

**PRELIMINARY AGENDA  
REGULAR SESSION  
CITY OF NORTH PLAINS, CITY COUNCIL MEETING  
JESSIE MAYS COMMUNITY HALL  
30975 NW Hillcrest Street  
Monday, February 3, 2014 – 7:00 P.M.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
  - A. Approval of regular session agenda
  - B. Approval of minutes of 01/21/2014 Council meeting
5. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a “Public Comment Registration form” on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*
6. **PRESENTATION:**
  - A. Carla Bennett, Tobacco Prevention and Education Program Coordinator, Washington county Department of Health and Human Services
7. **PUBLIC HEARING:**

None Scheduled
8. **NEW BUSINESS:**
  - A. Adopt Resolution No. 1815 approving an agreement between the City of North Plains and North Plains Chamber of Commerce regarding the Elephant Garlic Festival
  - B. Adopt Resolution No. 1816 approving an agreement for a hospitality market feasibility study to be performed by consultants Kennedy and Mohn
  - C. Discussion of City matching funds raised at a benefit dance at Jessie Mays in March
  - D. Discussion of draft home occupation ordinance
  - E. Discussion of draft peddlers, solicitors, street vendor and temporary merchant ordinance
  - F. Quarterly Finance Report
  - G. Report on the planning status of the Fourth of July Celebration
9. **UNFINISHED BUSINESS:**

- A. Discussion and approval of specific draft city policies from number 401-603. This item was deferred from the January 21, 2014 Council Meeting. (Copies of policies were distributed at the 9/16/13 Council meeting)

**10. ORDINANCES:**

**FIRST READING:**

None Scheduled

**SECOND READING:**

None Scheduled

**11. STAFF REPORTS**

Staff reports will be provided by the Public Works Director, Police Chief, and Library Director

- WCCLS Annual Report

**12. COUNCIL REPORTS**

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

B. February 2014 Council Calendar

**13. ADVICE/INFORMATION ITEMS:**

- 2/08/14: One Book One Community-Kukatonon Children's African Dance Troupe at Jessie Mays @1:00
- 2/13/14: One Book One Community-Enric Sifa, musician and lecture
- 2/15/14: Sweetheart Dance: Saturday at Jessie Mays @ 6:30
- 2/17/14: President's Day-City Offices Closed
- 2/21/14: One Book One Community-Movie Night: Hotel Rwanda
- 2/23/14: Playdate at Jessie Mays @1:30 p.m.
- 2/27/14: One Book One Community-Book Discussion

**14. ADJOURNMENT:**

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

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**The following City Council Meetings are scheduled to be held at Jessie Mays Community Hall at 30975 NW Hillcrest Street, North Plains, Oregon.**

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

Tuesday, February 18, 2014

Monday, March 3, 2014

Monday, March 17, 2014

**CITY OF NORTH PLAINS, CITY COUNCIL MEETING**  
**MINUTES REGULAR SESSION**  
NORTH PLAINS SENIOR CENTER  
31450 NW Commercial  
Tuesday, January 21, 2014

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

Absent: Michael Demagalski

**Staff present:** City Manager Martha DeBry, Chief of Police Bill Snyder, Public Works Director Blake Boyles, Management Analyst Jennifer Knowles, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**
  - A. Approval of regular session agenda
  - B. Approval of minutes of 01/06/2013 Council meeting

Hatcher asked for a motion to approve the consent agenda. Motion by Warren and seconded by Broome to approve the Consent Agenda. The motion was approved unanimously.

5. **PUBLIC COMMENT:**  
None forthcoming
6. **PRESENTATION:**  
None Scheduled
7. **PUBLIC HEARING:**  
None Scheduled
8. **NEW BUSINESS:**
  - A. Adoption of Resolution No.1810 extending the terms of the cable television services agreement with Comcast of Oregon, Inc. to enable the Metropolitan Area Communications Commission (MACC) to complete the formal renewal process (Fred Christ of MACC)

Fred Christ discussed with Council a request to approve the extension of the Comcast franchises agreement during the renegotiation process of the cable franchise with Comcast. Christ stated there are no changes in terms or finances associated with the extension of the agreement.

Motion by Warren and seconded by Lenahan to adopt Resolution No. 1810. The motion was approved unanimously.

B. Discussion of Oregon's Clean Fuel Program (CFP) and approving support for continuation of program.

Hatcher explained he received information in the mail regarding the Clean Fuel Program that is scheduled to sunset after 2015. A request was made for Council to show support for the extension of the Clean Fuel Program by way of a letter to Senator Starr. A template of the letter was included in the information Hatcher received. As Council discussed the Clean Fuel Program it became clearer they needed more information and would have liked a representative from the organization to have attended the meeting. Hatcher advised he would not be sending the letter to Senator Starr.

C. Approval of Resolution No. 1811 Surplus Police equipment

Motion by Kindel and seconded by Lenahan to approve Resolution No. 1811 declaring surplus obsolete or non-functioning equipment and authorizing sale or disposal of such property. The motion was approved unanimously.

D. Update regarding Economic Development

Council had requested an update on the economic development activities of the Management Analyst. DeBry and Knowles presented the staff report that listed several detailed key initiatives that are a part of an overall strategy of making North Plains a desirable place to live, work, and own a business.

E. Approval of waiver of fees for Cub Scouts 175 to use Jessie Mays

Motion by Newton and seconded by Kindel to waive the fees for use of Jessie Mays Community Hall for the Pinewood Derby on January 25. The motion was approved unanimously.

F. Approval of waiver of fees for "Acting with Mo" classes at Jessie Mays

Motion by Broome and seconded by Warren to waive the fees for use of Jessie Mays Community Hall for Children's Theater Classes with Maureen Hicks. The motion was approved unanimously.

G. Discussion of use of Jessie Mays Park for a Society for Creative Anachronisms (SCA) event in May

A request was made for the use of Jessie Mays Community Park for a weekend in May. The Society of Creative Anachronism (SCA), a non-profit group that participates in the middle ages/renaissance activities, wants to host an event in North Plains. Also, as a part of the event they will host a private party, called a feast, inside Jessie Mays Hall on the first evening where dancing to acoustical instruments occur. Staff is seeking direction from Council on fees and criteria for renting the field as we have only had one request for this to date.

Motion by Kindel and seconded by Warren to allow the City Manager to negotiate a contract with SCA and to plug in the fees necessary that will make this thing work. Hatcher asked for further discussion. The motion was not voted on.

Council was concerned with the damage that may occur to the field as it could still be wet this time of year. Noise issues and safety/security concerns were also expressed and Council wants these to be addressed in the agreement for the use of the park. As a condition of approval, letters need to be sent out to the residents in the vicinity notifying them of the upcoming event. Council also wants the City to be named as an additional insured on SCA's insurance policy. DeBry will ask the SCA to attend a Council meeting.

G. 1. Approval of waiver of fees for SCA, a non-profit, to use Jessie Mays

The Society for Creative Anachronism, a non-profit organization, was requesting Council to waive the fees associated with the rental of Jessie Mays Community Hall for a general membership business meeting on February 1, 2014.

Consensus of the Council was to waive the fees for the use of Jessie Mays Community Hall for a business meeting.

H. Adoption of Resolution No.1812 appointing City Manager as the local government representative to receive information from owners of foreclosed properties.

DeBry presented the staff report explaining HB 2662 in which legislature adopted a law to provide cities with additional tools to address foreclosed properties. The full text of the law was included in Council Packet.

Motion by Kindel and seconded by Newton to adopt Resolution No. 1812 approving the designation of the City Manager as the local government representative to receive information from owners of foreclosed properties. The motion was approved unanimously.

I. Discussion of compensation changes for police employees and Library Director

DeBry presented the staff report regarding two changes in compensation.

City/County Insurance Services (CIS) advised the City that Library Director Debbie Brodie is not eligible for either life, long-term disability or accidental death and dismemberment insurances. The City has previously provided these to the employee. In order to keep the employee whole, staff is recommending a slight increase in the hourly rate, which would allow the employee to obtain insurances elsewhere. The value of the City's current contributions are roughly \$35/month. This change would increase the hourly rate from \$29.74 to \$30.15. Discussion ensued.

Motion by Kindel and seconded by Lenahan to make the adjustment and raise the compensation from \$29.74 to \$30.15. The motion was approved with a 5-1 split vote with Warren voting against.

The second issue was to provide a legal defense fund for our officers, particularly our reserve officers. Officers are in a profession that is frequently sued for acts and omissions committed within the scope of employment. Even well-trained and competent officers can be the subject of lawsuits, which are expensive to defend even when no wrong doing has occurred. At present only the Chief has secured legal defense insurance. Officers, including reserves, have an exposure to legal costs that can be bridged easily with a group policy. The legal defense fund offered by the Peace Officers Research Association of California (PORAC) provides knowledgeable legal representation for both criminal and civil cases.

Lenahan suggested that Chief Snyder look into consulting with Elmer Dickson who is the Washington County Counsel: Attorney for Law Enforcement. Lenahan feels we should work with our neighbors instead of going out of state.

Council agreed they were not ready to make a decision on this issue. They would like to see more research done and have staff report back.

J. Adoption of Resolution No.1813 reclassifying an Account Clerk II position in Finance to City Recorder in the City Manager's Office

DeBry presented the staff report. M. Reh was appointed to an Account Clerk II position in April. Cross-training has occurred with the Finance administration functions along with executing City Clerk duties. During this time Reh has also been the Library Cataloger. Library Director Debbie Brodie is in the process of recruiting a specialized cataloger to replace Reh. Reh will be transitioning to spend the full 40 hour work week to City Hall. DeBry is requesting Reh to be assigned primarily to City Recorder duties, while providing back up support to the front office as needed. This change in classification and title should be memorialized by resolution.

Motion by Kindel and seconded by Broom to adopt Resolution No. 1813 which reclassifies an Account Clerk II position in Finance to City Recorder in the City Manager's office. The motion was approved unanimously.

K. Adoption of Resolution No.1814 approving the payment of Clean Water Services Fees for Senior Center Remodel

DeBry was approached by Margaret Wold, Manager of the North Plains Senior Center requesting assistance from the City regarding payment of Clean Water Services fees for the design review of the Senior Center Remodel. The commencement of the kitchen remodel has been postponed several times since the initial approval of plans in 2012. Costs have escalated and the North Plains Senior Center needed to request an additional \$70,000 in CDBG funds, which was approved in the prior month. The North Plains Senior Center was recently advised that CDBG funds cannot be used for payment to Clean Water Services for system development fees. These fees are estimated at \$8,150. Because the Senior Center maintains a very lean operating reserve of approximately \$15,000, which can cover about 6 months of operations, the Clean Water Service fees represent a large financial risk. Discussion ensued.

Motion by Warren and seconded by Kindel to adopt Resolution No.1814 approving the payment of Clean Water Services Fees for the Senior Center Remodel from Recology Fund revenues. The motion was approved by a 5-1 split vote with Lenahan voting against.

L. Interview and appointment of Planning Commission members:

- a. Ethan Hagar
- b. Larry Gonzales

The City had solicited applications for the two Planning Commission openings to which Ethan Hagar, an incumbent, and Larry Gonzales, a new resident to North Plains, applied. Ethan Hagar was not available to attend the Council meeting for an interview. Council interviewed Mr. Gonzales.

The staff report noted the Commission had expressed a concern about Ethan Hagar's attendance record at the Commission meetings. Hagar was also absent from the Planning Commission meeting in which he would have been interviewed. Newton stated that she felt it would be a voice not being heard taking up a seat if Hagar was appointed to the position again. Council would like keep the position open and available for other applicants.

Motion by Newton and seconded by Broome to appoint Larry Gonzales to the Planning Commission but pass on Ethan Hagar at this time. The motion was approved unanimously.

M. December Check Register: Manual and Auto Pay

Council reviewed the December Check Register. There was a concern regarding the transaction for DR Horton for Refunds on Lot 3-5 for \$6,665.00 each. DeBry will research this and report back to Council.

9. UNFINISHED BUSINESS:

A. North Plains Skate Park update by Councilor Warren

Councilor Warren initially wanted to update the Council on the status of the skate park equipment that was temporarily donated to Evergreen Christian Church. Warren has some ideas to reuse the skateboard equipment. Instead he wanted to say something about the skate park itself first. North Plains' plan was that we get a skate park. We should buy some land and do this, and not use the old equipment. The church is using it and we should let them continue to use it. A skate park is a long time overdue we have the money for parks. We should buy the land and put up a park. He stated that Scappose and Ranier have their parks. He is disgusted with North Plains about this. We had to remove the equipment because of noise issues. Warren was ready to buy the sound barriers that would have addressed that issue. Then, he stated, the insurance concerns came up. Warren thinks we should do the right thing and do something for the kids-give them a skate park. This is something we started seven years ago and still don't have anything. His grandson was eleven years old when we first started talking about this. He is twenty now and still skates. He feels it is a losing process to get the equipment back and try to cover it with polyurethane to make it usable. Warren wants the specific topic of getting a skate park added to the agenda and see if we can buy some property and see it happen.

Hatcher stated that there were two members of the Parks Board present here on the Council and they will take your message back to the group. Newton and Lenahan also invited Warren to come to the Parks Board meeting that will be held the next night. Newton stated they are working on exploring options for the skate park.

B. Discussion and approval of specific draft city policies from number 401-603

Due to the lateness of the hour this item was deferred to the next Council meeting.

10. ORDINANCES:

FIRST READING:

None Scheduled

SECOND READING:

None Scheduled

11. STAFF REPORTS

Included in the packet was a copy of the Market Trends or the Portland economic indicators for December. This was included in the packet to ensure Council all received it. Generally North Plains is following the trend of most of the area where housing starts are up. We are seeing more activity in real estate than we have in the past.

The law enforcement dinner is coming up. The Chief has organized this event for the region at Pumpkin Ridge Golf Club. Police are staying very busy. Chief Snyder is actively working on arrest warrants.

One Book One Community will be very active in the month of February. In addition to the Kick-off party on Saturday, February 1 there will be additional activities including a dance ensemble; a musician performing at the library and other events such as the Super Saturday. All are encouraged to attend.

Several Council members attended the William Stafford event and saw how successful it was. There were over 150 participants who attended. Kim Stafford's publicist stated that Kim thought it was a wonderful event and couldn't stop talking about it—we made a big impression on him and the library community.

The City received an appeal to a Planning Commission decision that will be presented to the Council the second meeting in February—on Tuesday, February 18, 2014. This is in regards to a five lot subdivision on North Avenue. We have to notice the public meeting so it can't take place until that third week of February.

We have the order to remove the vehicles from the Speight property. That will be taking place in the next couple of weeks.

12. COUNCIL REPORTS

Hatcher asked for a Fourth of July Report at the next Council meeting. He would like to have them presenting where they are in the planning, the sponsorship and the whole picture.

Hatcher asked that we send a reminder to Demagalski that he is the ex officio for Planning Commission in February.

Broome brought up an issue regarding the new development on Highland Court and the home owner's association. Individuals are posting notices on homes that are not a part of the HOA stating they are in violation. DeBry stated we would need to see a copy of the notice to be able to respond.

Broome would like to designate a dance at Jessie Mays in March to raise funds to help out the North Plains Elementary School. Broome has met with the principal and she indicated they could use help with art supplies. Broome inquired of the council if they would be willing to match what is raised at the dance. Hatcher asked that this be added as a future agenda item.

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

- A. Adjourn to Executive Session in accordance with ORS 192.660(2)(i) and 192.660(2) ) - (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Adjourned to an Executive Session at 10:10 to discuss real property. Exited Executive Session at 10:32 p.m.

**14. ADVICE/INFORMATION ITEMS:**

- Thursday, January 23, 2014: Joint Legislative Dinner at the Prime Time Restaurant
- Sunday, January 26 from 1:30-5:00: Playdate at Jessie Mays Community Hall
- One Book One Community Kick-Off: Saturday, February 1 from 6:30-8:30 at the North Plains Public Library. Free copies of the book "Running the Rift" by Naomi Benaron and free Rwandan food.

**15. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 10:32:30 p.m.**

\_\_\_\_\_  
David Hatcher, Mayor

\_\_\_\_\_  
Margaret L. Reh, Deputy City Recorder

Date approved \_\_\_\_\_



## **CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 24, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Presentation by Carla Bennett Tobacco Prevention and Education Coordinator

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**Request:** Council hear presentation by Carla Bennett, Tobacco Prevention and Education Coordinator of Washington County Health and Human Services Department.

**Background:** Staff has invited Mrs. Bennett to make a presentation on Tobacco prevention and education in Washington County.

In recent years, the use of electronic cigarettes has grown greatly, and state laws do not address this trend. E-cigarettes are battery-powered devices that allow users to inhale a vapor mix consisting of nicotine, flavor additives and other chemicals. These may contain 0-24 mg of nicotine. The products are marketed with candy flavors like gummy bear, chocolate and bubble gum. Use of the e-cigarettes is called “vaping” as a cloud of vapors is generated by their use. The vapor is not as toxic as traditional cigarettes which are known to contain carcinogens and other toxic elements; however it can emit a noticeable odor. It is becoming common to see celebrities on television using these products in public, because their use on camera is not restricted like tobacco.

Since e-cigarettes do not contain tobacco, in Oregon these devices are not subject to age restrictions that apply to traditional cigarettes. Technically any child can enter a market and purchase an e-cigarette.

E-cigarettes are nicotine delivery systems, and nicotine is addictive element in traditional cigarettes. A 2013 survey of Oregon teens suggests that 5.2% of 11<sup>th</sup> graders now use e-cigarettes. Nationally, almost 10% of middle and high school students are using e-cigarettes according to the Centers for Disease Control.

Washington County is encouraging local agencies to consider local bans on the sale of nicotine products to minors until the State of Oregon adopts more consistent rules regarding e-cigarette sales. The Oregon legislature anticipates taking this issue on next year. To date 27 other states have banned sales to minors. The city of Corvallis recently adopted a similar ban in December.

Additionally, Council may wish to consider a ban on “vaping” in public buildings similar to the no smoking rules associated with tobacco free workplaces. At this time there is nothing preventing a person from entering the Library or Jessie Mays and using e-cigarettes.

Staff is recommending that Council hear the presentation of the Prevention and Education Coordinator and provide direction to staff on the adoption of local ordinances to limit the purchase and use of e-cigarettes in North Plains. Sample ordinances are included in Council’s packet.

**Fiscal Impact:** The proposed change would not have a direct fiscal impact on the City. Four retailers in North Plains offer e-cigarettes. Three of them also sell tobacco products.

**Environmental Issues:** Nicotine is a stimulant drug that is naturally occurring in tobacco and other plants. When consumed by humans it is known to increase blood pressure and heart rate; and may cause microvascular injury.

**Recommendation:** Council discuss the draft ordinance. Once direction has been received from Council, the ordinance will be submitted to the City Attorney for further review.

**Sample Motion:** No motion required.

*Attachments: Draft ordinance*

City of North Plains

Chapter X.XX PROHIBITS THE SALE AND USE OF TOBACCO AND VAPOR PRODUCTS BY MINORS

Sections:

- X.XX.001 Definitions.
- X.XX.002 Sale and use of tobacco and vapor products by minors prohibited.
- X.XX.003 Penalties.

X.XX.001 Definitions.

The following definitions apply to this chapter:

"Tobacco" means any tobacco product, cigarette, cigar, pipe tobacco, smokeless tobacco, chewing tobacco, electronic cigarettes and any other form of tobacco or nicotine product (not approved by the FDA) which may be utilized for smoking, chewing, vaping, inhaling, or any other means of ingestion or consumption.

"Vapor product" means a noncombustible product that employs a mechanical heating element, battery or circuit and that can be used to heat a nicotine solution; or a cartridge or other unit containing a nicotine solution to be placed in an electronic cigarette, device or product.

X.XX.002 Sale and use of tobacco and vapor products by minors prohibited.

The sale, possession, distribution and use of tobacco, nicotine or vapor product in any form to persons under 18 years of age are prohibited. A person under the age of 18 may not purchase, attempt to purchase, use or obtain any tobacco or vapor product. Tobacco or vapor products in a retail store may not be located in an area accessible to customers without assistance by a store employee.

X.XX.003 Penalties.

The sale of tobacco or vapor product in any form to persons under 18 years of age is prohibited. Any person who knowingly sells, or causes to be sold, tobacco to a person under 18 years of age commits the crime of endangering the welfare of a minor, pursuant to ORS 163.575.

City of North Plains

Chapter X.XX PROHIBITS SMOKING AND USE OF TOBACCO ON CITY PROPERTY

Sections:

- X.XX.001 Definitions.
- X.XX.002 Smoking and tobacco use prohibited.
- 04.05.130 Penalties.

X.XX.001 Definitions.

The following definitions apply to this chapter:

"Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, electronic cigarette, pipe, hookah, plant or any other smoking, tobacco, nicotine or tobacco-like product or substance in any manner or any form.

"Tobacco use" means smoking, chewing, vaping, inhaling or any other means of ingestion or consumption of any tobacco product.

"Tobacco" means any tobacco product, cigarette, cigar, pipe tobacco, smokeless tobacco, chewing tobacco, electronic cigarettes and any other form of tobacco or nicotine product which may be utilized for smoking, chewing, vaping, inhaling, or any other means of ingestion or consumption.

Note: this policy does not prohibit use of FDA-approved nicotine replacement therapy products, such as nicotine patches, gum and lozenges, which are intended to help quit tobacco use and minimize symptoms of nicotine addiction.

X.XX.002 Smoking and tobacco use prohibited.

Smoking and tobacco use is prohibited on all city-owned, leased and maintained properties, as well as all city-sponsored events and markets. This includes, but is not limited to, buildings, parking lots, park and recreation areas, vehicles and other real and personal property.

04.05.130 Penalties. (taken from North Plains Muni Code)

Any person found guilty of violation of any rule or regulation shall be guilty of an infraction and shall be fined in an amount not more than \$500.00. [Amended by Ord. 143, November 21, 1983]



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 24, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Resolution No. 1815 Approving an Agreement between the City of North Plains and the North Plains Chamber of Commerce Regarding the Elephant Garlic Festival

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**Request:** Council adopt Resolution No. 1815 approving an agreement between the City of North Plains and North Plains Chamber of Commerce regarding the Elephant Garlic Festival.

**Background:** The Chamber of Commerce recently voted to pass ownership of the Elephant Garlic Festival to the City of North Plains. The agreement included in Council's packet provides for the legal transfer of ownership of the Elephant Garlic Festival names, equipment and other property.

Council and staff have discussed contracting with the North Plains Events Association (NPEA) to operate the festival on a year-to-year basis. A separate agreement has been drafted for this purpose and the City is awaiting comments from the NPEA on the agreement. At present the NPEA is planning to operate the festival as it did in the prior year, and has already begun the process of accepting applications for vendors. This agreement will be presented to Council in the near future.

**Fiscal Impact:** As a result of this agreement the City will assume ownership of the Elephant Garlic Festival. While the festival is usually operated at slight profit, there have been years when the festival did not generate income for the Chamber of Commerce. The finances of the Elephant Garlic Festival are such that the success in obtaining sponsorships determines if the festival operates in the black. The structure of the agreement with the NPEA will determine what financial risks the City will assume with ownership of the festival.

**Environmental Issues:** No environmental issues are associated with this item.

**Recommendation:** Council to adopt Resolution No. 1815 approving an agreement between the City of North Plains and the North Plains Chamber of Commerce regarding the Elephant Garlic Festival.

**Sample Motion:** I move to adopt Resolution No. 1815.

*Attachments: Resolution No. 1815, agreement*

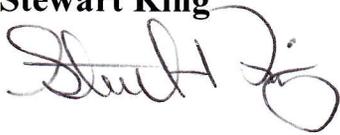
**From the Desk of  
Stewart King**

**I hereby grant to the North Plains Chamber of Commerce, the City of North Plains and the North Plains Events Association permission to exclusively use the likeness of the character having its body formed in resemblance to a garlic bulb with garlic shoots projecting like hair from the top of the elephant's head and commonly known as "Stinkee".**

**The permitted use shall be for the promotion and presentation of the 2014 North Plains Elephant Garlic Festival to be held in the City of North Plains.**

**Even though the North Plains Chamber of Commerce has trademark the ownership of my creation, I still believe that it is my property and that I still retain the right to approve any Garlic Festival vendor or advertiser to reproduce the image of "Stinkee" especially for financial gain.**

**Stewart King**



*NOVEMBER 25, 2013  
Received by Cynthia Hunt*

**December 27, 2013**

**Trade and Service Marks Registered with the State of Oregon**

<b>Registry Number</b>	<b>Dated Filed</b>	<b>Description of Trade or Service Mark</b>	<b>Date to Renew Registration</b>
42482	November 6, 2012	The words "Fun Stinks!"	November 5, 2017
42481	November 6, 2012	An elephant having its body in the shape of a garlic bulb	November 5, 2017
42483	November 6, 2012	The words "Elephant Garlic Festival"	November 5, 2017

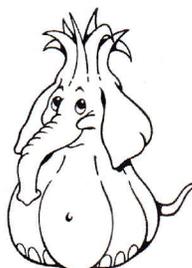
**Domain Names Registered with Enom.com**

<b>Date Registered</b>	<b>Domain Name Registered</b>	<b>Date to Renew Registration</b>
December 11, 2001	Funstinks.com	December 11, 2014

# United States of America

United States Patent and Trademark Office

*Fun Stinks!*



**Reg. No. 4,364,362**

**Registered July 9, 2013**

**Int. Cl.: 41**

**SERVICE MARK**

**PRINCIPAL REGISTER**

NORTH PLAINS CHAMBER OF COMMERCE, INC (OREGON NON-PROFIT CORPORATION)  
PO BOX 152  
NORTH PLAINS, OR 97133

FOR: ORGANIZING COMMUNITY FESTIVALS FEATURING A VARIETY OF ACTIVITIES,  
NAMELY, SPORTING EVENTS, ART EXHIBITIONS, FLEA MARKETS, ETHNIC DANCES  
AND THE LIKE , IN CLASS 41 (U.S. CLS. 100, 101 AND 107).

