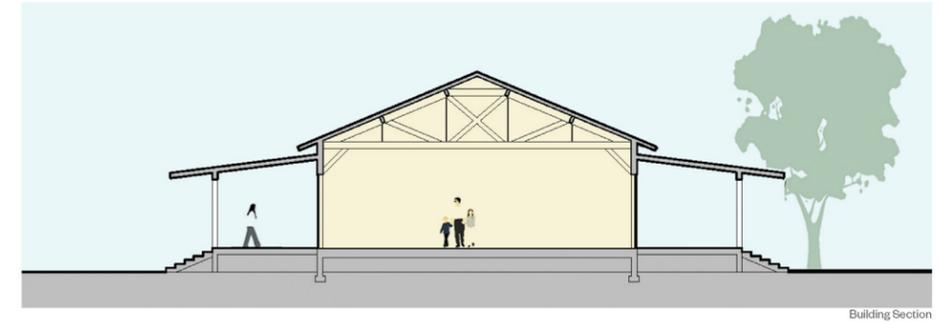
Floor Plan - Concept A



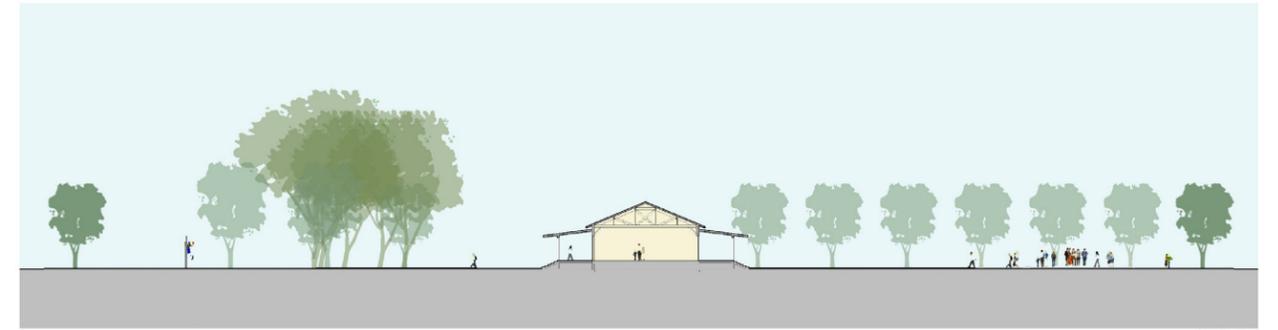
CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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Sections - Concept A



Building Section



Site Section

CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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Views - Concept A



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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Views - Concept A



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Floor Plan - Concept B



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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 Meeting 2 October 22, 2014

Sections - Concept B



Building Section

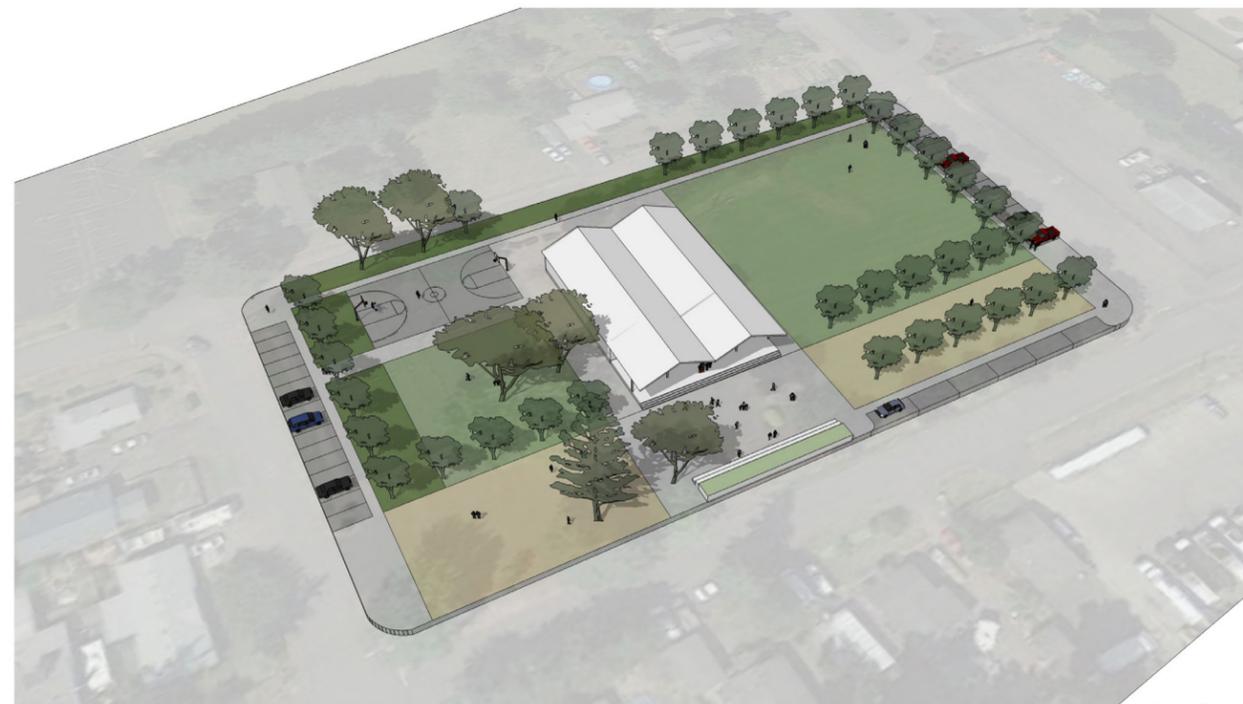


Site Section

CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 Meeting 2 October 22, 2014

Views - Concept B



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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 Meeting 2 October 22, 2014

Views - Concept B



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

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 Meeting 2 October 22, 2014

Floor Plan - Concept C



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Sections - Concept C



Building Section



Site Section

CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Views - Concept C



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Views - Concept C



CITY OF NORTH PLAINS - JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 2 October 22, 2014

Site Plan



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 3 November 19, 2014

Floor Plan



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 3 November 19, 2014

Aerial View from SW



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 3 November 19, 2014

Aerial View from SE



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 Meeting 3 November 19, 2014

Site Plan



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

Floor Plan



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

Aerial View from SW



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

Aerial View from SE



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
 November 26, 2014

View of Entry from SW



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 November 26, 2014

Proposed Site Plan – Garlic Festival Diagram



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 November 26, 2014

Aerial View from NE



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 November 26, 2014

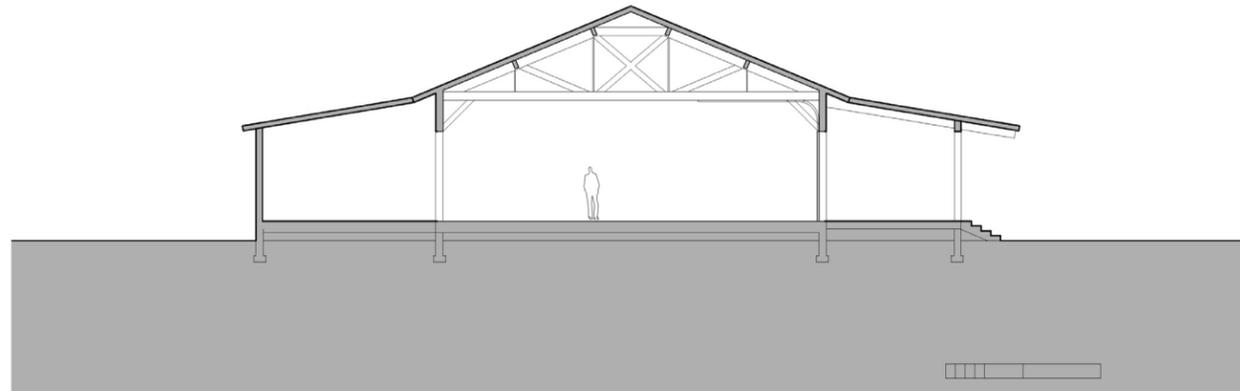
Aerial View from NW



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

wofter architecture
 November 26, 2014

Building Section



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 3 November 19, 2014

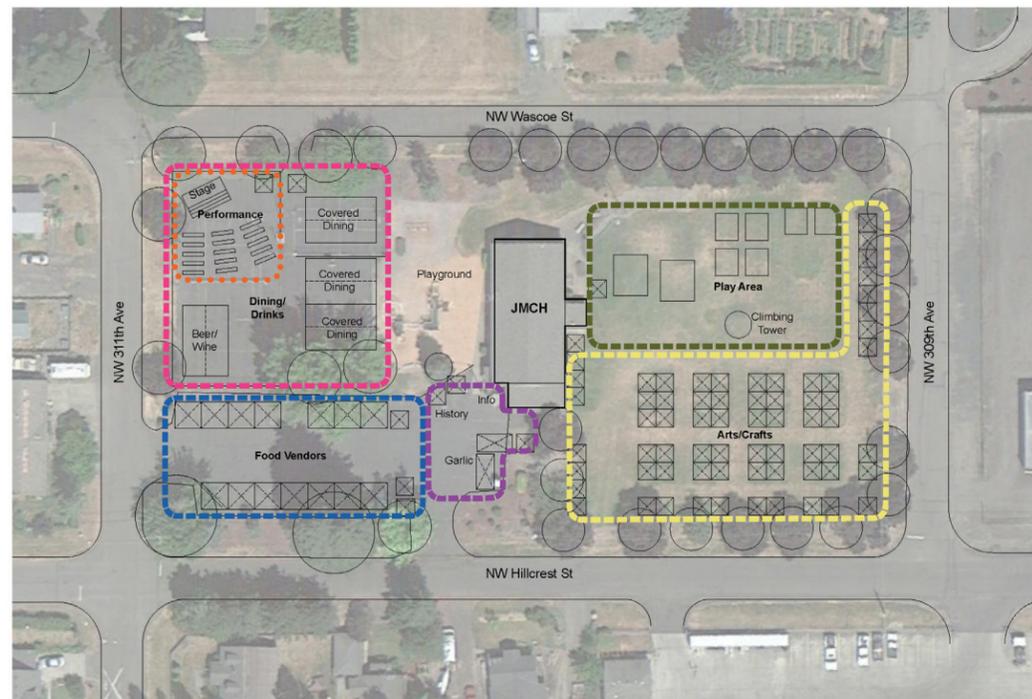
Assembly Space – Ceiling Structure Exposed



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 2 October 22, 2014

Existing Park – Garlic Festival Diagram



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 3 November 19, 2014

Proposed Site Plan – Garlic Festival Diagram



CITY OF NORTH PLAINS – JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

woofter architecture
Meeting 3 November 19, 2014

appendix: conceptual cost opinion

Cost Opinion

Woofter Architecture developed the included Conceptual Design Cost opinion based on the included site and building floor plans as well as the Architectural, Civil, Structural and Landscape Concept Design narratives. The work comprises approximately 113,740 square feet of site work including the new parking area along 309th Avenue. The area of work on the Community Hall includes 2,600 square feet of new enclosed construction, 2,040 square feet of exterior covered porch and the remodel of 3,600 square feet of the existing building. This estimate is based on December 2014 construction costs and our recent construction cost information from Portland area projects with similar systems. In addition, this Conceptual Cost opinion has been reviewed by a third-party construction industry partner and the numbers adjusted based on their input.

The estimated cost for the work for Conceptual Design Site Work is \$1,199,424. The Jessie Mays Community Hall addition and renovation cost is estimated at \$966,960. These numbers combined establish the total estimated direct construction cost of \$2,166,384. With the inclusion of margins and adjustments, the overall total construction cost is \$2,956,921.

Typically, the total construction cost (hard costs) for a project of this type are 75 percent of the overall total project costs. In addition to this cost, approximately 25 percent of this total construction cost of \$2,956,921 should be allocated to project soft costs (design fee, geotechnical report, site survey, etc.). This total is \$739,230, resulting in an overall estimated project cost of \$3,696,200.

