




## MEMORANDUM CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Sherilyn Lombos, City Manager   
**DATE:** July 19, 2010  
**SUBJECT:** Work Session for July 26, 2010

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**5:00 p.m. (20 min) – Mitigating the Effects of Development on Public Sewer, Stormwater & Water Lines.** Based on recent experience, staff is recommending that some clarity needs to be added to the code regarding requirements to mitigate the effects of development on sewer, storm and water systems. Staff's recommendation is to use the development agreement as a tool to add the appropriate clarity and to memorialize its use in the code. Attached is a memo with additional information.

**Action Requested:** Direction on code language allowing the use of development agreements in certain situations.

**5:20 p.m. (20 min) – WCCLS Local Option Levy Update & Voter Information Materials.** Renewal of the WCCLS local option levy will be on the November 2, 2010 ballot. WCCLS will be producing voter information and staff is requesting direction from Council on whether to supplement those materials with Tualatin-specific materials and if so what the specific message should be. Attached is a memo with additional information.

**Action Requested:** Direction on WCCLS local option levy voter information.

**5:40 p.m. (20 min) – Citizen Involvement Ad Hoc Committee.** At the June 14<sup>th</sup> work session you gave direction to establish an ad hoc committee charged with coming up with recommendations to the Council for increasing community involvement. You tasked staff with developing an application/selection process for this committee and return to you (see attached minutes). Attached is a packet that Carina developed for your feedback.

**Action Requested:** Direction on application / selection process for a citizen involvement ad hoc committee.

**6:00 p.m. (20 min) – Appointment of a Selection Committee for the Gateway Art Feature Portion of the Tualatin-Sherwood Road Project.** The Tualatin-Sherwood Road project (funded by the Central Urban Renewal District) includes a “gateway feature” to be located at Commons Park. A Call for Artist/Request for Proposal is currently circulating with proposals due in September. A committee is needed to review the proposals and assist in selecting a gateway feature. Attached is a memo with additional information, including proposed committee members.

**Action Requested:** Appoint a Gateway Feature selection committee, including up to three Tualatin Development Commission members.

**6:20 p.m. (10 min) – Council / Commission Meeting Agenda Review, Communications & Roundtable.** This is the opportunity for the Council to review the agenda for the July 26<sup>th</sup> City Council and Development Commission meetings and take the opportunity to brief the rest of the Council on any issues of mutual interest.

**6:30 p.m. (25 min) – Executive Session: Pending Litigation – ORS 192.660(2)(h).**

Upcoming Council Meetings & Work Sessions: Attached is a three-month look ahead for upcoming Council meetings and work sessions. If you have any questions, please let me know.

Dates to Note: Attached is the updated community calendar for the next three months.


As always, if you need anything from your staff, please feel free to let me know.





# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager 

**FROM:** Doug Rux, Community Development Director   
Colin Cortes, Assistant Planner 

**DATE:** July 26, 2010

**SUBJECT:** MITIGATING THE EFFECTS OF DEVELOPMENT ON PUBLIC SEWER, STORMWATER, AND WATER LINES (PTA-09-08)

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### ISSUE BEFORE THE COUNCIL:

The issue before the Council is a possible Plan Text Amendment (PTA) with the purpose of making more explicit that developers are required to mitigate the effects of site development or redevelopment on public sanitary sewer, stormwater, and potable water lines when proposed development would generate demand at or in excess of their capacity.

### POLICY CONSIDERATIONS:

- The Plan Map Amendment criterion in Tualatin Development Code (TDC) Section 1.031(4) (within Attachment A) can be read such that it addresses the issue, yet it doesn't explicitly address the issue.
- The master plans assume development as indicated by planning district designations, and system development charges (SDCs) are premised on planned development increasing demand for sewer, stormwater, and sewer. Rezoning are typically upzonings, which further increase demand on public lines. SDCs do not account for such discrepancies.
- Is routine use of development agreements an ideal policy tool to address the issue?

### BACKGROUND:

The issue began with the Alexan Bridgeport project (AR-08-09) at 18067 and 18075 SW Lower Boones Ferry Road. The Alexan was made possible through a Plan Map Amendment (PMA-07-01) that rezoned 0.75 acres of a 9.0-acre site from Light Manufacturing (ML) to General Commercial (CG) Planning District. Following the PMA, the applicant applied for a PTA (PTA-07-04) to apply the Mixed Use Commercial Overlay District (MUCOD). This allowed the project to be mixed use and include residences.

Upon site development, the City and the developer conflicted over the need to upsize public lines for sewer, stormwater, and water. The master plans for these lines set their capacity and were premised on the planning district designations illustrated on the Community Plan Map (Map 9-1), including the original designations of the site, which were General Commercial (CG) and Light Manufacturing (ML) Planning Districts. The developer erroneously claimed that the City's approval of the PTA exempted the developer from upsizing these lines to accommodate greater development. Though the conflict abated in the City's favor, it prompted the City Engineer to consider a PTA to make more explicit that approval of a PMA or PTA does not exempt a developer from needed public infrastructure improvements that are determined through Architectural Review (AR).

Accomplishing this objective requires that the City not inadvertently create another land use process or allow the City to condition rezoning. Following an internal staff meeting on June 9, 2010, staff agreed to do a PTA that would require applicants for land use actions including a PMA or PTA to enter into development agreements with the City.

#### **GOALS:**

The relevant strategies in the Tualatin Tomorrow Community Vision & Strategic Action Plan (September 2009) are:

Strategy GHT 3: Coherent Development Plan.

- Develop and implement a clear and coordinated plan for the coherent development of all aspects of Tualatin, including housing, businesses, recreation, roads, etc., with flexibility to deal with changing circumstances over time.

Strategy GHT 9: Funding for Infrastructure.

- Develop a strong system of infrastructure funding including System Development Charges (SDCs) to help cover the capital costs, maintenance and improvements of schools, roads and other infrastructure required as Tualatin grows and develops.

The relevant objective in the Strategic Management Plan (2009) is:

Goal No. 2

- Manage development, redevelopment, and projected change that will occur within the city to maintain Tualatin's quality and what the citizens value as a community.
  - Two-year Performance Objective 8 (Objective 2.8).  
Update "tool boxes" to align with focus areas (Municipal Code, Development Code, Public Works Code). Tied in with periodic review and other planning policy implementation – these pieces come as the others are adopted

#### **DISCUSSION:**

What does the Council think about the issue? Does the Council feel comfortable with pursuing a requirement for development agreements?



Two recent examples of the use of development agreements are those for the Marquis project on the Old Tualatin Elementary property at 19945 SW Boones Ferry Road and for the Legacy Meridian Park Medical Center expansion project at 6021 SW Borland Road. This appears to indicate a Council willingness to make use of development agreements routine. Attachment A is a preliminary draft example of proposed TDC language requiring development agreements.

**RECOMMENDATION:**

Staff recommends that Council provide direction to staff.

**Attachments:** A. Draft Amending Text  
B. Example Development Agreement: Alexan Bridgeport

## Chapter 1 Administration Provisions

### Sections:

- 1.010 Interpretation.**
- 1.020 Definitions.**
- 1.030 Initiation of Amendments.**
- 1.031 Notice Requirements.**
- 1.032 Burden of Proof.**

### Section 1.010 Interpretation.

Where differences of interpretation occur between the Plan Map and Plan Text, the Plan Map shall be the sole expression of Plan intent unless otherwise determined by the City Council.

### Section 1.020 Definitions.

Acre. A measure of land area containing 43,560 square feet. Gross Acreage is the land area within the lot lines of a tax lot. Net Acreage is the land area within the lot lines of a tax lot after removing land for rights-of-way and tracts.

Aesthetics. A branch of philosophy dealing with beauty and judgments concerning beauty.

Annexation. The formal act of adding land to the corporate limits of a City.

Architectural Focal Element. A publicly-owned structure whose primary function is to attract attention and create a special sense of place.

Automobile Service Station. A fueling facility for passenger or commercial vehicles, including a card-lock facility, whether or not retail transactions are made or an attendant is present.

Building. A structure built for the shelter or enclosure of persons, animals, chattels, or property of any kind.

Buildable Lands. Land within an Urban Growth Boundary that is vacant, has access to public streets, water and sewer services, and is not subject to natural hazards such as flooding, landslides, etc.

CCI. Committee for Citizen Involvement.

CRAG. Columbia Region Association of Governments; now merged with the Metropolitan Service District (MSD).

Central Design District. The Central Design District as identified in Section F of the Central Urban Renewal Plan.

Child Day Care Center. A day care facility providing day care to children as defined in ORS 418.805(4), except a Family Day Care Provider.

City. The City of Tualatin, Oregon; a municipal corporation.

Common Wall Dwellings. Dwelling units characterized by shared wall structures including duplexes, triplexes, attached single family residences, rowhouses, townhouses, multi-family dwellings and condominiums.

Conditional Use. A land use category in a Planning District for land uses that may have an adverse impact on other land uses within that district. These uses require special approval procedures and may have conditions attached to their approval so they can be made compatible with surrounding land uses.

Condominium. A property with a building or group of buildings, submitted to the provisions for condominiums in state statutes, in which units are owned individually, and common areas, structures, facilities, easements, rights and appurtenances belonging to the property are owned by all the owners on a proportional, undivided basis.

Core Area Parking District. The Core Area Parking District as identified in Section D of the Central Urban Renewal Plan.

DLCD. State Department of Land Conservation and Development; the administrative organization serving the Land Conservation and Development Commission.

Dedication. The act of permanently devoting a portion of private land to a public purpose such as road right-of-way or a public park.

# Tualatin Development Code

**Density, Maximum Net.** Maximum net density applies only to partition, subdivision, and architectural review applications reviewed through the Expedited Process set forth in House Bill 3065, Sections 6-11, 1995 Legislature, and is the land area within the lot lines of a tax lot after land has been removed for rights-of-way and tracts. House Bill 3065's reference to 80 percent of maximum net density in Section 7(1)(a)(E) is calculated by taking the gross acreage and subtracting land removed for rights-of-way and tracts and multiplying that net acreage figure by the maximum allowed density and then multiplying that figure by 80 percent.

**Density, Residential, Gross.** Gross Residential Density is the number of dwelling units per gross acre. See also Acre.

**Density, Residential, Net.** Net Residential Density is the number of dwelling units per net acre. See also Acre.

**Design Standards.** Specific defined criteria formulated to guide the preparation of plans for buildings, landscaping, parks, etc.

**Detached Housing.** Dwelling units characterized by wall structures that are not shared with adjacent dwelling units such as the common single-family home.

**Development Agreement.** An agreement between either the City or the Tualatin Development Commission and a developer that clearly establishes the developer's responsibility regarding project phasing, the provision of public and private facilities, improvements, and any other mutually agreed to terms and requirements.

**Drive-up Uses.** Any establishment which by design, physical facilities, service, or by packaging procedures encourages or permits customers to receive services or obtain goods while remaining in their motor vehicles. Drive up uses shall not include automobile service stations.

**Dwelling, Duplex.** A building containing two dwelling units on one lot or parcel.

**Dwelling, Multi-Family.** A building containing two or more dwelling units on one lot or parcel.

**Dwelling, Single-Family.** A dwelling unit detached or separate from other dwelling units, and not having common walls with another dwelling unit on one lot or parcel.

**Dwelling, Triplex.** A building containing three dwelling units on one lot or parcel.

**Dwelling Unit.** A habitable structure containing one or more rooms designed for occupancy by one individual or family, and not having more than one cooking facility.

**Family Day Care Provider.** A day care provider who regularly provides day care in the provider's home in the family living quarters, as defined in ORS 418.805(5).

**Flood Plain.** Land adjacent to a watercourse that is covered with water during periods of flooding; normally defined as an area of land inundated by a flood having a one percent chance of occurring in any year.