FIRST USE 12-31-2002; IN COMMERCE 12-31-2002.

THE MARK CONSISTS OF AN ELEPHANT HAVING ITS BODY FORMED IN RESEMBLANCE  
TO A GARLIC BULB WITH GARLIC SHOOTS PROJECTING LIKE HAIR FROM THE TOP  
OF THE ELEPHANT'S HEAD HAVING THE WORDS "FUN STINKS!" ABOVE.

SER. NO. 85-777,434, FILED 11-12-2012.

RONALD MCMORROW, EXAMINING ATTORNEY



*Lisa Street Lee*

Acting Director of the United States Patent and Trademark Office

**North Plains Chamber of Commerce, Inc.  
Storage Shed Inventory on November 24, 2013**

**Elephant Garlic Festival Items**

<b>Quantity</b>	<b>Size</b>	<b>Description</b>
1	9' x 9'	White collapsible tent frame (needs one screw)
1	9' x 9'	Green collapsible tent frame cover with silver inner lining
		<b><u>White tent poles:</u></b>
8	71 inches	straight with feet
8	78 inches	straight
8		curved
2		center crosses
		<b><u>Beige tent flaps:</u></b>
1		front piece for zippered opening with plastic flap attached
4		plastic tent sides
1		zippered plastic flap
<b>TUB #1</b>		Tent Fasteners and tie downs; white iron connections for tent
		<b><u>Banners:</u></b>
1		"Family Entertainment Stage"
2		"Welcome to the Elephant Garlic Festival" with picture of "Stinke"
2	18" x 24"	Backs for frames
6	48" x 100'	Orange barrier fencing - one unopened, 5 opened
6	1 gallon	Red buckets
1		Bag full of small kraft paper bags
1		Box full single folded hand towels
1		Lost & Found box filled with miscellaneous items
1		Roll plastic sheeting in box
50		Bottles Garlic Festival Water
		<b><u>Signs:</u></b>
1		Elephant Sign (located outside under blue tarp)
1	5' x 4'	Garlic Festival Next Exit (with picture of "Stinke")
1	2' x 4'	"Polygon NW & West Coast Bank Music"
1	2' x 4'	"In Kind - City of North Plains and J&S Golf Cart Rentals"
1	2' x 4'	"In Kind-Portable Welding and More, Garbarino Disposal & Recycling, Knights of Pythias, Lakeview Farms"
1	2' x 4'	"Kids Entertainment Sponsors-Gonzales Boing and Tunneling and Ran-Bro Tool"
1	2' x 4'	"Major Sponsor-Tuality Healthcare"
1	2' x 4'	"Transportation Sponsors-All Terrain Auto Body and Painting, Hoss Paving (says Hass), Ran-Bro Tool Co., Shadybrook Lumber Products Inc, The Last Waterin' Hole, "Daniel's Iron Design"
1	2' x 4'	"Patron - Candido Painting, Jossy Farms, Inc., Pacific Northwest Yamaha"
1	2' x 4'	"Special Thanks to- City of North Plains, City of North Plains Police Department, City of North Plains Public Works Department"
1	4' x 3'	"STOP! Vendor Participants Parking Only"
1	4' x 3'	"Vendor Parking Only - All Others Will Be Towed"

**North Plains Chamber of Commerce, Inc.  
Storage Shed Inventory on November 24, 2013**

**Elephant Garlic Festival Items**

<b>Quantity</b>	<b>Size</b>	<b>Description</b>
1	3' x 5'	"Car Show Saturday 8-3"
2	6" x 4'	"Debbie Olson Volunteer of the Year"
2	6" x 4'	"Carolyn Leavett Volunteer of the Year"
1	20" x 30"	"Garlic Festival" with left arrow
1	20" x 30"	"Garlic Festival" with right arrow
1	18" x 24"	Handwritten: "VIP Parking" on a pole
2	18" x 24"	"Musicians Parking and Unloading Only" with stakes
1	12" x 18"	"No Parking" with stake
1	15" x 19"	Handwritten "No Parking All Others Towed Away"
1	9" x 24"	Three signs on one stake: "10 K Runners" with arrow, "Vendor Access" with arrow, "Parade Staging" with arrow
1	9" x 24"	Three signs on a stand: "10 K Runners" with arrow, "Parade Staging" with arrow, "Festival Parking" with arrows
1	9" x 24"	Two signs on a stake: "10 K Run" with arrow, "Parade Staging" with 2 arrows
1	18" x 24"	"No Alcohol Beyond This Point"
1	9" x 33"	Yellow "Restroom" with arrow
1	25" x 36"	"Event Parking Ahead" with arrow
1	25" x 28"	"Event Parking" with arrow
1	24" x 48"	Wooden 1/4 inch-plywood
<b>TUB #2</b>		<b>Signs:</b>
3	18" x 24"	"Vendor Parking Only" with arrow
4	12" x 18"	"More Arts & Crafts Vendors Inside"
3	18" x 24"	"No Alcohol Beyond this Point"
4	18" x 24"	"No Bicycles, Rollerblades, Skateboards Allowed"
2	18" x 24"	"No Pets Allowed"
2	18" x 24"	"No Dogs Allowed"
1	18" x 24"	"Event Parking"
1	18" x 24"	"Park" with arrow
1	18" x 24"	"Shuttle Pickup"
1	18" x 24"	"Thanks for Your Support: Gonzales Boring and Tunnelling"
1	18" x 24"	"Thanks for Your Support Douglas Machining"
3	9" x 24"	Yellow "Restroom"
1	9" x 24"	Yellow "Crafts"
1	9" x 24"	"Vendor Access" with arrow
1	9" x 24"	"Car Show" with arrow
1	9" x 24"	"Car Show Entries" with arrow
1	9" x 24"	"10 K Run" with arrow
1	9" x 24"	"Vendor Handicap Parking Only"
12	6" x 16"	"Handicap Parking"
1	12" x 24"	Yellow "Kids Entertainment"
1	18" x 24"	"No Smoking"
1	9" x 24"	"No Smoking"
1	9" x 14"	"No Smoking"
1	12" x 18"	"No Smoking"
1	12" x 18"	"No Parking"
5	9" x 9"	Yellow with black arrows

**North Plains Chamber of Commerce, Inc.  
Storage Shed Inventory on November 24, 2013**

**Elephant Garlic Festival Items**

<b>Quantity</b>	<b>Size</b>	<b>Description</b>
1	5" x 18"	Yellow "Beer"
1	12" x 28"	"Battle of the Bands Sat 7:30pm"
1	18" x 24"	Metal "Handicap Parking Only" with NPPW written on back
1	12" x 18"	Metal ORS handicap parking statement with NPPW written on back
2	12" x 18"	Yellow "Garlic Festival Beverages, Red Bull \$2.00, Diet Coke \$1.00, Coke \$1.00, Sprite \$1.00"
2		1/2" Outdoor Mist Cooling System (unopened)
<b>TUB #3</b>		
19	15-1/2"	Wooden dowels
12		Assorted Hangers
1		Melamine Tray
5		Various sized plastic holder for display
1		Can inverted red marking paint
1		Unopened box Heavyweight Sheet Protectors - 250 count
1		Roll blue double tickets
1		Roll teal double tickets
		Bag of crayons with 8 serving bows
1		shipping tape dispenser w/used tape roll
9		Sentry plastic deposit bags
2	29" x 168"	Black plastic rectangle table skirt with adhesive strip backing
1	54" x 108"	White paper tablecloth lined with plastic
1	29" x 4'	Purple plastic table skirt with adhesive strip backing
2	19" x 168"	Light Blue tableskirt with adhesive strip backing
1		Partially opened box of sandwich bags
4		Knitted potholders
<b>10" x 13" White Plastic Container in Tub #3</b>		
1		Package of Cable Ties
1	1/2" wide	Used roll double-sided white tape
2		Boxes clear push pins
1	2-1/4" wide	Roll register tape
1	3" wide	Used roll "Caution" yellow ribbon
1		Tin of straight pins
1		Marker - red, wide and broad
1		Package Hand & Face Wipes
1		Open box Nitrile disposable gloves
1	3/4" wide	Used roll scotch tape
1	1" wide	Used roll wide white Painters masking tape
4		Window Chalk Markers - orange, black, green and red
2	9"	Spiral metal stakes with eye on one end
1		2-part carbonless sales order book
3		3-part carbonless sales order book
<b>TUB #4</b>		
1		Box with black garbage bags and white shopping bags
1		Partial package of foam plates
1		Partial package of white napkins

**North Plains Chamber of Commerce, Inc.  
Storage Shed Inventory on November 24, 2013**

**Elephant Garlic Festival Items**

<b>Quantity</b>	<b>Size</b>	<b>Description</b>
1		Bag of plastic forks
1		Bag of iridescent strands (stuffing)
1		Johnson & Johnson First Aid box
1		Red bag marked "All Purpose & Outdoor First Aid"
1	9'	Brown extension cord
<b>TUB #9</b>		
1	84"x96"	Floral Plastic Tablecloth
1	22" x 44"	Banner "ATM Located Here, US National ATM"
1	22" x 66"	Banner "North Plains Chamber of Commerce Info Booth, Lost & Found" with Coca Cola pictures
1	32" x 80"	Banner "Information - T-shirts, Posters"

AGREEMENT  
BETWEEN  
CITY OF NORTH PLAINS, OREGON  
AND  
NORTH PLAINS CHAMBER OF COMMERCE, INC.  
REGARDING  
TRANSFER OF RIGHTS, TITLE AND INTEREST  
TO  
THE NORTH PLAINS ELEPHANT GARLIC FESTIVAL

An agreement dated this \_\_\_\_\_ day of February, 2014, by and between the City of North Plains, Oregon (“CITY”), an Oregon municipal corporation, and the North Plains Chamber of Commerce (“NPCC”), an Oregon not-for-profit corporation.

WHEREAS, the NPCC has hosted and owned a regional event called the North Plains Elephant Garlic Festival (“Festival”) at the CITY-owned Jessie Mays Community Park for over a decade;

WHEREAS, in November 2013, NPCC formally approved a resolution manifesting its intent to irrevocably transfer its ownership rights in the Festival to CITY, including physical and any and all intellectual and other property rights it may have related to the Festival;

WHEREAS, CITY and NPCC wish to formally manifest the transfer of the Festival’s ownership from the NPCC to CITY.

NOW, THEREFORE, in consideration of the foregoing, the mutual promises contained herein as well as other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), NPCC and CITY agree as follows:

1. Ownership
  - I. The North Plains Chamber of Commerce, Inc. as of the date first noted above hereby irrevocably gives, grants, transfers, delivers all and any of its right(s), title and interest(s) to and in the following property to the City of North Plains:
    - a) The name “North Plains Elephant Garlic Festival”;
    - b) The name “Oregon Garlic Festival”;
    - c) The internet domain name “funstinks.com”;
    - d) Any and all interest in any intellectual property including copyrights, licenses, trademarks and patents related to or associated with the North Plains Elephant Garlic Festival or Oregon Garlic Festival;
    - e) Any and all sign(s) used to advertise, promote or otherwise publicly announce the existence of or directions to the North Plains Elephant Garlic Festival or Oregon Garlic Festival as shown in Attachment “A”;
    - f) Directional signs associated with the North Plains Elephant Garlic Festival

or Oregon Garlic Festival;

- g) All personal property associated with North Plains Elephant Garlic Festival or Oregon Garlic Festival including tablecloths and office supplies stored with the North Plains Elephant Garlic Festival sign; and
- h) Original artwork associated with prior North Plains Garlic Festivals as well as any and all intellectual property rights to the same.

- II. NPCC and CITY know and understand that NPCC caused there to be a filing of a trademark with the State of Oregon for “Stinkee” in November 2012 as the same is used and displayed on Attachment B which filing NPCC has advised CITY may not have been appropriately completed. To the extent NPCC has any ownership, interest in or control over said “Stinkee” trademark, NPCC grants CITY the right to use said trademark for any and all purpose(s) CITY (through the Office of the City Manager) deems appropriate. Should NPCC receive notice that it has undisputed right to the “Stinkee” trademark, NPCC agrees to take (or cause) whatever steps CITY (by and through the Office of the City Manager) deems necessary and appropriate (including the filing of any notices, pleadings or papers) to ensure CITY is effectively afforded irrevocable transfer of said trademark.

2. Indemnity and Insurance

CITY agrees, to the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, that once CITY obtains all the items, rights and interests described in Section 1 (“Ownership”) above, it agrees to indemnify, hold harmless and defend NPCC from and against any and all liability, settlements, loss, costs and expenses in connection with any action, suit or claim alleged or resulting from CITY’s operation of the North Plains Elephant Garlic Festival or Oregon Garlic Festival including acts, omissions, activities, or services in the course of performing this agreement or for the acts or omissions of their assignees, transferees, agents, employees and/or subcontractors.[A1]

3. Law of Oregon

This Agreement is governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Washington County, Oregon, if in state court and the United States District Court for the District of Oregon (Portland) if in federal court.

4. Successors and Assignments

Each party binds itself, its successors and assigns to the terms, conditions and responsibilities imposed by this Agreement.

5. NPCC Use of Intellectual Property

The NPCC agrees it is required to and will obtain CITY approval (evidenced via a resolution of the City Council) prior to its use of any interest in the intellectual or personal property right(s) given, granted, transferred and delivered to CITY via this

Agreement from and after the date of this Agreement.

Notwithstanding the foregoing paragraph, NPCC retains the right and ability to sell or otherwise dispose of existing inventory branded with registered names or trademarks [A2] granted to the CITY.

6. Modification; Integration

Any modification of this Agreement shall be reduced to writing and signed by authorized representatives of either City or NPCC. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

7. No Waiver of Legal Rights

A waiver by either NPCC or CITY of any breach of this Agreement by the other shall not be deemed a waiver of any subsequent breach.

8. Force Majeure

Neither the CITY nor NPCC shall be held responsible for delay or default caused by fire, riot, acts of God, war or similar events or occurrences where such event or occurrence was beyond the reasonable control of the CITY or NPCC respectively. NPCC will however make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under this Agreement.

NORTH PLAINS  
OREGON  
CHAMBER OF COMMERCE, INC.  
Russ Sheldon, President

CITY OF NORTH PLAINS,  
Martha DeBry, City Manager

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone \_\_\_\_\_

503-647-5555

Email: \_\_\_\_\_

martha@northplains.org or  
info@northplains.org

**RESOLUTION NO. 1815**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, APPROVING AN AGREEMENT BETWEEN THE CITY OF NORTH PLAINS  
AND THE NORTH PLAINS CHAMBER OF COMMERCE REGARDING THE  
ELEPHANT GARLIC FESTIVAL**

**WHEREAS**, the North Plains Chamber of Commerce has offered to transfer ownership of the Elephant Garlic Festival to the City of North Plains; and

**WHEREAS**, the Elephant Garlic Festival is the largest regional event hosted in North Plains on an annual basis; and

**WHEREAS**, preserving the tradition of the Elephant Garlic Festival is important to the City's cultural and economic well-being;

**WHEREAS**, the City has tentatively agreed to accept ownership of the festival.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Plains, Oregon approving an agreement between the City of North Plains and North Plains Chamber of Commerce regarding the Elephant Garlic Festival

**INTRODUCED AND ADOPTED** this 3rd day of February, 2014.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Margaret L. Reh, Deputy City Recorder



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 24, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Resolution No.1816 approving an agreement for a hospitality market feasibility study to be performed by Kennedy and Mohn

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**Request:** Council adopt Resolution No.1816 approving an agreement for a hospitality market feasibility study to be performed by consultants Kennedy and Mohn.

**Background:** City staff solicited a proposal from Kennedy and Mohn to perform a market feasibility study to determine if sites in North Plains would meet the criteria of major hotel brands. The study would evaluate sites in North Plains, and the general market in our area. Staff believes focusing on the hotel industry is worthwhile because:

- Hotels provide a variety of jobs including management, customer service, facility maintenance, housekeeping, and food service.
- Local hotel occupancy taxes typically range 3%-9% and would be a new revenue source for the community. For example, if 100 rooms were added at a rate of \$100 per night and an average daily occupancy of 50%, such taxes would generate between \$50,000-\$164,000 per year.
- A hotel can be situated on a site as small as two acres, and several locations off Glencoe would be suitable locations for such facilities.
- North Plains can be made more attractive to vacationing tourists as the location is the westernmost City in the Portland Metropolitan area; closest to the coast while remaining a short distance to the downtown Portland, and local attractions include Pumpkin Ridge and Horning's Hideout.
- North Plains is situated within 10 minutes of most of Hillsboro's northern industrial area, which is experiencing a substantial growth in jobs. The need for additional hotel capacity locally is highlighted by projects recently approved by the City of Hillsboro. Two new Hilton brand hotel projects (Embassy Suites and Hampton Inn and Suites) will add 271 hotel rooms on a 4.9 acre site. According to the Smith Travel Report, Hillsboro's current 1,125 hotel rooms (12 hotels) have an extraordinarily high occupancy rate of 82.5%, and the average room cost \$116/night. (Smith also reports monthly on the average U.S. occupancy rate

which ranged between 50% (December) -71% (July) in 2013.) Both of the new hotels will be in Hillsboro's industrial area near Highway 26. It should be noted Kennedy and Mohn assisted with site location for these projects.

Kennedy and Mohn was suggested as a consultant by the Director of Development for western states at Starwood Hotels and Resorts.

Once the City has received the workproduct from this study, it will be reviewed with Council, to determine if an additional consulting services should be retained to actively recruit a hotel investment in North Plains.

**Fiscal Impact:** The proposed contract would be for \$6,500 plus expenses. This can be funded through the Urban Renewal agency. Staff is recommending funding be allocated from the contingency at present, and represented as a line item in the supplemental budget.

**Environmental Issues:** No environmental issues are associated with this item.

**Recommendation:** Council to adopt Resolution No. 1816 approving an agreement for a hospitality market feasibility study to be performed by consultants Kennedy and Mohn.

**Sample Motion:** I move to adopt Resolution No. 1816.

*Attachments: Proposal from Kennedy and Mohn, Resolution No. 1816*

October 21, 2013

Ms. Jennifer Knowles  
Management Analyst  
City of North Plains, Oregon  
31360 NW Commercial Street  
North Plains, OR 97133

Transmitted by email: Jennifer@northplains.org

Dear Ms. Knowles:

It was a pleasure speaking with you recently regarding the City of North Plain's, Oregon interest in attracting a hotel for your community. As we understand, you would like to complete a market feasibility of one or more possible sites that might be suitable for the development of a hotel. The purpose of this market feasibility study would be to assist you in the evaluation of the market and determination of whether there is sufficient demand to support new lodging development and, if so, to identify the type and quality level of property (properties) best suited for the market at this time, the number and mix of guestrooms, size of banquet and meeting space, and other amenities that would enhance the competitive position of the proposed hotel. Our report would then be used to help seek a developer that might be interested in developing a hotel at this location. This proposal includes an overview of our qualifications, the scope of work we propose to complete, our professional fees, and a timetable for completing the assignment.

#### **QUALIFICATIONS OF KENNEDY & MOHN, P.S.**

Kennedy & Mohn is one of the leading professional services firms in the Northwest and Upper Rocky Mountain states that is devoted solely to the hospitality industry. The firm, which has been in existence since 1988, has two professionals with a combined total of more than 50 years of experience in the hospitality industry.

Kennedy & Mohn, P.S. provides services in three primary areas:

- ◆ *Management consulting services*, including market and economic feasibility analyses, strategic planning services, acquisitions due diligence, litigation support, and other general consulting services.

- ◆ *Appraisal services.* Our firm has completed appraisals of hospitality properties located throughout the West Coast and Alaska, ranging from small limited-service hotels to \$100+ million resorts. These appraisals have been completed for a wide variety of major lending institutions, and private developers for planning or acquisition purposes, property tax appeals, or estate tax planning. Michael J. Mohn holds the MAI designation from the Appraisal Institute and appraisal licenses in multiple states.
- ◆ *Brokerage services.* Thomas P. Kennedy and Michael J. Mohn are licensed real estate brokers. Our vast experience in the industry and wide range of contacts provides invaluable assistance to buyers and sellers of hospitality properties. We have successfully represented the interests of our clients as buyers and sellers in numerous transactions throughout the Pacific Northwest, representing more than \$175 million in asset value.

The following characteristics distinguish our firm from other hospitality consulting firms:

- ◆ Kennedy & Mohn not only provides the benefit of many years of experience in observing and analyzing what does and doesn't work in the hospitality industry, but we also know what needs to be done to implement "consulting theory and recommendations." We are not in the business of delivering reports that look good but simply gather dust on the shelf.
- ◆ Kennedy & Mohn has developed an excellent reputation for delivering insightful, well-researched, high quality work and for "telling it like it is" rather than simply telling the client what they want to hear. We have purposely kept the firm small so the principals can be directly involved with each client – thus ensuring high quality services. You may learn more about our company, our philosophy, and our experience by visiting our web site at [www.HotelRealtyNW.com](http://www.HotelRealtyNW.com)

## **SCOPE OF THE STUDY**

Our market analysis will include the following scope of work.

### **Market Feasibility Study**

- ◆ At the outset of the study we will meet with you to inspect the potential site(s) and discuss your plans or vision for the project. We will also gather any additional information that would be useful to our research and analysis.

- ◆ We will evaluate the competitive advantages and disadvantages of the site(s) with respect to the better quality existing and proposed hotels located in the nearby Forest Grove and Hillsboro competitive market area considering:
  - Proximity to demand generators
  - Access and visibility
  - Surrounding neighborhood characteristics
  - Physical limitations
  - Zoning restrictions
  
- ◆ We will interview state agencies and local officials regarding economic conditions, tourism and development trends, institutional growth, and the need for additional lodging in the competitive market. As considered appropriate, we will interview representatives of:
  - Local Chamber of Commerce
  - Attractions in North Plains
  - Economic development organizations
  - Local Planning and Zoning Departments
  - Local real estate brokers, familiar with the area
  - State departments of commerce, transportation, employment, and tourism.
  - Other pertinent organizations or individuals as determined in the course of our study.
  
- ◆ We will order one or more lodging market Trends Reports from Smith Travel Research for the better quality, hotels located within the market to establish a baseline of historical performance within the market and within the key sub-sets under consideration. In addition, we will interview owners, managers, or corporate representatives of the directly competitive hotels to gather additional information concerning the local lodging market. Based on information gathered through these sources we will complete a profile of existing and proposed hotels in the area that would be most directly competitive with a hotel if built on your site. We will inspect the competitive hotels and gather information to ascertain the following:
  - Physical characteristics of the property.
  - Management and franchise affiliations.
  - Published room rates.
  - Estimated occupancy, average room rate, and RevPAR.
  - Market segmentation.
  - Competitive advantages and disadvantages of each hotel.
  - Status of proposed hotel projects.
  - Outlook for the local hotel market.

- ◆ We will project market occupancy rates for the competitive market through the proposed hotel's fifth year of operation, based on anticipated changes in market supply and demand. We will then conclude whether market conditions warrant development of additional hotel rooms, and when the rooms might be added to the competitive market.
- ◆ If the results of our market analysis are favorable, we will make recommendations regarding the type of property that is best suited for the market, the number and mix of guestrooms, the number and size meeting/banquet rooms (if applicable), and any additional guest amenities that may potentially enhance the performance of the hotel. We will comment on the recommended market positioning of the proposed hotel relative to its direct and indirect competition in the local market and, as appropriate, provide commentary regarding potential affiliations.

## **COMMUNICATION OF THE STUDY RESULTS**

At the completion of our study, we will prepare a letter report outlining our findings and conclusions in an abbreviated format. Our analysis and report(s) will be subject to a number of assumptions and limiting conditions which are attached to this letter.

## **PROFESSIONAL FEES AND TIME TABLE**

Our professional fee for completion of our market feasibility study will be \$6,500. In addition to our professional fees, we will be reimbursed for out-of-pocket costs incurred for third-party data (STR), lodging, travel, and subsistence during our research time in the local market.