**North Plains
Jessie Mays Community Hall**

COST OPINION

	Length	Height	Qty	Total		Rate	Cost
Proposed Site and Building Plan dated November 26, 2014							
Site Work							
Site Construction			113,740		gsf		\$0
Major Site Construction		60%	68,244			\$10	\$682,440
Amphitheater			1			\$25,000	\$25,000
Basketball Court			1			\$40,000	\$40,000
New Parking Lot			60		stalls	\$4,500	\$270,000
Minor Site Construction		40%	45,496			\$4	\$181,984
							\$1,199,424
Jessie Mays Community Hall							
Existing Interior Remodel			3,604		nsf	\$90	\$324,360
New Addition - Core/Shell + Interior Build-Out			2,601		nsf	\$200	\$520,200
New Construction Exterior Porches			2,040		nsf	\$60	\$122,400
							\$966,960
							\$2,166,384
Margins and Adjustments							
GC General Conditions/Supervision						7%	\$151,646.88
Bonds and Insurance						2%	\$46,360.62
Overhead and Profit						3%	\$65,020.77
Construction Contingency						7%	\$151,646.88
Estimating Contingency						15%	\$324,957.60
Owner Contingency						10%	\$216,638.40
							\$790,537
							\$2,956,921
						OVERALL TOTAL	\$2,956,921



notes

Project: City of North Plains
Jessie Mays Community Hall and Park Feasibility and Concept Design Study

Regarding: Goals and Priorities

Date: October 10, 2014

Overall

Connect the Park to the surrounding neighborhood and community

- Open up perimeter and corners
- Improve perimeter pedestrian circulation/paths

Connect the Community Hall to the Park

- Provide visual and physical connections between building and park
- Unite the two halves of the park, making the Community Hall a connector instead of a divider

Enhance Flexibility of Community Hall and Park

- Strengthen their ability to accommodate a variety of events of many types and sizes
- Reinforce their role as central and essential community resources

Park

Provide covered exterior space(s) that can flexibly accommodate a variety of uses

- Eating/picnic tables
- Performances—amphitheater
- Watching activities in park

Provide a variety of seating/gathering areas in park

- Benches, seat walls
- Hard surfaced area (pavers, etc)

Improve Parking and access from parking to Park and Building

- Upgrade and/or relocate parking
- Provide better pedestrian experience/access to park and building

Improve Courts

- Upgrade or relocate basketball
- Tennis court not a priority and can be eliminated

Improve Playground

- Add play features for toddlers, preschool, & grade school

General

- Upgrade/redesign landscaping to reinforce overall vision
- Provide restrooms accessible from outdoors
- Baseball field not a priority and can be eliminated

Community Hall

Improve entry

- Create front entry that is easily identified and welcoming
- Improve access to front entry for pedestrians

Enlarge Building

- Expand large meeting room by approximately 50% (to 250 occupants)
- Provide flexibility to accommodate gatherings/functions of various sizes—movable partitions or add new smaller meeting space
- Create lobby/transition space between front entry and meeting space(s)
- Enlarge restrooms
- Enlarge kitchen

Provide required upgrades/maintenance

- Seismic
- ADA Accessibility
- Siding
- Roof

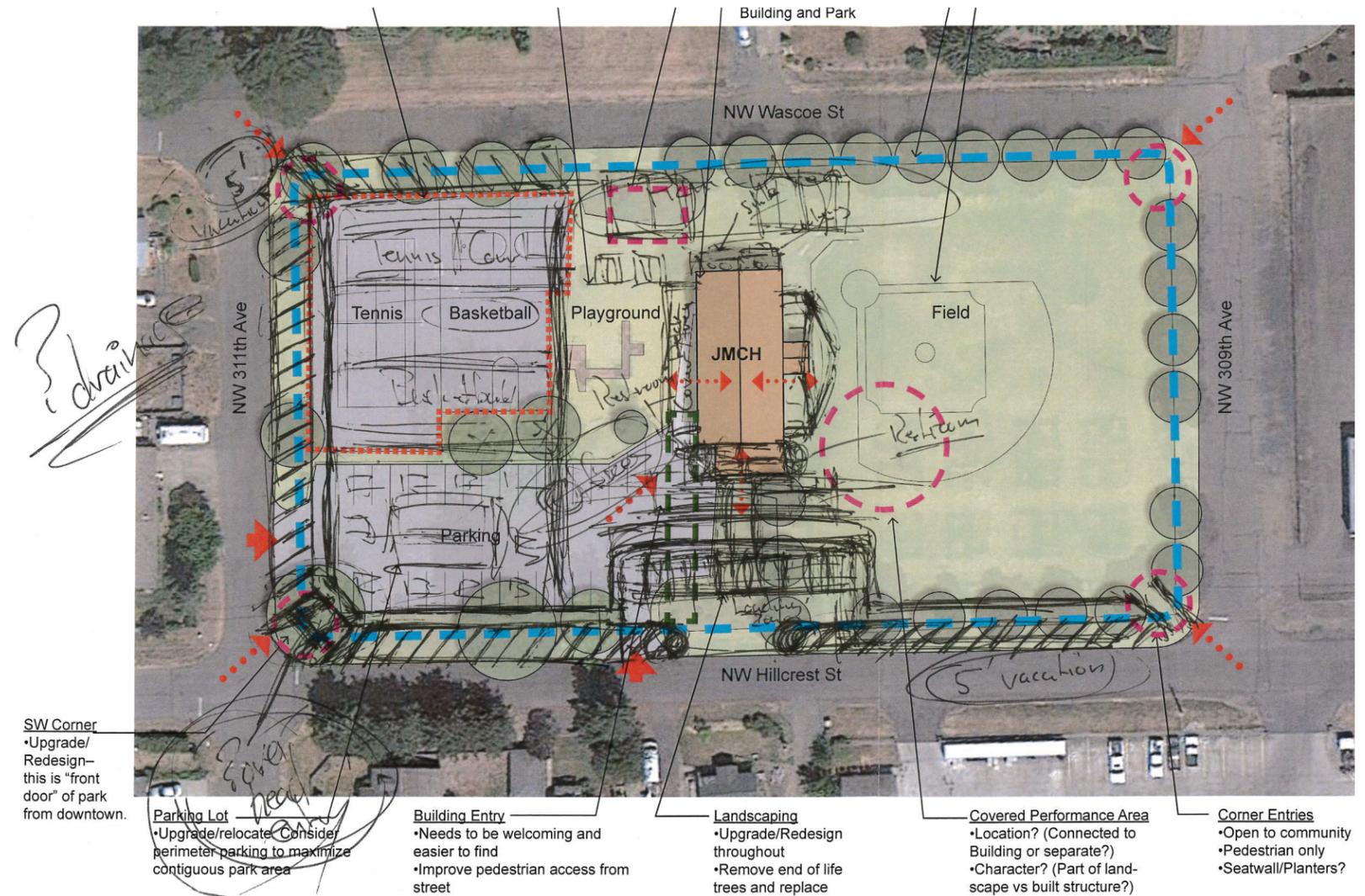
Please let us know what you think about Jessie Mays Hall and Park by filling out this questionnaire:

JESSIE MAYS COMMUNITY HALL + PARK
 Facility Needs Assessment + Preliminary Conceptual Design

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success. Please take a moment to complete the questions below. Thank you!

- How often do you and your family visit Jessie Mays Park/Community Hall?
At least once or twice a week.
- How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?
Basket ball & open space use for football and soccer.
- What are the best aspects of the Park and Community Hall?
Large open grassy area for multi-use / Basketball Court
- What aspects of the Park/Community Hall could be improved?
Improve Kitchen Area. Basketball Court and hoops / Outdoor cooking & sink area. Move picnic area w/ cover area.
- As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?
Keep large open space grassy area. Move picnic use area plus cooking & cleaning area plus outdoor bathroom facilities
- Is there anything about the current Park and/or Community Hall that should not be changed or removed?
Large open grassy area. Prune large or remove trees along North Basketball area.
- Any dreams for the Park/Hall? (A vision of what they could be if money was no object...)?
Improve and accent South Entry to Jessie Mays. Move internal parking to external street parking with diagonal parking.
- Any other thoughts on a project to improve the Park and Hall?
*Take advantage of open grassy area and open East Side of Jessie Mays to Extended decks, covered area and an amphitheater seat to grassy area. woofter architecture
 Move picnic use on North side of Jessie Mays.*



peoples dispositions & their sense of community pride get better when they are around beautiful areas. like those fall colored trees. Water features relax & make people feel more contented.



JESSIE MAYS COMMUNITY HALL + PARK

Facility Needs Assessment + Preliminary Conceptual Design

Community Questionnaire

- a park that provides fun for family & kids & a relaxing place for the adults too. That's what I envision for Jessie Mays

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

more shade is needed (picnics). Those cherry trees are messy & not placed in the right places. Please take a moment to complete the questions below. You can drop it off at City Hall, email it to info@northplains.org, or complete the online form at www.northplains.org. Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall? 2x a wk. or more

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall? We don't use the hall, we use the park only. Summer: needs more picnic tables & shade. We play soccer on the field with our son, basketball, or play structures

3. What are the best aspects of the Park and Community Hall? Right now there's nothing special about this park. However it is the main & biggest park in No. Plains & it has tremendous potential. It should be developed with many more amenities & be turned into a beautiful park

4. What aspects of the Park/Community Hall could be improved? - reface asphalt in tennis & basketball courts are with smooth surface (badly skinned up knees) Trees: take out the cherry trees that drop fruit, replace with beautiful yellow fall trees all over the park

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community? like at N.W. Curtis St park has (No Plains). There's nothing better than a community takes more pride in than a beautiful relaxing park for kids & adults. It would be nice to go to our local city park & unwind & relax

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed? - please do not bring back another skate area - it was nothing but a big problem.

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object...)? a big waterfall water feature or pond... a cemented walk & bike path around the park... pool... sprinklers (like NW Curtis St No. Plains)... a fall colored tree lined park... more picnic tables... miniature golf course

8. Any other thoughts on a project to improve the Park and Hall? ... handball court take out base ball area, It is only used a few times a year. This could free up alot of room that could be used regularly for something else

November 2014 North Plains Community News - [9]

I would also like to see the city purchase a large amount of land (North Ave) for a beautiful city nature park. Once the lands in No. Plains have been developed with houses then it will be to late. Wouldn't it be wonderful to have a huge park right in the city also I would like to see sidewalks or some sort of safe walking area going up N.W. Shadybrook Ave. It is beautiful scenery but can't be safely accessed by the general citizens to enjoy because of fast traffic

Mr & Mrs Rittenhouse
503 647-9016

REC'D NOV 10 2014



JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

Please take a moment to complete the questions below.

You can drop it off at City Hall, email it to info@northplains.org,

or complete the online form at www.northplains.org

Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall?

Frequently

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?

Playgrounds, bazaars, festivals, library events

3. What are the best aspects of the Park and Community Hall?

Plaground, building for events

4. What aspects of the Park/Community Hall could be improved?

Permanent restroom bldg

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?

Make the rental fee less expensive for the building

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed?

The character of the building

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object....)?

New larger kitchen

8. Any other thoughts on a project to improve the Park and Hall?

Basketball area could use updating.
Field could offer more than baseball.

November 2014 North Plains Community News - [9]



JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

REC'D NOV 14 2014

Community Questionnaire

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Please take a moment to complete the questions below.

You can drop it off at City Hall, email it to info@northplains.org,

or complete the online form at www.northplains.org

Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall?

Monthly

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?

In good weather, I bring my little friend to the "big" park. Once a year I use the hall weekly for 6 wks

3. What are the best aspects of the Park and Community Hall?

It is very clean.

4. What aspects of the Park/Community Hall could be improved?

Another picnic table or 2?

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?

Offer courses at the Hall. Start a community theater!

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed?

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object....)?

Make the Stage have access to the kitchen so a play could go, start a North Plains Players or theater group

8. Any other thoughts on a project to improve the Park and Hall?

Have afterschool classes for children!

(Notice I have a great Nance already!)





JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

REC'D NOV 19 2014

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

Please take a moment to complete the questions below.
You can drop it off at City Hall, email it to info@northplains.org,
or complete the online form at www.northplains.org
Thank you!