**Garden Apartments.** Multi-family housing characterized by the emphasis of open landscaping areas.

**Grade Crossing.** A crossing of highways, railroad tracks, or pedestrian walks or combinations of these at the same ground elevation.

**Greenway.** A linear park-like or naturally landscaped strip of land usually located adjacent to watercourses and roadways.

**Growth Controls.** A combination of regulations, public policy and capital expenditures designed to either limit growth or to direct growth into specific geographic areas.

**Historic Resource.** Sites, buildings, structures, objects, landscape features and archaeological sites situated within the City limits of Tualatin which identify the community's past.

**Housing Density.** The number of dwelling units per acre of land rounded to the nearest whole number.

**Housing Starts.** The number of building permits issued for the construction of dwelling units for a specific period of time.

**LCDC.** State Land Conservation and Development Commission.

## Tualatin Development Code

**Moratorium.** A temporary deferment or delay of construction activity, usually based on the lack of adequate capacity for public facilities such as schools, roads, and sewer and water systems.

**Multi-Mode Transportation.** A mix of transportation forms usually integrated as a system.

**Net Migration.** A figure defining the difference between the number of people moving into the community and the number of people moving from the community.

**Official Map.** A legislatively adopted map indicating the exact location of public improvements such as streets, with the purpose of prohibiting uses within these locations that would prohibit future municipal use of the location.

**Outdoor Storage.** The storage of materials or merchandise outside of a building.

**Peak Hour.** A specific period of time at which traffic counts are highest.

**Planning District.** An area on the Plan Map designated as appropriate for a specific class of land use as defined in the Plan Text.

**Residential Care.** Services such as supervision; protection; assistance while bathing, dressing, grooming or eating; management of money; transportation; recreation; and the providing of room and board, as defined in ORS 443.400(4).

**Residential Facility.** A residential facility providing residential care, training or treatment for six or more individuals exclusive of staff, as defined in ORS 443.400.

**Residential Home.** A residential training home or residential treatment home for five or fewer individuals exclusive of staff, as defined in ORS 443.400.

**Residential Trailer.** A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed before January 1, 1962.

**Right-of-Way.** A strip of land reserved for public uses such as roadways and sewer and water lines.

**SMSA.** Standard Metropolitan Statistical Area, a specific geographic area defined by the federal government to serve as a common base for the generation and comparison of data.

**Skirting.** A covering that totally obscures the undercarriage of a manufactured dwelling, extending from the top of the undercarriage to the ground.

**Small Lot.** Any lot in a subdivision approved as a Small Lot Subdivision with an area less than 6,500 square feet.

**Small Lot Subdivision.** A subdivision containing lots smaller than 6,500 square feet and that has been granted conditional use approval.

**Subdivision.** The division of a tract of land into four or more lots.

**Townhouses.** A building containing more than one dwelling unit, in which each unit has primary access to the outside and in which units are attached to each other by common walls without openings.

**TPAC.** Tualatin Planning Advisory Committee.

**TPARK.** Tualatin Park Advisory Committee.

**Transportation Mode.** A form of transportation such as the automobile mode, bus mode, light rail mode, etc.

**Truck Route.** A selected course of travel for trucks, primarily intended to route trucks away from residential neighborhoods.

**Unincorporated Land.** Land not within the corporate or city limits of a city.

**URAC.** Urban Renewal Advisory Committee.

**Urban Growth Boundary.** An adopted line at or outside the current City limits defining an area that would accommodate future City growth.

**Urban Growth Management Agreement (UGMA).** An agreement between the City and Clackamas County establishing a process for

coordinating comprehensive planning and development in a geographically defined area composed of both the area within city limits and unincorporated properties.

Urban Planning Area Agreement (UPAA). An agreement between the City and Washington County establishing a process for coordinating comprehensive planning and development in a geographically defined area composed of both the area within city limits and unincorporated properties.

Wetlands. Land areas determined by the Oregon Division of State Lands to be wetlands. [Amended by Ord. 743-88, § 34, passed March 28, 1988; Ord. 818-91, §. 1, 2 & 3, passed Jan. 14, 1991; Ord. 844-91, § 1, passed Oct. 14, 1991; Ord. 849-91, § 1 & 2, passed Nov. 25, 1991; Ord. 882-92, § 1, passed Dec. 14, 1992; Ord. 890-93, § 1, passed April 12, 1993; Ord. 956-96, § 1 & 2, passed Jan. 8, 1996; Ord. 988-97, § 1, passed Dec. 8, 1997; Ord 1026-99, § 1, passed Aug. 9, 1999.; Amended by Ord. 1277-09, §1, March 9, 2009]

## **Section 1.030 Initiation of Amendments.**

(1) An amendment to the Text or the Plan Map of the Tualatin Community Plan may be initiated by the City Council, City staff or by a property owner or a person authorized in writing by the property owner.

(2) An applicant for an amendment to the Text or Plan Map shall discuss the proposed amendment with the Community Development Director in a pre-application conference prior to submitting an application. An application for an amendment to the Text or Plan Map shall be on forms provided by the Community Development Department, and the application shall be accompanied by an amendment fee as established by City Council resolution. An applicant for a Plan Map or Text Amendment for a specific property shall conduct a Neighborhood/Developer Meeting subject to TDC 31.063. The application submittal shall include information on the Neighborhood/Developer meeting specified in TDC 31.063(10). If a railroad-highway grade crossing provides or will provide the only access to the subject property, the applicant must indicate that fact in the application, and the City must

notify the ODOT Rail Division and the railroad company that the application has been received.

(3) Amendments to the Text or Plan Map shall be considered by the Council at any regular or special meeting.

(4) During the month of April, 1984, the Council shall hold a public hearing for the purpose of conducting a comprehensive review of the Plan Text and Plan Map. During the month of April of each fifth year thereafter, the Council shall hold a public hearing for a comprehensive review of said Text and Plan Map. Notice of said public hearings for comprehensive review shall be the same as required in TDC 1.031(1) and (2) below for amendments to the Tualatin Community Plan.

(5) Notwithstanding the foregoing provisions, the Council shall conduct a public hearing at any time it is necessary to consider an amendment or amendments to the Plan Text or Plan Map when it is required to comply with the rules, regulations, goals, guidelines or other legal actions of any governmental agency having jurisdiction over matters contained in said Plan Map or Plan Text. Publication in a newspaper of general circulation in the City, as herein provided by TDC 1.031(1) and (2), shall be the only type of notice required for this type of amendment.

(6) Properties located outside of the City's corporate limits and inside of the City's acknowledged Urban Growth Boundary shall automatically become subject to the planning district specified by the Tualatin Comprehensive Plan Map and applicable provisions of the Development Code immediately upon the effective date such property or portion thereof is annexed to the City. No additional action by the City, including publication and mailing of notices, public hearings, or consideration by the Tualatin Planning Advisory Committee and City Council shall be required. This provision shall satisfy ORS 215.130(2)(a) which requires the City to provide for a transition from County planning and zoning to City planning and zoning upon annexation. The effective date of annexation shall be the

# Tualatin Development Code

1.032

company, a land use planning consultant authorized by the State of Oregon to conduct business in the State, registered architect, landscape architect, engineer, surveyor, or attorney, or where the City is the applicant, the Community Development Director. The list of property owners shall be updated not less than every ninety (90) days by the applicant, until a final decision is rendered.

(4) The City shall provide written notice to the Tigard-Tualatin School District not less than ten (10) City business days prior to the hearing when considering a plan amendment or land use regulation amendment that significantly impacts school capacity.

[Ord. 743-88, § 37.03/28/88; Ord. 964-96, § 1.06/24/96; Ord. 1103-02, 03/25/2002; Ord. 1304-10 §1, 06/14/10]

## Section 1.032 Burden of Proof.

Before granting an amendment to the Plan Text or Plan Map of the Tualatin Development Code (TDC), including the Tualatin Community Plan, the Council shall find that:

(1) Granting the amendment is in the public interest.

(2) The public interest is best protected by granting the amendment at this time.

(3) The proposed amendment is in conformity with the applicable objectives of the Tualatin Community Plan.

(4) The following factors were consciously considered: the various characteristics of the areas in the City; the suitability of the areas for particular land uses and improvements in the areas; trends in land improvement and development; property values; the needs of economic enterprises and the future development of the area; needed right-of-way and access for and to particular sites in the area; natural resources of the City and the protection and conservation of said resources; prospective requirements for the development of natural resources in the City; and the public need for healthful, safe, aesthetic surroundings and conditions. Proof of change in a neighborhood or area, or a mistake in the Plan Text or Plan Map for the

property under consideration are additional relevant factors to consider.

(5) The criteria in the Tigard-Tualatin School District Facility Plan for school facility capacity have been considered when evaluating applications for a comprehensive plan amendment or for a residential land use regulation amendment. The Tigard-Tualatin School District's School Facility Plan criteria (formula) for new school capacity are:

$$(TCR - SMR) * CSR = NC$$

$$(NC * CFF) / CSP = MNP$$

$$(MNP \text{ or } MPS) * CSP = AC$$

Where:

TCR	=	Total number of classrooms.
SM R	=	Special mandated classrooms.
CSR	=	Average class size policy for regular rooms.
NC	=	Normal capacity.
CFF	=	Core facility factor (kitchen, cafeteria, restrooms, offices, gym, music, mechanical: 0.12 for K-8 schools and 0.15 for 9-12 schools.
CSP	=	Average class size policy for portables.
MN P	=	Maximum number of portables, rounded up to the nearest whole number, <u>or</u>
MP S	=	Maximum number of portables allowed on site, as determined by existing school capacity, above, or allowed by the City of Tualatin through land use decisions such as, but not limited to, conditional use permits.
AC	=	Additional capacity.

(6) Granting the amendment is consistent with the applicable State of Oregon Planning Goals and applicable Oregon Administrative Rules.

(7) Granting the amendment is consistent with the Metropolitan Service District'

s Urban Growth Management Functional Plan.

(8) Granting the amendment is consistent with Level of Service F for the p.m. peak hour and E for the one-half hour before and after the p.m. peak hour for the Town Center 2040 Design Type (TDC Map 9-4), and E/E for the rest of the 2040 Design Types in the City's planning area.

(9) Granting the amendment is consistent with the objectives and policies regarding potable water, sanitary sewer, and surface water management pursuant to TDC 12.020, 13.015, and 14.040.

(10) The applicant has entered into a development agreement. This criterion shall apply only to an amendment specific to property within the Urban Planning Area (UPA), also known as the Planning Area Boundary (PAB), as defined in both the Urban Growth Management Agreement (UGMA) with Clackamas County and the Urban Planning Area Agreement (UPAA) with Washington County. Tualatin Development Code Map 9-1 illustrates this area. [Amended by

Ord. 964-96, § 2, passed June 24, 1996; Ord. 1026-99, § 2, passed Aug. 9, 1999.] (Ord. 1103-02, Amended, 03/25/2002)



**DEVELOPMENT AGREEMENT BETWEEN THE CITY OF TUALATIN AND  
BRIDGEPORT APARTMENTS LLC**

**RECITALS**

- A. This development agreement ("Agreement") is entered into between the City of Tualatin ("Tualatin" or "City") and Bridgeport Apartments LLC, a Delaware limited liability company ("Bridgeport Apartments").
- B. The subject property, which was formerly the site of the Schneider Trucking and Lane International facilities, includes approximately 4.61 acres within the City of Durham ("Durham") and approximately 4.35 acres within Tualatin (Exhibit A).
- C. On January 9, 2008, Tualatin and Durham entered into an Urban Services Intergovernmental Agreement ("IGA") in which both cities agreed to "work with the developer of the Site to negotiate a development agreement that addresses development-related issues, such as, but not limited to, limiting traffic impacts, number of residential units, required off-site improvements and applicable criteria." IGA, Section 2.3.6 (Exhibit B).
- D. An entity which is affiliated with Bridgeport Apartments or managed by Bridgeport Apartments (such entity is referred to as "Developer") intends to be the developer of the Site (defined in Section 1 of this Agreement). Developer intends to redevelop the Site with a mixed-use project titled the Alexan Bridgeport Project for which an Architectural Review application was submitted to Tualatin on April 14, 2008 (the "Project") and subsequently modified on May 28, 2008. The Scope of Development is defined in Section 3 of this Agreement.
- E. The Parties desire to enter into this Agreement, in accordance with IGA Section 2.3.6, for the purpose of addressing the Project's development-related issues (such as, but not limited to, number of residential units, vehicular circulation and pedestrian connectivity, traffic impacts, and off-site improvements) for Developer's proposed development of the Site (see Section 1). Because the Project is subject to land use approval by the City, the City cannot predetermine conditions of approval; however, the Agreement sets forth the Parties' expectations for the Project.
- F. This Agreement is not a statutory development agreement (ORS Chapter 94).