We will require receipt of a \$5,000 retainer prior to beginning the study. The balance of our professional fees and out-of-pocket expenses for the engagement will be due upon delivery of our letter report.

Given our present scheduling, we can begin the study within approximately two weeks of receipt of the signed engagement letter and the requested retainer. Barring unforeseen circumstances, we will complete the study and deliver the letter report within approximately four weeks.

Should at any time following our research and analysis we conclude that the market will not support development of the proposed hotel(s), we will stop our work at that point and discuss our findings with you. You will then have the option of terminating the assignment and paying us a professional fee based on our percentage of completion of the assignment at that point and any out-of-pocket expenses incurred, or have us complete the engagement.

Additional meetings or analysis outside the scope of work outlined in this proposal will be billed at hourly rates of \$300, plus out-of-pocket expenses incurred.

Ms. Jennifer Knowles  
October 21, 2013  
Page 5

Additional meetings or analysis outside the scope of work outlined in this proposal will be billed at hourly rates of \$300, plus out-of-pocket expenses incurred.

If any suit or action is filed by any party based on the subject matter of this proposal, the prevailing party shall be entitled to recover reasonable attorney fees incurred in preparation or in prosecution or defense of any suit or action as fixed by the trial court and, if any appeal is taken from the decision of the trial court, reasonable attorney fees as fixed by the appellate court.

### ACCEPTANCE

If this letter correctly states the nature of the work you wish performed and the other arrangements are satisfactory, please sign below and return this letter with the required retainer as our authorization to schedule the assignment. This proposal letter is valid for fifteen days from its issue date. Our estimates of timing for this project assume prompt execution of this proposal and submission of the required retainer. Our schedules are determined on a first-in, first-out basis and any delays in execution of this proposal could result in delays to the timing estimates set forth previously.

If you have any questions regarding this proposal, please feel free to call me directly.

Sincerely,



Thomas P. Kennedy, CHA

TPK/mjm

*ACCEPTED BY:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **GENERAL ASSUMPTIONS**

This preliminary market feasibility study report has been prepared under the following general assumptions:

- ◆ No responsibility is assumed for matters of a legal nature.
- ◆ Responsible ownership and competent property management are assumed.
- ◆ The information provided by others is believed to be reliable. However, no warranty is given for its accuracy.
- ◆ All engineering is assumed to be correct. The plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
- ◆ It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less useful. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
- ◆ Full compliance with all applicable federal, state, and local environmental regulations and laws is assumed.
- ◆ Full compliance with all applicable zoning and use regulations and restrictions is assumed.
- ◆ It is assumed that all required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained.
- ◆ It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass.

## LIMITING CONDITIONS

This preliminary market feasibility study report has been prepared under the following general limiting conditions:

- ◆ Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of Kennedy & Mohn, P.S., and in any event only with proper written qualification and only in its entirety.
- ◆ Kennedy & Mohn, P.S., is not required to give further consultation, testimony, or be in attendance in court with reference to this report unless arrangements have been previously made.
- ◆ Projections of future revenue, expenses, net operating income, mortgage debt service, capital outlays, cash flow, or inflation represent our judgment of the assumptions likely to be used by informed persons in the marketplace. These estimates are intended solely for analytical purposes and are not intended to accurately predict future results or events. Actual performance will differ from these projections, and these differences may be significant.
- ◆ In accordance with our contract with the client, the accompanying analysis is not intended to be a complete market analysis or appraisal. The purpose of this market overview feasibility study is to assist in the initial development planning of the client. The results of this market overview analysis are subject to change based on completion of a full market study or appraisal.
- ◆ Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyls, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, or other environmental conditions, were not called to the attention of nor did the consultant become aware of such during the consultant's inspection. The consultant has no knowledge of the existence of such materials on or in the property unless otherwise stated. The consultant, however, is not qualified to test such substances or conditions. The presence of such substances, such as asbestos, urea formaldehyde foam insulation, or other hazardous substances or environmental conditions, may affect the feasibility of the project. Our analysis is predicated on the assumption that there is no such condition on or in the property or in such proximity thereto. No responsibility is assumed for any such conditions, nor for any expertise or engineering knowledge required to discover them.

**RESOLUTION NO. 1816**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,  
OREGON, APPROVING AN AGREEMENT FOR A HOSPITALITY MARKET  
FEASIBILITY STUDY TO BE PERFORMED BY CONSULTANTS KENNEDY AND  
MOHN**

**WHEREAS**, the City wishes to improve its knowledge of the economic development opportunities associated with the hospitality industry; and

**WHEREAS**, the City solicited a proposal from hotel site consultants Kennedy and Mohn to evaluate the North Plains market; and

**WHEREAS**, a comprehensive study of the opportunities in North Plains would assist with economic development locally; and

**WHEREAS**, funding for the study can be allocated from Urban Renewal Agency revenues.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Plains, Oregon approves the agreement with Kennedy and Mohn in an amount not to exceed \$6,500 plus expenses, and authorizes staff to execute documents related to the same.

**INTRODUCED AND ADOPTED** this 3rd day of February, 2014.

**CITY OF NORTH PLAINS, OREGON**

BY: \_\_\_\_\_  
David Hatcher, Mayor

ATTEST:

BY: \_\_\_\_\_  
Margaret L. Reh, Deputy City Recorder



## CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: February 3, 2014  
To: Mayor and City Council  
From: City Recorder Margaret Reh  
Subject: Matching Funds for North Plains Food Pantry

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**Request:** Mayor Hatcher requested this item to be added to the agenda after Councilor Broome inquired at the January 21, 2014 Council meeting if the Council would agree to match funds raised at an upcoming dance. The North Plains Food Pantry is the beneficiary of this benefit dance.

**Background:** Councilor Broome has been planning and organizing a Sweetheart Dance to take place on Saturday, February 15. This dance is a fundraiser for the North Plains Food Pantry. Admission to the dance is \$20.00 per couple and \$10.00 for an individual. Tickets are being sold in advance of the event. If all the tickets sell there will be 108 attendees.

Broome has been soliciting businesses and organization throughout the area and has obtained nearly 30 items that can be used as raffle prizes either at this dance or another fundraiser in March.

Music is being provided by DT and Country. Corsages for the ladies have been donated and hors d'oeuvres will be served.

**Fiscal Impact:** If all the tickets sell and the raffle sales go well the matching contribution could be over \$1000.

**Environmental Issues:** None

**Recommendation:** Council to agree to match the funds raised at the Sweetheart Dance to benefit the North Plains Food Pantry.



## **CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 24, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Discussion of proposed revisions to Municipal Code Section 16.85

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**Request:** Council discuss proposed revisions to Municipal Code Section 16.85 Home Occupations

**Background:** Municipal Code Section 16.85 provides general rules home occupations. The City's ordinance is somewhat restrictive without providing clear criteria for measuring the impact of businesses on neighbors. For example there is no standard for noise associated with businesses or the appearance of a business. The code is vague enough, that staff has had trouble applying the current code to home occupations such as animal breeding, art sales and professional consultants.

This first draft revision attempts to clarify the allowed and prohibited impacts a business may have on a neighborhood. As a guiding principal, a home occupation should not in any way effect the quality of life or quiet enjoyment of properties in North Plains. Businesses which operate to the detriment of the neighborhood would be prohibited by the ordinance. Key changes are:

- No limitation on the space used for business. As long as the principal use of the property is for a residence, the existence of the business should not conflict with the neighborhood.
- The sign standard is set to be consistent with the existing code.
- The restriction of deliveries and client visits is lifted in favor of restriction of traffic to that typical of single family residence.
- Businesses identified as having a physical address in North Plains must apply for home occupations. (Staff has identified several instances of businesses located within residential neighborhoods which did not have Home Occupations or Business Licenses.)
- More objective standards have been introduced into the prohibited home occupations.

- More prohibited businesses have been identified including sale and storage of fireworks, marijuana dispensaries and overnight lodging.
- Auto repair, maintenance and restoration within the confines of a building is allowed provided it does not require any hazardous materials to be stored on-site
- The exemptions from Home Occupations has been defined.
- The Conditional Use Permit has been removed from Home Occupations ordinance because special mitigations for businesses would not be in harmony with residential uses. Businesses that cannot meet the criteria for a Home Occupation should be located in a different zone.
- More guidelines on the administration of applications is provided, including an expiration of the approval of the Home Occupation.
- A penalty clause is included in the ordinance.

Because the ordinance casts a wide net, staff is recommending that the fee for home occupation permits be waived for the first year after adoption of the ordinance. The City of Hillsboro for example does not charge for the Home Occupation permit but requires business permits for all home occupations.

**Fiscal Impact:** The proposed change may provide the opportunity for some additional businesses to operate within the City.

**Environmental Issues:** No environmental issues are associated with this ordinance.

**Recommendation:** Council discuss the draft ordinance. Once direction has been received from Council, the ordinance will be submitted to the City Attorney for further review.

**Sample Motion:** No motion required.

*Attachments: Draft ordinance*

**CHAPTER 16.85  
Home Occupations**

**16.85.000 General Provisions**

The purpose of this section is to encourage those who are engaged in small commercial ventures that could not necessarily be sustained if it were necessary to lease commercial quarters, or which by the nature of the venture, are appropriate in scale and impact to be operated within a residence. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses. ~~Two types of home occupations are contemplated by this Code:~~

~~1) Administrative~~ Home Occupations meeting the standards in subsections 1-8, below, are allowed by right, provided the owner has a current business license and all other uses and structures on the subject property are in conformance with the applicable zoning; and

~~2) Home Occupations exceeding any of the threshold standards in subsections 1-8 may receive approval through the Conditional Use Home Occupation procedure under Chapter 16.180, and must obtain an applicable city business license.~~

**16.85.005 Standards for ~~Administrative~~ Home Occupations**

~~1.~~  
—Appearance of Residence:

~~a. The home occupation must be the secondary to the full-time use of the structure as a residence.~~

~~a.b. The home occupation shall be restricted to lawfully-built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business and may not exceed 25% of the floor area of the dwelling; or occupy no more than 500 square feet of a garage, either attached or detached; or occupy no more than 500 square feet of any other outbuilding.~~<sup>[MD1]</sup>

~~b. The home occupation shall not eliminate any required off street parking spaces for the dwelling~~

c. The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification.

d. The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval).

~~e. No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.~~

## 2. Storage:

a. Outside storage, visible from the public right-of-way or adjacent properties that exceed what is customary for a single family residence in the vicinity, is prohibited.

b. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited.

c. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

## 3. Employees:

a. Other than family members residing within the dwelling located on the home occupation site, there shall be not more than one (1) full-time equivalent employee at the home occupation site at any given time. As used in this chapter, the term "home occupation site" means the legal lot on which the home occupation is conducted.

b. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home occupation site.

c. The home occupation site shall not be used as a place for headquarters for the assembly of employees for instruction or other purposes, including dispatch of employees to other locations.<sup>[MD2]</sup>

## 4. Advertising and Signs:

Signs shall comply with all applicable sign regulations in this Chapter. In no case shall a sign in the Residential District exceed four (4) square feet of surface area on all sides.<sup>[MD3]</sup>

## 5. Vehicles, Parking and Traffic:

a. One (1) commercially-licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that would not

overhang into the public right-of-way when parked in the driveway or other location on the home occupation site.

~~There shall be no more than three (3) commercial vehicle deliveries to or from the home occupation site daily.~~

~~b. The home occupation should not generate more traffic than what is typical of the residential use, as described in IEEE standards.~~

~~b.c. There shall be no commercial vehicle deliveries during the hours of 5-7 p.m. to 8 a.m. [MD4].~~

~~e.d. There shall be no more than one (1) client's or customer's vehicle at any one time and no more than eight (8) per day at the home occupation site [MD5].~~

#### 6. Business Hours.

There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 8 a.m. to 7 p.m. only, Monday through Saturday subject to subsections 1 and 5, above.

#### 8. Businesses required to obtain home occupation permits:

~~a. Any business that notes its physical place of business as a residence in the City of North Plains on any website, advertisement or other published material.~~

~~—Any business that reports to another government agency that its place of business is a residence in the City of North Plains.~~

#### 87. Prohibited Home Occupation Uses:

~~A. The generation by the Home Occupation of any vibrations, odors, heat, glare or visual or audible electrical interference or fluctuations in the line voltage detectable beyond any property line is prohibited. Any activity that produces radio, TV, or other electronic interference; noise, glare, vibration, smoke, or odor beyond allowable levels as determined by local, state or federal standards, or that can be detected beyond the property line; is prohibited.~~

~~A. Vibrations. Any report of sustained vibrations (i.e. having a duration of 2 minutes or more) that can be verified will result in immediate termination of the Home Occupation.~~

~~B. Noise~~

1. Home occupations cannot generate noise audible beyond the property line of the home occupation site except between the hours of 8 a.m. and 7 p.m. Monday through Saturday

2. Noise from a home occupation cannot exceed 100 dB as measured at the property line in any circumstance<sup>[MD6]</sup>

B. Odor. Any noisome odor is prohibited if detectable at the property line. Any reports of noisome odor that can be verified will be cause for immediate termination of a home occupation.

~~C. Any activity involving on-site retail sales, including garage sales exceeding the thresholds of a temporary use, is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from arts or crafts instructors, computer software from computer consultants and similar incidental items for sale by home business is allowed subject to 1-6, above~~<sup>[MD7]</sup>

D.a. Prohibited Home Occupations: The following uses and uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, are prohibited:

(1) Ambulance service;

(2) Animal hospital, ~~veterinary services,~~<sup>[MD8]</sup> kennels or animal boarding;

(3) Auto services requiring the use or storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited, and other vehicle repair, including or auto painting; and

(4) ~~Repair, reconditioning or s~~<sup>[MD9]</sup>Storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site ; and-

(5) Rental of a portion of the premise for overnight lodging.<sup>[MD10]</sup>

(6) Sale or storage of fireworks

(7) Marijuana dispensary

## 8. Exemptions from Home Occupation permits

The following activities are exempt from the home occupation permit process:

- A. Persons telecommuting with their place of employment from their residence.
- B. Garage sale as permitted by the City's Municipal Code
- C. Family daycare up to 16 children or 12 adults
- D. Residential homes or adult foster homes caring for up to 5 adults

~~8.9.~~ Enforcement: The City Manager or designee may visit and inspect the site of a home occupation in accordance with this chapter periodically to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice.

#### **~~16.85.010 — Standards for Home Occupations that require a Conditional Use Permit~~**

~~The purpose of this Section is to encourage those who are engaged in small commercial ventures that do not conform to the provision for an Administrative Home Occupation that allow home occupations as outright permitted uses that do not require a Conditional Use Permit. [MDH] This section provides a process for more intense home occupations to be allowed with Conditional Use Permit approval by the Planning Commission and notice to surrounding property owners.~~

~~These home occupations may be permitted, with conditions of approval when appropriate, in order to increase the benefits of people working and living in the same place, while protecting neighboring residents from adverse impacts of home occupation activities. These benefits to the business owner and to the general public include: reduced number of commute to work trips, day time "eyes on the street" at the residence, and a neighborhood scale version of mixed residential and commercial uses.~~

#### **~~A. Approval Process and Criteria.~~**

~~1. Home Occupation Permit. Applications for proposals that cannot meet all of the standards required for an Administrative Home Occupation shall be processed as a Conditional Use procedure, as governed by Chapter 16.180 using the approval criteria in subsection 2, below. In addition to the application requirements for a quasi-judicial procedure, the applicant shall provide:~~

~~a. A written narrative or letter:~~

~~(1) Describing the proposed home occupation;~~

~~(2) Demonstrating compliance with those standards in Section 16.85.005 That can be met, and explaining why the other standards in Section 16.85.005 above cannot be met and;~~

~~(3) Demonstrating compliance with the criteria in subsection 2 below;~~

~~b. A site plan, not necessarily to scale but with accurate measurements, of the lot proposed for the home occupation, including:~~

~~1. The property lines and their dimensions;~~

~~2. Outlines of the foundations of all buildings proposed for home occupation use with dimensions for each wall, and the distances from each wall to the nearest property line;~~

~~3. Boundaries and dimensions of driveways and parking areas, indicating areas for use by home occupation employees and customers;~~

~~4. Outlines of the foundations of abutting residences, and the distances from the shared property line to the nearest wall of each neighboring residence; and~~

~~5. Identifying the buildings and areas of those buildings in which home occupation activities will take place, and identifying which activities will take place in which buildings and areas.~~

~~c. The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use home occupation based on all of the following criteria:~~

~~a. The proposed use will not be materially detrimental to the stated purposes of applicable Code requirements and to other properties within a radius of 100 feet of the subject property;~~

~~b. Impacts to surrounding properties may exist but can be mitigated;~~

~~Existing physical and natural systems, such as, but not limited to drainage, natural resources, and parks, will not be adversely affected any more than would occur if the development occurred in compliance with an administrative home occupation.~~

#### 16.185.020 Applications

A. Registration for a Home Occupation must be completed on city provided forms.

- B. Home Occupations are issued to the individual applicants at the residence specified on the permit. As such a Home Occupation cannot be transferred or assigned to another person.
- C. A Home Occupation approval is valid for 10 years.
- D. More than one Home Occupation permit can be granted at one site.
- E. Home Occupation registrants are subject to the City of North Plains Business license requirements.<sup>[MD12]</sup>
- F. The owner(s) of the legal lot must either sign the application form or provide a letter of permission.
- G. Persons submitting an application for a Home Occupation shall pay a fee determined by the City Council.

16.85.030 Penalty

Any person who engages in activities within the corporate city limits without having first registered, as provided by this Chapter, or without having first applied for and obtaining the license herein provided for, or who violates any other of the provisions of this Chapter, shall have committed an infraction and shall be processed in accordance with Chapter 1.01 of the Municipal Code. Every day of a continuing violation shall be deemed a separate offense for the purposes of these penalties.

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## **CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 24, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Discussion of proposed revisions to Municipal Code Section 6.25

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**Request:** Council discuss proposed revisions to Municipal Code Section 6.25 Peddlers and Solicitors.

**Background:** Municipal Code Section 6.25 provides general rules for the management of businesses that are temporary and mobile. While the ordinance contemplates door-to-door sales of things like magazines (solicitors) or candy (peddlers), temporary merchants (which work less than 45 days a year) and some street vendors, it does not easily accommodate newer trends in small business such as self-contained food trucks or outdoor artisan markets. A table of the kinds of vendors covered by the ordinance and the differences between the designations is included in Council's packet.

The proposed revisions streamline the application process to one type of application for all kinds of businesses, provides hours of operations, and allows applications by umbrella groups. It also preserves the exemption for merchants that participate in City events and the Farmers' Market. Tighter restrictions are proposed for door-to-door sales within the community and a consistent set of operating hours is proposed for mobile and vendors, solicitors and peddlers.

**Fiscal Impact:** The proposed change may provide the opportunity for some additional businesses to operate within the City. Street vendors would become subject to business licenses which may provide some additional revenue.

**Environmental Issues:** This regulation relies on Washington County to monitor food processing related activities. It provides a more streamline process to allow outdoor markets or food pods to be developed.

**Recommendation:** Council discuss the draft ordinance. Once direction has been received from Council, the ordinance will be submitted to the City Attorney for further review.

**Sample Motion:** No motion required.

**Attachments:** *Draft ordinance*

**Table of Vendors**

<b>Type</b>	<b>Solicitor</b>	<b>Peddler</b>	<b>Stationary Street Vendor</b>	<b>Stationary Food Cart</b>	<b>Mobile Street Vendor</b>	<b>Mobile Food Cart</b>	<b>Temporary Merchant</b>
<b>Conditions:</b>							
<b>Zone</b>	All zones	All zones	Commercial Industrial	Commercial Industrial	Commercial Industrial	Commercial Industrial	Events in public and private locations
<b>Locations</b>	Private property	Private property	Private property	Private property	Public right-of-way	Public right-of-way	Private property or public right-of-way
<b>Current Hours of Operations</b>	9 am – 9 pm	9 am – 9 pm	Half hour before dawn and half hour after dusk	Half hour before dawn and half hour after dusk	Half hour before dawn and half hour after dusk	Half hour before dawn and half hour after dusk	No restriction
<b>Proposed Hours of Operation</b>	8 am-5 pm	8 am-5 pm	5 am – 11 pm	No restriction	8 am-5 pm	5 am- 11 pm	5 am – 11 pm
<b>Current Registration Term</b>	6 months	6 months	6 months	6 months	6 months	6 months	45 days
<b>Proposed registration term</b>	30 days	30 days	12 months	12 months	12 months	12 months	30 days
<b>Business License Required</b>	No	No	Yes	Yes	Yes	Yes	No
<b>Merchandise</b>	Ordered	On-site	On-site	On-site	On-site	On-site	On-site
<b>Applicant</b>	Individual	Individual	Individual or Group	Individual or Group	Individual	Individual	Individual or Group
<b>Example Businesses</b>	Magazines, Landscaping services	Candy	Produce stand, coffee cart	Food truck pod	Ice cream truck	Food truck	Seasonal strawberry sales, outdoor market

**CHAPTER 6.25  
PEDDLERS AND SOLICITORS**

**Sections:**

6.25.010	<u>Purpose</u>
6.25.020	<u>Definitions</u>
6.25.030	<u>Registration Requirements for Peddlers, Solicitors and Street Vendors</u>
6.25.040	<u>Special Standards for Peddlers, Solicitors and Street Vendors</u>
6.25.050	<u>Appeals by Peddlers and Solicitors</u>
6.25.060	<u>Requirements for Temporary Merchants; Term</u>
6.25.070	<u>Exemptions for Temporary Merchants</u>
6.25.080	<u>Special Standards, Application and Fees for Temporary Merchants</u>
6.25.090	<u>Licensing Approval, Authority and Appeals of Temporary Merchants</u>
6.25.100	<u>Penalty</u>

6.25.010      Purpose

This ordinance is enacted to regulate peddlers and solicitors and to authorize the imposition of a fee to help defray the costs to the City for investigating applications, monitoring peddlers and solicitors, street vendors and other temporary merchants, and administering this ordinance. This ordinance applies to business activities that are conducted in areas outside of traditional business locations, such as private lots or public rights-of-way.

6.25.020      Definitions

The following words and phrases, except where the context clearly indicates a different meaning, shall mean:

- A. “Peddler” means a person, or persons traveling from place to place selling and delivering merchandise or services at the same time. The term “peddler” does not include a person who has been specifically invited to a customer’s residence or business location, or a non-profit organization as organized under the Internal Revenue Service Code.
- B. “Person or persons” means any natural person and any firm, proprietorship, partnership or corporation.
- C. “Solicitor” means a person, or persons who travel from place to place not carrying goods, but taking orders for future delivery, or soliciting for money or other things of value. The term “solicitor” does not include a person who has been specifically invited to a customer’s residence or business location, or a non-profit organization as organized under the Internal Revenue Service Code.

D. “Street vendor” means a person, or persons traveling on public streets, public sidewalks, public property, or private streets, and carrying, conveying or transporting such items as food, beverages, flowers, and balloons, offering and exposing the same for sale by hand or from a mobile type device such as a push cart or van. There are four categories of street vendors:

1. “Stationary street vendor” refers to any street vendor who occupies a specifically permitted area.
2. “Mobile street vendor” refers to any street vendor who does not occupy a specifically permitted area, but instead travels consistently or intermittently throughout the city while offering goods or services for sale, including prepackaged foods.
3. “Stationary Food Cart” refers to any self-contained food vendor who occupies a specifically permitted area on private property and is subject to Washington County, OR regulations regarding temporary restaurants.
4. “Mobile Food Cart” to any street vendor that is parked in the public right-of-way and specialized in selling food items and is subject to Washington County, OR regulations regarding temporary restaurants.

D.E. “Temporary merchant” means a person, or persons occupying a temporary, fixed location, not within a permanent building, and selling or delivering from stock on hand, doing business in much the same manner as a permanent business.

6.25.030 Registration Requirements for Peddlers, Solicitors, ~~and~~ Street Vendors and Temporary Merchants

A. Registration. All peddlers, solicitors, ~~and~~ street vendors and temporary merchants shall register individually with the city prior to engaging in any vending activities ~~defined in Section 6.25.020~~. The registration shall be filed with the City Recorder on a form supplied by the city. Registrations will be accepted only during normal city business hours. Failure to provide complete and accurate information may result in a violation of this section and immediate revocation and/or denial of registration. Registrants must provide the following information:

1. \_\_\_\_\_ 1. \_\_\_\_\_ Personal identification including date of birth, drivers license number and/or other appropriate identification.
2. \_\_\_\_\_ 2. \_\_\_\_\_ Copies of any state or county licenses which are required to operate or conduct activities proposed by the registrant.

~~3.~~ ~~3.~~ A statement which confirms the registrant has no previous criminal history, including conviction or incarceration for a crime such as theft, burglary, robbery, fraud, deceit, or any other crime of violence, within the ten year period prior to the date of registration.