- How often do you and your family visit Jessie Mays Park/Community Hall? *About 20 times a year*
- How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall? *Playground, basket ball hoops, I've rented hall 5 yr. ago.*
- What are the best aspects of the Park and Community Hall? *convenience*
- What aspects of the Park/Community Hall could be improved? *Bathrooms outside - Indoor hall rental fee lowered.*
- As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community? *more family things i.e. - Bingo? the use of*
- Is there anything about the current Park and/or Community Hall that should not be changed or removed?
- Any dreams for the Park/Hall? (A vision of what they could be if money was no object...)? *possible swim center + exercise area - similar but not as big as HLB*
- Any other thoughts on a project to improve the Park and Hall?



JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

REC'D NOV 20 2014

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

Please take a moment to complete the questions below.
You can drop it off at City Hall, email it to info@northplains.org,
or complete the online form at www.northplains.org
Thank you!

- How often do you and your family visit Jessie Mays Park/Community Hall? *Approx. 2 time a week*
- How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall? *• THRU the Years - Grand children / dogs
• meetings
• dances*
- What are the best aspects of the Park and Community Hall? *GREAT FACILITY: We are so Blessed to have and use for all Seasons / reasons*
- What aspects of the Park/Community Hall could be improved? *maintain!*
- As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community? *It already does. more Events.*
- Is there anything about the current Park and/or Community Hall that should not be changed or removed? *I am happy with facility. Perhaps street parking around facility improved.*
- Any dreams for the Park/Hall? (A vision of what they could be if money was no object...)? *no dreams just grateful.*
- Any other thoughts on a project to improve the Park and Hall? *just maintaining so we do not loose it.*



Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success. Please take a moment to complete the questions below. Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall?

- Garlic Festival
- 2-3 times per month
- 2-4 times per month
- 6-8 times per year
- 3 times a year
- Regularly
- 5 to 7 times per year
- Several times a month
- 2 times a year. Garlic Festival and Chili Cook-Off
- 2 times a year
- 10-15 times

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?

- Book Fair, Garlic Festival
- Park: Sports practice, recreation; Hall: Community Events
- Picnics, Community events
- Social events; Play at the park
- Community events
- Bring grandkids to park pretty often when not raining
- Play tennis, ball; attend two different events
- Sitting in quiet space; Events
- We have a 3 year old that likes the playground
- We come to events

3. What are the best aspects of the Park and Community Hall?

- Community brought together.
- Proximity to home
- Picnic tables, grass, play area, nice layout in hall.
- Close to home, clean
- A great place for local events
- It is a place for Garlic Fest and other community events
- Garlic Festival, Chili Cook-off / a place for community to gather. Sense of Community
- Works great for Garlic Fest. Center of City is used for City events
- I like the big open room with a stage.
- Garlic Fest
- It is close, brings people together, it is clean, nice floor for dancing.

4. What aspects of the Park/Community Hall could be improved?

- Everything great!
- Stage should be opposite of kitchen and bathrooms
- Maybe another stall in women's bathroom
- More space in the hall, update the park (new play area); New tennis court.
- Enlarged and Updated
- Although I like old fashion, building needs updating—tennis court too. More benches.
- Jessie Mays siding is falling part; Front entrance
- The current playground has a couple of structures that are a little difficult/dangerous for small children. There is also only one infant swing.
- The size; bigger and more bathrooms inside and outside, more parking, better signage; covered area outside.

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?

- More festivals like this one.
- Continued advertisement of events locally.
- Healthier Community, Exercise area / classes
- A good place for community events
- Perhaps classes or more activities for different ages and or topics
- Music in the park into September (6 weeks long)
- Using the space for children's art / dance classes
- More community events; rent it out for cheaper; more space inside.

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed?

- The wooden flooring. I like it. It is in great condition.
- The grass field.
- I like it the way it is! Easy access.
- Tennis court and Park
- Leave and improve the playground
- The sense of community and whatever signature it might have had in the past shouldn't be forgotten
- The floor of Jessie Mays; Keep basketball courts and tennis courts
- Definitely do not make the park any smaller. It needs to be expanded, if anything.
- Friendly people.
- Needs covered area outside; updated basketball courts; more trees; more parking; nicer entrance.

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object....)?

- Needs more thought.
- The resource library could be reassigned as a community meeting/small group space with some remodeling; it should be well lit, open and possibly offer wifi, fax, copier services.
- Bigger, newer, social events (new); rental space.
- Skate park for mid-aged kids
- A place for community; safe, friendly and place to learn and develop
- Buy land around park to expand size.
- Multiple restrooms; nice snack bar by the baseball field.
- Pavilion outside for music and entertainment.

8. Any other thoughts on a project to improve the Park and Hall?

- Needs more thought.
- I think as it is works.
- More space; additions or updates to accommodate more people or different / alone events.
- Resurface tennis courts; Parking-increase numbers.
- Keep it simple, preserve original building; don't need a stage.



JESSIE MAYS COMMUNITY HALL + PARK
Facility Needs Assessment + Preliminary Conceptual Design

REC'D DEC 01 2014

Community Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of the North Plains community, your thoughts and feedback are important to make this study a success.

Please take a moment to complete the questions below.
You can drop it off at City Hall, email it to info@northplains.org,
or complete the online form at www.northplains.org
Thank you!

1. How often do you and your family visit Jessie Mays Park/Community Hall?

about once a month

2. How do you currently use Jessie Mays Park? How do you currently use the Jessie Mays Community Hall?

playing w/ granddaughter when visiting / sewing Saturdays w/ Westside Quilter Guild & community events

3. What are the best aspects of the Park and Community Hall?

nice accessible park, close to home, large hall w/ space to have big events

4. What aspects of the Park/Community Hall could be improved?

lighting, wiring & climate control during summer months

5. As a shared public resource, how can the Park and Community Hall best serve the City of North Plains? How can they help to strengthen its sense of community?

it seems in use all the time - I don't see how it might be used better

6. Is there anything about the current Park and/or Community Hall that should not be changed or removed?

I love its charm - don't change exterior/interior to update unless it can be maintained (charm)

7. Any dreams for the Park/Hall? (A vision of what they could be if money was no object....)?

a kitchen available?

8. Any other thoughts on a project to improve the Park and Hall?

ramp to front door? or side door?

Jessie Mays Community Hall
Usage Report
October 28, 2014

Weekly

- Church Of Christ
- For the Love of Dogs – Private Party
- Friends of the North Plains Public Library -

Monthly

- Quilting / Sewing Party -- West Side Quilters Guild
- Cadet Training – North Plains Police Department
- First Friday Flick – North Plains Public Library
- Historical Society -- NPHS
- Super Saturday (Winter Months) – NP Library
- Wacky Wednesday (Summer Months) – NP Library
- Play dates (Winter Months) – City Hall and citizens
- Dances (Winter Months) – NP Senior Center and NP City Hall

Annually

- Garlic Festival – North Plains Event Association (NPEA)
- Concerts in the Park – North Plains City Hall
- Chili Cook Off – Community Event
- Pumpkin Fun Run – Community Event
- Jingle Thru North Plains -- North Plains Event Association (NPEA)
- Volunteer Recognition – Community Event
- Plant Sale – North Plains Community Garden Club
- Clean Up Day – City Event
- Ice Cream Social – Community Event
- National Night Out – Community Event

The Jessie Mays Hall is used approximately 1.5 times per month for private rentals.





JESSIE MAYS COMMUNITY HALL + PARK

Facility Needs Assessment + Preliminary Conceptual Design

Blue = North Plains Events Association-(NPEA)
 Black = Farmers' Market (Vanessa VanDomelen)
 Purple = Planning Commission (Stewart King)

Organization Questionnaire

The City of North Plains Parks Board is undertaking a feasibility study/preliminary concept design to consider ideas for improving Jessie Mays Community Hall and Park. As a member of an organization that uses the Hall and/or Park, your thoughts and feedback are important to make this study a success. Please take a moment to complete the questions below. Thank you!

1. How often does your organization use Jessie Mays Park/Community Hall (Frequency/Typical Time of Day/Duration of Use)?
 Garlic Festival is 4 full days, Jingle is 1 evening, (Potential Easter Egg Hunt outside would be one morning, Garage sale day would be one day, Chili Cook off 1 day.

 None

 Same 2nd Wednesdays of the month when not using Senior Center. Few additional days for special meetings. Use 7:00 pm to 9:00-10:00.
2. How does your organization currently use the Park/Community Hall?
 Use both inside the building and the whole outside. Jingle parade, Santa and cookies. Garlic Festival, Inside vendors, outside vendors, food and arts, children's play area, beer garden and live music and tables for people to sit at in tennis court and basketball area. Potential Easter egg hunt would be outdoors in the park grassy area only. Garage sale day the Garden Club holds their plant sale.

 None

 Use of building for public meetings.
3. For this use, what are the best aspects of the Park and Community Hall?
 As much outdoor area as possible for GF. Grassy area for Egg hunt. Indoors for Santa and cookies, double entry parking lot for Jingle.

 Streets around the park are neighborhood streets. The traffic is slow.
 Large facility and has parking.

4. What aspects of the Park/Community Hall could be improved to better serve your organization's needs?
 For the Garlic Festival - Larger inside building but would like it to be able to open up on the West side so you could walk in from the grassy area. Like big sliding glass windows. That way would not be so separated from the rest of the festival. Would like better use of the Tennis court area. Basketball area is used daily by teens. Better entrance that is more inviting into the building. Get rid of berm in the grassy area. Needs to all be level. Currently it is unusable wasted space. Would be great if you could vacate 309th along the east side of Jessie Mays park and extend it. Trees surrounding the park are nice but are poorly pruned. They look terrible. Suggest new trees that are not fruit bearing to get rid of the mess and bugs. A big covered area over the tennis courts/basketball area would be awesome. Were in Oregon, lets have it covered there for events. Grassy area to remain open.

State approved kitchen that could be a rentable space for small farm producers or made in North Plains products. There would need to be oversight of a kitchen manager. These are called community kitchens. If there could be a garage door entrance to allow ease of bringing items into the building for unloading or loading. Wheelchair accessible bathrooms. It would nice to have a multipurpose space to accommodate an extended season farmers' market or potentially a year around farmers' market. A kitchen space could give an indoor market the ability to host live cooking demonstrations and invite in chefs from the community. This is being done at SPROUT farmers' market in Springfield, Oregon. Their site is within a rehabilitated church. Forest Grove and the Forest Grove Farmers' Market are in this process now with the Times Litho Building and have extended their market season into the holidays. I think it would be great to have enhanced lighting, heat, windows to accommodate having craft fairs, art shows, performing arts groups, musicians, and garden show/sales. I feel strongly about the community kitchen because it would be an income producer for the community as a rentable space and enhance promoting local products. The kitchen would need to be able to accommodate canning.

Sound system and visual aids equipment and display system.

5. Is there anything about the current Park and/or Community Hall that should not be changed or removed?
 Love the big trees in front of the parking area.

 If change were to happen I would want the area looked at to best fit the community for the future. Any item would be up for change.

 The ability to have a large open interior meeting area.
6. Any other thoughts on ways to improve the Park/Hall for your organization? See number 4. Would really like more room somehow. Make the Hall taller with a loft area for additional seating towards the stage.

I think the surrounding roads at the perimeter would need to be improved and enhanced signage added to guide the community and patrons to the facility. A water feature or pool for the community would be a nice feature. Water always draws a community. An example would be the water fountain display next to the Beaverton Farmers' Market and the Beaverton Public Library. A picnic area next to a water feature with playground equipment for the children. One of the most important aspects would be to have ample electricity to accommodate a multitude of activities to serve the community. There are federal grants to create community spaces for towns to feature their own locally made products year around to promote local products and commerce within the community.

Other than #4 above... heated seats!



meeting notes

Project: City of North Plains
 Jessie Mays Community Hall and Park Feasibility and Concept Design Study

Regarding: Meeting/Workshop #1

Location: Jessie Mays Community Hall

Date of Meeting: Wednesday, September 24, 2014

Attendees: Teri Lenahan (TL), NP Park Board
 Charlynn Newton (CN), NP Park Board
 Douglas Nunnenkamp (DK), NP PB
 Heather LaBonte (HB), NP Park Board
 Hildegard Miles (HM), NP Park Board
 Margaret Reh (MR), NP Recorder
 Marina (M), FoNP Library

Carolyn Leavitt (CL), FoNP Library
 Debie Brody (DB), FoNP Library
 Norma Tucker (NT), FoNP Library
 Abeline (A?), FoNP Library
 Blake Boyles (BB), NP PW Director
 Jonathan Bolch (JB), w+a
 Miles Woofter (MW), w+a

Attendees listed in Bold text

Meeting notes are organized by meeting number/section number/item number and collected by according to issue/topic/action versus sequence of meeting. Please communicate any corrections or additions to the Architect within one week of issue.