NOW, THEREFORE, the Parties hereby agree as follows:

**SECTION 1. AREA AFFECTED BY THIS AGREEMENT.** The area affected by this Agreement is property generally referred to as that portion of the former Schneider Trucking site and Lane International facility located at 18045, 18067 and 18075 SW Lower Boones Ferry Road and comprising approximately 4.35 acres in Tualatin (Tax Lots 1300, 1800, and 1900 of Map 2S113DC). The entire Alexan Bridgeport project site also includes approximately 4.61



acres in Durham (Tax Lot 1400 of Map 2S113DC) and, therefore, is comprised of a total of approximately 8.96 acres as shown on Exhibit A, however, the area affected by this Agreement is only that portion located within Tualatin.

**SECTION 2. PROJECT AFFECTED BY THIS AGREEMENT.** This Agreement shall apply only if the Site is developed as the Project.

**SECTION 3. SCOPE OF DEVELOPMENT.** If the Site is developed as the Project, Developer shall cause to be completed a development with the following characteristics:

3.1 A mixed-use development including a maximum of 370 multifamily residential units (apartments and live-work units) and a maximum of 24,000 square feet of retail and restaurant space on the 8.96-acre Site of which approximately 4.61 acres are in Durham and approximately 4.35 acres are in Tualatin. An Architectural Review application was submitted to Tualatin on April 14, 2008, which includes the following distribution of multifamily residential units and commercial space between Tualatin and Durham:

	<b>Tualatin</b>	<b>Durham</b>	<b>Total</b>
<b>Residential Dwelling Units</b>			
Studio	0	19	19
1 Bedroom	115	102	217
2 Bedroom	23	71	94
3 Bedroom	8	4	12
Live/Work (1 Bedroom)	0	12	12
Townhouse (2 Bedroom)	8	6	14
<b>Total</b>	<b>154</b>	<b>214</b>	<b>368</b>
<b>Commercial <sup>*1</sup></b>			
Specialty Retail	18,000	0	18,000
Restaurant	6,000	0	6,000
<b>Total</b>	<b>24,000</b>	<b>0</b>	<b>24,000</b>

<sup>\*1</sup> April 14, 2008 Architectural Review application indicates 22,603 square feet of retail space; however, the Transportation Impact Analysis prepared by Kittelson & Associates, Inc. (March 2008) assumes 24,000 square feet of retail space including a 6,000 square foot restaurant and 18,000 square feet of specialty retail.

Exhibit C includes a site plan for the proposed Project. The Parties acknowledge that the Architectural Review application was modified on May 28, 2008, and may be further modified through the land use process.

3.2 Development that reflects the architectural richness and quality of the design concepts and elevations, and that includes building materials and detailing similar to that discussed at the Joint Design Advice Charette for the Alexan Bridgeport Project in Durham and Tualatin with the Tualatin Architectural Review Board and Durham Planning Commission and Design Review Board on November 29, 2007 (Exhibit D), and that is compatible with, appropriate to, and compliments the design of other development in the general vicinity with

respect to location, design, size, color and materials of the exterior of all structures. The design presented in the Architectural Review submittal on April 14, 2008, and revised on May 28, 2008, per staff comments, represents Developer's efforts to respond to the comments received at the Joint Design Advice Charette. The Parties expect that the design concepts will continue to be refined through the land use process.

3.3 Development consistent with the purposes of the Mixed Use Commercial Overlay District (MUCOD) including: (1) To recognize and accommodate the changing commercial/residential marketplace by allowing commercial and residential mixed uses in the Durham Quarry Site and Durham Quarry Area. Retail, office business services and personal services are emphasized, but residential uses are also allowed. (2) To recognize that when developed under certain regulations commercial and residential uses may be compatible in the General Commercial District. [TDC 57.010]

3.4 Development consistent with all the design standards of the MUCOD with particular emphasis on the following: New development is expected to create a high-quality mixed-use area, provide a convenient pedestrian and bikeway system and utilize streetscape to create a high-quality image for the area [TDC 57.200(1)(a)]. New development is expected to contribute to the character and quality of the area [TDC 57.200(1)(b)]. Mixed-use development is defined as "development of a tract of land, building or structure with a variety of complementary and integrated uses, such as but not limited to, residential, office, research and development, retail, public or entertainment, in a compact urban form" [TDC 57.005].

3.5 Development that complies with the criteria and standards for Architectural Review Approval as specified in TDC 73.050 including: (1)(a) The proposed site development, including the site plan, architecture, landscaping, parking and graphic design, is in conformance with the standards of this and other applicable City ordinances insofar as the location, height, and appearance of the proposed development are involved; (b) The proposed design of the development is compatible with the design of other development in the general vicinity; and (c) The location, design, size, color and materials of the exterior of all structure are compatible with the proposed development and appropriate to the design character of other developments in the vicinity.

#### SECTION 4. TRAFFIC IMPACTS FROM THE PROJECT

4.1 Transportation Impact Analysis. The Transportation Impact Analysis for the Project (Kittelson & Associates, Inc., March 2008) follows up on the zone change traffic impact analysis, which was required to examine the reasonable worst-case traffic scenario for the Site. The March 2008 Project-specific report demonstrates the following:

4.1.1 Trip Generation. Traffic impacts from the Project will be significantly less than the reasonable worst-case scenario for the Site. For example, the zone change traffic analysis estimated 720 p.m. peak hour trips as the reasonable worst-case scenario. The Project-specific report demonstrates that the Project will generate only 255 p.m. peak hour trips. Overall, the Project is estimated to generate approximately 2,865 net new trips on a typical weekday, including 195 during the a.m. peak hour and 255 during the p.m. peak hour.

4.1.2 Study Intersections. Kittelson concluded that, with mitigation to be provided in connection with the Project, all of the study intersections will operate at acceptable levels of service. All of the study intersections are forecast to operate at acceptable levels of service (LOS D or better) during the weekday a.m. and p.m. peak hours, with the following exceptions:

4.1.2.1 The critical eastbound through-left movements at the SW Lower Boones Ferry Road/Project primary access intersection will operate at LOS F and will be over capacity during both the a.m. and p.m. peak hours. This intersection will meet operating standards if mitigated with a traffic signal.

4.1.2.2 The critical eastbound approach of the SW Lower Boones Ferry Road/Private Driveway intersection (rear access serving the REI, Whole Foods, etc., via the Gionet property) will operate at LOS F during the weekday; however, there is adequate capacity ( $v/c = 0.41$ ) to accommodate the approximately 30 vehicles at this approach, and vehicles have alternative access via the main entry which is a traffic signal at SW Bridgeport Road.

4.1.2.3 Weekday p.m. peak hour queues at the SW Upper Boone Ferry Road/Lower Boones Ferry Road intersection would not be significantly increased by the proposed project. Nevertheless, Kittelson noted that the existing queuing issues, not caused by the Project, could be slightly improved by modifying the traffic signal timing to provide protected/permitted left turns at the east and west approaches.

4.1.3 Recommended Mitigation. The Transportation Impact Analysis (Kittelson & Associates, Inc., March 2008) for the Project provides the following list of recommended mitigation measures:

4.1.3.1 The primary site access intersection on SW Lower Boones Ferry Road should be constructed with a southbound right-turn deceleration lane for vehicles entering the site. A traffic signal should be constructed to accommodate future year total traffic volumes.

4.1.3.2 The secondary access driveway, necessary for emergency access, should be restricted to right-out movements from the site, with a traversable median on SW Lower Boones Ferry Road to allow emergency vehicle access.

4.1.3.3 Landscaping, signage, and above ground utilities should be located and maintained to preserve adequate intersection sight distance at the access points.

4.1.3.4 Crashes at the SW Lower Boones Ferry Road/SW Bridgeport Road intersection should be monitored to determine whether recent changes in crash frequencies indicate any safety mitigations are needed.

4.2 Traffic Signal at Primary Site Access onto SW Lower Boones Ferry Road. The Transportation Impact Analysis includes a signal warrant analysis for the proposed SW Lower Boones Ferry Road/Primary Access intersection. The analysis was conducted according to the procedures outlined in the Manual of Uniform Traffic Control Devices (MUTCD) for future year total traffic conditions. This analysis demonstrates that Warrant 1 (8 hour), Warrant 2 (4 hour), and Warrant 3 (peak hour) for a traffic signal (the "Traffic Signal") and related right turn deceleration lane into the Site (the "Turn Lane") will be met with build out of the commercial

development and occupancy of 250 residential units of the Project. See Exhibit E for a detail of the Site Access and Right Turn Deceleration Lane.

4.2.1 Washington County has jurisdiction over SW Lower Boones Ferry Road in the vicinity of the Site and will determine if the Traffic Signal and Turn Lane are warranted. Washington County's May 15, 2008 Staff Report responding to the Project's land use submission includes conditions to construct the deceleration right turn lane and traffic signal which suggests they will likely approve the construction of these improvements. Additionally, the County will make the determination on when the signal will become operational.

4.2.2 If the Traffic Signal and Turn Lane are approved by Washington County, the Developer agrees to dedicate required right-of-way/easements, obtain necessary permits, construct the required improvements, and pay all associated costs of permitting, construction and installation. The Developer will receive no traffic impact fee (TIF) credit for these improvements.

4.3 Frontage Improvements Along SW Lower Boones Ferry Road. As a part of this Agreement and in accordance with Section 2.3.4 of the IGA (the "Frontage Improvements"), the Developer agrees to obtain necessary permits, construct the required improvements, and pay all associated costs of permitting, construction and installation of the required improvements along the Site's frontage on SW Lower Boones Ferry Road.

4.3.1 Undergrounding Utilities on SW Lower Boones Ferry Road. As part of the frontage improvements on SW Lower Boones Ferry Road, the Developer will underground any overhead utility lines located on the Project's side of SW Lower Boones Ferry Road.

4.3.2 Accelerated Site Work. Frontage improvements and utility work within the right of way must be approved by Washington County through several different permits. A Facilities Permit application cannot be submitted until a staff report is issued in the City's land use process, and typical processing time for the Facilities Permit is up to six months after application. The City agrees to work with Developer to issue City permits for on-site work before the County Permits are issued. The Developer will be required to be deemed complete at the County with an approximate review timeline, have an approved Public Works Permit (except for the County permit), and an approved Water Quality Permit before any acceleration will be considered. The Developer also agrees that all work undertaken prior to obtaining a County permit will be done at their own risk. The Parties agree that under no circumstances shall a Certificate of Occupancy or Temporary Certificate of Occupancy be issued before the Developer completes all required work within the right of way and the work is accepted by the appropriate agency.

4.4 Secondary Project Access onto SW Lower Boones Ferry Road. Developer agrees that secondary Project access (west end of the Project) will be limited to a right-out egress, with a traversable median on SW Lower Boones Ferry Road to allow emergency vehicle ingress. If allowed by Washington County, the Developer will landscape and irrigate the median and be responsible for ongoing maintenance. Exhibit E shows the proposed location of the secondary access and traversable median on SW Lower Boones Ferry Road.