~~4. Previous sales history in the community within the ten year period prior to the date of registration.~~

~~4.~~ ~~5.~~ A description of the goods or services offered for sale.

~~5. If located on private property, the applicant shall obtain a signed, written consent from the owner of the property which authorizes the merchant to conduct business from the property.~~

~~6. If located on public property, the temporary merchant shall obtain a signed, written consent authorized by the City Council or other public agency with authority to allow the merchant to conduct business from the publicly owned property. The City Council is under no obligation to approve any request for such use.~~

~~B. Term of Registration.~~

~~1. A peddler, solicitor or temporary merchant registration is valid for 30 days, and must be renewed thereafter.~~

~~2. The or street vendor registration registration is valid for a period of twelve six months. After six months, re-registration is required before further business can be conducted, and must be renewed thereafter.~~

~~6.25.040 Special Standards for Peddlers, Solicitors and Street Vendors~~

~~A. A. Peddlers and Solicitors. All peddlers and solicitors shall:~~

~~1. 1. Limit their hours of operation to only those hours between 98:00 a.m. and 95:00 p.m.~~

~~2. 2. Not enter uninvited into a private building, structure or room.~~

~~3. 3. Not enter uninvited upon private property that is posted "No Soliciting" or with a similar sign.~~

~~4. 4. Within 30 seconds after beginning the conversation with a potential customer:~~

~~a. a. Provide identification of both the person and whom the person represents;~~

- ~~b.~~ ~~\_\_\_\_\_~~ ~~b.~~ Explain the purpose of the person's call;
  - ~~c.~~ ~~\_\_\_\_\_~~ ~~c.~~ Provide a description in commonly understood terms of the goods or services offered for sale; and
  - ~~d.~~ ~~\_\_\_\_\_~~ ~~d.~~ Inquire whether the person being solicited is interested in listening to a sales presentation and immediately discontinue the solicitation if the person being solicited gives a negative response.
- ~~5.~~ ~~\_\_\_\_\_~~ ~~5.~~ During the course of the solicitation, state the total cost of the goods or services offered for sale and the number, timing and amount of installment payments if payment on an installment basis is available to the person being solicited.

~~B.~~ ~~\_\_\_\_\_~~ ~~B.~~ Street Vendors. All Street vendors shall:

1. Limit operations to the following hours:

~~Stationary Street Vendors Sales operations shall be:~~ may operate between 5 a.m. to 11 p.m.

~~a.~~ ~~\_\_\_\_\_~~

~~1. Limited to the period from one-half hour before dawn to one-half hour after dusk, unless expressly permitted beyond these hours; and~~

~~b. Stationary Food Carts may operate at any hour of the day.~~

~~c. Mobile Street Vendors may operate between 8 a.m. and 5 p.m.~~

~~\_\_\_\_\_~~

~~d. Mobile Food Cart may operate between 5 a.m. and 11 p.m.~~

2. Street vendors can only operate in commercial and industrial zones.

3. All street vendors must display a city issued identification card to operate within North Plains.

4. Street vendors cannot advertise through the placement of signs (temporary or permanent) or employ a barker. (Signs on the side of vehicles or carts are allowed.)

5. Street vendors shall not be located in the right-of-way directly in front of the entrance of any open business.

6. Food Carts are subject to all health and safety rules of Washington County and the State of Oregon.

7. Food Carts shall not park in a public right of way within 40 feet of the entrance of a building containing a restaurant, delicatessen or bakery business, unless they have

received the written permission of the business to operate in closer proximity to the business.

~~2. Limited to not stopping adjacent to any lot in excess of 15 minutes in any one hour period unless expressly permitted beyond this allotment; with an allowance that push carts may be located at specific locations on the public rights of way or sidewalk subject to approval by the City Manager.~~

~~6.25.050 — Appeals by Peddlers and Solicitors~~

~~Any registrant who does not meet the eligibility requirements provided in Section 6.25.030 may appeal to the City Manager. The City Manager may accept or reject the appeal, or waive any requirements imposed. All appeals must be made by submitting a formal request to the City Recorder, together with a non-refundable processing fee as established by City Council resolution.~~

6.25.060 Requirements for Temporary Merchants; ~~Term~~

~~A. — A. —~~ Requirements. ~~A temporary merchant who intends to operate a business for more than three consecutive days at any one location, and who is not identified as exempt under the provisions of Section 6.25.070 shall obtain a license from the city prior to engaging in any sales activities. Temporary merchants are authorized to set up only on properties within the C-2 Highway Commercial Zone.~~ One temporary merchant license may serve as an umbrella license for several related organizations on one lot during the same license period.

~~— B. —~~ Term.

~~1. —~~ A temporary merchant license is valid for up to ~~45~~30 consecutive days for each location, after which it may be renewed, subject to a fee set by City Council resolution.

~~2. —~~ ~~A qualified temporary merchant who anticipates operating a business for more than 45 days at one location may apply for a temporary merchant license which has no expiration date, subject to a fee set by City Council resolution. Under this provision, a seasonal business that is open year to year shall be allowed to open each year without re-licensing provided the location or physical size does not change.~~

6.25.070 Exemptions for Temporary Merchants

The following temporary merchants do not require a license and are exempt from the application requirements contained within Section 6.25.080 but must meet the standards under Section 6.25.080.

~~A. — A. —~~ Any temporary merchant who is in operation for three or fewer consecutive days at the same location.

~~B. — B. —~~ A non-profit organization selling goods, wares or merchandise, whose business is in operation on private property during one period not exceeding ~~45~~30 consecutive days in any three month period.

~~C. — C. —~~ Sales associated with events sponsored ~~by through~~ City of North Plains Council or City Manager action such as the North Plains Garlic Festival or North Plains Farmers Market or specifically exempted by the City Council.

~~D. — D. —~~ Temporary construction offices in conjunction with the initial development of residential, commercial or industrial property.

6.25.080 Special Standards, Application and Fees for Temporary Merchants

A. ~~SA.~~ Standards.

~~1. The activities of the temporary merchant shall not impair or impede the proper flow of pedestrian or vehicular traffic on public or private property.~~

~~1. 2. Temporary Merchants shall limit operations to the hours of 5 a.m. – 11 p.m.~~

2. The activities of the temporary merchant shall not unduly restrict parking spaces on public or private property. Any parking spaces which are customarily in use during normal working hours shall not be used as a location for a temporary merchant.

~~3. Approved parking spaces shall be provided as is deemed appropriate by the city. Required parking spaces shall be located within 100 feet of the temporary merchant. In no case shall there be less than two available parking spaces per temporary merchant. Required parking spaces for temporary merchants are used on a temporary basis and, therefore, they may be graveled, asphalt or concrete surfaces. In all other respects, parking areas shall meet requirements of the North Plains Zoning and Development Code.~~

~~4. Only one temporary merchant license will be permitted on any individual lot or development site at any given time.~~

3. ~~5.~~ Licenses for a temporary merchant shall be displayed by the temporary merchant in a visible location and shown to any customer or city official upon request.

4. ~~6.~~ The proposal shall comply with the North Plains Zoning and Development Code as far as signage, height restrictions, public access, setbacks, coverage, vision clearance and yard requirements. ~~No storage, display or sale may take place inside the required front setback area.~~

5. ~~7.~~ A temporary merchant shall comply with all applicable sanitation codes, including waste disposal. If self-contained facilities such as porta-potties are proposed, they must also meet all applicable city and state sanitation requirements.

~~B. Application. Application for licensing shall be filed with the City Recorder together with the non-refundable license fee. The application shall be on a form supplied by the city. Applications will be accepted only during normal city business hours. The applicant shall provide the following information:~~

~~1. A site map of the location of temporary merchant activities.~~

~~2. Personal identification including date of birth, drivers license number and/or other appropriate identification.~~

~~3. Copies of any state or county licenses which are also required to operate or conduct activities proposed by the applicant.~~

~~4. The name of a local agent to receive complaints against the business.~~

~~5. If located on private property, the temporary merchant shall obtain a signed, written consent from the owner of the property which authorizes the merchant to conduct business from the property.~~

~~6. If located on public property, the temporary merchant shall obtain a signed, written consent authorized by the City Council or other public agency with authority to allow the merchant to conduct business from the publicly owned property. The City Council is under no obligation to approve any request for such use.~~

~~B. C. Fees.~~ All fees shall be charged as set by City Council resolution. Fees are non-refundable.

#### 6.25.05085 Appeals by Peddlers and Solicitors

Any registrant who does not meet the eligibility requirements provided in Section 6.25.030 may appeal to the City Manager. The City Manager may accept or reject the appeal, or waive any requirements imposed. All appeals must be made by submitting a formal request to the City Recorder, together with a non-refundable processing fee as established by City Council resolution.

#### 6.25.090 Licensing Approval, Authority and Appeals of Temporary Merchants

~~A. A.~~ The city shall have the authority to approve or deny any application for a license to be issued ~~under Section 6.25.080.~~

~~B.~~ A license shall not be issued if the applicant has provided false information on the application form.

~~C. B.~~ Any applicant for a license which is denied approval may appeal the decision to the City Manager. The City Manager may accept or reject the decision of city staff, or waive any requirements imposed.

#### 6.25.100 Penalty

Any person who engages in activities within the corporate city limits without having first registered, as provided by this Chapter, or without having first applied for and obtaining the license herein provided for, or who violates any other of the provisions of this Chapter, shall have committed an infraction and shall be processed in accordance with Chapter 1.01 of the Municipal

Code. Every day of a continuing violation shall be deemed a separate offense for the purposes of these penalties.

~~Established by Ordinance No. 383, Adopted September 21, 2009, Repealed by Ordinance No. 395, Adopted August 1, 2011~~

**CITY OF NORTH PLAINS  
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)  
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL  
COUNCIL UPDATE**

GENERAL FUND

	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>	
REVENUES:				
Property Taxes - Current & Delenquent	\$ 352,922	\$ 316,404	\$ (36,519)	90%
Charges for Services	7,000	3,087	(3,914)	44%
Licenses/Permits/Fees	278,650	177,782	(100,868)	64% A
Intergovernmental	138,205	81,389	(56,816)	59%
Fines and Forfeitures	52,229	32,634	(19,594)	62%
Interest on Investments	4,410	3,127	(1,283)	71%
Grants and Donations	30,500	37,406	6,906	123% B
Miscellaneous	16,000	6,877	(9,123)	43%
<b>Total Revenues</b>	<b>\$ 879,916</b>	<b>\$ 658,705</b>	<b>\$ (200,875)</b>	

- A Primarily franchise fees, some of which are paid quarterly and others annually. On track so far in FY14. Recology fees through December were approx \$17,500, annual budget is \$35,000.
- B Includes increased ODOT grant (approx \$32k annual) and Cover Oregon grant (approx \$30k annual).

**CITY OF NORTH PLAINS  
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)  
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL  
COUNCIL UPDATE**

	<u>GENERAL FUND</u>		VARIANCE	
	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>POSITIVE -NEGATIVE</u>	
<b>EXPENDITURES:</b>				
Police Department				
Personal Services	\$ 264,333	\$ 128,008	\$ 136,325	48%
Materials and Services	110,717	80,552	30,165	73% A
Total Police Department	<u>375,050</u>	<u>208,560</u>	<u>166,491</u>	56%
Library Department				
Personal Services	147,099	69,486	77,613	47%
Materials and Services	45,930	18,886	27,045	41%
Total Library Department	<u>193,029</u>	<u>88,372</u>	<u>104,657</u>	46%
Parks Department				
Materials and Services:	26,760	4,726	22,034	18%
Total Parks Department	<u>26,760</u>	<u>4,726</u>	<u>22,034</u>	18%
City Planning Department				
Personal Services	9,816	-	9,816	0%
Materials and Services	5,850	550	5,300	9%
Total City Planning Department	<u>15,666</u>	<u>550</u>	<u>15,116</u>	4%
Contingency	<u>100,000</u>	<u>-</u>	<u>100,000</u>	0%
Total Expenditures	<u>710,506</u>	<u>302,207</u>	<u>408,298</u>	43%
Excess of Revenues Over (Under)				
Expenditures	169,410	356,498	207,423	
Other Financing Sources (Uses):				
Transfers In	62,000	62,000	62,000	100%
Transfers Out	<u>(318,406)</u>	<u>(111,520)</u>	<u>(111,520)</u>	
Total Other Financing Sources (Uses)	<u>(256,406)</u>	<u>(49,520)</u>	<u>(49,520)</u>	
Net Change in Fund Balance	(86,996)	306,977	157,903	
Beginning Fund Balance	<u>1,017,900</u>	<u>1,071,024</u>	<u>53,124</u>	
Ending Fund Balance	<u>\$ 930,904</u>	<u>\$ 1,378,001</u>	<u>\$ 447,097</u>	

A Includes two car lease payments.

**CITY OF NORTH PLAINS**  
**WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)  
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL  
COUNCIL UPDATE**

STREET TAX, TRANSPORTATION AND STORM DRAINAGE FUND

	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>	
<b>REVENUES:</b>				
Licenses, Permits, Fees	\$ 38,150	\$ 24,790	\$ (13,360)	65%
Intergovernmental	115,500	62,623	(52,877)	54%
Interest on Investments	2,900	749	(2,151)	26%
Grants	268,000	52,132	(215,868)	19% A
Miscellaneous	<u>1,000</u>	<u>6,506</u>	<u>5,506</u>	651%
Total Revenues	<u>425,550</u>	<u>146,800</u>	<u>(278,750)</u>	34%
<b>EXPENDITURES:</b>				
Materials and Services	33,952	9,464	24,488	28%
Capital Outlay	368,000	354,966	13,034	96% B
Contingency	<u>50,000</u>	<u>-</u>	<u>50,000</u>	0%
Total Expenditures	<u>451,952</u>	<u>364,430</u>	<u>87,522</u>	81%
Excess of Revenues Over (Under) Expenditures	(26,402)	(217,629)	(191,227)	
<b>Other Financing Sources (Uses):</b>				
Transfers Out	<u>(231,966)</u>	<u>(109,936)</u>	<u>(122,030)</u>	47%
Total Other Financing Sources (Uses)	<u>(231,966)</u>	<u>(109,936)</u>	<u>(122,030)</u>	
Net Change In Fund Balance	(258,368)	(327,565)	(313,257)	
Beginning Fund Balance	<u>513,369</u>	<u>570,236</u>	<u>56,867</u>	
Ending Fund Balance	<u>\$ 255,001</u>	<u>\$ 242,671</u>	<u>\$ (12,330)</u>	

A Most of the Claxtar grant was received in FY13.

B This includes approx \$340k of Claxtar expense and \$15k of DR Horton street SDC reimbursements.

**CITY OF NORTH PLAINS**  
**WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)**  
**AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL**  
**COUNCIL UPDATE**

**PARKS CAPITAL IMPROVEMENT FUND**

	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>	
<b>REVENUES:</b>				
Licenses, Permits, Fees	\$ 97,750	\$ 83,088	\$ (14,663)	85%
Interest	<u>1,925</u>	<u>1,228</u>	<u>(697)</u>	64%
Total Revenues	<u>99,675</u>	<u>84,315</u>	<u>(15,360)</u>	85%
<b>EXPENDITURES:</b>				
Capital Outlay	75,000	-	75,000	0%
Contingency	<u>100,000</u>	<u>-</u>	<u>100,000</u>	0%
Total Expenditures	<u>175,000</u>	<u>-</u>	<u>175,000</u>	0%
Excess of Revenues Over (Under) Expenditures	(75,325)	84,315	159,640	
<b>Other Financing Sources (Uses):</b>				
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	
Net Change in Fund Balance	(75,325)	84,315	159,640	
Beginning Fund Balance	<u>391,517</u>	<u>458,181</u>	<u>66,664</u>	
Ending Fund Balance	<u><u>\$ 316,192</u></u>	<u><u>\$ 542,496</u></u>	<u><u>\$ 226,304</u></u>	

**CITY OF NORTH PLAINS  
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)  
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL  
COUNCIL UPDATE**

TRANSPORTATION DEVELOPMENT TAX FUND

	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>	
<b>REVENUES:</b>				
Licenses, Permits, Fees	\$ 99,400	\$ 145,884	\$ 46,484	147%
Interest	<u>420</u>	<u>739</u>	<u>319</u>	176%
Total Revenues	<u>99,820</u>	<u>146,623</u>	<u>46,803</u>	147%
<b>EXPENDITURES:</b>				
Capital Outlay	50,000	32,677	17,323	65% A
Contingency	<u>50,000</u>	<u>-</u>	<u>50,000</u>	0%
Total Expenditures	<u>100,000</u>	<u>32,677</u>	<u>67,323</u>	33%
Net Change in Fund Balance	(180)	113,946	114,126	
Beginning Fund Balance	<u>173,836</u>	<u>88,402</u>	<u>(85,434)</u>	
Ending Fund Balance	<u>\$ 173,656</u>	<u>\$ 202,348</u>	<u>\$ 28,692</u>	

A DR Horton SDC reimbursement.

**CITY OF NORTH PLAINS**  
**WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)**  
**AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL**  
**COUNCIL UPDATE**

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TRAFFIC IMPACT FEES FUND

	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>	
REVENUES:				
Interest	\$ 1,435	\$ 767	\$ (668)	53%
EXPENDITURES:				
Capital Outlay	50,000	-	50,000	0%
Contingency	50,000	-	50,000	0%
Total Expenditures	<u>100,000</u>	<u>-</u>	<u>100,000</u>	0%
Net Change in Fund Balance	(98,565)	767	99,332	
Beginning Fund Balance	<u>287,033</u>	<u>286,034</u>	<u>(999)</u>	
Ending Fund Balance	<u><u>\$ 188,468</u></u>	<u><u>\$ 286,801</u></u>	<u><u>\$ 98,333</u></u>	

**CITY OF NORTH PLAINS**  
**WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)**  
**AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL**  
**COUNCIL UPDATE**

VEHICLE AND EQUIPMENT RESERVE FUND

	ORIGINAL BUDGET	JULY-DEC ACTUAL	VARIANCE POSITIVE -NEGATIVE	
<b>REVENUES:</b>				
Interest	\$ 225	\$ 74	\$ (151)	33%
Total Revenues	225	74	(151)	33%
<b>EXPENDITURES:</b>				
Contingency	10,000	-	10,000	0%
Total Expenditures	10,000	-	10,000	0%
Excess of Revenues Over (Under) Expenditures	(9,775)	74	9,849	
<b>Other Financing Sources (Uses):</b>				
Transfers in	13,800	13,800	-	
Transfers out	-	-	-	
Total Other Sources (Uses)	13,800	13,800	-	
Net Change in Fund Balance	4,025	13,874	9,849	
Beginning Fund Balance	25,488	46,348	20,860	
Ending Fund Balance	\$ 29,513	\$ 60,222	\$ 30,709	

**CITY OF NORTH PLAINS  
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)  
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL  
COUNCIL UPDATE**

WATER FUND

	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>	
<b>REVENUES:</b>				
Charges for Services	\$ 805,977	\$ 452,116	\$ (353,861)	56%
Licenses, Permits, Fees	180,150	181,902	1,752	101% A
Interest	3,845	2,359	(1,486)	61%
Miscellaneous	200	7	(193)	4%
	<u>990,172</u>	<u>636,384</u>	<u>(353,788)</u>	64%
<b>EXPENDITURES:</b>				
Materials and Services	195,880	114,035	81,845	58%
Capital Outlay	51,000	110,200	(59,200)	216% B
Debt Services	134,332	134,332	0	100%
Special Payments	72,700	-	72,700	0% C
Contingency	50,000	-	50,000	0%
	<u>503,912</u>	<u>358,567</u>	<u>145,345</u>	71%
Excess of Revenues Over (Under) Expenditures	486,260	277,817	(208,443)	
<b>Other Financing Sources (Uses):</b>				
Transfers out	(502,724)	(137,286)	365,438	27%
	<u>(502,724)</u>	<u>(137,286)</u>	<u>365,438</u>	
Net Change in Fund Balance	(16,464)	140,531	156,995	
Beginning Fund Balance	<u>747,837</u>	<u>684,812</u>	<u>(63,025)</u>	
Ending Fund Balance	<u>\$ 731,373</u>	<u>\$ 825,343</u>	<u>\$ 93,970</u>	

A City and JWC SDCs.

B DR Horton SDC reimbursement.

C JWC SDCs pass through for July-Dec paid in Jan, approx \$75k.

**CITY OF NORTH PLAINS  
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)  
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL  
COUNCIL UPDATE**

<u>INTERNAL SERVICES FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>	
<b>EXPENDITURES:</b>				
City Council				
Personal Services	\$ -	\$ 1,019	\$ (1,019)	
Materials and Services	30,950	32,989	(2,039)	107% A
Total City Council	<u>30,950</u>	<u>34,008</u>	<u>(3,058)</u>	110%
City Attorney				
Materials and Services	25,000	7,397	17,603	30%
City Manager				
Personal Services	121,567	63,778	57,789	52%
Materials and Services	1,500	2,881	(1,381)	192%
Total City Manager	<u>123,067</u>	<u>66,659</u>	<u>56,408</u>	54%
City Recorder				
Materials and Services	7,000	1,928	5,072	28%
Finance Department				
Personal Services	231,574	110,673	120,901	48%
Materials and Services	31,260	25,247	6,013	81% B
Total Finance Department	<u>262,834</u>	<u>135,920</u>	<u>126,914</u>	52%
City Engineer				
Materials and Services	5,000	2,813	2,187	56%
General Government				
Materials and Services:	122,669	88,138	34,531	72% B
Public Works Department				
Personal Services	374,841	174,627	200,214	47%
Materials and Services	34,020	12,508	21,512	37%
Total Public Works Department	<u>408,861</u>	<u>187,135</u>	<u>221,726</u>	46%
Total Expenditures	<u>985,381</u>	<u>522,979</u>	<u>462,402</u>	53%
Excess of Revenues Over (Under) Expenditures	(985,381)	(522,979)	462,402	
Other Financing Sources (Uses):				
Transfers In	992,381	292,349	(700,032)	
Transfers Out	(7,000)	(7,000)	-	
Total Other Sources (Uses)	<u>985,381</u>	<u>285,349</u>	<u>(700,032)</u>	
Net Change in Fund Balance	-	(237,630)	(237,630)	
Beginning Fund Balance	-	-	-	
Ending Fund Balance	<u>\$ -</u>	<u>\$ (237,630)</u>	<u>\$ (237,630)</u>	

A Increased expenses funded by increased revenues, shown in General Fund. Will be reflected in supplemental budget.

B Includes large expenses not paid evenly throughout year (audit, insurance), so percentage spent is higher than 50%.

**CITY OF NORTH PLAINS  
WASHINGTON COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES (USES)  
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL  
COUNCIL UPDATE**

URBAN RENEWAL DISTRICT

	<u>ORIGINAL BUDGET</u>	<u>JULY-DEC ACTUAL</u>	<u>VARIANCE POSITIVE -NEGATIVE</u>	
<b>REVENUES:</b>				
Taxes	\$ 85,751	\$ 93,585	\$ 7,834	109%
Property Rental Fees	6,000	4,200	(1,800)	70%
Interest	<u>590</u>	<u>402</u>	<u>(188)</u>	68%
Total Revenues	<u>92,341</u>	<u>98,188</u>	<u>5,847</u>	106%
 <b>EXPENDITURES:</b>				
Debt Service	46,577	25,085	21,492	54%
Contingency	<u>50,000</u>	<u>-</u>	<u>50,000</u>	0%
Total Expenditures	<u>96,577</u>	<u>25,085</u>	<u>71,492</u>	26%
Excess of Revenues Over (Under) Expenditures	<u>(4,236)</u>	<u>73,103</u>	<u>77,339</u>	
 <b>Other Financing Sources (Uses):</b>				
Transfers Out	<u>(8,086)</u>	<u>(2,406)</u>	<u>5,680</u>	30%
Total Other Sources (Uses)	<u>(8,086)</u>	<u>(2,406)</u>	<u>5,680</u>	
Net Change in Fund Balance	(12,322)	70,697	83,019	
Beginning Fund Balance	<u>116,745</u>	<u>135,884</u>	<u>19,139</u>	
Ending Fund Balance	<u><u>\$ 104,423</u></u>	<u><u>\$ 206,581</u></u>	<u><u>\$ 102,158</u></u>	



## **CITY OF NORTH PLAINS**

31360 NW Commercial Street, North Plains, Oregon 97133

Date: January 28, 2014  
To: Mayor and City Council  
From: City Manager Martha DeBry  
Subject: Approval of city policies Number 401-603

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**Request:** Council approve policies Number 401-603

**Background:** The draft policy manual was distributed at the 9/16/13 council meeting.

To manage the workload of the reviewing ordinance Council directed that batches of policies be presented at a series of meetings.

Policies to be approved on January 21, 2014 are:

- 401 Public Works Standards
- 501 I-9 Audit
- 521 Disposal of Personal Information
- 530 2013/2014 Adopted Financial Policies
- 531 Special Events Payment Management
- 540 Credit Card policy
- 600 Public Employee Ethics
- 601 Employee conduct / Expectations
- 602 Solicitation
- 603 Discrimination / Harassment

All policies are as previously distributed to Council.