Mtg#/Sec#/Item# Issue/Topic/Action Responsible

1. Introductions and Roles

1.1.1	Parks Board meeting Call to Order, Flag Salute and Consent Agenda. Introductions: Parks Board Members in Attendance: Douglas Nunnenkamp, Teri Lenahan and Heather Labonte. Parks Board Members excused: Charlynn Newton, Hildegard Miles Friends of North Plains Library representatives: Carolyn and Debie	
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2. Friends of North Plains Library

1.2.1	Representatives from Friends of North Plains Library (FoNPL) in attendance explained historic and current use of Jessie Mays Community Hall (JMCH): <ol style="list-style-type: none"> 1. FoNPL concern that they are potentially losing space in JMCH. 2. Storage of books and computer station for inventory is located on the south side of JMCH. 3. Online sales of \$2,000 from 12/13 – 8/14 4. Friends of North Plains Library is a Non-Profit, volunteer-based group. All proceeds are donated to City. 5. Need area to receive, catalog and sell books on-line. 6. Discussed other City of North Plains options to accommodate space need. Would another location closer to the City Library be more convenient? 7. Existing space is approximately 590 SF. 8. FoNPL was established in 2002 and utilized space in City Library. New Library was constructed in 2006 without sufficient space to accommodate storage and sales of books. At that time an agreement was made with the City to utilize area in JMCH. 9. Area or space for this use needs to be secured and separate from public uses. 10. Space needs to include 2-3 workstations for volunteers to inventory, catalog and update online book information. Volunteers typically use the space for 2-4 hours/2 times a week on Tuesday and Thursday. 11. Space need is similar to current area = approximately 600 sf. 	
1.2.2	Other City of North Plains Library events at JMCH include: <ol style="list-style-type: none"> 1. Children's Programs. Weekly June/July/August, afternoons 100 kids 2. Current meeting in JMCH is too big for most of these events. May want to create smaller meeting space? Moveable partitions? 3. Stage events for kids. Performances, Portland Ballet. 20-30 kids sitting on floor. 4. Children's Movies. 1/month. Need to incorporate projector and screen 5. Library Program Room is too small so often times use JMCH <ul style="list-style-type: none"> • Author Night Series quarterly events 30-45 people • One Book One Community • Art of the Story 6. Monthly Book Club meetings and Writers Group. Currently this works in the space provided by the Library. Small group meetings are held in the Library Program Room. 7. Storage is an issue. Library needs more storage area. Discussed 10x10 storage pod. FoNPL to review and provide current/future storage need 	FoNPL 10/22

appendix: meeting notes

3. Jessie Mays Park and Community Hall Uses and Priorities

1.3.1	<p>Reviewed in general the current uses for Jessie Mays Park and Community Hall (JMP, JMCH):</p> <ol style="list-style-type: none"> 1. Pot Lucks for various City groups and functions. 50 – 60 people. Use of kitchen with is not adequate and space feels too big for more intimate occasions. 2. Movie Night – need access to kitchen and storage area for popcorn bowls etc. 3. Movies in the Park – City of North Plains has not held outdoor movies due to license issue. 4. In terms of Park and Community Hall the City should consider and document other resources so as not to try to duplicate if not necessary. For example: Meeting Halls at the North Plains Library, St. Edward Parish and North Plains School. City to provide plans drawings of these City resources to include in study. 5. North Plains to provide list of events and schedule for JMCH 	<p>BB 10/22</p> <p>BB 10/22</p>
1.3.2	<p>Garlic Festival. Reviewed in general the entire use of the site. Food vendors, other vendors (non-food), stage, climbing wall and kids events. Reviewed photos of event and discussed use of site in general:</p> <ol style="list-style-type: none"> 1. Performance area on tennis court is constrained by chain link fencing 2. JMCH separates/divides event into 2 halves. Building is not inviting and there is really no reason to go into building. NW corner is dedicated to performance, NE corner to kids, SE corner to art, toy, craft vendors, SW corner to food. Information is directly in front of JMCH. 3. Typically it is hot and there is not enough shade 	
1.3.3	<p>Priorities. Refer to attached mark-ups on drawings listing goals and priorities as provided by the City of North Plains.</p> <ol style="list-style-type: none"> 1. Site and building need to invite public in. 2. Hillcrest Street to south is one of the city's only through streets. Primary access will be from Hillcrest 3. Consider perimeter path 4. Consider perimeter parking 5. Covered outdoor area, connected to building or standalone is an important need – picnic tables with hard surface (paving) underneath 6. Outdoor amphitheater. Raised stage – could be grass, would like sloped or tiered seating if possible. Consider setting sun when locating screen and seating area. Amphitheater should be flexible and able to accommodate multiple uses. 7. Baseball field is not necessary. Site is not big enough. North Plains Elementary School has 4 ball fields. 8. Ball wall. Could be included but concrete walls already existing at the Elementary School. Not a priority. 9. Parking: 	

	<ul style="list-style-type: none"> • Existing lot at a minimum should be reconfigured • Off-site parking is desired. City of North Plains will review Zoning and Planning and provide parking requirements. • Baseline should be to maintain quantity on site while providing accessible parking for Park and Community Hall • w+a will review other community parking standards of other small and or adjacent communities for reference • Consider perimeter parking <ol style="list-style-type: none"> 10. Basketball court will be replaced – this is a priority. Some concern about basketball and noise issue for adjacent residential neighbors. Current adjacency to play area is not ideal 11. Tennis court is not a priority 12. Walking path and connectivity at corners to city and neighborhood. 1 mile and 4 mile walking path. Park should be part of path network. 13. Consider access by path through site 14. Outside restrooms are a priority 15. JMCH meeting space should accommodate up to 250 people. This is projected need based on community growth expectations. Current occupancy is 168. 	<p>BB 10/22</p> <p>JB 10/22</p>
1.3.4	<p>Must look to the long term and accommodate anticipated community growth. 2014 approximately 2,000 people 2027 anticipate 4,000 people</p>	

4. Community Engagement

1.4.1	<p>Discussed process for Community Engagement.</p> <ol style="list-style-type: none"> 1. Chili Cook-off is scheduled for 10/16. Expect 300 people. w+a is not able to attend but will provide information boards and comment sheets to begin the engagement process by keeping the community informed and asking several questions to solicit community feedback. 2. The most important element is to engage the community by providing information on project and asking for input. 	<p>JB MW 10/14</p>
1.4.2	<p>City of North Plains will define/identify Jessie Mays Park and Community Hall stakeholder group and provide information on each.</p> <p>Group includes the following and each group will be invited to attend the 10/22 Parks Board meeting:</p> <ol style="list-style-type: none"> 1. Quilters Guild 2. Garlic Festival 3. North Plains Library 4. Monthly Dance Club 	

appendix: meeting notes

5. JMCH Building Expansion Diagrams

1.5.1	Reviewed existing building diagram and three potential Concept (A,B and C) for expanding the building to address space needs as well respond to exiting site conditions. w+a will continue studying building options	
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6. Project Schedule, Next Steps/ Meeting

1.6.1	Reviewed overall feasibility study schedule. w+a will meet with Design Consultant team this week on site and use JMCH for design session. The last workshop/Parks Board meeting is scheduled for the Wednesday of American Thanksgiving. Parks Board will reschedule on Wednesday before the week of Thanksgiving or after.	BB 10/22
1.6.2	Next meeting scheduled for Wednesday, October 22	
1.6.3	w+a will provide notes and mark ups on priority list for Park and Community Hall	MW 10/10
1.6.4	Community Engagement – Chili Cook-off 10/16	

End of Notes



107 SE Washington St., Ste. 440
Portland, Oregon 97214
503 724 0111
woofterarchitecture.com

meeting notes

Project: City of North Plains
Jessie Mays Community Hall and Park Feasibility and Concept Design Study

Regarding: Meeting/Workshop #2

Location: North Plains Senior Center

Date of Meeting: Wednesday, October 22, 2014

Attendees: Teri Lenahan (TL), NP Park Board
Charlynn Newton (CN), NP Park Board
Douglas Nunnenkamp (DK), NP PB
Heather LaBonte (HB), NP Park Board
Hildegard Miles (HM), NP Park Board
Margaret Reh (MR), NP Recorder
Marina (M), FoNP Library
Carolyn Leavitt (CL), FoNP Library

Debie Brody (DB), FoNP Library
Norma Tucker (NT), FoNP Library
Abeline FoNP Library
Blake Boyles (BB), NP PW Director
Jonathan Bolch (JB), w+a
Miles Woofter (MW), w+a
Willis DeWitt (WD), w+a

Attendees listed in Bold text

Meeting notes are organized by meeting number/section number/item number and collected by according to issue/topic/action versus sequence of meeting. Please communicate any corrections or additions to the Architect within one week of issue.

Mtg#/Sec#/Item#	Issue/Topic/Action	Responsible
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1. Introductions and Roles

2.1.1	<p>Parks Board meeting Call to Order, Flag Salute and Consent Agenda.</p> <p>Introductions:</p> <p>Parks Board Members in Attendance: Douglas Nunnenkamp, Teri Lenahan, Hildegard Miles and Heather Labonte.</p> <p>Parks Board Members excused: Charlynn Newton,</p> <p>Several community members were in attendance but were not introduced</p>	
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2. Summary of Site and Building Goals and Opportunities and Community Engagement

2.2.1	<p>General feedback and discussion based on existing site and building plans, vision, goals and opportunities:</p> <ol style="list-style-type: none"> 1. Perimeter parking is preferred to on-site parking, but need to provide accessible parking spaces as close to building entry as possible 2. Community member likes to play tennis but existing surface is not good enough to play on 3. Patty represents the Garlic Festival (GF) <ul style="list-style-type: none"> • Would like a larger indoor room. Building updated and added square footage • Parking is a significant issue • Updated kitchen to accommodate larger community events. As community grows, so will events • Provide two permanent restrooms accessed from the exterior • Covered area for shade • GF utilizes every inch of Park • Arts and crafts area typically on east side • Berm and trees at perimeter are not ideal – creates a barrier 4. Vacated 309th Avenue is seen as positive 5. Size of main room? Current occupancy seated is posted in the space as 169 table and chairs; concentrated use (standing) is 362. Crab feed serves 325-375 in three seating's. Chili Cook-off served 300-325 people 6. Growth is anticipated at approximately 2,000 new residents in the community with 800 new homes in 5 years. 7. Currently there are 2 or 3 events per year where the existing building is not large enough, building is overflowing 8. Many other events feel like building is at capacity 9. Prefer to expose existing trusses for higher ceiling 10. Community is always looking for more space and a larger community meeting area 11. Typical tent size is 10'x10' for Arts and Crafts and Food Vendors 	
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3. Review of precedent images and three site and building schemes

2.3.1	Miles reviewed consultant workshop that took place on site at Jesse Mays with Civil, Structural Engineers and Landscape Architects as well as the design process	
2.3.2	<p>Jonathan reviewed precedent imagery:</p> <ul style="list-style-type: none"> • Holly Farm Park, Portland • Centennial Park, Redmond • Ankeny Plaza, Portland • Columbia George Community College • Mt Tabor Park 	

	<ul style="list-style-type: none"> • Covered outdoor spaces • North Plains context 	
2.3.3	Review of Concepts A, B and C. Site and Building plans are all intentionally different to highlight pros and cons or one scheme to the other. Refer to document plan diagrams, sections and 3-D images included with presentation.	
2.3.4	<p>General feedback from Parks Board and community members:</p> <ol style="list-style-type: none"> 1. Always looking for more space so prefer Concept B given main room doubles in area 2. Like idea of creating outdoor space in form of porches in Concept A and B 3. Prefer concept A for building as space is larger but character maintained 4. Consider loading area and vehicle access from north side 5. Perimeter walking path is desired 6. Prefer stage on hard surface vs grass field 7. GF has a minimum of 85 vendors 8. Positive feedback received for event hard scape on south side of site shown by scheme B 9. Like the idea of vacating 309th Avenue, utilize as site parking. If vacate, 30' goes to City of North Plains, 30' to adjacent property owner 10. Prefer having parking at perimeter versus on SW corner. Existing parking compromising community access and importance of SW corner. Parallel parking on south and north is an option 11. Parking and access for seniors is important. Provide accessible parking as close to main entry as possible 12. Concern for expense of moving parking area from west side of site to east side- scheme C 13. Provide exterior sink on north side of building 14. Stage use. Would like an elevated stage in the main room of Jesse Mays Community Hall. Could be a portable stage but it is important to maintain have an elevated stage for several events 	

4. Project Schedule, Next Steps/ Meeting

2.4.1	Parks Board requests time to review concepts and provide additional feedback.	PB and BB 11/05/14
2.4.2	Next Park Board meeting is Scheduled for November 19, 2014. w+a will provide recommended Concept site and building plan for review on the 19 th as well as an architectural narrative and draft study but will not attend.	w+a 11/19/14
2.4.3	Park Board Comments to be provided by 11/21/14	PB BB 11/21
2.4.4	Final presentation of Study and findings by w+a on December 2, 2014	

End of Notes

Hildegard Miles:

I like concept # 1 the best. However, we need more square footage for Jesse Mae's building, more parking on the north and west side; perhaps use a combination of parking idea from concept # 3, the stage to be on other side (left) of the park, covered basketball area.