4.5 Traffic Mitigation at SW Lower Boones Ferry Road/SW Upper Boones Ferry Road Intersection. As discussed in Section 4.1.2.3 above, Kittelson's Transportation Impact Analysis determined that weekday p.m. peak hour queues at the SW Upper Boone Ferry Road/Lower Boones Ferry Road intersection would not be significantly increased by the Project. Kittelson also noted an existing queuing issue, not caused by the Project, and stated that the existing problem could be slightly improved by modifying the traffic signal timing to provide protected/permitted left turns at the east and west approaches. Kittelson did not conclude that traffic signal timing was required to mitigate impacts from the Project. However, as a gesture of Developer's willingness to cooperate in the effort to improve traffic conditions in the general area, Developer will deposit with the City \$20,000.00 to be applied toward retiming the traffic signal at the SW Lower Boones Ferry Road/SW Upper Boones Ferry Road Intersection at a future date.

## **SECTION 5. OTHER OFF-SITE IMPROVEMENTS**

5.1 Pedestrian Connectivity. Facilitating pedestrian connectivity within the Site as well as off-site to surrounding properties is a priority of the Parties. The area in the vicinity of the Site is emerging as a dynamic mixed-use area, with retail, office, entertainment, residential and service uses, all within walking distance of one another. Pedestrian connectivity is another traffic mitigation measure because it enables people to avoid using vehicles for short trips, thus preserving the capacity of the transportation system.

In accordance with Tualatin's Pedestrian Plan [TDC 11.640(1)] providing a connected network of pedestrian facilities is important for: (a) serving shorter pedestrian trips from neighborhoods to area activity centers, such as schools, churches, and neighborhood commercial uses; (b) providing access to public transit; and (c) meeting residents' recreational needs." The City's street standards call for sidewalks to be provided along all new streets, and identifies the part of Tualatin in which the Site is located as a Pedestrian District per Metro's Regional Transportation Plan (RTP) and Tualatin's Transportation System Plan (TSP) [TDC 11.640(4); Figure 11-4]. A Pedestrian District is defined in the RTP (p. 1-57, 8-10-00) as an area of "high, or potentially high, pedestrian activity where the region places priority on creating a walkable environment... These areas will be characterized by buildings oriented to the street and boulevard-type street design features such as wide sidewalks with buffering from adjacent motor vehicle traffic, marked street crossings at all locations with special crossing amenities at some locations, special lighting, benches, bus shelters, awnings, and street trees." Because the Site is located in a Pedestrian District, as well as in the MUCOD, which similarly requires pedestrian connectivity both within a site and to abutting street frontages [TDC 57.300(8)], and subject to the provisions of Architectural Review [TDC Chapter 73], the City will require pedestrian connectivity both internal and external to the Site in connection with development applications for the Site and for adjacent properties that may develop or redevelop in the future. Exhibit F indicates the general location of pedestrian connections internal and external to the Site.

5.1.1 As a good faith effort to encourage adjacent property owners to allow pedestrian connections across their property, once the Project is constructed and prior to obtaining a Certificate of Occupancy (CO), the Developer agrees to grant easements to the public allowing pedestrian access across the Site in designated pedestrian accessways that are maintained by the Developer (or the Developer's assignee) at their own expense. One easement

shall be perpendicular to SW Lower Boones Ferry Road (roughly northwest-southeast in orientation) along the eastern part of the Site, as generally depicted on Exhibit G. Developer shall provide City notice of any closure of the pedestrian access for 72 hours or longer.

5.1.2 To achieve the pedestrian connectivity goals stated above, Tualatin, where appropriate, may assist the Developer in negotiating off-site public pedestrian access easements over properties neighboring the Site. Specific assistance includes, but is not limited to, the Verizon-owned parcel to the north of the Site, the REI-owned parcel to the north and east of the Project, and the Gionet-owned parcel to the east of the Project.

5.2 Sanitary Sewer. Tualatin has identified potential existing sanitary sewer capacity restrictions downstream of the Site, due to the approved Plan Text and Plan Map Amendments. The Project will contribute waste to the Pipe Sections, which may warrant the need to upgrade the Pipe Sections to mitigate capacity impacts from the Project. The Developer needs to provide a sewer modeling analysis to determine if the Project warrants upgrades to the Pipe Sections (the "Pipe Sections Upgrades"). If the modeling analysis concludes that upgrades are warranted, those upgrades will be constructed by either by the City or by Developer, depending upon whether the upgrades fall within the City's Capital Improvement Project as provided below. All work associated with replacement of the Pipe Sections shall be complete prior to issuance of a Certificate of Occupancy for any building on the Site. If the City's project is not complete, the Developer will need to construct the improvements necessary to provide sanitary sewer service for this Project.

5.2.1 Upgrades to be Constructed by the City. For Pipe Section upgrades that already are part of the City's Capital Improvement Project work program, the City will construct the Pipe Section replacements and Developer will pay its proportional share of the needed improvement, in addition to any Sanitary Sewer System Development Charges.

5.2.2 Upgrades to be Constructed by Developer. For Pipe Section upgrades that are not part of the City's Capital Improvement Project work program, or if the City's project does not occur, Developer will cause the Pipe replacements to be constructed at its cost, including the required permits. Developer will pay all Sanitary Sewer System Development Charges, but may be eligible for credits against those charges if Pipe Section upgrades constructed by Developer create additional sewer capacity beyond that necessary to serve the Project.

5.3 Timing of Paying System Development Charges ("SDCs") and Traffic Impact Fees ("TIFs"). In order to construct the Project, it is expected that Developer will need to seek a number of permits that may be considered building permits, such as, but not limited to, demolition permits, site work permits, plumbing permits for site work, and permits to pour concrete. The Developer shall pay the applicable SDCs and TIFs at the time an approved major building permit for a multifamily residential or retail structure is retrieved by the Developer (i.e., not the minor permits described above).

## **SECTION 6. ON-SITE IMPROVEMENTS AND SERVICES.**

6.1 Garbage and Recycling Service. Allied Waste Services ("Allied") typically provides garbage and recycling service in Tualatin, and Pride Disposal Company ("Pride") typically provides garbage and recycling service in Durham. Although Section 4.5.1 of the IGA indicates that a separate agreement may need to be entered into to determine how garbage and recycling service will be provided to the Site because the Site includes property within each city and each garbage/recycling provider's territory, it is expected that garbage and recycling services within the Project will be handled as provided in this Section, unless an alternative written agreement is reached between Allied and Pride and approved by the City with respect to the Project.

6.1.1 Garbage and recycling enclosures for residential and commercial development located within Tualatin will be located on the Tualatin portion of the Site and will be serviced by Allied Waste Services.

6.1.2 Garbage and recycling enclosures for residential and commercial development located within Durham will be located on the Durham portion of the Site and will be serviced by Pride Disposal Company.

6.2 Tree Planting by City Using Kearney Tree Restitution Monies. The City has \$2,974.16 in account 001-0000-481.01-03 (posted April/May 2004) paid by Robert Kearney in restitution for illegally cutting down 25 trees on the property he then owned at 18045 SW Lower Boones Ferry Road (former Schneider Trucking Facility site). The money is to be used to plant trees on the site at such time as it is redeveloped. The trees must be planted by the City, but are to be maintained by the developer of the property. Therefore, pursuant to court order, the Developer agrees to grant the City a right of entry to plant trees, in addition to those proposed by Developer as landscaping, on the Tualatin portion of the Site in mutually agreed upon locations with mutually agreed upon tree species and caliper size using the restitution monies. Developer further agrees to maintain the trees planted by the City as part of the landscaping of the Site.

**SECTION 7. TERM OF AGREEMENT.** This Agreement shall be effective upon final signature and shall remain in effect until the final Certificate of Occupancy is obtained for the Project. If the Developer chooses not to develop the Site as the Project, the Developer shall provide City with a written Notice of Intent to Terminate the Agreement. This Notice shall be presented to the City Council. Upon the termination of this Agreement, Parties shall be released from all obligations under this Agreement.

**SECTION 8. ASSIGNMENT OF AGREEMENT.** As provided in Section 2, this Agreement applies only if the Site is developed as the Project. If the Developer chooses to transfer the Site to another entity ("Transferee") and Transferee intends to develop the Site as the Project, the Developer shall provide City with a written Notice of Intent to Transfer the Site. This Notice shall be presented to the City Council. After the transfer is presented to City Council, the Agreement shall be assigned to Transferee and Developer shall be released from all obligations under this Agreement. If the Transferee intends to develop the Site for a use other than the Project, upon the transfer of the Site to Transferee, Developer and City shall be automatically released from all obligations under this Agreement. If the Transferee chooses to assign or

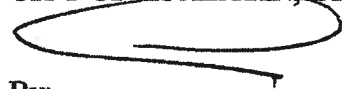
terminate this Agreement, Transferee shall provide City with written notice of any assignment or termination. This notice shall be presented to the City Council. Subject to the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, administrators and assigns.

**SECTION 9. COMPLIANCE WITH LAWS.** Each party shall comply with all applicable federal, state and local ordinances, statutes and regulations that are applicable to the services provided under this Agreement.

**SECTION 10. MODIFICATION.** This writing is intended as the final expression of the agreement between the parties with respect to the included terms and as complete and exclusive statement of the terms of the Agreement. Amendments to this Agreement are valid only if made in writing and signed by both Parties.

In WITNESS THEREOF, the parties have executed this Agreement on the date set below their signatures.

CITY OF TUALATIN, OREGON



By: \_\_\_\_\_  
Lou Ogden, Mayor  
City of Tualatin

Date: June 9, 2008

ATTEST:

By:  \_\_\_\_\_  
City Recorder

Approved as to legal form:

By:  \_\_\_\_\_  
City Attorney


DEVELOPER



Bridgeport Apartments LLC, a Delaware limited liability company

By: NW 114 Bridgeport Apartments Limited Partnership, a Delaware limited partnership, its member

By: NW 115 Bridgeport Apartments GP LLC, a Delaware limited liability company, its general partner