**Fiscal Impact:** Review and adoption of the policies has no direct fiscal impact.

**Environmental Issues:** No environmental issues are associated with this item.

**Recommendation:** All the policies will be approved by one motion after all have been reviewed and discussed.

**City of North Plains  
Police Department  
1/29/14**

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

**FROM: Bill Snyder, Police Chief**

**SUBJ.: DEPARTMENT REPORT**

The police department spent January in firearms training as well as management training on various dates.

The following are the numbers regarding criminal reports/activity for January:

<b>Activity</b>	<b>2014 Jan</b>
Death Investigation	1
Harassment	1
Fraud	1
Vehicle tow	1
Assist agency	3
Welfare check	1
Drug possession arrest	2
Child abuse	1
False information arrest	0
Theft	2
Warrant arrest	1
Found Property	1
Assault	0
Information report	4

## City of North Plains - Library Department - February 1 – March 3, 2014

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

**One Book One Community.** February 2014 events highlight the novel, Running the Rift by Naomi Benaron. All activities are sponsored by the Friends of the North Plains Public Library and are free and open to the public.

**Saturday, February 1,** 6:30-8:30 p.m., North Plains Public Library, 31334 NW Commercial Street  
This kick-off event features Sam Munyandamutsa of the Pacific Northwest Rwandan Association who will provide Rwandan food and share his story. Free copies of Running the Rift will be distributed.

**Saturday, February 8,** 1-2:30 p.m., Jessie Mays Community Hall, 30975 NW Hillcrest Street  
This special Super Saturday event features the Kukatonon Children's African Dance Troupe performing traditional African dances with two drummers. The performance is suitable for all ages. Website: <http://www.kukatonondancetroupe.com>

**Thursday, February 13,** 7 p.m., North Plains Public Library  
Musician Enric Sifa will perform Rwandan songs and tell his story of growing up during the Rwandan Genocide.

**Friday, February 21,** 7 p.m., North Plains Public Library  
Movie showing of *Hotel Rwanda*, a 2004 PG13-rated drama. The film is set in 1994 during the Rwandan Genocide, in which an estimated 800,000 people, mainly Tutsi, were killed by Hutu extremists. It is the story of a hotel manager who saves the lives of 1,200 people who have come into his care by using his skills of bribery, flattery, apology and deception.

**Thursday, February 27,** 7 p.m., North Plains Public Library  
Book discussion of Running the Rift by Naomi Benaron.

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

- **February 5** Storytime with Miss Marion: Drip, Drip, Drip
- **February 12** Storytime with Children's Librarian Kay: Bears
- **February 19** Special Guest Storytime: Hillsboro Dentist, Dr. Tony Hoffman
- **February 26** Storytime with Youth Librarian Jackie: Crocodiles

**Cover Oregon.** Learn about affordable health care insurance and how to access financial help to pay for coverage. Cover Oregon Educator (and North Plains Library staff member), Donna Medica, will be making the following appearances. All presentations are free and open to the public.

- Forest Grove Community Auditorium, 1915 Main Street, Forest Grove, **Saturday, February 1,** information/literature table and basic question/answer opportunities from 9 a.m. to 12 p.m.
- Forest Grove Community Auditorium, 1915 Main Street, Forest Grove, **Wednesday, February 5,** presentation at 7 p.m.
- West Slope Community Library, 3678 SW 78<sup>th</sup> Avenue, Portland, **Saturday, February 8,** presentation at 11 a.m.
- Sherwood Public Library, 22560 SW Pine Street, Sherwood, **Saturday, February 8,** presentation at 2 p.m.

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

**First Friday Flick.** Join us at the Library on **February 7** at 6 p.m. to watch a PG-rated, animated family comedy sequel about an island of menacing food-animals. Seating is limited. Refreshments will be served.

**Super Saturday – One Book One Community.** Join us on **Saturday, February 8** at 1 p.m. at the Jessie Mays Community Hall for this special Super Saturday event featuring the Kukatonon Children's African Dance Troupe performing traditional African dances with two drummers. The performance is suitable for all ages. Website: <http://www.kukatonondancetroupe.com>

**Friends of the Library Meeting.** There will be a regular meeting of the Friends on **Monday, February 10** at the Library from 7:30-9 p.m. New members are welcome to attend.

**Holiday Closure.** The Library will be closed on **Monday, February 17** for Presidents' Day.

**Library Book Club.** Running the Rift by Naomi Benaron will be discussed on **Thursday, February 27** beginning at 7 p.m. at the Library. This debut novel is about an aspiring runner's family and the Rwandan genocide of 1994. Free copies of the book will be distributed while supplies last on Saturday, February 1 from 6:30-8:30 p.m. at the Library during the kickoff event for the annual One Book One Community program sponsored by the Friends of the North Plains Public Library. Refreshments will be served. New members are welcome.

**Artwork on Exhibit.** North Plains resident Timothy Radtke will show his paintings through **February**. His landscapes are composed in oil on canvas and on wood.

**Quilt Display.** The **February** quilt on display was created by Paula DiNovo of The Westside Quilters Guild and is titled, "Midnight Valentine."



**Washington County**  
Cooperative Library Services



# 2012-2013 Annual Report

**Connecting People, Books and Resources**  
**Washington County Cooperative Library Services**  
**Annual Report**  
December 2013

**WCCLS Mission Statement:**

The libraries in Washington County work together in a spirit of cooperation that extends beyond local boundaries in order to provide excellent countywide library service to all residents.

**FY12-13 Statistics at a Glance**

<b>536,370</b>	Washington County Population 2012
<b>273,363</b>	Registered patrons (6/30/13)
<b>\$34,671,573</b>	Total spent on public library service (all sources)
<b>\$64.64</b>	Spent per capita (total population)
<b>13,070,159</b>	Total circulation (checkouts and renewals)
<b>24.37</b>	Circulations (checkouts) per capita
<b>2,547,691</b>	Holds placed
<b>193,353</b>	Total e-book & audio-book titles downloaded through Library2Go
<b>4,106,562</b>	Total visits to member libraries
<b>534,729</b>	Total number of public Internet users (wired stations; not including WiFi)
<b>1,490</b>	Average number of public Internet users per day
<b>240,584</b>	Total library program attendance
<b>31,994</b>	Summer Reading Program sign-ups (all ages)
<b>153,034</b>	Total hours of volunteer time donated
<b>2,948</b>	Total individual volunteers
<b>\$2,958,147</b>	Dollar value equivalent of volunteer time
<b>3,978,705</b>	Total items delivered to libraries by WCCLS Courier
<b>1,969,595</b>	Total wccls.org website visits
<b>564,789</b>	Total unique visitors to the wccls.org website
<b>2,428</b>	WCCLS help-desk support tickets logged
<b>7,426</b>	Webmaster email support questions logged
<b>20,060</b>	Circulation to Outreach-Homebound patrons

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## Message from the Director

This report reviews and analyzes the activities and services of the Washington County Cooperative Library Services (WCCLS) and its member libraries for FY12-13. Working together, Washington County, nine cities and two non-profit organizations strive to provide excellent public library service to every county resident. This unique cooperative structure allows the partners to divide responsibilities to achieve this mission; the County provides some services and the public library partners provide others. We continue to respond to the challenge of transforming library service to meet changing patrons needs, especially the growing demand for e-books and e-content. Washington County residents continue to be more avid library users than other Oregonians or residents of most other states, checking out more materials per capita and visiting the library more frequently. Serving the educational, informational and entertainment needs of our residents is a responsibility we take seriously, and I extend my appreciation to my staff, the staff of member libraries and the legions of volunteers whose dedication to service keep our libraries open 359 days per year to meet the needs of our residents.

Sincerely,



Eva Calcagno, Director

*Cover image: Good reading in your inbox! Love books, but don't know what to read next? WCCLS offers readers the opportunity to subscribe to reading recommendations with links to the WCCLS catalog sent to you via email. From romance and mystery, to science and current events, we have reading suggestions and ideas for every reader. [www.wccls.org/goodreading](http://www.wccls.org/goodreading). The cover image was part of our 2012-13 campaign to promote Good Reading.*

## Introduction and Background

The Washington County Cooperative Library Services (WCCLS) is a partnership between Washington County, nine cities and two non-profit organizations that share responsibility for providing public library service to the residents of the County. While this structure works well for Washington County and its cities, it is unusual in Oregon and the nation. This makes it difficult to compare our structure to other libraries that are unified county systems. WCCLS and its member libraries report statistics annually to the Oregon State Library following the mandate of Oregon Revised Statutes 357.520. The State Library in turn submits Oregon library statistics to the Institute for Museum and Library Services through the Public Library Statistical Cooperative.<sup>1</sup> When analyzing the statistics at the state or national level it is important to group all WCCLS and member library statistics together to get a complete picture

of activities, services and costs for the provision of countywide library service. Separately they do not accurately reflect the services provided or the costs to do so.

The current WCCLS member public libraries are:

- Banks Public Library
- Beaverton City Library and Beaverton Library at Murray-Scholls
- Cedar Mill Community Library and Cedar Mill @ Bethany (non-profit organization)
- Cornelius Public Library
- Forest Grove City Library
- Garden Home Community Library (non-profit organization)
- Hillsboro Main Library and Shute Park Branch Library
- North Plains Public Library
- Sherwood Public Library
- Tigard Public library
- Tualatin Public Library
- West Slope Community Library (County)

Washington County, through WCCLS Central Support and Outreach Services, provides support services, technology, staff and mentoring to member libraries. In the Public Library Statistical Reports, the figures reported for WCCLS include services and staff for WCCLS Administration, Automation, Reference and Interlibrary Loan, Outreach and Youth Services, and Courier programs and the West Slope Community Library (the only County-run library).

It should be noted that the WCCLS membership includes two non-public “specialized” libraries that offer public access to services and collections: Tuality Health Information Resource Center and Oregon College of Art and Craft (OCAC). These two libraries use the shared library catalog and circulation system and maintain public open hours. While their statistics are not reported in detail to the state or the national database like the regular public libraries, their use may be included in some of our counts of countywide activities.

A Washington County annual performance report can only describe the whole picture when data from member libraries is included. To provide context and perspective, statistical data from FY01-02 through FY12-13 is included in this report where appropriate and available. Also note that member libraries may generate their own annual performance reports or audits per city or non-profit directive and may also have local strategic plans to address library-specific goals and community needs.

## **Brief History**

WCCLS was established in 1976 with the passage of the first countywide serial levy to support public library service. Prior to 1976, over half the residents of the county had no public library service; if they wanted to use one of the existing city libraries, they had to buy a library card to check out materials. The cities operating public libraries at that time were: Beaverton, Cornelius, Forest Grove, Hillsboro, Sherwood and Tigard. With the passage of the first serial

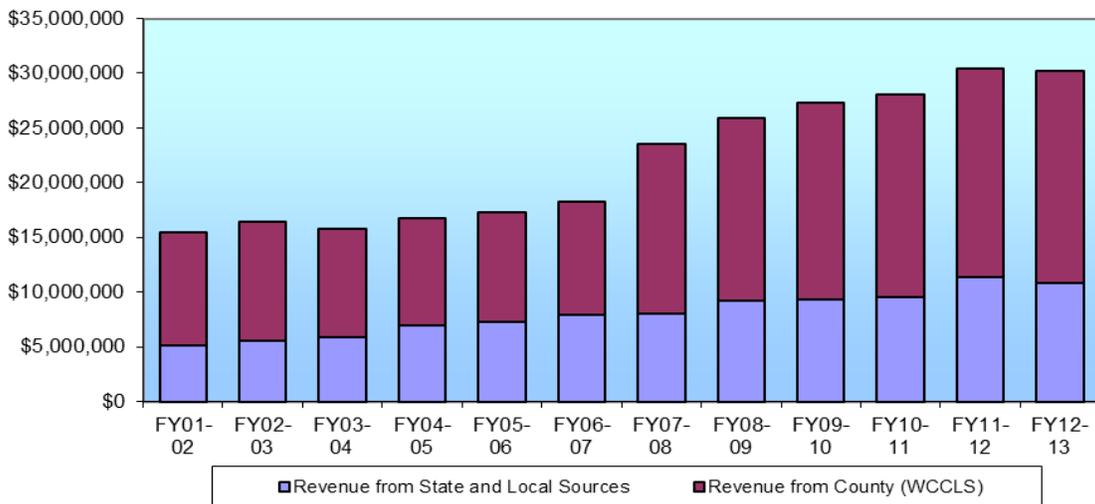
levy, County tax funds augmented city library funds to allow the six cities to freely serve any county resident for the first time. Other cities and community libraries joined the Cooperative and were included in funding as the population grew, libraries were established, and the county evolved in the last quarter of the twentieth century. That same premise – countywide taxes distributed to member libraries to allow free public library services for all residents – still forms the backbone of this cooperative partnership.

In addition to funding public library operations, County tax funds also supported centrally provided services for member libraries and outreach services for special populations. Today, the centrally-supported services include: Administration (fund management, contract administration, coordination of countywide services, board support, publicity and public education); Automation (shared catalog and website, hardware, software, telecommunications, Internet access, auxiliary technologies, and 7-day-per-week staff support); Reference and Interlibrary Loan (e-book and database subscriptions, training, adult programming support and borrowing and lending from libraries outside of the County); Courier (materials deliveries among libraries 7 days per week and Interlibrary Loan shipping); and Youth Services (countywide Summer Reading Program support, early literacy training and programming materials for local librarians). The County also provides direct Outreach Services to special populations, including homebound residents, residents who speak Spanish and other non-English languages, childcare providers, children in care, and jail inmates. These three directives -- public library operational funding, support services for member libraries, and outreach to special populations -- are determined by the Washington County Strategic Plan.

## Public Library Funding

Funding for public library operations today is still provided by a combination of County tax dollars, local city tax support, and other funds (fines & fees, state grants, local fund-raising, etc.) as depicted in the following chart.

**Public Library Funding Sources**



County funding for library services comes from two sources: the County General Fund and a dedicated local option levy. General Fund revenues make up approximately 66% of all County funding, and are the vestige of a 1996 serial levy that was rolled into the County General Fund by Ballot Measures 47/50 in 1998. WCCLS did not pass another levy until 2006. That levy provided additional funding for FY07-08 through FY10-11. The local option levy was renewed in 2010 for a five-year period (FY11-12 through FY15-16) at the same rate of 17 cents per \$1000 of assessed value. The current local option levy provides 33% of County funding for library services.

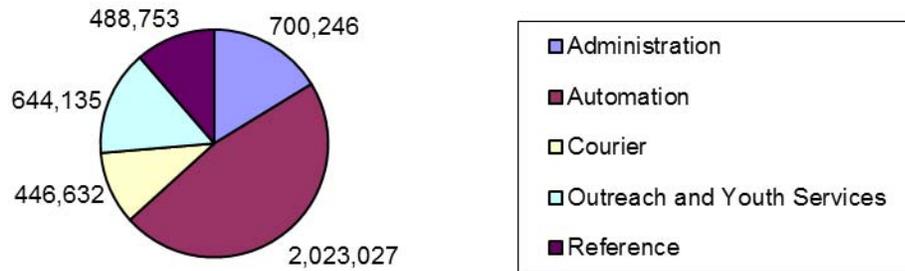
In FY12-13, Washington County’s contribution for public library operations equaled 64% of the total library operating expenditures. Each library determines its own ratio of County to other funding based on local priorities, city and other funding resources available. WCCLS distributes County funds each year to member libraries for operations according to an Inter-Governmental Agreement called the Public Library Services Agreement. The chart below identifies the ratio for each library in FY12-13.

**FY12-13 Public Library Revenue Sources**

<b>Public Libraries:</b>	<b>Total Operating Expenditures</b>	<b>State and Local Revenue</b>	<b>Revenue from WCCLS</b>	<b>% of Revenue from WCCLS</b>
Banks	\$221,866	\$97,753	\$125,915	56.3%
Beaverton	\$8,475,302	\$3,412,748	\$4,583,031	57.3%
Cedar Mill	\$3,948,729	\$692,267	\$3,395,991	83.1%
Cornelius	\$347,088	\$188,229	\$165,471	46.8%
Forest Grove	\$955,811	\$273,744	\$682,063	71.4%
Garden Home	\$326,964	\$21,560	\$353,035	94.2%
Hillsboro Libraries	\$7,428,460	\$3,179,581	\$4,255,421	57.2%
North Plains	\$228,134	\$131,154	\$96,980	42.5%
Sherwood	\$1,086,410	\$366,198	\$720,212	66.3%
Tigard	\$4,882,475	\$1,874,764	\$3,007,711	61.6%
Tualatin	\$1,757,130	\$530,518	\$1,310,128	71.2%
West Slope	\$710,411	\$31,216	\$698,582	95.7%
<b>Total - all libraries</b>	<b>\$30,368,780</b>	<b>\$10,799,732</b>	<b>\$19,394,540</b>	<b>64.2%</b>

Expenditures for county-provided Support and Outreach Services totaled \$4,302,793 in FY12-13, 6.9% more than the previous year. Automation services account for the largest portion of that amount (47%), and includes hardware, software, telecommunications networking, maintenance fees, associated technology products and services, Internet access charges and staff support to provide the shared library catalog and circulation system and wccls.org website for member libraries.

## WCCLS Central Support & Outreach Costs FY12-13



The combined amount spent on public library services in FY12-13 was \$34,671,573 (includes all local public library operating and County central support and outreach expenditures). This equals a per capita expenditure of \$64.64 (2012 county population of 536,370). In comparison, Multnomah County Library expends \$75.65 per capita and the statewide average is \$48.82.<sup>1</sup> Of the total WCCLS amount, 68.35% was County funding.

Following the FY11-12 installation of a countywide Radio Frequency Identification (RFID) materials tracking system, WCCLS maintenance expenditures increased in FY12-13 as we assumed costs for maintaining all security gates and the self-service credit card fee payment system at member libraries. The reason these costs moved from local to WCCLS is to assure that the equipment is maintained and in working order and to support a consistent customer experience across the member libraries. While the investment in RFID was from central County funds, the long-term savings and increased efficiencies will be realized by member libraries with improved service to all County residents.

In FY12-13, Beaverton and Hillsboro libraries installed Automated Materials Handling (AMH) systems to mechanically scan RFID tags on returned items, check the items in, and sort materials into bins for filling holds, returning to the shelf or transferring to other libraries. AMH reduces staff handling tasks in the back room and allows redeployment of staff to more public service functions. Costs for the purchase, installation and on-going maintenance of AMH are the responsibility of the local library.

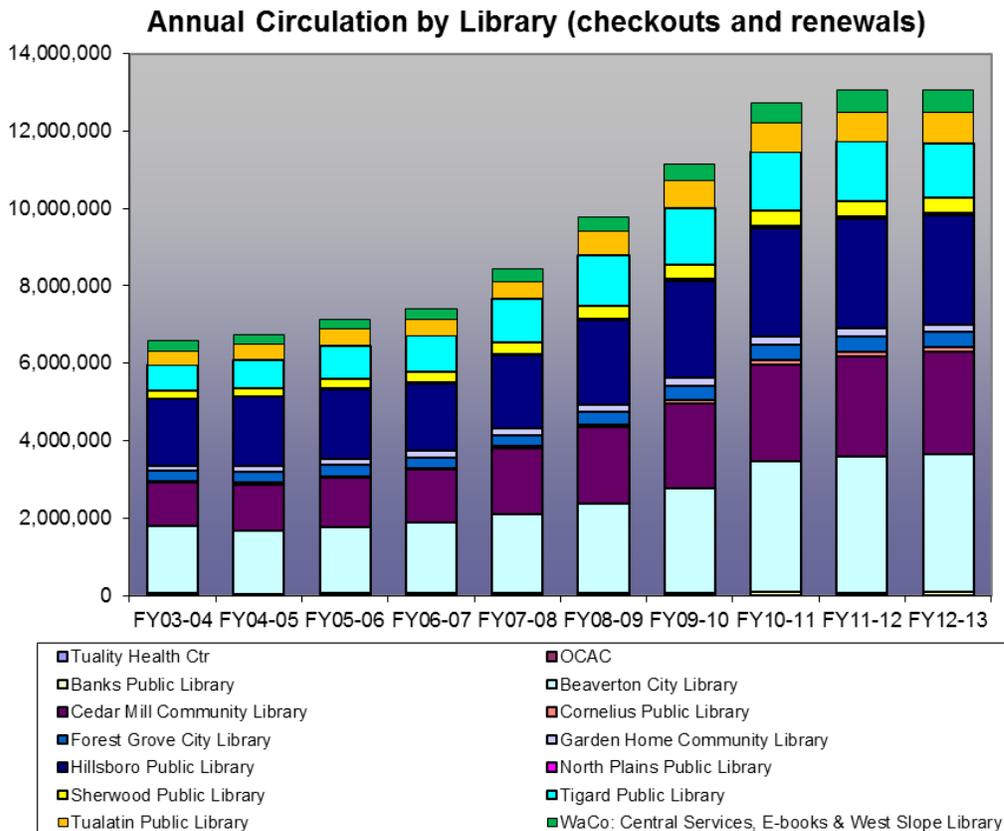
## Public Library Usage

*NOTE:* The Hillsboro Public Libraries began a major expansion, remodeling and renovation project at both libraries in FY12-13. The Hillsboro Main Library was “disruptively open” for business from October to May while they expanded to the second floor and remodeled the first floor. Once that was completed, the Shute Park Library was closed for complete renovation in May 2013. All Shute Park materials have been moved to the Main Library for the construction period. The estimated reopening will be in March 2014.

In addition, due to city budget reductions, Tigard Public Library closed on Thursdays beginning in July 2012. The library was previously open 1pm to 9pm on Thursdays. Statistics reported for Tigard Public Library and the Hillsboro Public Libraries (and therefore impacting countywide totals) in the Public Library Usage, Public Library Programs and Community Support sections are lower than typical because of these closures.

An essential requirement for providing public library service is to assure that libraries are open to the public. In FY12-13 WCCLS member libraries were open an average of 56.8 hours per week, including evening hours. All member libraries were open at least six days per week; eight libraries were open seven days per week. All WCCLS member libraries exceed the Oregon<sup>1</sup> average which is 41 open hours per week.

Circulation, or the number of materials checked out and renewed, has been the primary indicator of library usage. Annual countywide circulation steadily increased over the last decade, but has leveled off in recent years. In FY12-13 the total circulation was 13,070,159, an increase of 0.17% over the previous year. For Washington County's 2012 population of 536,370 that equals 24.37 circulations per capita. In comparison the Oregon average is 16.35<sup>1</sup> and the national average is 8.3 per capita. The national figure is from the 2010 Public Library Survey<sup>2</sup> (latest data available) from the Institute for Museum and Library Services (IMLS), <http://www.ims.gov/research/public-libraries-in-the-us-fy-2010-report.aspx>.



While reasons for the leveling off are discussed below, it is worth reviewing the factors that led to the increases over the last five years. Beginning with FY07-08 when new levy funding

became available, libraries were able to restore open hours, reinvest in purchases of new materials and reinstate programs and services. Stable hours and staffing, an infusion of new materials and more copies of high-demand titles, and increased numbers of educational and entertaining programs for children, teens and adults encouraged patrons to make library use a regular habit. These factors contributed to a sharp increase in use of libraries.

Also noteworthy were the openings of new libraries from 2007 to 2010. Hillsboro Main Library moved from Tanasbourne to a new building on Brookwood Parkway, providing twice the square footage, Cedar Mill opened the Bethany Branch, and North Plains Public Library joined WCCLS in 2007. Tualatin opened a remodeled and expanded library in 2008, and Beaverton opened the Murray-Scholls Branch in 2010. All of these expansions and openings contributed to the wave of increased use that began in 2007.

Another factor that contributed to increased library use was the economic downturn that began in 2008-2009. WCCLS, like public libraries across the country, saw an increase in the number of patrons seeking free resources such as books and programs to help families stretch tight budgets. Libraries offer free Internet access, computers with word processing software, library-sponsored workshops, and print and electronic materials on resume writing, interview techniques, and skill assessment, all invaluable resource for residents who are looking for jobs.