Teri Lenahan:

Concept A:

Like the extension of the building, playground, entrance and walking path. Idea: can we see 1/2 of the parking lot for parking and the other half some concept of the open hard space of Concept B?

Concept B:

Like the basketball area. Ideally, it would be nice to have it covered, but no side walls; it would close the park off. I would like it to be open on the sides. Parking in this concept is ideal. I would like the City to explore vacating 309th and Wasco.

Concept C:

Like the covered area and outdoor seating idea. LOVE the parking lot, but the costs would be incredible.

From the photo suggestions that you presented:

Ankeny Plaza - covered area is ok, as is the seating. At the GF, we sit on hay bales. In my opinion, they are not always comfortable. Concrete might not be either, but if you are allergic to hay it might be a more comfortable situation. Hay is itchy!

Holly Farm Park - the path is cool but we could be wasting some real estate by making it circular. Although, I like the curves, it makes things interesting. How can you incorporate a few curves without eating up too much real estate?

Centennial Park - covered area is open. Like the lines.

Columbia Gorge - seating is nice but the Mt Tabor Park seating is more interesting. How about making some interesting lines around the playground area that could be seating too?

Covered outdoor space - like the park area, the curves and such make it more interesting. The covered walk area could compliment the open rafter theme inside JMCC

JMCC:

Cover both east and west sides but make east side the enclosed area to extend the inside of the building.

Expose the ceiling

Restrooms at the entrance

Outdoor restroom

Larger kitchen with a possible serving window to the outside

Stage

Storage

Artistic stone wall seating on the east side

Handicap ramp

Charlynn Newton:

Pg 5 - Holly Farm Park - Designated areas for our East Field, with spot on SW corner or W center portion of field for performance area, facing East. Perhaps NW corner for covered area.

Pg 12 - Been struggling for months regarding expansion of building itself. Concept B seems to be the only idea that expands the building itself, to allow more square footage to the common room for more occupancy.

Pg 19 - Perhaps keep parking at the "Event Hardscape" area. Eliminate stage on inside of building to allow more kitchen space. I'd like elaboration on the "Stage Porch" area, please.

Pgs 21 & 22 - Building concept, Front Entrance Plaza, Basketball Court area; Concepts look great/clean.

Pg 23 - Playground and Porch area on NE corner of building, or North of building. Parking and Amphitheater areas switched.

Parks Board input to the plans submitted for last night's meeting (11/19/14) (via email)

The North Plains Parks Board met last night and discussed the plans you submitted. Everyone is quite excited. The Board came up with some concerns and ideas. They are below:

EXTERIOR:

Since we have removed the tennis courts, we need to have something for those who will miss it. Maybe we can add an activity wall—some kind of ball wall that an individual could hit a tennis ball against. Move the basketball court to one side or the other to accommodate this wall.

The outdoor bathrooms take up too much real estate. The Board would like to see them not be as large. Perhaps just make each of them large enough for one toilet and have them be ADA accessible. Also, please change the orientation of the entrance to these outside bathrooms to the west wall of the building. It will be easier and safer for children to use the bathrooms adjacent to the play area, instead of having to go around a blind corner to gain access to the bathroom.

Electrical outlets in the hard surface area.

Lighting for the grounds?

Quick connects for water hookups; hose bibs and water availability all around the exterior of the building. Be able to hook up food-safe hoses on both sides of the field.

The parking on 309th is great as it is not actually closing off the street. Century Link will still be accessible. We would not need to vacate the street if there is still access through 309th.

Create a semicircular cement stage, centered and coming off the porch on the east side of the building. Perhaps a dormer or some type of protective covering above the stage area for extra protection for bands and those using the stage. Have steps coming down from the stage in a radius all the way around. Can Woofter let us know how large the stage could actually be? (16 x 20? Maybe larger).

Remove the stage in the middle of the grass.

Need an enclosed area for a dumpster (aesthetically pleasing and lockable) near the kitchen area on the north end of the building.

Clarification that the south end of the building has a U-turn drop off area under the covering and easy access into the building?

Identify and clearly mark handicap parking and accessibility.

INTERIOR:

Reshape the Lobby. We want a warm welcoming lobby. Remove the storage area east of the interior bathrooms. Move the bathrooms apart from each other and have the entrances to the bathrooms face each other instead of out to the lobby. Because of the increase in people who can fit into the building, we need to increase the number of interior toilets.

Have the entrance to the Community Room be double doors between the bathrooms and directly across from the entrance to the large Meeting Room.

Mechanical Room: water heater and furnace; HVAC and AC; heat pump

There will be an increase in electrical usage, where would a large electrical panel be installed? It would need to be lockable.

The kitchen looks too small. The hallway is too large. Not an efficient use of room. Can we combine the two? Is it legal to access a mechanical room from a kitchen area?

Loading Dock-how wide is it? Is it a garage door that lifts up at the loading access on the north end? Is it elevated? Is there egress/ingress around the loading dock for a person to get in and out of that area?

With this increase in the interior space, we will have more items (tables, chairs) that will need to be stowed away. Maybe box in a large area on the east side of the Meeting Room or a portion of the porch that could be used for storage. May have to move the existing door out of the Meeting Room to the porch to accommodate this.

Thank you. We look forward to seeing you on the 2nd.

Margaret L. Reh
 City Recorder
 City of North Plains
 503 647-5555
 31360 NW Commercial Street
 North Plains, OR 97133
margaret@northplains.org
www.cityofnp.org



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 5, 2015
To: City Council
From: City Manager Martha DeBry
Subject: City Councilor Representative Appointments to Various Area Boards,
Commissions and Committees

Request: Appoint primary and alternate City Councilors to serve as representative members on various area boards, commissions and committees. For the Library Board and Planning Commission, the Mayor has requested Councilors rotate through the meeting schedule so that all Councilors attend meetings for both groups.

Background: Please refer to the packet for the listing of various boards, commissions, and committees on which the Council is to have representation. A copy of the 2014 representative appointments are also included in the packet.

Fiscal Impact: If Councilors elect to seek reimbursement for mileage, meals or costs associated with their service as Council representatives to a specific board, commission or committee, they may submit these on expense reimbursement request. Thus far, no Councilors have elected to submit reimbursement request, there are no financial impacts of service on these boards.

Environmental Issues: There are no environmental issues involved with this request.

Sample Motion: I move to appoint _____ as the primary and _____ as the alternate Council member representatives to serve on/as the:

1. Metropolitan Area Communications Commission (MACC)
2. Tualatin Valley Community Access Television Jurisdictional Programming Coordinator
3. Washington County Coordinating Committee (WCCC)
4. Washington County Oregon Community Development Block Grant Policy Advisory Committee
5. Metro Policy Advisory Committee (MPAC)

Attachments: Committees and Organizations List and Descriptions; 2014 Representative List

2015 City Council Meeting Calendar Schedule

2015 City Council Meeting Dates			
1/5	4/6	7/6	10/5
1/20	4/20	7/20	10/19
2/2	5/4	8/3	11/2
2/17	5/18	8/17	11/16
3/2	6/1	9/8	12/7
3/16	6/15	9/21	12/21

2015 Schedule for Board and Commission Meetings					
2nd Wednesday	Planning Commission	3rd Wednesday	Library Board	4th Wednesday	Parks Board
1/14	Simmons	1/21	King	1/28	
2/11	Whitehead	2/18	Simmons	2/25	
3/11	Hatcher	3/18	Whitehead	3/25	
4/8	Lenahan	4/15	Hatcher	4/22	
5/13	Newton	5/20	Lenahan	5/27	
6/10	Kindel	6/17	Newton	6/24	
7/8	King	7/15	Kindel	7/22	
8/12	Simmons	8/19	King	8/26	
9/9	Whitehead	9/16	Simmons	9/23	
10/14	Hatcher	10/21	Whitehead	10/28	
11/12*	Lenahan	11/18	Hatcher	11/25	
12/9	Newton	12/16	Lenahan	12/23	

*11/12 is a Thursday. Moved due to Veterans Day on Wednesday.

Filename: City Council\2015 Calendar of Meetings

Description of Boards and Committees Requiring City Council Representation

January 5, 2015

There are numerous boards, committees and commissions that require City Council representation.

Metropolitan Area Communications Commission (MACC) - MACC regulates the cable television/telephone services in Washington County. The cable provider pays its franchise fee to MACC and after paying their costs pass on the remainder to member cities. Comcast provides cable services in North Plains and are regulated by MACC.

Meets in the afternoon from 1:30 p.m. - 4:00 p.m. Meetings are set by the polling of the committee with about a three week notice. The meetings are held at 15201 NW Greenbrier Parkway Suite C-1 in Beaverton.

Currently Assigned: Warren / Secondary Demagalski

Tualatin Valley Community Access Television (TVCTV) – Jurisdictional Coordinator. Tualatin Valley Community TV is a government organization providing public, educational and government television access to 13 communities in the Tualatin Valley. The Jurisdictional Coordinator will be working with the Creative Services Department. The contact person is Mary Weisensee, Production Coordinator. She can be reached at 503-629-8534 ext. 214. TVCTV will film and document one program/event of our choosing per year.

Currently Assigned: Demagalski / Secondary Warren

Washington County Coordinating Committee (WCCC) - This committee reviews county transportation issues.

Meets 12:00 p.m. - 1:30 p.m., the second Monday of each month at the Beaverton City Library, 12375 SW 5th Street, Beaverton.

Currently Assigned: Hatcher / Secondary DeBry

Washington County Oregon Community Development Block Grant Policy Advisory Committee - This committee review the county's Community Development Block Grant Program which is a program that benefits low and moderate income.

Meets 7:00 p.m. - 9:00 p.m., the second Thursday of each month. Will have varied dates and times during review of grant applications. Meetings are held in various cities throughout Washington County.

Currently Assigned: Kindel / Secondary Demagalski

Metro Policy Advisory Committee (MPAC) - The Committee provides policy advice to the Metro Council for the Metropolitan area. Although North Plains is not within the Metro

jurisdictional boundary, decisions made by Metro affect the City.

Meets 5:00 p.m. - 7:00 p.m., the second and fourth Wednesday of each month in the Metro Council Chambers, 600 NE Grand Avenue, Portland.

Current Assignment: Hatcher

ROTATING MEETINGS

North Plains Planning Commission

The Commission meets to review land use applications submitted for site specific development and reviews the City's Zoning and Development Code and Comprehensive Plan policies and standards. The Commission makes decisions on quasi-judicial matters and makes recommendations to the City Council on legislative matters.