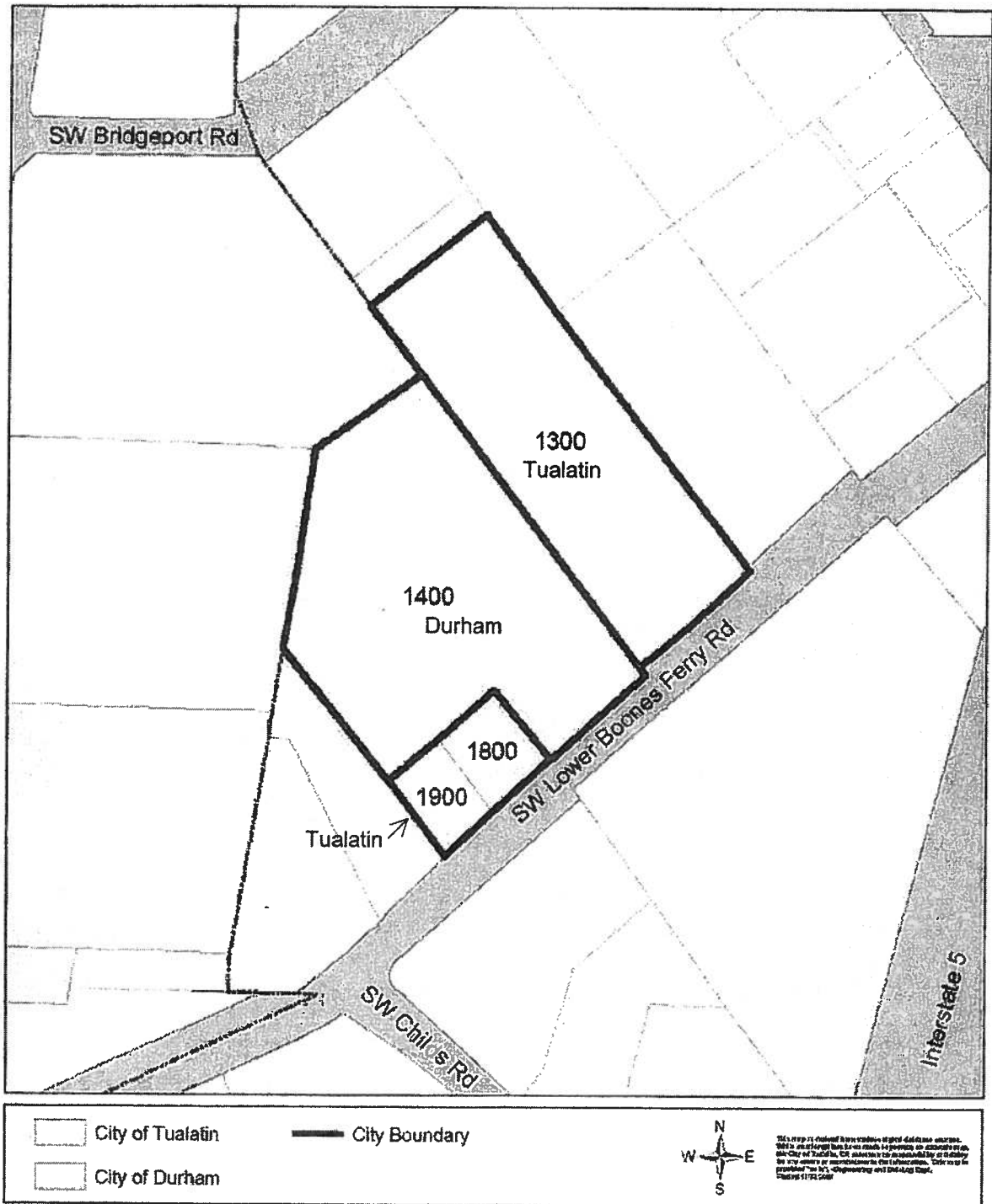
By:   
Its: VICE PRESIDENT

Date: 6/2/08

**EXHIBITS:**

- A. Site Map
- B. Urban Services Intergovernmental Agreement Between The City of Durham and The City of Tualatin
- C. Site Plan, April 14, 2008
- D. PowerPoint Presentation from Joint Design Advice Charette for the Alexan Bridgeport Project in Durham and Tualatin with the Tualatin Architectural Review Board and Durham Planning Commission and Design Review Board , November 29, 2007
- E. Right Turn Deceleration Lane, Traffic Signal, and Right Out Emergency Access on SW Lower Boones Ferry Road
- F. Pedestrian Connectivity and Potential Public Easements

# Site Map for Alexan Bridgeport Project



**URBAN SERVICES INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE CITY OF DURHAM AND THE CITY OF TUALATIN**

**RECITALS**

- A. This intergovernmental agreement, hereinafter "Agreement," is entered into on the last date shown on the signature page by the City of Durham, hereinafter "Durham" or "City," and the City of Tualatin, hereinafter "Tualatin" or "City," collectively referred to herein as "Cities," both political subdivisions of the State of Oregon.
- B. ORS 190.007 provides for furthering of economy and efficiency in local government by intergovernmental cooperation.
- C. ORS 190.010 provides that units of government may enter into agreements for performance of any and all functions and activities that parties to the agreement, its officers or agencies have authority to perform.
- D. The parties desire to enter into this Agreement for the purpose of allowing better coordination between Durham and Tualatin in response to the proposed redevelopment of approximately 8.96 acres of property located at 18045, 18055, 18067 and 18075 SW Lower Boones Ferry Road.
- E. The subject property, which was formerly the site of the Schneider Trucking and Lane International facilities, includes approximately 4.61 acres within Durham and approximately 4.35 acres within Tualatin.
- F. It would be to the benefit of Durham and Tualatin to coordinate planning, engineering and permit review of the development of the subject property.

**THE CITIES OF DURHAM AND TUALATIN AGREE AS FOLLOWS:**

**SECTION 1** AREA AFFECTED BY THIS AGREEMENT. The area affected by this Agreement is property generally referred to as the former Schneider Trucking and Lane International sites, (tax lots 1300, 1400, 1800, & 1900 of Map 2S113DC) as shown on Exhibit 1 and any additional land that may become a part of the project area (the "Site") prior to application submittal to both cities. This Agreement applies only to an application to develop all or substantially all of that site and that is submitted jointly to the Cities of Durham and Tualatin for approval.

**SECTION 2** LAND USE REVIEW

2.1 Process. Durham and Tualatin will make independent decisions in the course of the land use review process for the development of the Site, including decisions

on appeal (if any). However, in recognition of the potential to develop the Site as a single project, Durham and Tualatin agree to process and evaluate the Architectural Review/Design Review land use application for the development of the Site as follows:

2.1.1 Prior to an applicant's application submittal for review, the meetings and work session(s) described in Sections 2.1.2 to 2.1.5 shall be held.

2.1.2 A Joint Pre-Application meeting with an applicant will be held to review the submittal requirements and anticipated timelines of Durham and Tualatin in anticipation that an applicant will submit one application, which meets the requirements of both jurisdictions.

2.1.3 An applicant will hold a single Neighborhood/Developer Meeting to satisfy the neighborhood meeting requirements of both Cities. Durham and Tualatin will work with an applicant to ensure that notice and advertising meets both jurisdictions' requirements.

2.1.4 Prior to an applicant's submission of a development application, Durham and Tualatin will hold a Joint Work Session(s) with the Tualatin Architectural Review Board, Durham Design Review Board and Durham Planning Commission to discuss the review process and Agreement, and provide an applicant with early design advice that is non-binding on any formal decision.

2.1.5 Early in the design phase an applicant and staff from Durham and Tualatin will meet to discuss technical issues related to infrastructure, such as physical coordination and provision of services (in accordance with this Agreement). Washington County, Clean Water Services, City of Tigard, and the Oregon Department of Transportation shall be invited to this infrastructure meeting(s).

2.1.6 An applicant may submit the same development application to both Durham and Tualatin, so long as the application meets each City's requirements (as agreed to in Section 2.1.2.). The applicant will pay each City its applicable application fee. The applicant will be required to pay Durham all of that City's professional costs incurred to review the application.

2.1.7 Durham and Tualatin will separately process the application for the portion of the Site that is within the jurisdiction of each City (although extra-jurisdictional improvements shall be considered, in accordance with Section 2.3, On-Site Improvements), in accordance with each City's own regulations. If requested by an applicant, Durham and Tualatin shall consider holding a joint hearing of the Durham Planning Commission/Design Review Board and Tualatin Architectural Review Board. Each City will issue a separate land use decision for the application (and on any appeal that is filed), even if a joint hearing is held. Staff from Durham and Tualatin will communicate regularly about each City's review of the application.

2.1.8 Cities shall take all reasonable measures to meet the 120-day requirement in ORS 227.178, including scheduling public hearings, provided that an applicant does all things reasonable and necessary to accommodate that requirement. In recognition of the anticipated extensive land use review, Cities agree to accept an applicant's building permit and public works permit drawings and to proceed with review and comment at a time agreed to by the Cities' and an applicant prior to issuance of final land use decisions. The Cities' review and comment on any such building permit or public works permit drawings shall be deemed preliminary only and shall not preclude further revisions that may be required by either City.

2.1.9 All building permits shall be submitted and reviewed by Tualatin, with an advisory copy of the permits provided to Durham. Building permit fees for structures located in Durham shall be processed in accordance with the existing IGA between Tualatin and Durham related to building permits. The Tualatin Building Official shall confirm with Durham that all Durham land use approval conditions have been met prior to issuance of any building permit. Any public utility extensions shall be reviewed by the applicable service provider. Tualatin and Durham shall coordinate with the Washington County assessor to ensure that taxes and revenues are accurately collected and dispersed in accordance with the improvements that are located within each City.

2.2 Project Assessed Value. The parties will work to assure that the assessed value of a project is approximately proportional to each City's share of the acreage to be developed.

2.3 On-Site Improvements. In recognition of the unique pattern of the Cities' jurisdictional boundaries across the Site, and the resulting potential constraints on a cohesive development, it is reasonable to allow flexibility in compliance with the required on-site improvements described below. To accommodate each City's need to enforce conditions of development approval that may involve improvements lying within the other City's jurisdiction, the Cities shall require an applicant to record covenants or similar agreements (that include maps of the Site) related to the shared improvements that provides the Cities with enforcement authority.

2.3.1 Parking. Required parking may be spread across the Site. The minimum number of parking spaces required by each City need not be provided on the portion of the Site that is located within that jurisdiction, so long as the collective total number of parking spaces on the Site meets the minimum parking spaces required by both Cities. For example, if Tualatin requires 100 parking spaces and Durham requires 200 parking spaces, the Site must include 300 parking spaces, but 50 spaces may be located in Tualatin and 250 spaces may be located in Durham.

2.3.2 Landscaping. Each City's landscaping requirements applicable to property lines that are external to the Site shall be met on the portion of the Site that is within each regulating jurisdiction. The Cities shall coordinate on all other

landscaping requirements and allow flexibility as allowed by the Cities' applicable code (i.e., to provide flexibility on interior lot line landscaping requirements, particularly adjacent to zero lot line buildings, and to consider allowing landscaping to be provided on a portion of the Site that is not located within the regulating City's jurisdiction, so long as the collective required landscaping meets the minimum landscaping required by both Cities).

2.3.3 Building Setbacks. Building code and fire code standards for building setbacks shall be met for all buildings on the Site. However, if compliant with the building and fire code, buildings may be setback zero feet from lot lines that are internal to the Site. Buildings adjacent to lot lines that are external to the Site shall comply with the setback standards of the regulating City.

(i) Structures. Principal buildings constructed on the Site shall not straddle municipal lines; however, if in compliance with applicable codes ancillary components of these buildings and supporting structures may straddle municipal lines and/or internal lot lines. For example, a parking structure or multifamily building shall not cross municipal lines. Bridges or walkways providing for connectivity from one structure to another may straddle municipal lines in order to connect one building to another.

2.3.4 SW Lower Boones Ferry Road Frontage Improvements. When the Site develops, it is expected that the Site's frontage along Lower Boones Ferry Road will need to be improved (sidewalks, landscaping, street trees etc.). So that the Site's frontage along SW Lower Boones Ferry Road is consistent, Cities agree that the frontage improvement standards applicable to SW Lower Boones Ferry Road are: 6 foot wide bike lane, 6 feet of landscaping and 8-10 foot wide sidewalk.

2.3.5 Circulation and Pedestrian Connectivity. Vehicular circulation and pedestrian connectivity internal to the Site may be shared, and shall be reviewed for the Site as a cohesive whole. Additional vehicular circulation enabled by the redevelopment of adjacent sites and establishment of appropriate easements by those affected private parties should be encouraged. Opportunities for appropriate pedestrian connectivity external to the Site should be encouraged.

2.3.6 Development Agreement. Cities agree to work with a developer of the Site to negotiate a development agreement that addresses development-related issues, such as but not limited to limiting traffic impacts, number of residential units, required off-site improvements and applicable criteria prior to submittal of a Architectural Review/Design review application.

### SECTION 3 DEVELOPMENT COSTS AND FEES

3.1 Land Development Fees. All applicable fees, charges and taxes for Design Review, Architectural Review, building permits and Public Works Permits for the

Site shall be paid to each City or applicable service provider, based upon each City's or service providers fee schedule.

3.2 Transportation Impact Fees ("TIF") and System Development Charges ("SDC"). A developer of the Site will be required to pay the applicable TIF and SDC charges to each City or service provider. A developer will be required to pay the TIF and SDC fees to Durham for the Durham portion of the Site and present a receipt to Tualatin showing that the fees have been paid. A developer will be required to pay TIF and SDC fees to Tualatin for the Tualatin portion of the Site. TIFs are regulated by Washington County's ordinance. The City Administrator for Durham and City Manager for Tualatin, or their designees, shall determine any applicable TIF or SDC credits once the specifics of a development and necessary off-site improvements are known.