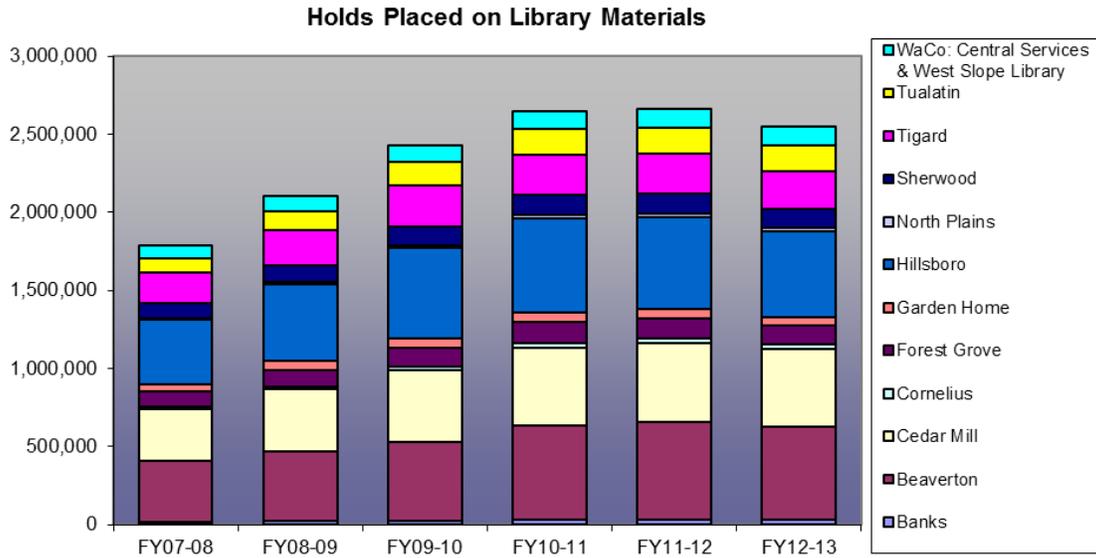
While circulation growth leveled off, library hours remained stable and daily visitor totals declined slightly. Member libraries continued to see strong growth in checkouts of e-books, Blu-Ray DVDs, electronic games, and magazines/periodicals. Increases in the checkout rates of books/print materials and compact discs have slowed. This will continue to be a trend to watch. The increasing popularity and ease of access to e-books through non-library channels is believed to be siphoning off traditional library users. In addition, that e-book publishers are reluctant, or sometimes refuse, to sell or lease e-books to libraries is an on-going problem. We continue to monitor the situation including national debates between the publishing industry and libraries, and restrictions on libraries' ability to make e-books available to patrons.

Besides counting checkouts, another way to look at library use is collection turnover, or total WCCLS circulation (minus e-books) divided by total WCCLS collection holdings (1,665,211 not including electronic and downloadable titles). In FY12-13 collection turnover was 7.73, or theoretically every item circulated nearly eight times. The statewide average is five.<sup>1</sup>

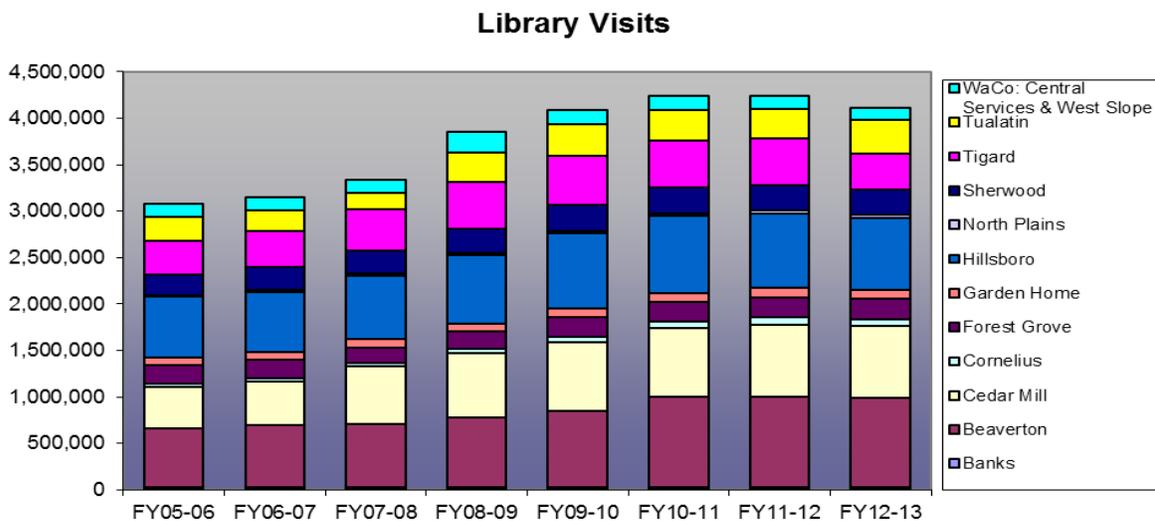
While many library patrons physically browse library shelves, increasingly, patrons browse library shelves electronically. They search [wccls.org](http://wccls.org) for titles they want, and request the items to be shipped to their preferred library for convenient pick-up. Statistics



regarding the number of holds placed on library materials is not included in the Public Library Statistical Report, in part because the dynamic nature of the activity makes it difficult for some systems to count. WCCLS has been able to track statistics for several years. The chart below illustrates the rise in holds placed. In FY12-13 there were 2,547,691 holds placed on library materials, a decrease of 4.3% from the previous year. This seems to mirror the leveling off of circulation.



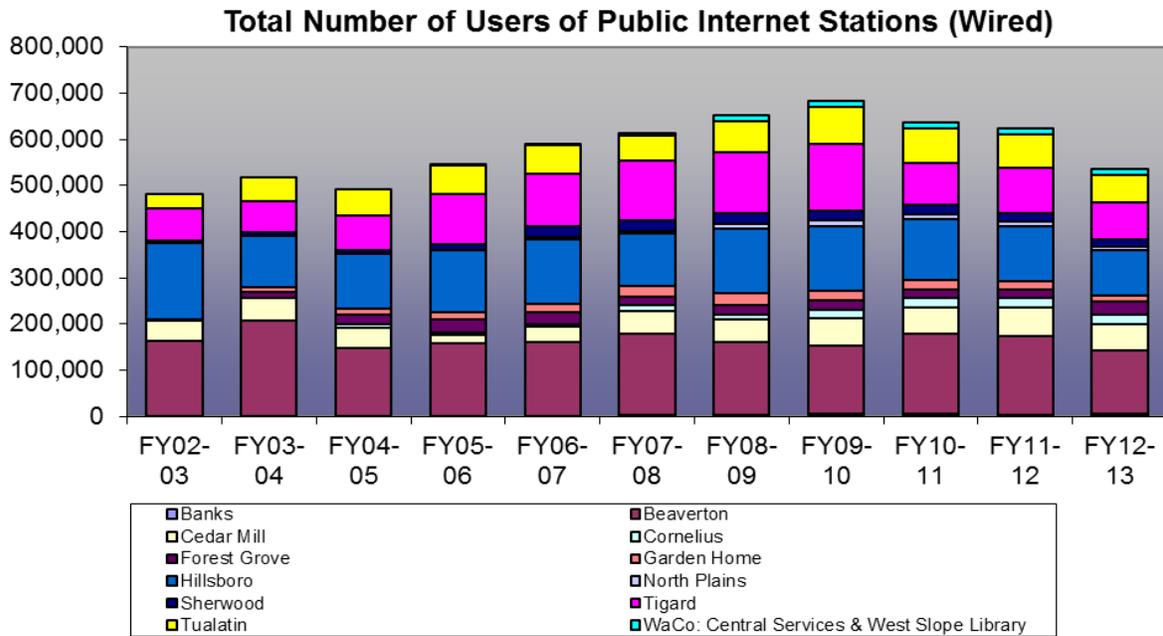
As of June 30, 2013, there were 273,262 registered library patrons, the equivalent of 50.9% of the County’s population. Residents visited library facilities 4,106,562 times or an average of 7.66 visits per capita. According to State Library statistics for FY12-13<sup>1</sup> the statewide average is 5.65 visits per capita; according to the IMLS<sup>2</sup>, the 2010 (latest available) national average is 5.28 visits. For WCCLS, both registered patrons and library visits leveled off for FY12-13. This mirrors national trends for library visits.



WCCLS member libraries have provided public Internet access for many years through library computer workstations. Internet access is an important library-provided service allowing

patrons to conduct research, look for jobs, apply for government benefits, communicate with friends and family, etc. Library Internet access is also an important resource for county residents who do not have Internet access at home or for those who live in rural areas where high-speed lines are not yet available. The following chart measures the number of users of Internet wired workstations at each library. In FY12-13 a total of 534,729 library patrons used a wired Internet station. That equals an average of 1,490 users per open day, a decrease from the previous year.

WCCLS added wireless Internet access for the public at all member libraries in 2009. We attribute the decline in wired users beginning in FY10-11 to increased use of WCCLS-provided wireless options as more patrons access library resources through their own devices – laptops, tablets, mobile devices, etc. WCCLS staff continues to try to determine reliable, aggregated data on wireless use, but at this time we do not have reliable annual figures to report due to the dynamic nature of the data. Also, wireless login data from member libraries’ wireless controllers is purged each night.

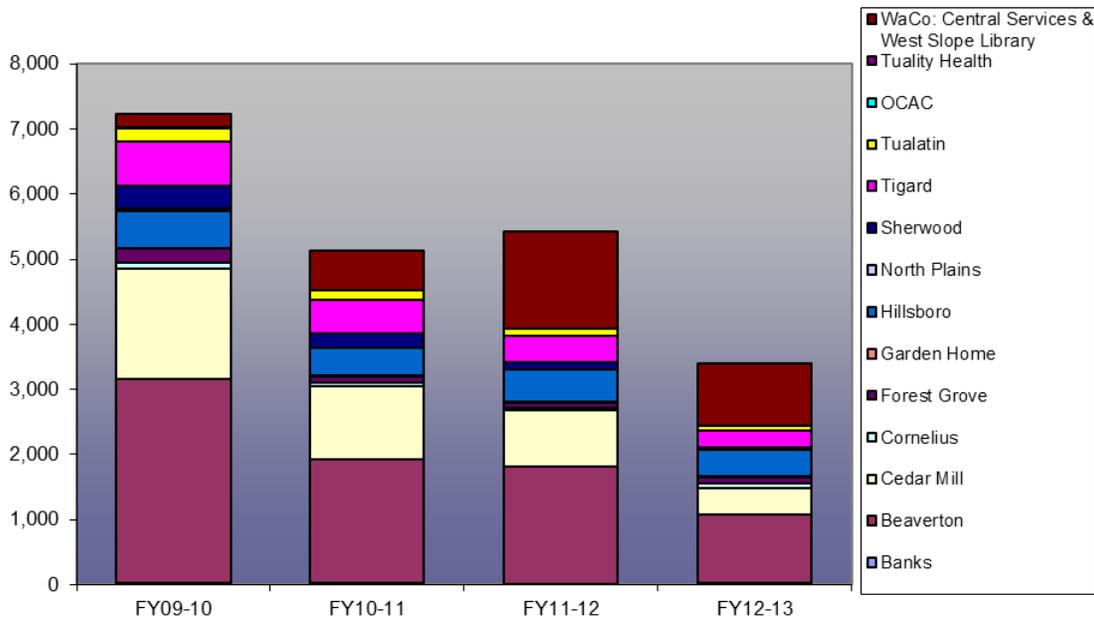


WCCLS participates in a statewide collaborative digital reference service called Answerland (formerly L-Net) that is available to patrons 24 hours per day, 7 days per week. Patrons ask questions via email, chat, or text, and receive answers from professional librarians. Answerland is a state Library Services and Technology Act (LSTA) funded-project initiated in 2003. Librarians from across the state fill shifts answering questions that can come from anywhere. The service contracts with librarians in other parts of the country so that during evenings, weekends and early hours Oregon questions can be answered. Four years of statistics are provided below. These numbers include email and chat questions only. The text message option began in December 2010. In FY12-13 there were 182 text questions that could be identified as coming from Washington County patrons (identifying one’s library system is

optional). This is a drop from 341 in the previous year. We do not know the explanation for the decline, however we plan to market the service in this fiscal year to increase use.

The chart below shows a general decline in Answerland use from FY09-10 to FY12-13. We believe the decrease occurred because of a statewide consortium decline in marketing access to schools; Beaverton School District students had previously used the system heavily. In FY12-13 the total questions asked was 3,397, a decrease of 37% from the previous year. This downward trend mirrors statewide use of Answerland. The State Library initiated a review/analysis of the program in FY12-13 and has recommended changes in the structure and funding for the service beginning in FY14-15.

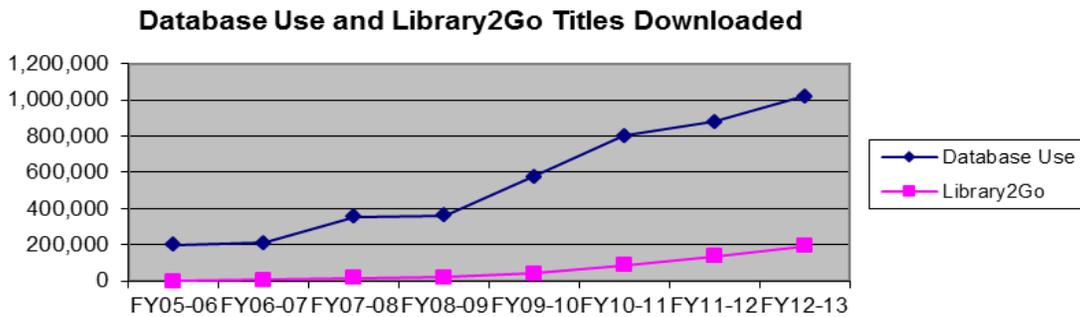
**Answerland Questions Asked by Washington County Patrons**



The WCCLS Reference Program negotiates and manages contracts for database subscriptions that are available through [wccls.org](http://www.wccls.org). These resources include reference works, homework assistance, learning tools, and personal research resources. They run the gamut of topics from automotive repair to genealogy to investing to language learning programs to tutorials for citizenship or civil service exams. For a full list see [http://www.wccls.org/online\\_resources](http://www.wccls.org/online_resources). Some subscriptions are procured by the State of Oregon using federal LSTA funds. Others are purchased by WCCLS. FY12-13 saw a 15.9% increase in database use, or a total of 1,020,181 uses.

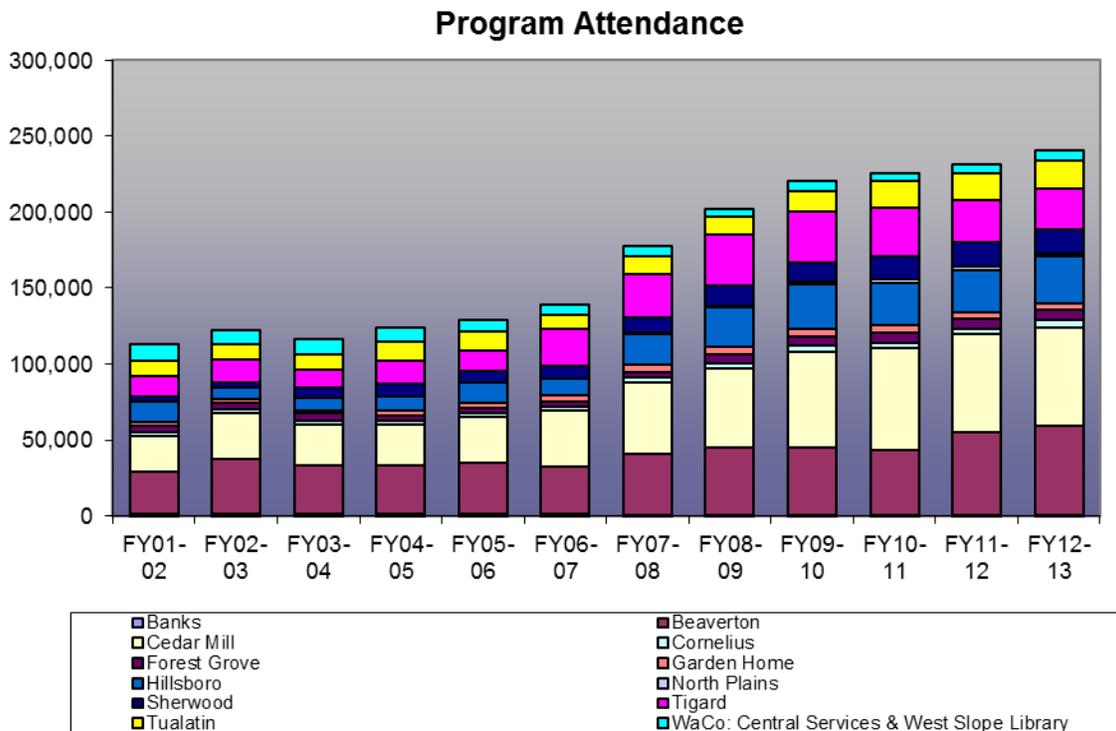
WCCLS also participates in the Oregon Digital Library Consortium, a group of public libraries that pools funds to subscribe to downloadable e-books and e-audiobooks. The service is called Library2Go. WCCLS downloads increased 42.5% over the previous year (193,353 titles downloaded). Patron demand for downloadable materials continues to be a serious issue for WCCLS and member libraries. This includes both our ability to afford adequate e-collections and to provide patron education and support regarding the use of e-book devices and the downloading process. In FY12-13 additional WCCLS funds were redirected to lease e-books

to address lengthy hold queues. Additional public library funds will be redirected to e-books over calendar 2014.



## Public Library Programs Offered and Program Attendance

Member libraries offer a variety of programs for children, teens and adults. Library program attendance in FY12-13 was 240,584, a 3.83% increase from the previous year, and the total number of programs offered increased by 209. The 8,329 programs offered averaged 28.9 attendees per program.



The largest coordinated programming effort is the annual Summer Reading Program, which includes incentives, prizes, and events for children, teens and adults. WCCLS Central Support Services provides coordination for Summer Reading Programs that includes themed

promotional print pieces, radio and/or television promotions, website support, contracted performers for all member libraries, procurement of reading incentives and prizes and more. Local libraries typically augment programs with additional reader prizes and local performances.

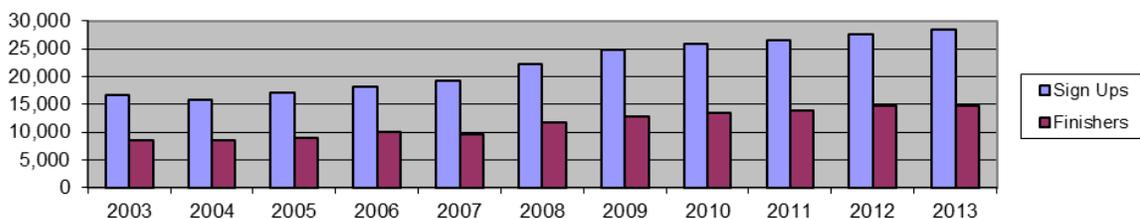


In summer 2013, a total of 28,379 children and teens signed up to participate in the Summer Reading Program and 14,701 finished their reading goals, a 51.8% finish rate. As illustrated in the chart below, increases in sign-ups have outpaced increases in finishers over the ten years of data available. This could be due to increased outreach at the beginning of the summer (WCCLS partner-sponsored advertising in the *Oregonian* or *Metro Parent Magazine*, for example) or a library focus on the importance of participation instead of completion.

An important achievement is that WCCLS member libraries are now reaching 20.8% of Washington County children ages 0-17 through the Summer Reading Program. That number continues to increase with efforts to increase market penetration.

The countywide Adult Summer Reading Program had 3,615 participants; adult finishers are not tracked. In 2013 the Adult Summer Reading Program included a featured author presentation for the second time. WCCLS contracted with national bestselling author Cheryl Strayed, whose book *Wild: from Lost to Found on the Pacific Crest Trail* was an Oprah Book Club selection. Strayed’s program was the largest single ASRP event we have organized and it presented a logistical challenge due to her popularity. The event was held at Southridge High School and 565 people attended. In addition, the WCCLS Facebook post about the event has been viewed 20,381 times. Here is the link: <http://smarturl.it/strayedWCCLS>.

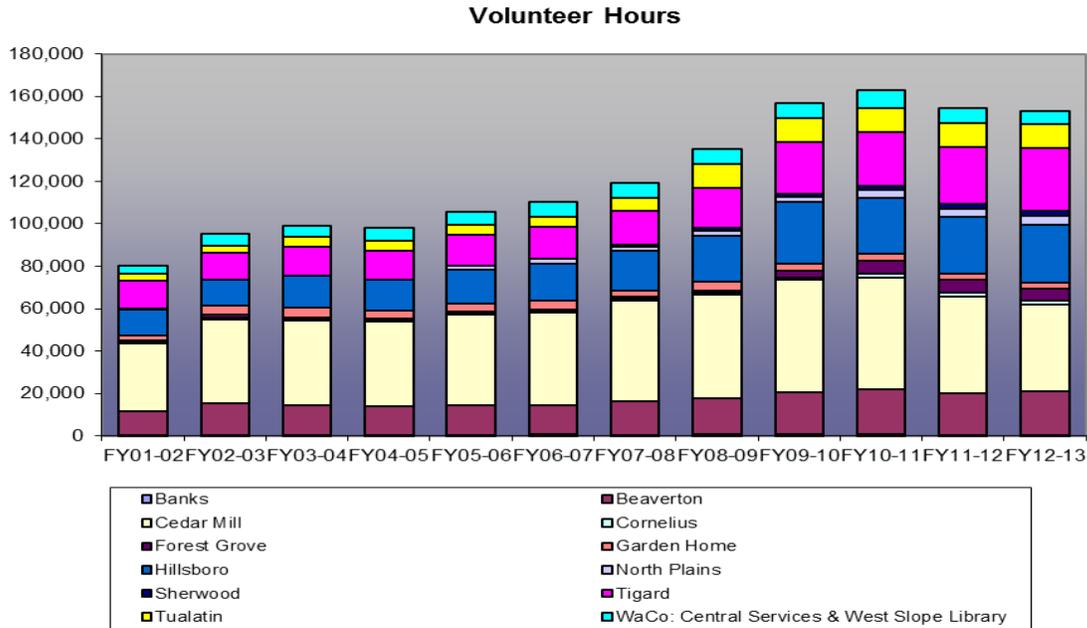
**Summer Reading Program Participation by Children and Teens**



## Community Support

WCCLS and member libraries could not provide the current level of services and programs without significant support from the community. A primary measure of this support is the number of people who volunteer in various capacities to assist their local libraries. In FY12-13, a total of 2,948 people volunteered 153,034 hours in a Washington County library. This equals over 73 full-time equivalent employees. According to the Independent Sector<sup>3</sup>, the value per hour of volunteer time for Oregon is \$19.33 (2011 latest figure available). That adds up to an additional \$2,958,147 in community support for library service last year.

The number of volunteers remained about the same as the previous year and volunteer hours decreased 1%. According to the Volunteer Coordinators at member libraries, this can anecdotally be attributed to the improving economy and falling unemployment rates in Oregon. Following the beginning of the recession in 2008, libraries experienced an upsurge of volunteers including newly unemployed residents and people looking for ways to network, add to their resumes, etc. This trend is illustrated below.



In addition to volunteer support from the community, WCCLS actively seeks partnerships and sponsorships with community businesses and organizations to support countywide programs. Most notable are community partnerships and pro bono services donated in support of the countywide Summer Reading Program and the annual Storytelling Festival. In 2013 an estimated \$1.59 million was procured to support the Summer Reading Program. This included things such as free or reduced price tickets for program participants from the Portland Trail Blazers, Portland Timbers, Bullwinkle’s Family Fun Center, Washington County Fair and Oaks Amusement Park. It also included media support from Comcast, the Oregonian, Metro Parent Magazine, El Hispanic News, PQ Monthly, KUIK Radio, etc.

The WCCLS sponsored Hearing Voices Storytelling Festival was rebranded in 2013. *The Art of the Story* – the 9<sup>th</sup> Annual Storytelling Festival received \$18,419 of in-kind support and cash donations from the Regional Arts & Culture Council, Pamplin MediaGroup, Recology, Courtyard by Marriott, Walters Cultural Arts Center, The Springs at Tanasbourne, Elsie Stuhr Senior Center, Portland Storytellers' Guild, ProGraphic Services, the Friends of the Library groups from all member libraries, and other sources. Donated program incentives and pro bono services provide cross-promotional marketing, increase program participation, improve public awareness of library services, and build positive images of libraries in the community.

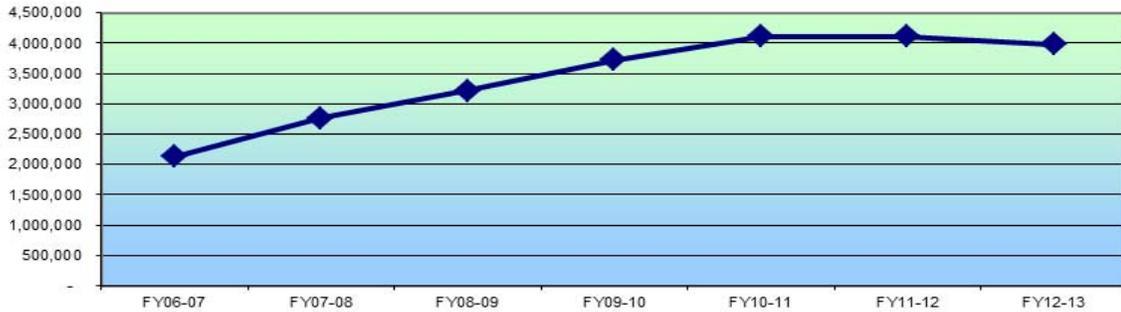
## Central Support and Outreach Services

Within the centrally provided Support Services and Outreach programs there are several measurable performance indicators. One important measure is the number of materials moving to and from member libraries through the Courier program. In FY12-13 a total of 3,978,705 items were delivered by WCCLS couriers to member libraries, a decrease of 3.2% from the previous year. This leveling trend tends to mirror changes in circulation. The Courier program picks up and delivers materials to fill patron requests and to return materials to their home libraries. It is important to note that this figure reflects just the materials delivered *to* member libraries; every delivery also *picks up* a comparable number of items. So the estimated total number of materials handled by WCCLS Courier staff is nearly 8 million, or approximately 22,352 items per day. The Courier program operates seven days per week and is only closed on the nine official County holidays. Three delivery trucks complete at least two routes each per day, operating out of a leased warehouse on 25<sup>th</sup> Avenue in Hillsboro.