Meets at 7:00 p.m. - 9:00 p.m., the second Wednesday of each month at the North Plains Senior Center, 31450 NW Commercial Street, North Plains.

North Plains Library Board

The Library Board reviews policies for the public library.

Meets 7:00 p.m. - 9:00 p.m., the third Wednesday of each month at the North Plains Public Library, 31334 NW Commercial Street, North Plains.

North Plains Parks Board

The Board is reviewing the Parks and Recreational Capital Master Plan (Plan) to ensure the parks and recreational needs of the community are met. The Committee will submit recommendations to the Planning Commission and City Council. Since there are two City Councilors who are Parks Board Members, there is no need to rotate the other Councilors as ex officio members to the North Plains Parks Board.

Meets 6:00 p.m. – 8:00 the fourth Wednesday of each month at the North Plains Senior Center, 31450 NW Commercial Street, North Plains.

2014 Council Committee Appointments

Meeting	Primary	Alternate
<i>Metropolitan Area Communications Commission (MACC)</i>	<i>Warren</i>	<i>Demagalski</i>
<i>Tualatin Valley Community Access Television</i>	<i>Demagalski</i>	<i>Warren</i>
<i>Washington County Coordinating Committee (WCCC)</i>	<i>Hatcher</i>	<i>DeBry</i>
<i>Washington County Office of Community Development: Policy Advisory Board</i>	<i>Kindel</i>	<i>Demagalski</i>
<i>Metro Policy Advisory Committee (MPAC)</i>	<i>Hatcher</i>	<i>None</i>
<i>Columbia Pacific Economic Development (Col Pac)</i>	<i>Lenahan</i>	<i>DeBry</i>

Filename: City Council\2014 Council Committee Appointments

2015 Council Committee Appointments

Meeting	Primary	Alternate
<i>Metropolitan Area Communications Commission (MACC)</i>		
Tualatin Valley Community Access Television		
<i>Washington County Coordinating Committee (WCCC)</i>	<i>Hatcher</i>	<i>DeBry</i>
<i>Washington County Office of Community Development: Policy Advisory Board</i>	<i>Kindel</i>	
<i>Metro Policy Advisory Committee (MPAC)</i>	<i>Hatcher</i>	

Filename: City Council\2015 Council Committee Appointments



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: December 29, 2014
To: City Council
From: Finance Director Rachael Lembo
Subject: FY2014-15 July-December Budget to Actual Financial Report

Request: This item is informational only.

Background: Enclosed are the budget to actual financial reports for FY14-15 through December 2014.

The financial reports are presented by fund, with detailed reports for departments within the General Fund. Fund or Department name is in the top left corner. Columns include:

- Account number and Description
- Adopted budget
- Actual revenues/expenditures as of December 15, 2014
- Remaining budget (Adopted budget less Actuals)
- Year End Estimate (based on current information)
- Budget to Estimate Variance (a positive value is 'good', ie higher than budgeted revenue or lower than budgeted expenditure, a negative value reflects lower than budgeted revenue or higher than budgeted expenditure)

Significant changes in estimates are described below, and marked with a letter corresponding to where the change can be seen in the reports. Many of these changes will be included in the Supplemental Budget, scheduled to be brought to Council on February 2, 2015.

General Fund

A - The General Fund Opening Fund Balance is approximately \$32k higher than the adopted budget. The adopted budget Opening Fund Balance was based on the FY13-14 year-end estimate at the time the FY14-15 budget was prepared. The actual year-end amounts for FY13-14 were better than expected (revenues were higher and/or expenditures were lower), and thus the Ending Fund Balance was higher. These funds are available for appropriation in a supplemental budget.

Explanation of Fund Balance: Fund balance is the accumulation of “profit” and “loss” over the life of the City. Governments don’t use the terms “profit” and “loss”, but instead use the term “Change in Fund Balance” to show the net change in a year. Each year starts with an Opening Fund Balance, revenues and expenditures are added/subtracted (the net of which is Change in Fund Balance), and the result is Ending Fund Balance. The Ending Fund Balance is carried over to Opening Fund Balance for the next year. This is done on the fund as a whole (i.e. General Fund) not for individual departments (i.e. Library).

B - General Fund property tax revenues are higher than expected, as previously reported. This is primarily due to reclassification of land from farmland to developed land. The year-end estimate column reflects the revised property tax revenue estimate.

C - Engineering Plan Review revenues are estimated to come in lower than budgeted, however the decrease in revenue is offset by a corresponding decrease in City Engineer Plan Review expense (Public Works Department). The City collects a deposit from developers to cover the costs of reviewing engineering, which is often outsourced to Murray, Smith and Associates (MSA). Expenditures are tracked and revenue is recognized when reviews are performed.

D - Police citation revenue is estimated to come in \$26k lower than budgeted. This is a result of fewer hours spent on the highway, primarily because ODOT Traffic Safety grant hours are down.

E - There are various small adjustments in Grants and Donations, based on current information. The largest change is the elimination of BBQ Event revenues (and related expenditures in the Culture & Recreation Department).

F - The second quarter transfer has not yet been recorded, so the Actuals column shows only transfers from the first quarter. The estimate for the year is below budget by approx. \$17k. This is a result of less capital project activity in the Parks Capital and Traffic Impact Fee Funds.

Explanation of Transfers: The City allocates shared expenses including General Government staff (City Manager, City Recorder and Finance), Public Works staff, professional services (such as attorney, auditor, IT services, etc.), insurance and Public Works fuel usage. These are allocated in two ways: Street and Water Funds transfer money into the General Fund for shared costs based on a percentage of General Fund actual expenditures. The percentage rates are approved in the adopted budget. Capital Project Funds transfers money into the General Fund when they have capital project expenditures, to compensate for staff time working on those projects. That allocation is a percentage of the capital project expenditures, also approved in the adopted budget.

G - General Fund expenditure changes are discussed by department, below. Overall General Fund revenue is estimated to be down approx. \$72k, and expenditures are

estimated to be down approx. \$115k. The change in fund balance is estimated to be approx. (\$57k), which is a positive increase of approx. \$42k from the adopted budget.

H - General Government expenditures are estimated to be up approximately \$19k, primarily due to increased attorney usage.

I - Police expenditures are estimated to be down approx. \$20k, primarily due to a difference in timing of Officer Thurber's actual retirement and the estimate made in the adopted budget.

J - Public Works expenditures are estimated to be down \$18k due to lower than expected City Engineer Plan Review (as noted above).

K - Culture & Recreation expenditures are estimated to be down approx. \$43k due to elimination of the BBQ event (as noted above).

L - Planning expenditures are estimated to be up \$41k due to the hiring of consultants for the Comprehensive Plan and routine planning.

Street Fund

M - The Street Fund Opening Fund Balance is approx. \$38k higher than the adopted budget, due to lower than expected expenditures in FY13-14 (last year). Most revenues are predictable (TUF and gas tax), and are expected to come in at budget. SDCs depend on builds and we expect to come in at budget this year (50 new single family homes).

N - Street light costs will be increasing when the new lights go in at Sunset Ridge and McKay Fields, and transfers out to the General Fund are up due to increased costs in the General Fund.

Water Fund

O - The Water Fund Opening Fund Balance is approx. \$111k lower than the adopted budget, due to lower than expected SDC revenues in FY13-14 (last year). Water sales are estimated to be up \$20k.

P - Printing of water bills was moved here from the General Fund (the newsletter portion will stay in the General Fund). One capital project was completed and the other is not expected to be done this year.

Parks Capital Fund

Q - The Parks Capital Fund Opening Fund Balance is approx. \$60k lower than the adopted budget, due to lower than expected SDC revenues in FY13-14 (last year). The trails/skate park capital project is not expected to be started this year. The Jessie Mays

capital project is currently in the conceptual design phase, and if architectural work begins this year it is expected costs could be \$100k.

Traffic Impact Fee Fund

R - The West Union pedestrian project has not been started this year. It's possible some work could occur, and a rough estimate of \$50k has been included.

Fiscal Impact: This item is for informational purposes only.

Attachment – FY2014-15 July-December Budget to Actual Financial Report

GENERAL FUND 110

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance Pos / (Neg) \$	%
OPENING FUND BALANCE		810,772	842,549		842,549	A 31,777	
REVENUES							
411000	Property Taxes	352,500	352,955	(455)	384,575	B 32,075	109%
	Licenses, Permits, Fees						
418101	Water Franchise	44,500	-	44,500	44,500	-	100%
418102	CWS Franchise	25,000	13,484	11,516	25,000	-	100%
418103	CenturyLink Franchise	6,000	209	5,791	6,000	-	100%
418104	Comcast Franchise	6,000	3,034	2,966	6,000	-	100%
418105	Garbage Franchise	11,500	5,690	5,810	11,500	-	100%
418107	PGE Franchise	93,000	14,523	78,477	93,000	-	100%
418108	NW Natural Gas Franchise	33,000	12,121	20,879	33,000	-	100%
418109	Misc Franchise	750	317	433	750	-	100%
418110	MACC Franchise	14,000	7,485	6,515	14,000	-	100%
421000	Business License	6,500	5,559	941	6,500	-	100%
422000	Recology Fund	48,000	24,844	23,156	48,000	-	100%
441419	Building Permit	30,000	17,076	12,924	30,000	-	100%
441420	Engineering Plan Review	30,000	4,126	25,874	10,000	C (20,000)	33%
450455	Library Fines and Fees	11,000	4,549	6,451	11,000	-	100%
450465	Planning Fines and Fees	4,000	-	4,000	4,000	-	100%
		363,250	113,016	250,234	343,250	(20,000)	94%
Intergovernmental							
436000	Liquor Tax	26,000	12,056	13,944	26,000	-	100%
437000	Cigarette Tax	2,800	951	1,849	2,800	-	100%
438000	State Revenue Sharing	18,000	9,074	8,926	18,000	-	100%
439000	WCCLS	101,890	42,453	59,437	101,890	-	100%
		148,690	64,533	84,157	148,690	-	100%
Fines and Forfeitures							
450421	Police Citations	51,000	11,470	39,530	25,000	D (26,000)	49%
		51,000	11,470	39,530	25,000	(26,000)	49%
Grants and Donations							
431000	Grants - General	5,500	8,000	(2,500)	8,000	2,500	145%
431001	Grants - Police	29,245	3,324	25,921	29,245	-	100%
431002	Grants - Library	1,000	-	1,000	1,000	-	100%
431003	Grants - Planning	1,000	-	1,000	1,000	-	100%
464000	Donations - General	-	-	-	-	-	
464100	Comm Events Rev	1,500	-	1,500	750	(750)	50%
464101	4th of July Rev	11,500	3,454	8,046	7,500	(4,000)	65%
464102	Concerts in the Park Rev	750	1,170	(420)	1,500	750	200%
464103	Music/Dance Event Rev	2,000	488	1,512	2,000	-	100%
464104	Pumpkin Run Rev	2,800	2,006	794	2,006	(794)	72%
464114	BBQ Event Rev	40,000	802	39,198	802	E (39,198)	2%
464116	Garlic Fest Rev	-	935	(935)	935	935	
464421	Donations - Police	-	205	(205)	-	-	
464455	Donations - Library	8,000	5,018	2,982	8,000	-	100%
		103,295	25,401	77,894	62,738	(40,557)	61%