SECTION 4 PUBLIC UTILITIES and SERVICES. There are no existing City of Durham owned public utilities available to serve the Site, and the Cities have existing intergovernmental agreements related to the provision of some public services. Public utilities and services will be provided to the Site as follows during the Architectural Review/Design Review processes if agreed to by the City Manager or City Administrator of the Cities or their designees:

4.1 Water. Water service to the Site shall be provided by Tualatin.

4.2 Sanitary Sewer. The majority of the Site shall be served by Tualatin. A small portion of the Site may be served by Clean Water Services.

4.3 Storm Sewer. Storm sewer service to the Site shall be provided by Tualatin.

4.4 Police. The existing IGA between Tualatin and Durham related to police service shall apply to the Site.

4.5 Franchise Service Providers.

4.5.1 Garbage and Recycling. Allied Waste typically provides garbage and recycling service in Tualatin, and Pride Disposal Company typically provides garbage and recycling service in Durham. A separate agreement may need to be entered into to determine how garbage and recycling service will be provided to the Site.

4.6 Assignment of Addresses. A uniform method for assigning addresses is important because it ensures accuracy for 911 services, mail delivery and the payment of franchise fees. Tualatin shall be responsible for assigning addresses to the Site. Addresses shall be assigned as soon as possible after the entire Site receives Design Review and Architectural Review approval.

SECTION 5 SIGNS. Sign permits for the Site shall be submitted to the respective City where the signs are proposed to be located for review and approval.

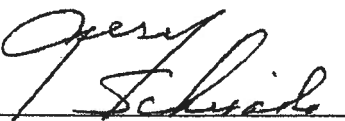
SECTION 6 TERM OF AGREEMENT. This Agreement shall be effective upon final signature and shall remain in effect in perpetuity, unless modified in writing by the parties in accordance with Section 8.

SECTION 7 COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state and local ordinances, statutes and regulations that are applicable to the services provided under this Agreement.


SECTION 8 MODIFICATION. This writing is intended as the final expression of the Agreement between the parties with respect to the included terms and as complete and exclusive statement of the terms of the Agreement. Substantial modifications to this Agreement are valid only if made in writing and signed by all parties.

IN WITNESS THEREOF, the parties have executed this Intergovernmental Agreement on the date set below their signatures.

CITY OF DURHAM, OREGON

By:   
Gery Schirado, Mayor  
City of Durham

CITY OF TUALATIN, OREGON

By:   
Lou Ogden, Mayor  
City of Tualatin

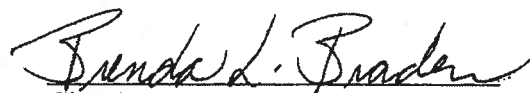
Date: 12/6/07

Approved as to legal form:

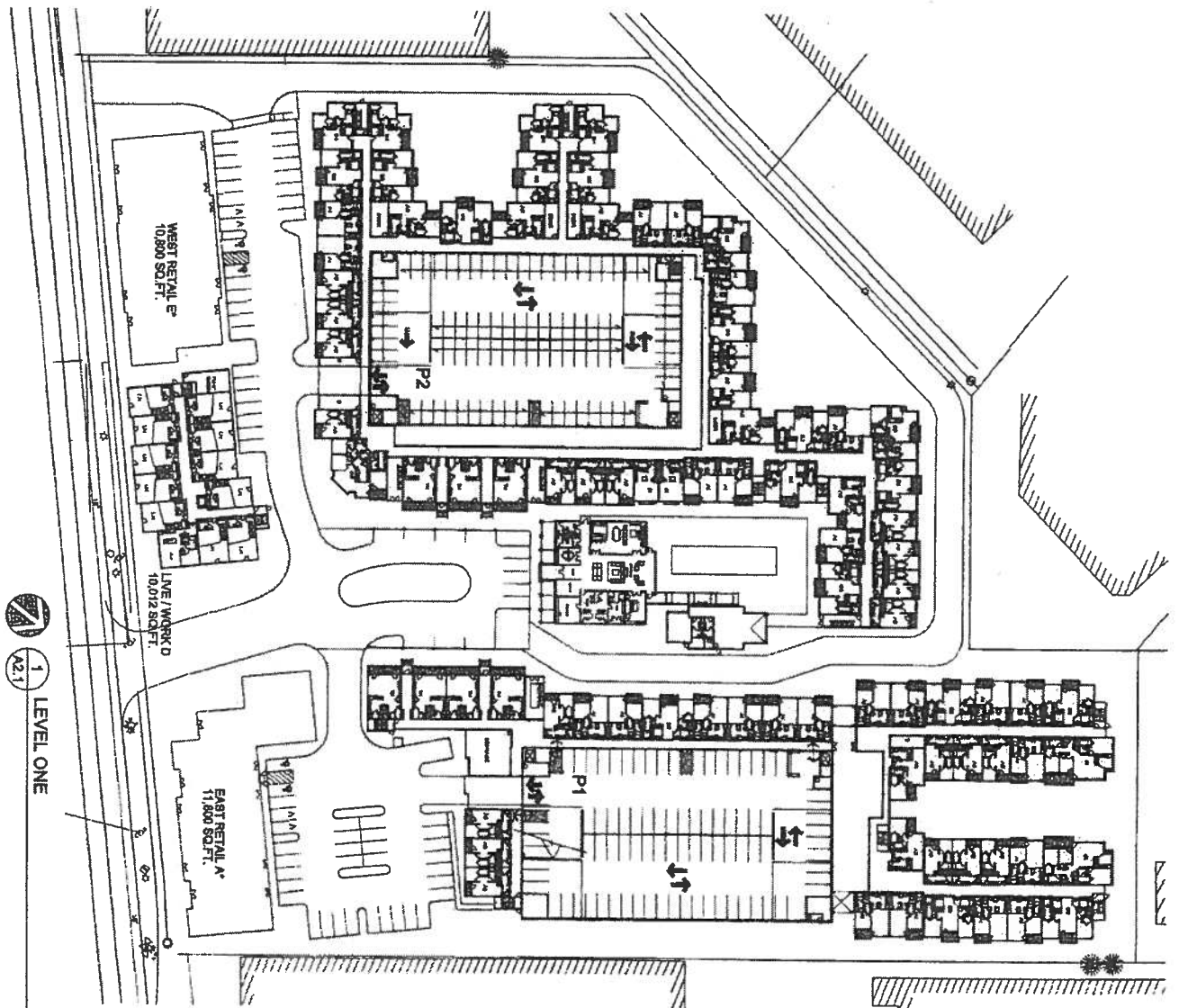
  
City Attorney

Date: 1/9/08

Approved as to legal form:

  
City Attorney





LEVEL ONE

SCALE: 1"=40'-0"

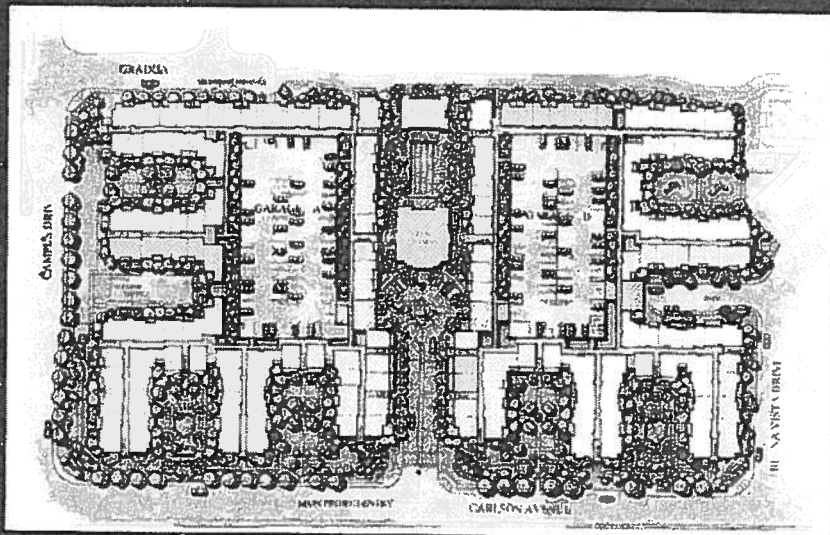
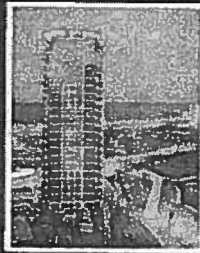
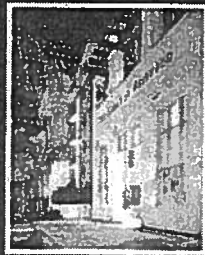
INTERIOR RETAIL TO BE DIVIDED PER  
TENANTS ONCE THEY ARE IDENTIFIED.