An area of concern for WCCLS has been controlling the growth in the delivery workload for Courier. Over the last few years we have had to increase staffing and have replaced delivery vehicles with larger capacity trucks in order to keep up with increasing delivery loads. The three large box trucks currently in use have streamlined deliveries by reducing the amount of load shifting required during deliveries. This speeds up the process and reduces physical strain on employees, an important factor in maintaining health and safety. Also, library-implemented changes to reduce the number of items that are eligible to go in-transit to fill holds have contributed to helping curb growth in Courier delivery volume. These changes have allowed us to keep one FTE delivery position vacant during 2013.



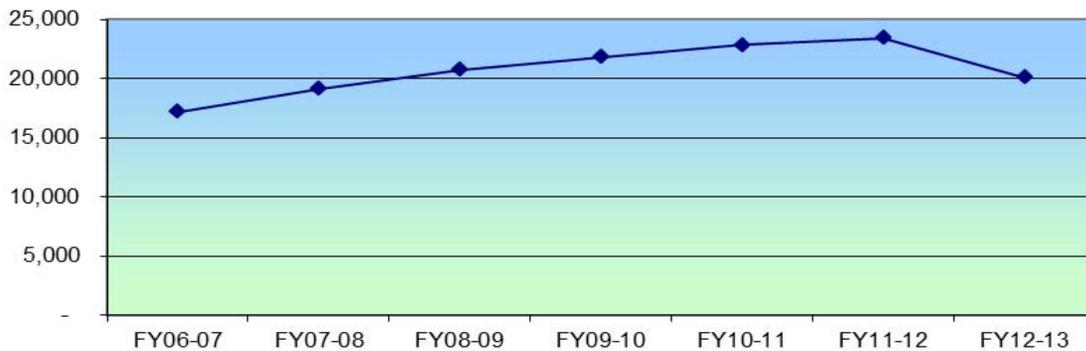
### Courier Deliveries



WCCLS Homebound Service provides reader’s advisory, information and referral, and mail delivery of library materials and information free-of-charge to Washington County residents who are physically unable to visit a public library. To qualify for this service, the patron must be homebound, the caregiver of a homebound person, or living in a nursing home, residential care or assisted living facility for six months or more. Large print, standard print, audio and video materials are mailed to patrons upon request. In addition, Homebound Service staff delivers and loans small collections of materials to care facilities on a rotating basis, and loans programming kits to care facility program directors. Circulation to homebound patrons was 20,060 in FY12-13, a decrease of 14% from the previous year. The decrease is attributed to the loss of some facility delivery sites, limiting patrons to one bag of materials at a time due to postage costs, and the death of several high-volume readers. The number of patrons remains relatively constant at about 362 registered homebound patrons, mostly frail elderly residents.

Providing service primarily over the telephone to these patrons requires special skill and support as many suffer from age-related issues such as hearing, vision and/or memory loss which impact their ability to request and keep track of materials and restricts the formats they can use. For the patrons, this service is an important link to the outside world and to keeping their minds active.

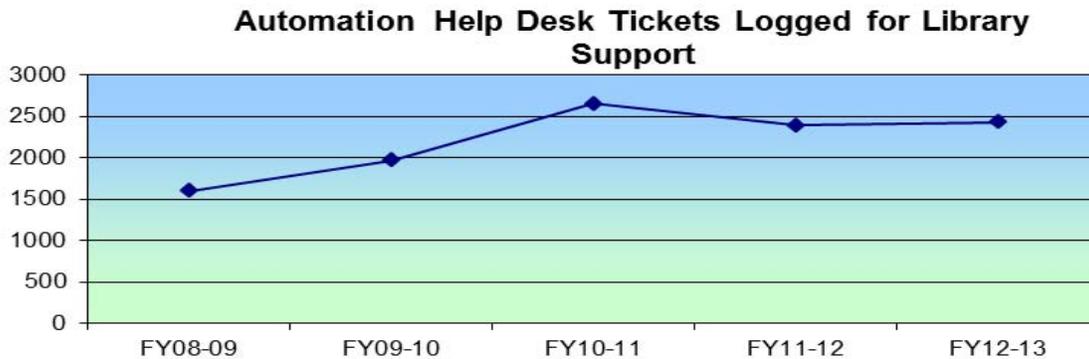
### Outreach Circulation to Homebound



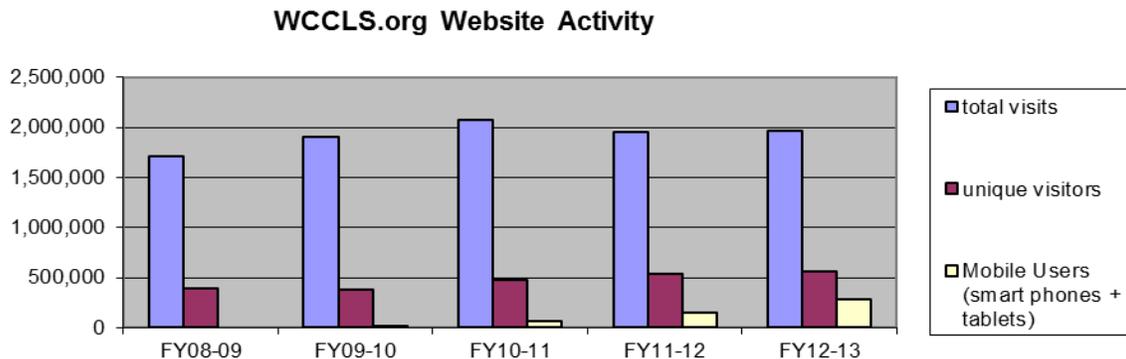
The WCCLS Automation program provides 77 hours of staff support per week to member libraries regarding website, catalog, network, Internet, and other issues for centrally-provided hardware, software and services. Staff is available by phone and email, as outlined in the WCCLS Network Agreement. Staff also answers webmaster questions from members of the public seeking help resolving website and electronic resource access issues.

In FY12-13 there were 2,428 help desk tickets logged for library support, an increase of 2% from the previous year. In addition, 7426 webmaster email questions were received and logged. This is the first year webmaster tickets have been tabulated with the help desk tickets.

WCCLS implemented new help desk tracking software in 2008 to help staff better manage support requests. The chart below depicts the increase in support requests over the five years for which we have data.



In FY12-13 there were 1,969,595 total visits to the wccls.org website. This is defined as the total number of times a viewer outside the library came to the wccls.org website. This includes remote website visits from home, school, office, etc., and does not include website visits from workstations within member libraries. Last year there were 564,789 unique patrons (individual IP addresses that visit the website more than once). There were 287,317 Mobile PAC users (access from smart phones and tablets). This is an increase of 96% from the previous year due to the full implementation of the WCCLS Mobile PAC in June 2012. (Provides a streamlined, easy to use version of the library catalog and links to the most popular online services that fit neatly on a smart device screen.) WCCLS began using Google Analytics in 2008 to track website use. Google only began tracking mobile access in November 2009.



The top destinations for WCCLS website visitors are the catalog search page, and the My Account pages which present information on items out and holds. The growing interest in Library2Go can be tracked via website visits as well as use. That rose to 219,097 views in FY12-13, an increase of 38% over the previous year.



WCCLS continues to make use of multiple social media programs, such as Facebook and Twitter, to distribute information to patrons and actively engage patrons in discussion regarding services, books and library-related news. The number of WCCLS Facebook fans increased from 840 to 1310, and Twitter followers increased from 918 to 1131 in the last year. Staff also employ News & Events postings (with patron option to receive automatic

feeds) to distribute information about services and events. Last year there were a total of 27,030 visits to the News & Events page. We have also launched a Spanish Facebook page to convey information directly and quickly to Spanish-speaking residents.

WCCLS subscribes to a service called BookLetters that allows WCCLS and member library staffs to create unique electronic newsletters for patron distribution. These often include book recommendations with live links to the library catalog, hence the product name. As of June 2013 over 178,950 patrons received one or more of the 33 BookLetters available on various topics (people may sign up for more than one and are then counted multiple times). Tigard Public Library automatically pushes its newsletter to all registered Tigard patrons with email addresses on file. WCCLS initiated a patron communication in June 2013 that we will continue on a three or four times a year basis.

WCCLS subscribes to a review tool called ChiliFresh that allows patrons to write and post book reviews that appear in the wccls.org catalog. Reviews from other library subscribers around the country also appear in our catalog. In FY12-13 there were 1897 patron reviews added to the catalog. This is another way we engage patrons and offer ways to make the library experience interactive.

The WCCLS Administration program joined forces with other County departments and Clean Water Services to utilize a new web-based polling service called Westside Voices <http://joinwestsidevoices.org/>. Residents sign up to receive periodic surveys on various topics in order to share their opinions and ideas with government agencies. The service is administered by Davis, Hibbitts and Midghall (DHM Research). WCCLS was the second agency to use Westside Voices. Over 2000 responses were received.<sup>4</sup> Overall, 88% of residents responded that their local library met or exceeded their expectations. Three-fourths (75%) of respondents visited a public library every couple of weeks or more frequently, and 62% visited the WCCLS.org website every couple of weeks or more often. Respondents provided significant comments regarding suggestions for improvements. This can be summarized as MORE – more e-books, more open hours, more materials and programs, etc. They also suggested what offerings might make them visit more often, and provided numerous, generally positive comments. Some sample comments are shown below.

*“I love the library! I used to spend plenty on books, and now I rarely buy books. I am more than willing to support the library with my tax dollars.”*

*“I think, in general, WCCLS, has done a terrific job. I've talked with others in different states, and it's clear that our system is one of the best.”*

*“Thank you. I have been using these libraries since I was little and I'm a lifelong reader. I am pleased to offer my children even better experiences than the libraries of my youth.”*

*“Too few copies of popular e-books. It should be easier to find interesting e-books on the Library2Go site.”*

## **Photo Captions**

Page 2: *Fancy Nancy* sparks the imagination of a young reader.

Page 9: A patron poses in the Beaverton City Library with one of her favorite titles.

Page 14: The Portland Trailblazers' mascot, Blaze, reads with a group of Summer Readers at Tigard Public Library.

Page 16: WCCLS Couriers deliver materials seven days per week to member libraries. Delivery trucks are decorated with WCCLS logos and themes to raise awareness of library services.

Page 19: Example of WCCLS marketing campaign promoting mobile access and e-books.

## **Bibliography**

<sup>1</sup> Oregon State Library, Oregon Public Library Statistics,  
<http://www.oregon.gov/OSL/LD/Pages/statsploregon.aspx>.

<sup>2</sup> Institute for Museum and Library Services, 2010 Public Library Survey,  
[http://www.ims.gov/research/public\\_libraries\\_in\\_the\\_us\\_fy\\_2010\\_report.aspx](http://www.ims.gov/research/public_libraries_in_the_us_fy_2010_report.aspx).

<sup>3</sup> Independent Sector, Dollar Value of Volunteer Time  
[http://www.independentsector.org/volunteer\\_time#sthash.ulfCkIrC.dpbs](http://www.independentsector.org/volunteer_time#sthash.ulfCkIrC.dpbs).

<sup>4</sup> Washington County Cooperative Library Services Customer Survey Summary Report,  
<http://www.wccls.org/sites/default/files/upload/Westside%20Voices%20Library%20Survey%20Summary%20Report.pdf>.

## **Appendices**

### **Appendix 1: WCCLS Long Range Plan (2013-2016)**

### **Appendix 2: WCCLS Organization Chart**

### **Appendix 3: Comparisons to OLA Standards**

(Note that analysis by service population at the local level is somewhat arbitrary. There are no designated service boundaries, so WCCLS assigns a population figure based on general use patterns. Any County resident is able to use any library, and many residents use multiple libraries depending upon their information needs, travel patterns, etc. No resident is required to use a particular library. In addition, use of libraries in the eastern side of the County also includes higher percentages of activity from residents of neighboring counties who are not included in Washington County population counts. The best measure of use by population is at the County, aggregate level. EC)

## Washington County Cooperative Library Services Long Range Service Plan, 2010 to 2020

This service plan was initiated through strategic planning work with the assistance of the Consensus consulting firm in 2008-09. It was completed by the WCCLS Policy Group with input from the WCCLS Executive Board and various WCCLS committees. The intent is for this to be the guiding plan for service for both WCCLS Central Support and Outreach and WCCLS member libraries for the next ten years. Activities to support the goals and objectives will be reviewed and revised annually by the Policy Group. The ten-year plan is divided into three segments: 2010-2012, 2013-2016, and 2017-2020. The following pages outline Goals, Objectives and Activities for the 2013-2016 time period. (The 2010-2012 Plan with updates can be found at: [http://www.wccls.org/pdf/WCCLS\\_Long\\_Range\\_Service\\_Plan\\_updates\\_revisions\\_2010-2012\\_rev\\_Sept\\_2011.pdf](http://www.wccls.org/pdf/WCCLS_Long_Range_Service_Plan_updates_revisions_2010-2012_rev_Sept_2011.pdf))

While the Goals, Objectives and Activities may change over time, the general Topic Areas remain the same. This document was approved by the WCCLS Policy Group on October 25, and by the WCCLS Executive Board on November 28, 2012.

### Definitions of terms used in the Long Range Plan:

- **The Cooperative:** includes everybody – member libraries and central support and outreach services
- **Member libraries:** Banks, Beaverton, Cedar Mill, Cornelius, Forest Grove, Garden Home, Hillsboro, North Plains, Sherwood, Tigard, Tualatin, West Slope; Oregon College of Art & Craft and Tuality Health Information Center as appropriate; any other member library that may open during this 10 year window
- **Central Support:** County provided support services including Automation, Courier, Reference & Interlibrary Loan, Youth Services, and Administration support
- **Central Outreach:** County provided outreach services to residents who are homebound, incarcerated, read and speak languages other than English, and children aged 0-6 years and their care providers
- **Residents:** The residents of Washington County including current patrons and potential patrons

<b>Topic area</b>	<b>Technology</b>
<b>Goal 1</b>	<b>All residents have sufficient access to information technology.</b>
Objective A	The Cooperative will maintain and increase technology infrastructure and public computing capacity to meet growing needs.
Activity a	Central support will expand wireless options for users.
Activity b	Central support will explore thin client options for delivering services.
Activity c	Central support will explore smart device appliances for library use.
Activity d	Central support will monitor bandwidth needs and plan accordingly.
Activity e	Member libraries will explore providing portable devices for public use.
Activity f	Member libraries will re-evaluate space, electric power and signal access as public computing needs change.
Objective B	The Cooperative integrates public access technology into planning and policies.
Activity a	Member libraries will upgrade equipment for staff and public use on a 3-5 year schedule.
Activity b	The Cooperative will address IS/IT policies that are barriers to staff use of technology and social networking software that are necessary for the provision of library services.
<b>Goal 2</b>	<b>Residents will have a quality online experience.</b>
Objective A	Member libraries will have a strong virtual presence.
Activity a	Member libraries will write and post regular electronic newsletters that reach their patrons and community leaders.
Activity b	Member libraries will update their websites and other online presences regularly to keep them intuitive, useful and relevant for patrons.
Objective B	Central Support's web presence will be content-rich with intuitive patron interfaces.
Activity a	Central support will evaluate software that allows a single point of discovery for diverse resources.
Activity b	Central support will continue to update the wcls.org website to keep it intuitive, useful and relevant for patrons.
Activity c	Central support will explore options for additional online content for wcls.org.
<b>Goal 3</b>	<b>The Cooperative will provide technology training and support.</b>
Objective A	Central support will develop and deliver training for member libraries.
Activity a	Central support will provide training for central staff on information technology and in training techniques.
Activity b	Central support will develop and provide training for member library staff to use social media to extend library services.
Activity c	Central support will provide a trainer who travels to libraries to train member library staff on technology applications.
Activity d	Member libraries will designate staff to receive training from Central Services on information technology and training techniques.
Activity e	Member libraries will offer on-going training opportunities for patrons on using

	information technology.
Activity f	Member libraries will purchase new information technology equipment so staff is well versed in their use.
Objective B	Cooperative staff will share technology and media expertise with each other.
Activity a	Central support will organize regular gatherings for staff from member libraries to share and learn together.
<b>Goal 4</b>	<b>The Cooperative will use technology to increase efficiency and improve access to materials.</b>
Objective A	The Cooperative will continue to implement circulation policy changes in order to improve access to materials.
Activity a	The Cooperative will implement identified manual circulation policy changes that will streamline materials handling, improve use of staff resources, and decrease turn-around time for patron access.
Objective B	The Cooperative will continue to plan implementation of automated materials handling in order to improve access to materials.
Activity a	The Cooperative will review consultant recommendations regarding automated and manual materials handling improvements.
Activity b	Central support will provide technical advice to member libraries that implement automated materials handling technology.
Objective C	The Cooperative will integrate RDA (Resource Description and Access) into cataloging practices in order to comply with evolving national standards for descriptive cataloging.
Activity a	Central support will provide training for member library staff to introduce RDA concepts.
Activity b	Central support will work with the ILS vendor to implement software changes, indexing and data mapping as needed to adopt RDA access fields.
Activity c	Member libraries will plan for transitioning local cataloging procedures from AACR2 to RDA.
<b>Topic area</b>	<b>Library As Place</b>
<b>Goal 1</b>	<b>Residents think of libraries as the first place to go for reading, lifelong learning, community events, business support and civic dialog.</b>
Objective A	The Cooperative will increase the number of first time library users.
Activity a	The Cooperative will explore grant funding and community partnership options to support innovative services and marketing outreach.
Activity b	The Cooperative will use CivicTechnologies data to develop plans for identifying and reaching new users.
Objective B	Member libraries will strengthen their relationships with community residents.
Activity a	Member libraries will invite elected officials to meet with the public for informal conversations in library facilities.

Activity b	Member libraries will strengthen relationships that connect the local business community with the local library.
<b>Goal 2</b>	<b>Residents consider libraries the “front porches” of their communities.</b>
Objective A	Member libraries will create a welcoming environment for residents.
Activity a	The Cooperative will coach staff, boards and officials to welcome residents to libraries in new and non-traditional ways.
Activity b	The Cooperative will continue to discuss the changing role of libraries with their communities.
Activity c	Member libraries will have spaces for people to engage in conversation, learning, sharing and civic discourse.
Objective B	Member libraries will strive to exceed adequate open hours as identified by industry standards.
Activity a	Member libraries will survey patrons to identify convenient service hours.
<b>Goal 3</b>	<b>Member libraries will provide flexible, multiuse spaces to accommodate community performances, learning opportunities, discussions and meetings.</b>
Objective A	The Cooperative will assess existing library buildings for the ability to accommodate multiple uses.
Activity a	Member libraries will identify meeting space near the library to supplement space available within the library building, as needed.
Activity b	Central support will investigate warehousing materials to free space in member libraries.
Activity c	Member libraries’ meeting spaces will be equipped with basic technology.
Objective B	The Cooperative will assess options for alternative spaces for the ability to accommodate multiple uses.
Activity a	The Cooperative will assess options for using alternative spaces and community venues to reach new users, ex: schools, markets, golf courses, recreational facilities, community festivals, etc.
<b>Goal 4</b>	<b>Member libraries will provide opportunities for residents to expand global viewpoints and explore cultural diversity.</b>
Objective A	The Cooperative will offer programs and services that promote the appreciation and understanding of cultural diversity.
Activity a	Member libraries and Central Outreach will increase activities and events focused on cultural diversity.
Activity b	The Cooperative will develop a directory of culturally diverse performers and ideas for cultural programming.
<b>Topic area</b>	<b>Youth Services</b>
<b>Goal 1</b>	<b>Young residents will discover the joy of reading through the library.</b>
Objective A	The Cooperative will provide materials and programming that foster the joy of reading.

Activity a	The Cooperative will work toward offering “New Baby Packets” at or through each of the member libraries.
Activity b	The Cooperative will develop an early literacy campaign partnering with social service agencies.
Activity c	Member libraries and Central Support will integrate the use of social media to promote a reading lifestyle and librarian expertise.
Objective B	The Cooperative will support innovations in providing library services to children.
Activity a	Plans and ideas for serving children and teens experiencing barriers to library services will be shared regularly at Youth Services Committee meetings.
Activity b	Plans and ideas for serving children in care will be shared regularly at Youth Services Committee meetings.
Objective C	The Cooperative will increase access to materials and services for residents ages 0-18 years.
Activity a	Annually, the Cooperative will engage in a collaborative effort to collect & distribute materials to an agreed upon agency serving children.
Activity b	Plans and ideas for increasing library access will be shared periodically at Youth Services Committee meetings.
Activity c	Central Support will develop a rotating collection for check out by un-served child care providers and will collaborate with Member Libraries to establish delivery mechanisms.
Objective D	The Cooperative and Central support will work to foster the relationships between public libraries and schools in support of library services and instruction within the schools.
Activity a	The Cooperative will keep informed of recommendations coming out of the recent OLA/OASL merger.
Activity b	The Cooperative will actively support library services and instruction provided by the schools.
<b>Goal 2</b>	<b>Residents will find the resources at their libraries to support the educational and recreational needs of the community’s youth.</b>
Objective A	The Cooperative will analyze Census and other data to determine the needs of the youth in the community.
Activity a	The Cooperative will identify whether staffing and collection standards exist for youth services and if not, draft some.
Objective B	The Cooperative will support Summer reading and other programs to develop and maintain reading skills of youth.
Activity a	Central support will provide shared resources including information, performers, trainings and expertise to meet the needs of various age groups.
Activity b	Member libraries and Central Outreach will share information about Summer Reading innovations, including possible programs and use of technology.