GENERAL FUND 110

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance Pos / (Neg) \$	%
462000	Rentals	7,000	1,584	5,416	7,000	-	100%
461000	Interest	16,340	1,361	14,979	15,375	(965)	94%
440000	Miscellaneous	10,000	3,257	6,743	10,000	-	100%
	Transfers						
820111	Transfers In - Street	112,297	31,509	80,788	116,511	4,214	104%
820210	Transfers In - Water	375,673	101,145	274,528	378,442	F 2,769	101%
820131	Transfers In - Parks Cap	14,000	-	14,000	8,000	(6,000)	57%
820132	Transfers In - TIF	21,527	-	21,527	4,000	(17,527)	19%
820113	Transfers In - URA	12,500	-	12,500	12,500	-	100%
		535,998	132,654	403,344	519,453	(16,545)	97%
TOTAL REVENUES		1,588,073	706,231	881,841	1,516,081	G (71,992)	95%
EXPENDITURES - BY DEPT							
110-419	General Government	494,939	254,491	240,448	513,697	(18,759)	104%
110-421	Police	389,026	177,429	211,597	370,073	18,952	95%
110-433	Public Works	388,374	165,256	223,117	370,374	18,000	95%
110-455	Library	205,228	92,673	112,555	206,478	(1,250)	101%
110-411	Culture and Recreation	72,855	23,865	48,990	30,340	42,515	42%
110-452	Parks	13,090	5,305	7,786	13,090	-	100%
110-465	Planning	5,000	469	4,531	46,000	(41,000)	920%
Trans	Transfers Out	22,328	22,328	0	22,328	-	100%
Sp Pay	Special Payment	2,000	131	1,869	1,000	1,000	50%
Cont	Contingency	95,000	-	95,000	-	95,000	0%
TOTAL EXPENDITURES		1,687,839	741,946	945,893	1,573,380	G 114,459	93%
CHANGE IN FUND BALANCE		(99,767)	(35,715)	(64,052)	G (57,299)	42,467	
UNAPPROPRIATED							
ENDING FUND BALANCE		711,006	806,834		785,250	95,829	

GENERAL GOVERNMENT 110-419

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance Pos / (Neg) \$	%
110000	Salaries	229,299	103,701	125,598	226,215	3,084	99%
210000	Employee Benefits	34,497	17,948	16,549	35,050	(553)	102%
220000	Payroll Taxes	21,536	7,626	13,910	21,286	250	99%
230000	Retirement	33,042	14,943	18,099	32,598	444	99%
	PERSONAL SERVICES	318,374	144,218	174,156	315,149	3,225	99%
	4 FTE						
300000	Education and Training	4,000	1,514	2,486	4,000	-	100%
300010	BUG Connection	9,000	7,830	1,170	7,830	1,170	87%
300105	Donations	2,000	186	1,814	2,000	-	100%
310000	Utilities	15,450	5,949	9,501	15,300	150	99%
330000	Professional Services	1,000	1,332	(332)	2,000	(1,000)	200%
330100	Prof Srv - Attorney	12,000	8,251	3,749	30,000	(18,000)	250%
330101	Prof Srv - Audit	9,000	-	9,000	9,000	-	100%
330102	Prof Srv - Software	12,000	11,883	117	12,000	-	100%
330103	Prof Srv - IT	13,000	2,264	10,736	15,500	(2,500)	119%
330104	Prof Srv - Printing	10,800	2,952	7,848	6,000	4,800	56%
330105	Prof Srv - Payroll	4,700	2,222	2,478	5,200	(500)	111%
330106	Prof Srv - Janitorial	2,400	1,170	1,230	2,400	-	100%
330107	Prof Srv - Security	2,520	1,526	994	2,624	(104)	104%
330115	Prof Srv - HR	-	1,249	(1,249)	1,500	(1,500)	
340000	Repairs and Maintenance	2,500	1,004	1,496	2,500	-	100%
340100	R&M - Copier	9,500	5,739	3,761	10,500	(1,000)	111%
340101	R&M - HVAC	3,720	1,854	1,866	3,708	12	100%
350000	Agency Memberships	4,500	3,286	1,214	4,500	-	100%
500000	Employee Recognition	1,475	756	719	1,475	-	100%
540000	Advertising	600	-	600	600	-	100%
610000	Supplies	9,000	3,574	5,426	9,000	-	100%
621000	Insurance	29,400	34,176	(4,775)	34,412	(5,012)	117%
621002	Workers' Compensation	18,000	11,555	6,444	16,500	1,500	92%
	MATERIALS AND SERVICES	176,565	110,273	66,292	198,549	(21,984)	112%
GENERAL GOVERNMENT DEPT TOTAL		494,939	254,491	240,448	513,697	(18,759)	104%
810009	Veh/Equip Reserve	3,000	3,000	-	3,000	-	100%
810111	Recology to Street	10,000	10,000	-	10,000	-	100%
	TRANSFERS	13,000	13,000	-	13,000	-	100%
GENERAL GOVERNMENT DEPT INCL							
TRANSFERS		507,939	267,491	240,448	526,697	(18,759)	104%

POLICE 110-421

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance \$	Pos / (Neg) %
110000	Salaries	147,683	60,876	86,808	136,767	10,916	93%
120000	Hourly	33,809	16,069	17,739	29,722	4,087	88%
125000	Reserves	27,245	7,592	19,653	27,245	-	100%
210000	Employee Benefits	25,764	9,741	16,022	25,188	576	98%
220000	Payroll Taxes	20,289	6,504	13,785	19,072	1,217	94%
230000	Retirement	37,620	14,053	23,567	34,203	3,417	91%
	PERSONAL SERVICES	292,410	114,835	177,575	272,197	20,212	93%
	3 FTE						
300000	Education and Training	3,000	745	2,255	3,000	-	100%
330000	Professional Services	4,000	3,726	274	4,000	-	100%
330102	Prof Srv - Software	7,975	3,650	4,325	7,975	-	100%
330108	Prof Srv - Wireless	4,200	2,382	1,818	5,460	(1,260)	130%
330109	Prof Srv - Evid Storage	2,600	-	2,600	2,600	-	100%
330912	WA County Dispatch	12,500	9,315	3,185	12,500	-	100%
340000	Repairs and Maintenance	7,000	4,768	2,232	7,000	-	100%
350000	Agency Memberships	1,000	551	449	1,000	-	100%
370000	Rentals and Leases	21,041	21,040	1	21,041	-	100%
610000	Supplies	12,000	7,741	4,259	12,000	-	100%
610100	Uniforms	3,500	2,497	1,003	3,500	-	100%
610224	Fuel	13,000	6,179	6,821	13,000	-	100%
630000	Equipment (non-capital)	4,800	-	4,800	4,800	-	100%
	MATERIALS AND SERVICES	96,616	62,594	34,022	97,876	(1,260)	101%
POLICE DEPARTMENT TOTAL		389,026	177,429	211,597	370,073	18,952	95%
820000	Court Pass Through	2,000	131	1,869	1,000	1,000	50%
	SPECIAL PAYMENTS	2,000	131	1,869	1,000	1,000	50%
810009	Veh/Equip Reserve	6,400	6,400	-	6,400	-	100%
	TRANSFERS	6,400	6,400	-	6,400	-	100%
POLICE DEPARTMENT INCL SP PAYMENTS AND TRANSFERS		397,426	183,960	213,466	377,473	19,952	95%

PUBLIC WORKS 110-433

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance Pos / (Neg) \$	%
110000	Salaries	232,739	106,717	126,022	232,739	-	100%
210000	Employee Benefits	30,763	13,231	17,532	30,763	-	100%
220000	Payroll Taxes	21,395	8,053	13,342	21,395	-	100%
230000	Retirement	45,057	18,907	26,150	45,057	-	100%
	PERSONAL SERVICES	329,954	146,908	183,045	329,954	-	100%
	3 FTE						
300000	Education and Training	1,500	470	1,030	1,500	-	100%
310000	Utilities	1,320	469	851	1,320	-	100%
330000	Professional Services	500	-	500	500	-	100%
330110	City Engineer Plan Review	30,000	3,897	26,103	10,000	20,000	33%
340000	Repairs and Maintenance	10,000	4,223	5,777	10,000	-	100%
610000	Supplies	3,500	4,016	(516)	5,500	(2,000)	157%
610090	Uniforms	600	104	496	600	-	100%
610224	Fuel	11,000	5,169	5,831	11,000	-	100%
	MATERIALS AND SERVICES	58,420	18,348	40,072	40,420	18,000	69%
PUBLIC WORKS DEPARTMENT TOTAL		388,374	165,256	223,117	370,374	J 18,000	95%
810009	Veh/Equip Reserve	328	328	0	328	-	100%
	TRANSFERS	328	328	0	328	-	100%
PUBLIC WORKS DEPARTMENT INCL TRANSFERS		388,702	165,584	223,117	370,702	18,000	95%

LIBRARY 110-455

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance Pos / (Neg) \$	%
110000	Salaries	134,465	62,017	72,448	134,465	-	100%
220000	Payroll Taxes	14,685	4,992	9,693	14,685	-	100%
230000	Retirement	15,084	6,845	8,239	15,084	-	100%
	PERSONAL SERVICES	164,234	73,854	90,380	164,234	-	100%
	3.6 FTE						
300000	Education and Training	800	394	406	800	-	100%
300100	Donations	-	-	-	-	-	
310000	Utilities	7,950	3,412	4,538	8,250	(300)	104%
330000	Professional Services	-	858	(858)	1,110	(1,110)	
330102	Prof Svcs - Software	2,300	1,449	851	3,000	(700)	130%
330106	Prof Srv - Janitorial	2,100	1,050	1,050	2,100	-	100%
330107	Prof Srv - Security	1,220	417	803	860	360	70%
340000	Repairs and Maintenance	-	125	(125)	1,000	(1,000)	
340100	R&M - Copier	3,624	1,060	2,564	3,624	-	100%
340101	R&M - HVAC	2,000	-	2,000	500	1,500	25%
610000	Supplies	8,500	2,960	5,540	8,500	-	100%
640000	Library Materials	12,500	7,094	5,406	12,500	-	100%
	MATERIALS AND SERVICES	40,994	18,819	22,175	42,244	(1,250)	103%
LIBRARY DEPARTMENT TOTAL		205,228	92,673	112,555	206,478	(1,250)	101%
810009	Veh/Equip Reserve	2,600	2,600	-	2,600	-	100%
	TRANSFERS	2,600	2,600	-	2,600	-	100%
LIBRARY DEPARTMENT INCL TRANSFERS		207,828	95,273	112,555	209,078	(1,250)	101%

CULTURE AND RECREATION 110-411

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance Pos / (Neg) \$	%
110000	Salaries	5,995	2,525	3,470	2,525	3,470	42%
220000	Payroll Taxes	906	205	701	205	701	23%
230000	Retirement	864	364	500	364	500	42%
	PERSONAL SERVICES	7,765	3,094	4,671	3,094	4,671	40%
	<i>0.1 FTE</i>						
300101	4th of July	17,500	15,452	2,048	20,020	(2,520)	114%
300102	Concerts in the Park	1,500	1,832	(332)	1,832	(332)	122%
300103	Dances	2,000	344	1,656	2,000	-	100%
300106	Pumpkin Run	2,800	1,628	1,172	1,628	1,172	58%
300107	Chili Cookoff	500	634	(134)	634	(134)	127%
300108	National Night Out	400	699	(299)	699	(299)	175%
300111	Ice Cream Social	300	49	251	300	-	100%
300113	Holiday Bazaar	90	-	90	-	90	0%
300114	BBQ	40,000	1	39,999	-	40,000	0%
300115	Adventures without Limits	-	-	-	-	-	
300116	Garlic Festival Expense	-	133	(133)	133	(133)	
	MATERIALS AND SERVICES	65,090	20,771	44,319	27,246	37,844	42%
CULTURE AND RECREATION DEPT TOTAL		72,855	23,865	48,990	30,340	K 42,515	42%

PARKS 110-452

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance Pos / (Neg) \$	%
310000	Utilities	5,490	1,751	3,739	5,640	(150)	103%
330000	Professional Services	600	-	600	600	-	100%
340000	Repairs and Maintenance	4,000	3,349	651	4,000	-	100%
610000	Supplies	3,000	205	2,795	2,850	150	95%
	MATERIALS AND SERVICES	13,090	5,305	7,786	13,090	-	100%
	PARKS DEPARTMENT TOTAL	13,090	5,305	7,786	13,090	-	100%

PLANNING 110-465

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate Variance Pos / (Neg)	
						\$	%
330000	Professional Services	4,000	50	3,950	45,000	(41,000)	1125%
360000	Advertising	1,000	419	581	1,000	-	100%
	MATERIALS AND SERVICES	5,000	469	4,531	46,000	(41,000)	920%
PLANNING DEPARTMENT TOTAL		5,000	469	4,531	46,000	(41,000)	920%