EXHIBIT C  
Site Plan, April 14, 2008

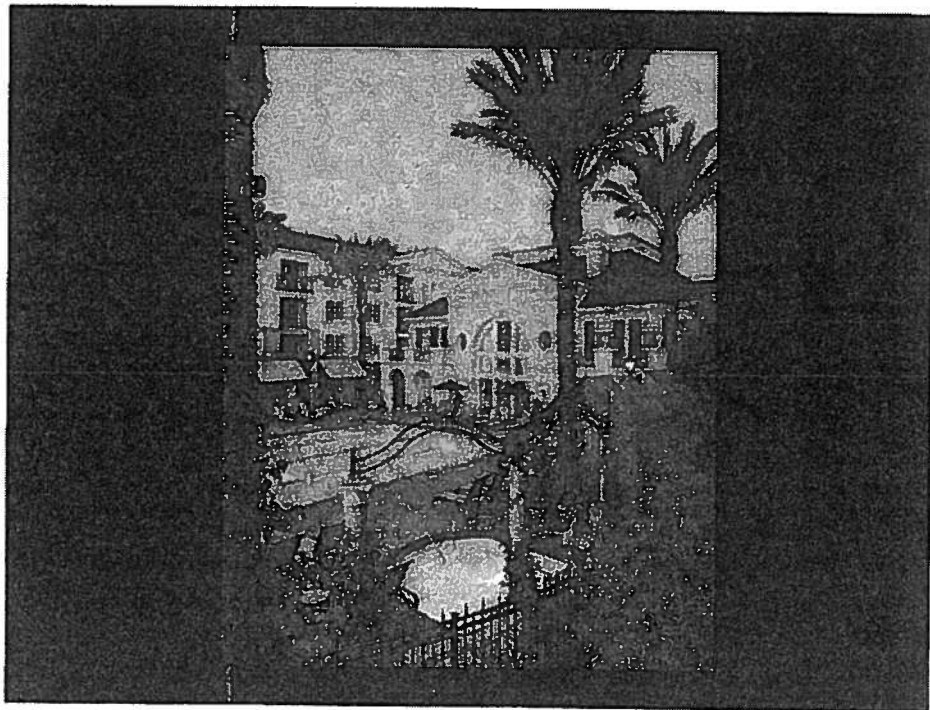
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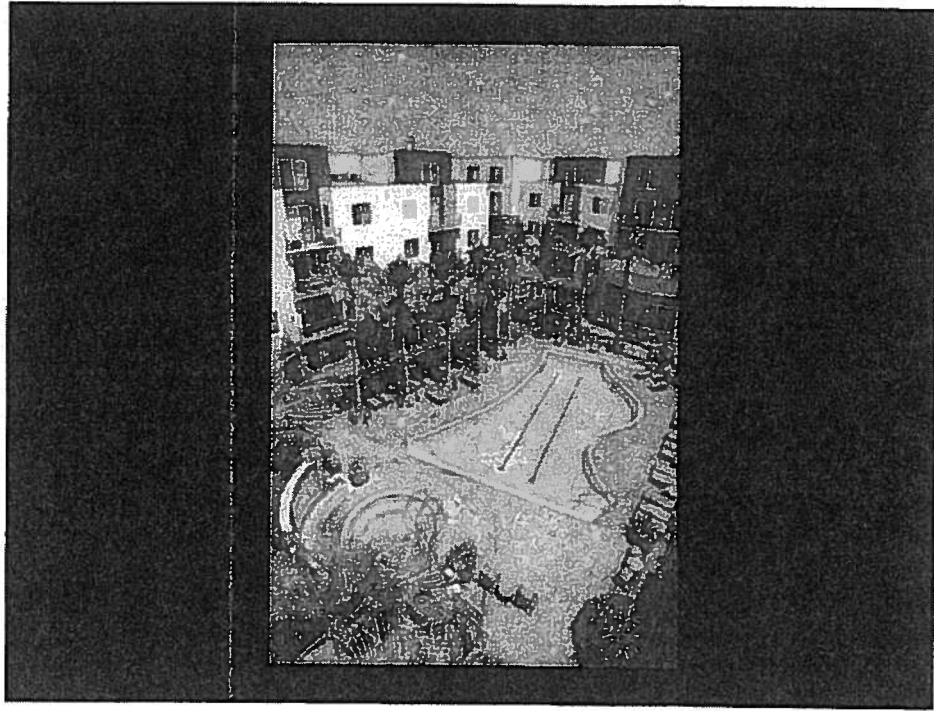
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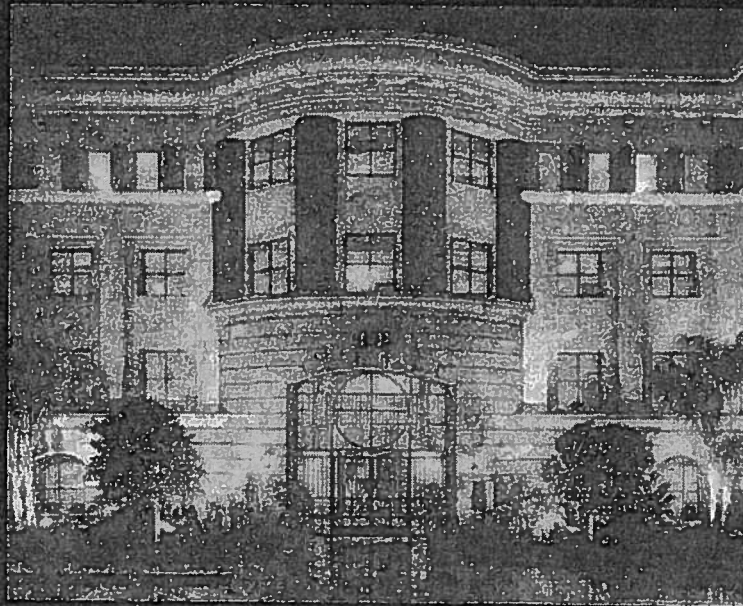
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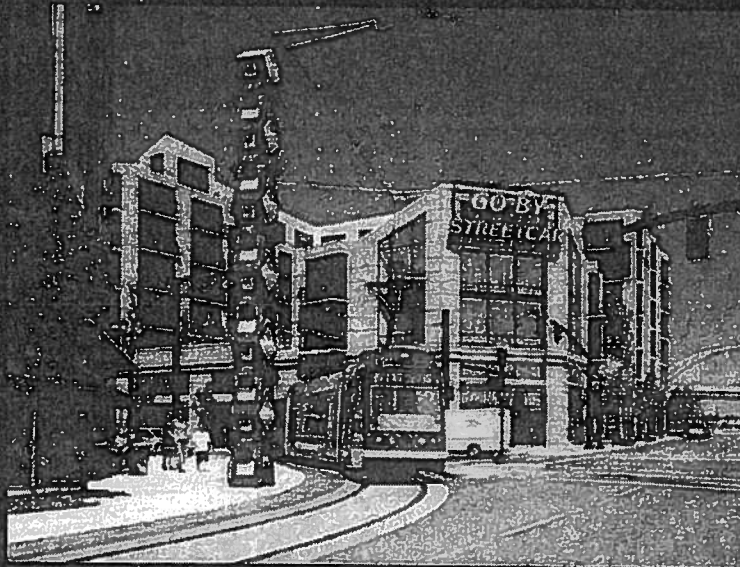


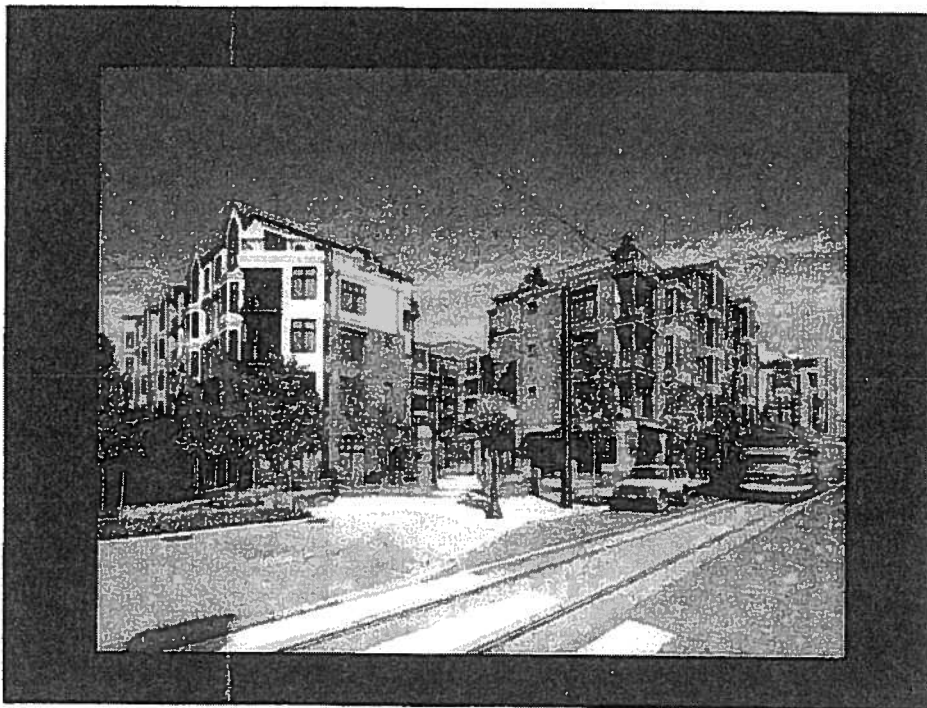
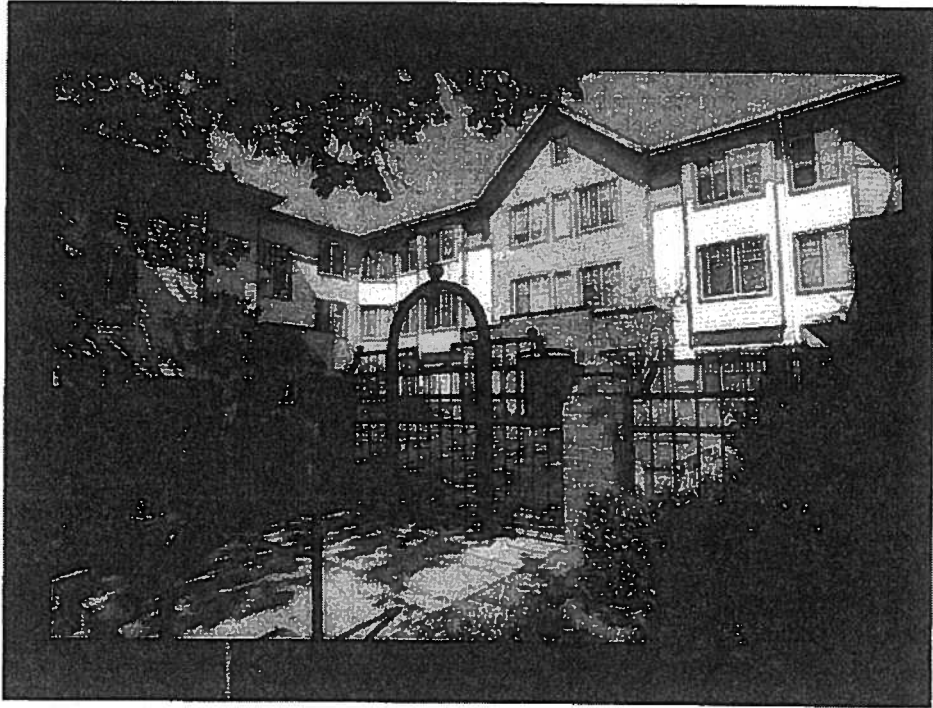


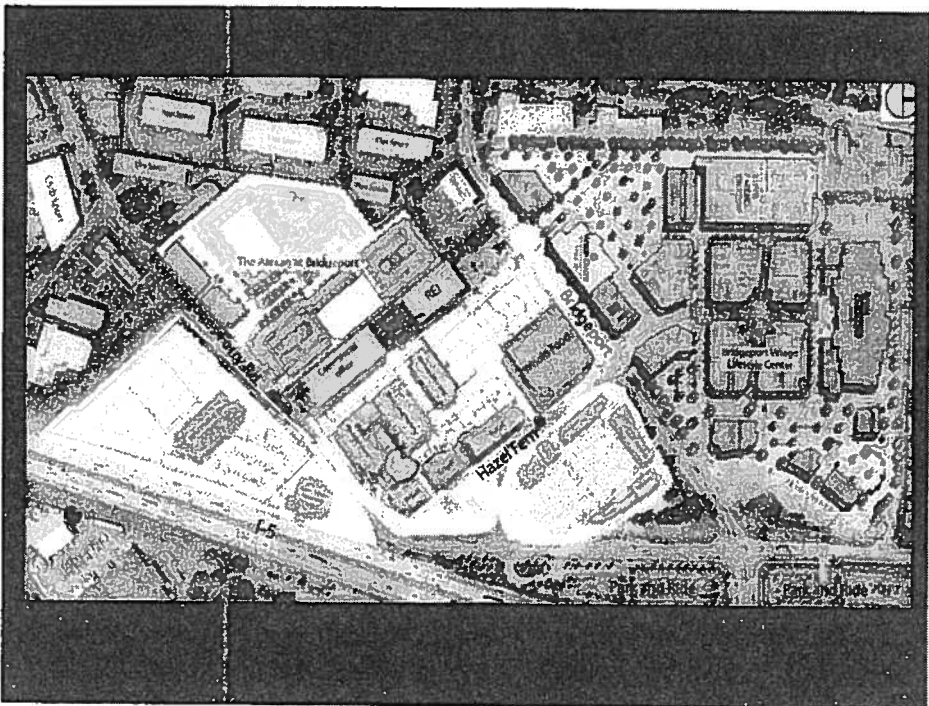
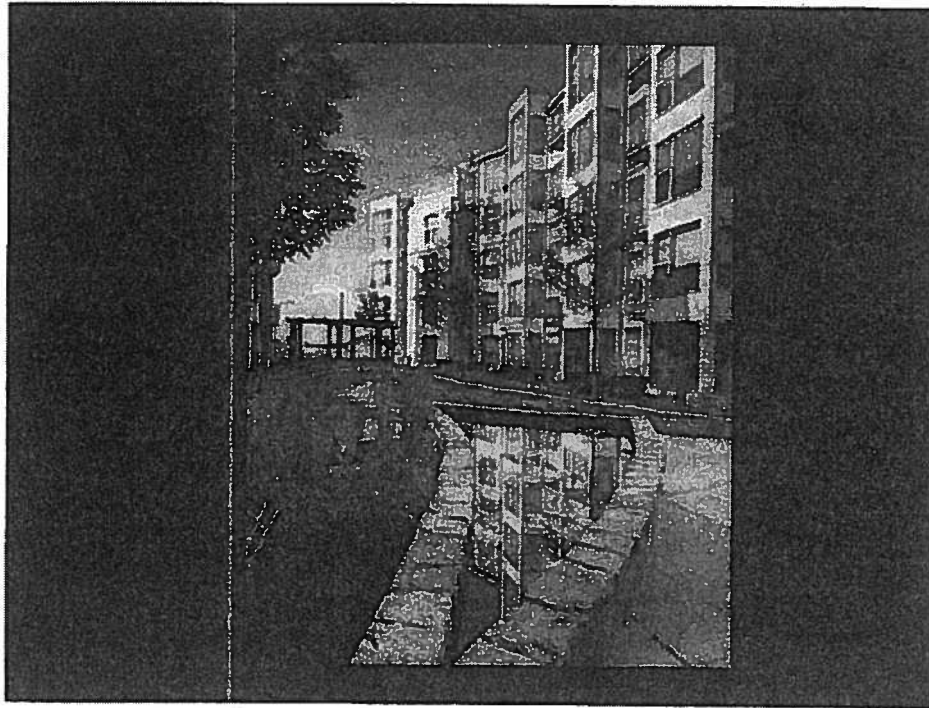