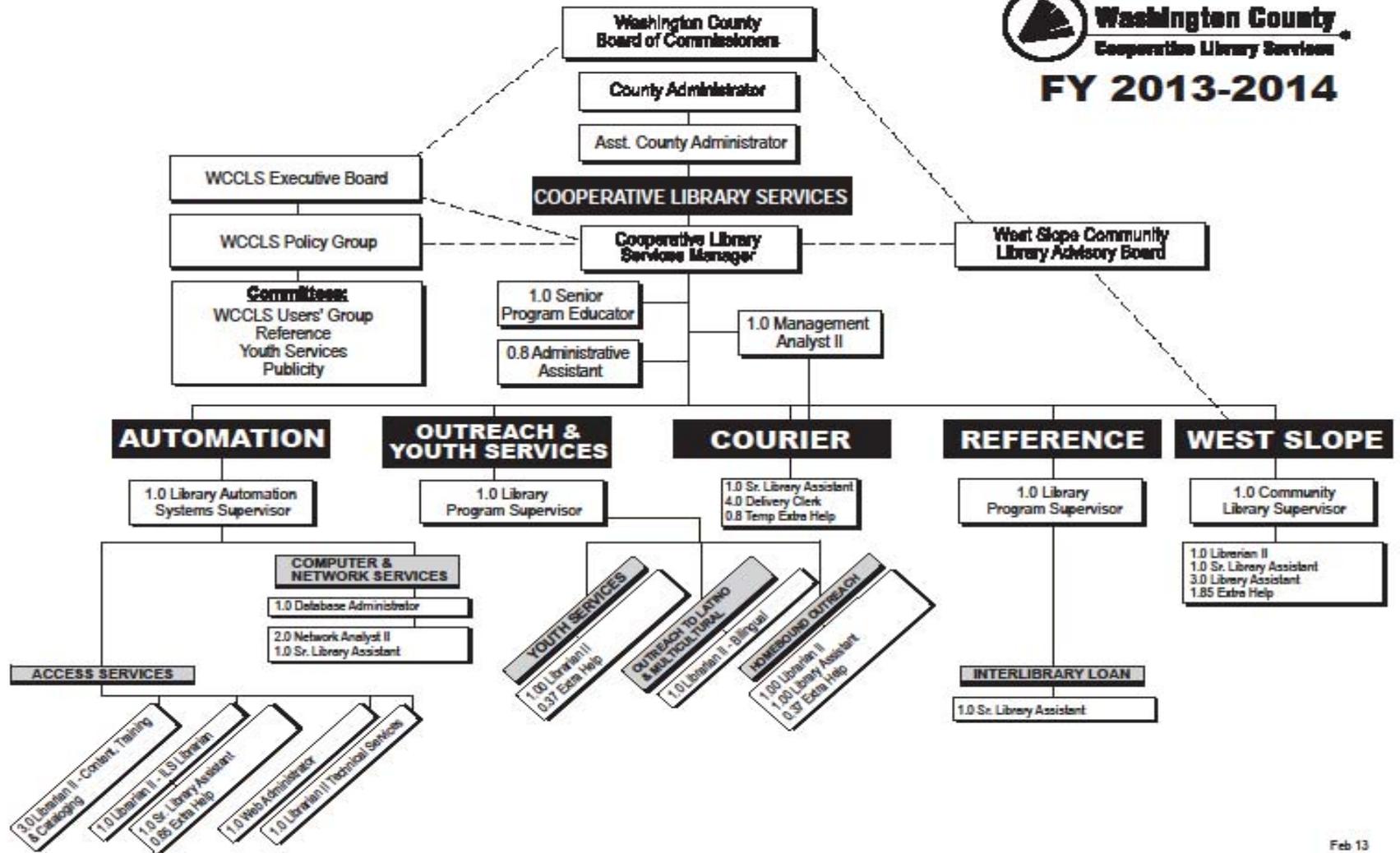
Objective C	The Cooperative will provide materials and services that prepare young children to enter school ready to read.
Activity a	Member libraries and Central Outreach will cooperatively provide early literacy information and training for parents and care-givers.
Activity b	Central Outreach will continue to develop a countywide comprehensive approach for providing early literacy training and materials for Head Start teachers and parents, including cooperatively sharing information on the Central Support Extranet.
Activity c	Member libraries & Central Outreach will continue to expand provision of early literacy training & materials to Healthy Start Family Support Workers and families, family care providers, and child care centers.
<b>Topic area</b>	<b>Adult Services</b>
<b>Goal 1</b>	<b>Adult residents will have access to a wide variety of reading materials in different formats and languages.</b>
Objective A	Member libraries will play a key community role in encouraging reading for pleasure.
Activity a	Readers' advisory services will be available at every member library.
Activity b	The Cooperative will ensure that staff are well trained in Readers Advisory and support each other in RA work by sharing information and having on-going training.
Activity c	Central support will develop a Reader's web portal with suggested reading sites, etc.
Activity d	The Cooperative will encourage patrons to participate in Adult Summer Reading.
Objective B	The Cooperative will support innovations in providing library services to adults and promote services in creative ways.
Activity a	The Cooperative will investigate cooperative collection development for e-books, downloadable, and streaming media.
Activity b	The Cooperative will continue to review collection development of e-materials, to improve the diversity of the digital collection.
Activity c	The Cooperative will encourage patron input on selection of e-materials.
Activity d	The Cooperative will investigate providing Readers Advisory service through social media.
Activity e	The Cooperative will have a "community reads" program to celebrate reading and to civically engage the residents of the county.
<b>Goal 2</b>	<b>Adult Residents will find tools, resources, accommodating spaces and expert assistance in information navigation to support lifelong learning.</b>
Objective A	The Cooperative will analyze Census and other data to determine the needs of adults in the community.
Activity a	The Cooperative will continue to participate in a partnership with CIVICTechnologies to do additional patron/census/marketing analysis and provide training.
Activity b	The Cooperative will develop and implement a plan for services based on data and market research.
Objective B	The Cooperative will support educational and cultural programming for adults.

Activity a	Member libraries will make adult programming a priority with an emphasis on educational and cultural content.
Activity b	Member libraries will designate adult programming coordinators.
Activity c	The Cooperative will encourage residents to participate in Adult Summer Reading.
Activity d	The Cooperative will investigate the feasibility of additional countywide programming.
Objective C	The Cooperative will provide materials and services to meet the informational needs of residents.
Activity a	Member libraries will provide a wide range of library print materials to facilitate adult learning.
Activity b	The Cooperative will provide interactive materials that facilitate adult learning, such as online practice exam materials and online language learning materials.
Activity c	Member libraries will provide group instruction for patrons on the use of technology and library resources, or will refer patrons to instructional sessions at other libraries.
Activity d	Member libraries will provide one-on-one instruction on use of library resources.
Activity e	The Cooperative will provide job-seeking assistance to patrons.
Activity f	The Cooperative will investigate partnering with local agencies and non-profits (such as Chambers of Commerce, Work Source Oregon, United Way) to provide job-seeking assistance for residents.
Activity g	The Cooperative will develop a Job-Seeker's web portal on wccls.org to meet the job-seeking informational needs of the community.
Activity h	The Cooperative will consider providing equipment and technology for maker-spaces.
Activity i	The Cooperative will ensure that staffs are well trained in providing patron assistance with information resources.
<b>Goal 3</b>	<b>Residents will be able to access library materials and services quickly, conveniently and cost-effectively.</b>
Objective A	Member libraries will encourage patron self-service and look for ways to make using the library easier and more convenient.
Activity a	Member libraries will offer residents training on using e-books.
Activity b	Member libraries will investigate providing innovative services such as eBook checkout stations and in-library devices for patrons to stream media.
Activity c	Member libraries will offer online PC reservations, print management services, and wireless access and will investigate the feasibility of providing wireless printing options.
Activity d	Member libraries will encourage patrons to self-manage their holds and use self-check circulation stations.
Activity e	Member libraries will encourage residents to use the statewide virtual reference service and will staff the service as much as possible so patrons receive localized service.
Activity f	Member libraries will use social media to provide timely information to residents and engage them in dialogue.
Activity g	Member libraries will assist and interact with patrons at their point of need, including but not limited to at service desks, in the stacks, at computer stations, on

	the telephone, online, and during outreach visits.
Activity h	The Cooperative will investigate developments in and deploy mobile technology.
Activity i	The Cooperative will investigate how to develop a comprehensive marketing plan to increase awareness of the value of online subscription products.
<b>Topic area</b>	<b>Access</b>
<b>Goal 1</b>	<b>Member libraries will provide a welcoming environment for residents regardless of what language they speak or their cultural background.</b>
Objective A	Member libraries will provide materials in the major languages spoken by residents.
Activity a	Member libraries will use Census and other data to formulate collection development plans.
Activity b	The Cooperative will use Census and other data to determine in which languages basic library print and online materials should be provided.
Activity c	Central Support and Outreach will re-tool the WCCLS Spanish Newsletter ( <i>Boletín Informativo</i> ) with content reflecting the needs of the Latino community.
Activity d	Member Libraries will expand the use of signage reflecting the major languages spoken in each community.
Activity e	The Cooperative will develop and implement a plan for communicating library services information to non-English speaking and multi-cultural communities.
Activity f	Central Support will provide Member Libraries with the necessary reports to assist them with development of foreign language collections and make available a training video for staff on using ePortfolio for collection development.
Objective B	The Cooperative will provide programs and services in the major languages spoken by residents.
Activity a	The Cooperative will analyze Census and other data to determine what types of programs and services to provide to ethnic service populations.
Activity b	The Cooperative will explore options for reaching new immigrants (embedded librarianship).
Activity c	Central Support will provide renewal phone lines in the major languages spoken by residents.
Objective C	Library staff, boards and volunteers will reflect the diversity of the community in an attempt to overcome linguistic isolation and cultural separation.
Activity a	The Cooperative will analyze census and other data to formulate staffing plans.
Activity b	Member libraries and Central Outreach will prioritize language skills when recruiting new staff.
Activity c	Member libraries will increase recruitment of volunteers from bicultural/bilingual groups.
Activity d	Central Outreach and Member Libraries will form an Immigrant/Multi-cultural services interest group.
<b>Goal 2</b>	<b>Residents in rural and urban underserved areas have access to library services.</b>
Objective A	The Cooperative will investigate ways to improve access in underserved areas.
Activity a	The Cooperative will explore options for placing deposit collections in underserved

	areas.
Activity b	The Cooperative will explore options for using bookmobiles in underserved areas.
Activity c	The Cooperative will explore options for installing self service kiosks in underserved areas.
Activity d	The Cooperative will explore options for mail delivery of library materials to underserved areas.
Activity e	The Cooperative will lobby for better public transportation options for residents to reach member libraries.
Activity f	Central support will monitor the access to high-speed Internet bandwidth in rural areas while planning electronic services.
Objective B	The Cooperative will develop recommendations for locating future library buildings.
Activity a	The Cooperative will use CIVICTechnologies data to identify target locations.
Activity b	The Cooperative will work with the WCCLS Executive Board to adopt recommendations for locating future library building and service outlets and for how new libraries are integrated into the Cooperative.
<b>Goal 3</b>	<b>Residents who have physical, cognitive, social or emotional difficulty using library services will encounter fewer barriers.</b>
Objective A	The Cooperative will develop a plan for reducing barriers to service for residents who have physical, cognitive, social or emotional challenges.
Activity a	Member libraries and Central Outreach will create deposit collections and provide training and programs for care facilities.
Activity b	Member libraries and Central outreach will identify agency partners to help them reach target populations.
Activity c	Central Support will increase the marketing of homebound services.
Activity d	The Cooperative will provide training for staff at least annually for recognizing and improving service to residents who have physical, cognitive, social or emotional challenges.
Activity e	The Cooperative will explore options for using bookmobiles to provide services to residents who have physical, cognitive, social or emotional challenges.
Objective B	The Cooperative ensures participation in digital technology for people with unique needs, including those with disabilities.
Activity a	The Cooperative will seek to implement universal design for its public access technology services by some/all of the following: maintain a website compliant with W3C, offer screen readers, offer screens with magnification, provide hardware that enables easier user input for disabled or elderly patrons, ensures all libraries have workstations that can accommodate a wheelchair or mobility vehicle.
<b>Goal 4</b>	<b>Residents will experience fewer barriers for obtaining and using library cards.</b>
Objective A	The Cooperative will reduce barriers for obtaining and using library cards.
Activity a	The Cooperative will clarify countywide policies for obtaining library cards.
Activity b	The Cooperative will continue to review patron borrowing privileges.
Activity c	The Cooperative will address the issues of library card registration and use by children and teens.

Activity d	The Cooperative will explore options for fine forgiveness for children and teens.
<b>Topic area</b>	<b>Cooperative Vitality</b>
<b>Goal 1</b>	<b>Residents continue to receive excellent countywide library service.</b>
Objective A	The Cooperative acknowledges that perceptions of libraries are changing and will continue to evaluate services and programs to meet evolving needs.
Activity a	The Cooperative will review progress toward Long Range Plan Goals, Objectives and Activities on an annual basis.
Activity b	The Cooperative will continue to review joint policies to improve customer services and the patron experience.
Activity c	Member libraries will schedule annual WCCLS orientations (including the WCCLS Welcome Booklet) for staff, advisory boards, and city councils.
Activity d	The Cooperative will conduct initial orientation and education for new WCCLS Executive Board members to build awareness of countywide library issues.
Activity e	The Cooperative will provide on-going education for Executive Board members regarding local, state and national library issues.
Activity f	The Cooperative will continue to explore options for streamlining service delivery and materials flow including rethinking technical services processing, delivery and sorting of materials, and information technology support.
Activity g	The Cooperative will publish and post on wccls.org annual reports, statistics, and other key documents to make them available to stakeholders and residents.
Objective B	The Cooperative will assess its structure, governance and funding options to ensure that they continue to meet residents' needs for library services.
Activity a	In 2013, to ensure that its governance model serves the needs of member libraries and the public, the Cooperative will review structure and governance options.
Activity b	In 2014, the Cooperative will begin discussion of needs, and begin planning for countywide library funding for FY16-17+ including resident surveys, polling, etc.
Activity c	In 2015, the Cooperative will conduct a levy education program to support a November 2015 local option levy for countywide library services (assumes current combination of County General Fund and Levy Funding continues and no major change in governance or structure is made).



**LIBRARY COMPARISON WITH OLA STANDARDS FOR FISCAL YEAR 2012-2013**

Library	Service Pop.	Hours of Service	OLA Adequate	OLA Excellent
Banks	6,257	42	45	60
Beaverton	148,942	63	60	75
Cedar Mill	71,140	62	60	75
Cornelius	12,413	57	55	70
Forest Grove	28,030	51	60	75
Garden Home	5,608	58	45	60
Hillsboro	137,282	64	60	75
North Plains	5,450	45	45	60
Sherwood	21,151	60	55	70
Tigard	59,265	58	60	75
Tualatin	26,896	65	60	75
West Slope	13,936	55	55	70
Outreach	NA	NA	NA	NA
<b>Total</b>	<b>536,370</b>	<b>680</b>	<b>660</b>	<b>840</b>

Library	Service Pop.	Current Sq. Ft.	OLA Min. Sq. Ft.
Banks	6,257	3,000	4,765
Beaverton	148,942	74,032	99,105
Cedar Mill	71,140	29,009	51,645
Cornelius	12,413	3,025	9,444
Forest Grove	28,030	24,700	21,313
Garden Home	5,608	1,860	4,272
Hillsboro	137,282	93,524	91,992
North Plains	5,450	2,500	4,152
Sherwood	21,151	14,400	16,085
Tigard	59,265	48,430	44,402
Tualatin	26,896	23,000	20,451
West Slope	13,936	6,142	10,601
Outreach	NA	NA	NA
<b>Total</b>	<b>536,370</b>	<b>323,622</b>	<b>378,227</b>
Gap: sq. ft & %		54,605	14%

Library	Service Pop.	Total Collection*	OLA Adequate	OLA Excellent
Banks	6,257	79,780	18,771	25,028
Beaverton	148,942	450,732	372,355	446,826
Cedar Mill	71,140	299,934	177,850	213,420
Cornelius	12,413	70,825	37,239	49,652
Forest Grove	28,030	145,152	84,090	112,120
Garden Home	5,608	68,377	16,824	22,432
Hillsboro	137,282	359,609	343,205	411,846
North Plains	5,450	63,659	16,350	21,800
Sherwood	21,151	95,467	63,453	84,604
Tigard	59,265	288,186	150,000	200,000
Tualatin	26,896	156,822	67,240	80,688
West Slope	13,936	110,800	41,808	55,744
Outreach	NA	NA	NA	NA
<b>Total</b>	<b>536,370</b>	<b>2,189,343</b>	<b>1,389,185</b>	<b>1,724,160</b>
Gap: # books & %			(800,158)	-46%

Library	Service Pop.	Physical Collection**	OLA Adequate	OLA Excellent
Banks	6,257	29,539	18,771	25,028
Beaverton	148,942	400,481	372,355	446,826
Cedar Mill	71,140	249,654	177,850	213,420
Cornelius	12,413	20,574	37,239	49,652
Forest Grove	28,030	94,901	84,090	112,120
Garden Home	5,608	18,126	16,824	22,432
Hillsboro	137,282	309,358	343,205	411,846
North Plains	5,450	13,408	16,350	21,800
Sherwood	21,151	45,216	63,453	84,604
Tigard	59,265	237,935	150,000	200,000
Tualatin	26,896	106,724	80,688	107,584
West Slope	13,936	60,573	41,808	55,744
Outreach	NA	NA	NA	NA
<b>Total</b>	<b>536,370</b>	<b>1,586,489</b>	<b>1,402,633</b>	<b>1,751,056</b>

Source: Oregon Public Library Statistical Reports for the Fiscal Year Ending June 30, 2012, as submitted by member libraries.

Service population total from Oregon State Library; per library calculation from WCCLS.

\*The Total Collection includes Library2Go, but does not include periodicals.

\*\*The Physical Collection is the Total Collection minus Library2Go and other electronic databases purchased by WCCLS.

**LIBRARY COMPARISON WITH OLA STANDARDS FOR FY2012-2013**

Library	Service Pop.	Librarians with MLS	OLA Adequate	OLA Excellent	Total Library Staff FTE	OLA Total Adequate	OLA Total Excellent
Banks	6,257	0.00	1.00	2.56	3.34	3.13	6.26
Beaverton	148,942	18.75	16.27	26.07	63.30	61.07	75.96
Cedar Mill	71,140	16.65	8.29	12.97	52.30	29.17	36.28
Cornelius	12,413	1.00	2.55	3.87	5.20	6.21	8.69
Forest Grove	28,030	3.80	4.50	7.47	11.30	14.02	19.62
Garden Home	5,608	2.00	1.00	2.40	5.30	2.80	5.61
Hillsboro	137,282	16.28	15.07	24.10	71.21	56.29	70.01
North Plains	5,450	0.80	1.00	2.36	3.60	2.73	5.45
Sherwood	21,151	3.60	3.64	5.89	8.83	10.58	14.81
Tigard	59,265	13.90	6.93	10.78	34.80	23.71	29.63
Tualatin	26,896	7.00	4.36	7.21	20.80	13.45	18.83
West Slope	13,936	2.00	2.74	4.22	7.68	6.97	9.76
Outreach/Courier	NA	4.00	NA	NA	11.48	NA	NA
Admn/Auto/Ref	NA	10.00	NA	NA	19.35	NA	NA
<b>Total</b>	<b>536,370</b>	<b>99.78</b>	<b>66.36</b>	<b>107.35</b>	<b>318.49</b>	<b>230.10</b>	<b>300.90</b>

Library	Service Pop.	Total Expenditures	Expend Per Capita	Collection Expenditures	Coll. Exp. Per Capita	Expenditure Circulation	Per Circ	Circ Per Capita
Banks	6,257	\$221,866	\$35.46	\$15,214	\$2.43	76,345	\$2.91	12.2
Beaverton	148,942	\$8,475,302	\$56.90	\$702,587	\$4.72	3,568,016	\$2.38	24.0
Cedar Mill	71,140	\$3,948,729	\$55.51	\$375,928	\$5.28	2,636,208	\$1.50	37.1
Cornelius	12,413	\$347,088	\$27.96	\$27,126	\$2.19	118,072	\$2.94	9.5
Forest Grove	28,030	\$955,811	\$34.10	\$80,429	\$2.87	387,961	\$2.46	13.8
Garden Home	5,608	\$326,964	\$58.30	\$33,379	\$5.95	191,015	\$1.71	34.1
Hillsboro	137,282	\$7,428,460	\$54.11	\$721,303	\$5.25	2,817,695	\$2.64	20.5
North Plains	5,450	\$228,134	\$41.86	\$13,096	\$2.40	61,043	\$3.74	11.2
Sherwood	21,151	\$1,086,410	\$51.36	\$96,680	\$4.57	394,889	\$2.75	18.7
Tigard	59,265	\$4,882,475	\$82.38	\$495,788	\$8.37	1,412,597	\$3.46	23.8
Tualatin	26,896	\$1,757,130	\$65.33	\$211,093	\$7.85	790,066	\$2.22	29.4
West Slope	13,936	\$710,300	\$50.97	\$83,515	\$5.99	365,569	\$1.94	26.2
<b>Total/Average</b>	<b>536,370</b>	<b>\$30,368,669</b>	<b>\$56.62</b>	<b>\$2,856,138</b>	<b>\$5.32</b>	<b>12,819,476</b>	<b>\$2.37</b>	<b>23.9</b>

Library	Service Pop.	Total Collection*	Collection Per Capita	Physical Phys. Coll. Collection**	Per Capita	Sq. Ft. Square Feet	Per Capita	Library Visits 'er Capita	Visits Per Year	Hours Per Year	Visits Per Hour
Banks	6,257	79,780	12.8	29,539	4.7	3,000	0.48	31,848	5.1	1,966	16.2
Beaverton	148,942	450,732	3.0	400,481	2.7	74,032	0.50	962,124	6.5	5,884	163.5
Cedar Mill	71,140	299,934	4.2	249,654	3.5	29,009	0.41	767,155	10.8	6,380	120.2
Cornelius	12,413	70,825	5.7	20,574	1.7	3,025	0.24	77,339	6.2	2,880	26.9
Forest Grove	28,030	145,152	5.2	94,901	3.4	24,700	0.88	217,056	7.7	2,563	84.7
Garden Home	5,608	68,377	12.2	18,126	3.2	1,860	0.33	93,396	16.7	2,900	32.2
Hillsboro	137,282	359,609	2.6	309,358	2.3	93,524	0.68	774,498	5.6	5,866	132.0
North Plains	5,450	63,659	11.7	13,408	2.5	2,500	0.46	35,441	6.5	2,227	15.9
Sherwood	21,151	95,467	4.5	45,216	2.1	14,400	0.68	269,059	12.7	3,018	89.2
Tigard	59,265	288,186	4.9	237,935	4.0	48,430	0.82	394,549	6.7	2,988	132.0
Tualatin	26,896	156,822	5.8	106,724	4.0	23,000	0.86	361,068	13.4	3,326	108.6
West Slope	13,936	110,800	8.0	60,573	4.3	6,142	0.44	123,031	8.8	2,755	44.7
<b>Total/Average</b>	<b>536,370</b>	<b>2,189,343</b>	<b>4.1</b>	<b>1,586,489</b>	<b>3.0</b>	<b>323,622</b>	<b>0.60</b>	<b>4,106,564</b>	<b>7.7</b>	<b>42,753</b>	<b>96.1</b>

\*The Total Collection includes Library2Go, but does not include periodicals.

\*\*The Physical Collection is the Total Collection minus Library2Go and other electronic databases purchased by WCCLS.

<b>Salary Costs for WCCLS and member libraries, 2012-2013</b>					
Library	salaries & wages	benefits	total staff expenditures	total paid staff	staff expend per FTE
Banks	\$120,677	\$42,683	\$163,360	3.34	\$48,910
Beaverton	\$3,297,451	\$1,602,017	\$4,899,468	63.30	\$77,401
Cedar Mill	\$2,350,687	\$574,688	\$2,925,375	52.30	\$55,935
Cornelius	\$226,062	\$81,345	\$307,407	5.20	\$59,117
Forest Grove	\$594,040	\$218,054	\$812,094	11.30	\$71,867
Garden Home	\$212,511	\$41,963	\$254,474	5.30	\$48,014
Hillsboro	\$3,532,267	\$1,444,029	\$4,976,296	71.21	\$69,882
North Plains	\$109,094	\$28,587	\$137,681	3.60	\$38,245
Sherwood	\$466,214	\$185,445	\$651,659	8.83	\$73,801
Tigard	\$1,978,966	\$854,728	\$2,833,694	34.80	\$81,428
Tualatin	\$1,030,875	\$350,086	\$1,380,961	20.80	\$66,392
West Slope	\$371,103	\$166,534	\$537,637	7.68	\$70,005
WCCLS*	\$1,758,121	\$771,681	\$2,529,802	30.83	\$82,057
<b>Totals/Average</b>	<b>\$16,048,068</b>	<b>\$6,361,840</b>	<b>\$22,409,908</b>	<b>318.49</b>	<b>\$70,254</b>
*All programs other than West Slope.					

# February 2014 Council Calendar

<i>Meeting</i>	<i>Primary</i>	<i>Alternate</i>	<i>Note</i>	<i>Date</i>
<b>One Book One Community Kick-Off Party</b>	Free copy of "Running the Rift" by Naomi Benaron and free Rwandan food		6:30 at North Plains Public Library	02/01
<b>City Council</b>			<b>7:00 p.m. Jessie Mays Community Hall</b>	<b>02/03</b>
<b>One Book One Community Kukatonon Children's African Dance Troupe</b>			Jessie Mays @ 1:00-2:30	<b>02/08</b>
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 <sup>nd</sup> Monday @ 12 noon	<b>02/10</b>
Planning Commission	Demagalski		2 <sup>nd</sup> Wednesday @ 7 p.m.	<b>02/12</b>
<b>One Book One Community Enric Sifa: musician and lecture</b>			North Plains Public Library @ 7:00 p.m.	<b>02/13</b>
Washington County Office of Community Development Policy Advisory Board	Kindel	Demagalski	2 <sup>nd</sup> Thursday @ 7 p.m.	<b>02/13</b>
Sweetheart Dance (benefits the North Plains Food Pantry)			Jessie Mays @ 6:30. (Tickets on sale in advance and at the door)	<b>02/15</b>
<b>President's Day: City Offices Closed</b>				<b>02/17</b>
<b>City Council (Tuesday)</b>			<b>7:00 p.m. at Jessie Mays Community Hall</b>	<b>02/18</b>
Library Board	Hatcher		3 <sup>rd</sup> Wednesday @ 7 p.m.	<b>02/19</b>
<b>One Book One Community Movie Night: Hotel Rwanda</b>			North Plains Public Library @ 7:00 p.m.	<b>02/21</b>
Playdate			Jessie Mays Community Hall @ 1:30 p.m.	<b>02/23</b>
Metro Policy Advisory Committee (MPAC)	Hatcher		4 <sup>th</sup> Wednesday @ 5 p.m.	<b>02/26</b>
Parks Board			4 <sup>th</sup> Wednesday @ 7 p.m.	<b>02/26</b>
<b>One Book One Community Book Discussion</b>			North Plains Public Library @ 7:00 p.m.	<b>02/27</b>
Metropolitan Area Communications Commission (MACC)	Warren	Demagalski		