STREET FUND 111

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate Variance Pos / (Neg)	
						\$	%
	Street Fee in Lieu	141,154	141,154		141,154	-	
	Recology Fund	10,000	10,000		10,000	-	
	Unassigned	(7,987)	29,902		29,902	37,889	
OPENING FUND BALANCE		143,167	181,056		181,056	37,889	M
REVENUES							
	Licenses, Permits, Fees						
435003	TUF	25,200	10,673	14,527	25,200	-	100%
445000	SDCs	25,900	4,144	21,756	25,900	-	100%
		51,100	14,817		51,100	-	100%
	Intergovernmental						
435001	Gas Tax - State	115,000	47,999	67,001	115,000	-	100%
435002	Gas Tax - County	7,500	3,271	4,229	7,500	-	100%
		122,500	51,269	71,231	122,500	-	100%
461000	Interest	1,030	320	-	900	(130)	87%
440000	Miscellaneous	-	-	-	-	-	
820110	Transfers In - Gen Fund	10,000	10,000	-	10,000	-	100%
TOTAL REVENUES		184,630	76,406	107,514	184,500	(130)	100%
EXPENDITURES							
Streets Department							
330000	Professional Services	4,000	-	4,000	2,000	2,000	50%
610000	Supplies	1,000	1,557	(557)	3,000	(2,000)	300%
640000	Street Lights	25,800	7,718	18,082	37,500	(11,700)	145%
	Materials and Services	30,800	9,275	21,525	42,500	(11,700)	138%
	STREETS DEPARTMENT TOTAL	30,800	9,275	21,525	42,500	(11,700)	138%
810009	Transfers Out - Veh Res	828	828	0	828	-	100%
810110	Transfers Out - Gen Fund	112,297	31,509	80,788	116,511	(4,214)	104%
	TRANSFERS	113,125	32,337	80,788	117,339	(4,214)	104%
	CONTINGENCY	14,000	-	14,000	-	14,000	0%
TOTAL EXPENDITURES		157,925	41,612	116,313	159,839	(1,914)	101%
CHANGE IN FUND BALANCE		26,705	34,795	(8,800)	24,661	(2,044)	
UNAPPROPRIATED							
ENDING FUND BALANCE		169,872	215,851		205,717	35,845	
	Street Fee in Lieu	141,154	141,154		141,154	-	
	Recology Fund	20,000	10,000		20,000	-	
	Unassigned	10,013	64,697		44,563	34,550	

WATER FUND 210

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate Variance Pos / (Neg)	
						\$	%
	Committed to Capital Projects	260,294	194,419		194,419	(65,875)	
	Unassigned	893,653	848,318		848,318	(45,335)	
OPENING FUND BALANCE		1,153,947	1,042,737		1,042,737	(111,210)	
REVENUES							
444000	Charges, Fees, Fines	890,000	408,557	481,443	910,000	20,000	102%
	Licenses, Permits, Fees						
445000	SDCs (Capital)	214,900	34,384	180,516	214,900	-	100%
446000	SDCs - Pass thru JWC	145,400	54,108	91,292	145,400	-	100%
		360,300	88,492	271,808	360,300	-	100%
461000	Interest	4,275	1,979	2,296	5,700	1,425	133%
440000	Miscellaneous	-	33	(33)	-	-	
TOTAL REVENUES		1,254,575	499,061	755,514	1,276,000	21,425	102%
EXPENDITURES							
208150	Franchise Fee -Water	44,500	-	44,500	45,500	(1,000)	102%
310000	Utilities	7,530	3,480	4,050	8,010	(480)	106%
330000	Professional Services	2,000	567	1,433	2,000	-	100%
330104	Prof Srv- Printing	-	2,708	(2,708)	6,000	(6,000)	
330111	Prof Srv- Meter Reading	9,500	3,609	5,891	9,000	500	95%
330112	Prof Srv- Water Analysis	2,250	290	1,960	2,000	250	89%
330113	Prof Srv- Tank Cleaning	3,000	2,700	300	3,000	-	100%
330114	Prof Srv- Leak Detection	3,500	3,450	50	3,450	50	99%
340000	Repairs and Maintenance	10,000	3,087	6,913	10,000	-	100%
610000	Supplies	7,500	2,736	4,764	7,500	-	100%
610600	Water Purchase	134,000	71,312	62,688	134,000	-	100%
630000	New Water Service Materials	5,000	2,045	2,955	5,000	-	100%
	Materials and Services	228,780	95,984	132,796	235,460	(6,680)	103%
770000	PW Projects	-	-	-	-	-	
77000X	PW Projects- North Ave ext	26,000	34,332	(8,332)	34,332	(8,332)	132%
77000X	PW Projects- auto meter read	50,000	-	50,000	5,000	45,000	10%
	Capital Outlay	76,000	34,332	41,668	39,332	36,668	52%
	WATER DEPARTMENT TOTAL	304,780	130,316	174,464	274,792	29,988	
820000	SDC Pass Thru JWC	145,400	21,042	124,358	145,400	-	100%
	SPECIAL PAYMENTS	145,400	21,042	124,358	145,400	-	100%
500500	Debt Service - 2005 Bond	134,332	134,332	0	134,332	-	100%
	DEBT SERVICE	134,332	134,332	0	134,332	-	100%
810009	Transfers Out - Veh Res	2,156	2,156	-	2,156	-	100%
810110	Transfers Out - Gen Fund	375,673	101,145	274,528	378,442	(2,769)	101%
	TRANSFERS	377,829	103,301	274,528	380,598	(2,769)	101%
	CONTINGENCY	500,000	-	500,000	-	500,000	0%

WATER FUND 210

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance Pos / (Neg) \$	%
TOTAL EXPENDITURES		1,462,341	388,990	1,073,351	935,122	527,219	64%
CHANGE IN FUND BALANCE		(207,766)	110,071	(317,837)	340,878	548,644	
UNAPPROPRIATED							
ENDING FUND BALANCE		946,181	1,152,808		1,383,615	437,434	
	Committed to Capital Projects	-	194,471		369,987	369,987	
	Unassigned	946,181	958,337		1,013,628	67,447	

TRANSP. DEVELOPMENT TAX FUND 130

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate Variance Pos / (Neg)	
						\$	%
OPENING FUND BALANCE		496,196	396,267		396,267	(99,929)	
REVENUES							
415100	TDT	333,250	73,315	259,935	333,250	-	100%
461000	Interest	1,795	560	1,235	2,400	605	134%
TOTAL REVENUES		335,045	73,875	261,170	335,650	605	100%
EXPENDITURES							
Trans. Development Tax Department							
770000	PW Projects	-	-	-	-	-	
	Capital Outlay	-	-	-	-	-	
TDT DEPARTMENT TOTAL		-	-		-	-	
	CONTINGENCY	200,000	-	200,000	-	200,000	
TOTAL EXPENDITURES		200,000	-	200,000	-	200,000	
CHANGE IN FUND BALANCE		135,045	73,875	61,170	335,650	200,605	249%
UNAPPROPRIATED							
ENDING FUND BALANCE		631,241	470,142		731,917	100,676	

PARKS CAPITAL FUND 131

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate Variance Pos / (Neg)	
						\$	%
OPENING FUND BALANCE		503,130	442,729		442,729	Q	(60,401)
REVENUES							
445000	SDCs	195,500	31,280	164,220	195,500	-	100%
461000	Interest	2,580	793	1,787	2,160	(420)	84%
TOTAL REVENUES		198,080	32,073	166,007	197,660	(420)	100%
EXPENDITURES							
Parks Capital Departmnet							
770000	PW Projects	-	-	-	-	-	
77000X	PW Projects - trails/skatepark	25,000	-	25,000	-	25,000	0%
77000X	PW Projects - Jessie Mays	150,000	9,075	140,925	Q 100,000	50,000	67%
Capital Outlay		175,000	9,075	165,925	100,000	75,000	57%
PARKS CAPITAL DEPT TOTAL		175,000	9,075	165,925	100,000	75,000	57%
810110	Transfers Out - Gen Fund	14,000	-	14,000	8,000	6,000	57%
TRANSFERS		14,000	-		8,000	6,000	57%
CONTINGENCY		512,210	-	512,210	-	512,210	0%
TOTAL EXPENDITURES		701,210	9,075	678,135	108,000	593,210	1%
CHANGE IN FUND BALANCE		(503,130)	22,998	(512,128)	89,660	592,790	
UNAPPROPRIATED							
ENDING FUND BALANCE		-	465,727		532,389	532,389	

TRAFFIC IMPACT FEE FUND 132

Acct	Description	Adopted Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate Variance Pos / (Neg)	
						\$	%
OPENING FUND BALANCE		289,220	289,210		289,210	(10)	
REVENUES							
461000	Interest	1,400	519	881	1,560	160	111%
TOTAL REVENUES		1,400	519	881	1,560	160	111%
EXPENDITURES							
Traffic Impact Fee Department							
Personal Services							
770000	PW Projects - West Union ped	269,093	-	269,093	R 50,000	219,093	19%
	Capital Outlay	269,093	-	269,093	50,000	219,093	19%
	TIF DEPT TOTAL	269,093	-	269,093	50,000	219,093	19%
810110	Transfers Out - GF	21,527	-	21,527	4,000	21,527	19%
	TRANSFERS	21,527	-	21,527	4,000	21,527	19%
	CONTINGENCY	-	-	-	-	-	
TOTAL EXPENDITURES		290,620	-	290,620	54,000	240,620	19%
CHANGE IN FUND BALANCE		(289,220)	519	(289,739)	(52,440)	240,780	
UNAPPROPRIATED							
ENDING FUND BALANCE		-	289,729		236,770	240,770	

VEHICLE AND EQUIPMENT RESERVE FUND 009

Acct	Description	Current Budget	Actuals 12/15/14	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance \$	Pos / (Neg) %
	Police	5,200	5,200		5,200	-	
	Public Works	32,740	32,760		32,760	20	
	Library	1,600	1,600		1,600	-	
OPENING FUND BALANCE		39,540	39,560		39,560	20	
REVENUES							
461000	Interest	195	95	100	240	45	123%
820110	Transfers In	15,312	15,312	0	15,312	(0)	100%
TOTAL REVENUES		15,507	15,407	100	15,552	45	100%
EXPENDITURES							
Vehicle/Equipment Reserve Department							
770200	Vehicles/Equipment	8,500	8,073	427	8,073	427	95%
	Capital Outlay	8,500	8,073	427	8,073	427	95%
VEH/EQUIP RES DEPT TOTAL		8,500	8,073	427	8,073	427	95%
CONTINGENCY		-	-	-	-	-	0%
TOTAL EXPENDITURES		8,500	8,073	427	8,073	427	95%
CHANGE IN FUND BALANCE		7,007	7,334	(327)	7,479	472	107%
UNAPPROPRIATED							
ENDING FUND BALANCE		46,547	46,894		47,039	492	
	Police	11,600			11,660	11,600	
	Public Works	25,748			26,059	25,748	
	Library	4,200			4,260	4,200	
	General Government	5,000			5,060	5,000	

January 2015 Council Calendar

Meeting	Primary	Alternate	Note	Date
City Council			7:00 p.m. at North Plains Senior Center	01/05
First Friday Flick at Jessie Mays Community Hall! Movie in the Hall			6:00 p.m.	01/02
Washington County Office of Community Development Policy Advisory Board	Kindel		2 nd Thursday @ 7 p.m.	01/08
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 nd Monday @ 12 noon	01/12
Planning Commission	Simmons		2 nd Wednesday @ 7 p.m.	01/14
North Plains Senior Center Crab and Steak Feed Fundraiser			Saturday; Seating at 3:00; 4:30 and 6:00 at Jessie Mays	01/17
Holiday: Martin Luther King, Jr. Day			Monday, City Offices Closed	01/19
City Council	Tuesday		7:00 p.m. at North Plains Senior Center	01/20
Library Board	King		3 rd Wednesday @ 7:00	01/21
An Evening with an Author: Robin Cody	Author of "Ricochet River" and "Voyage of a Summer Sun"		7:00 p.m. at the Library	01/24
Metro Policy Advisory Committee (MPAC)	Hatcher		4 th Wednesday @ 5 p.m.	01/28
Metropolitan Area Communications Commission (MACC)	DeBry			