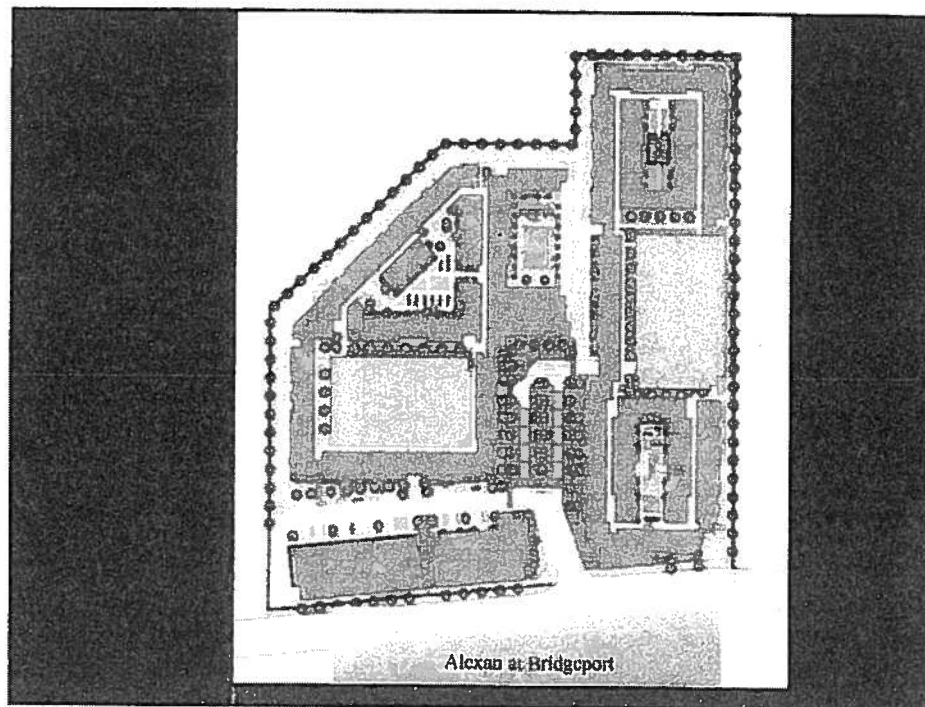
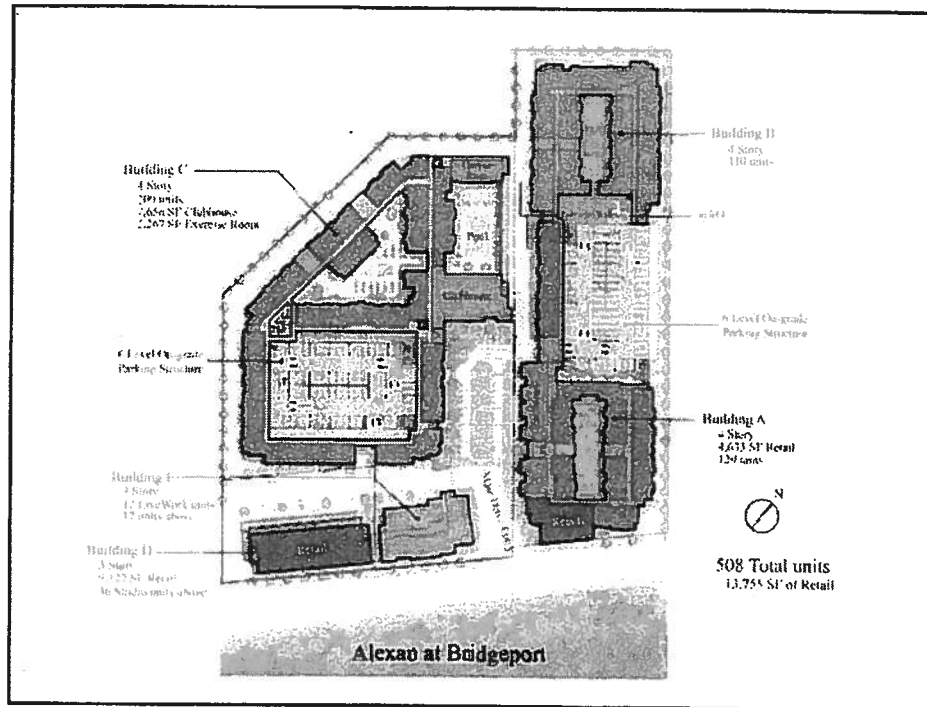
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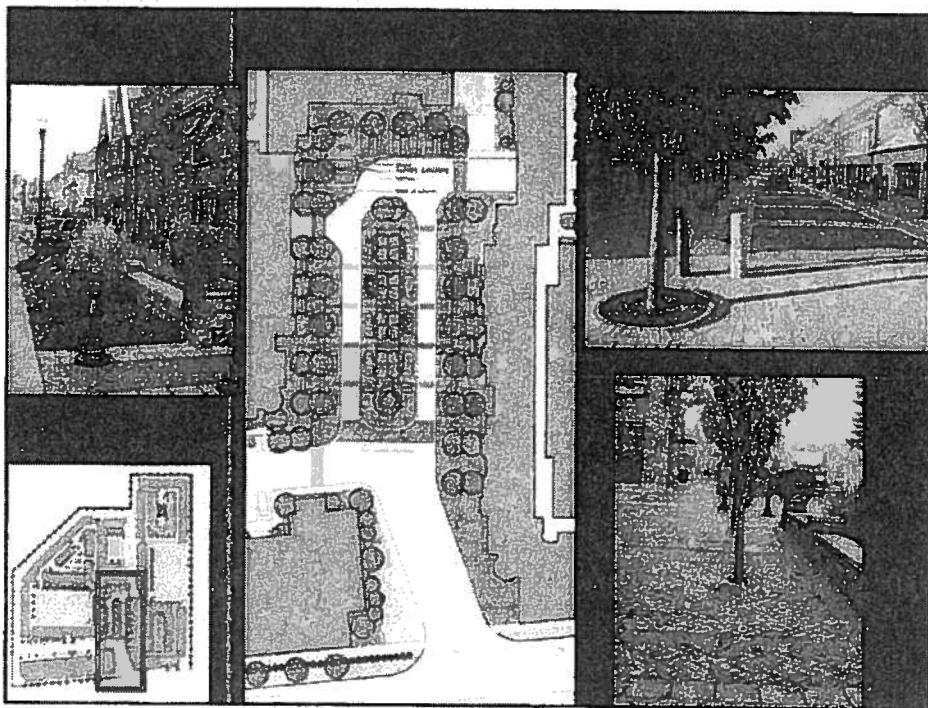
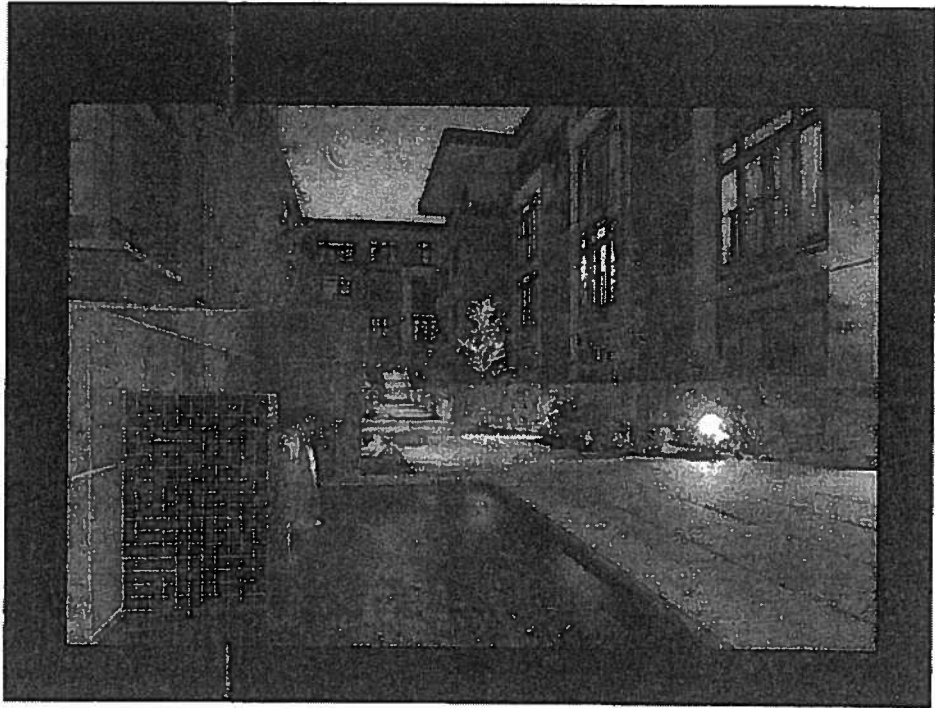


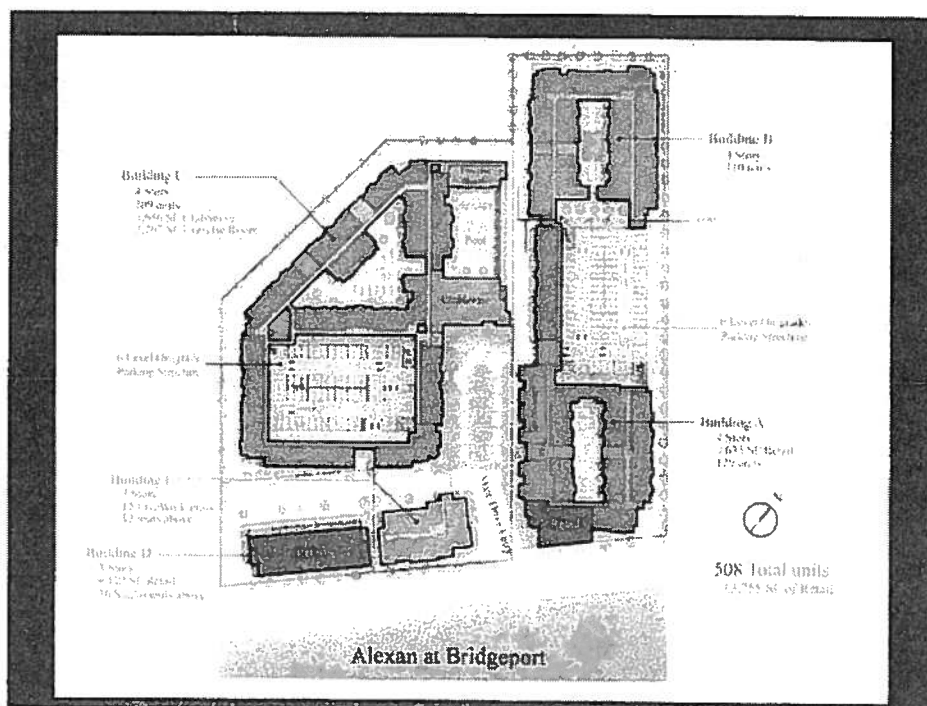
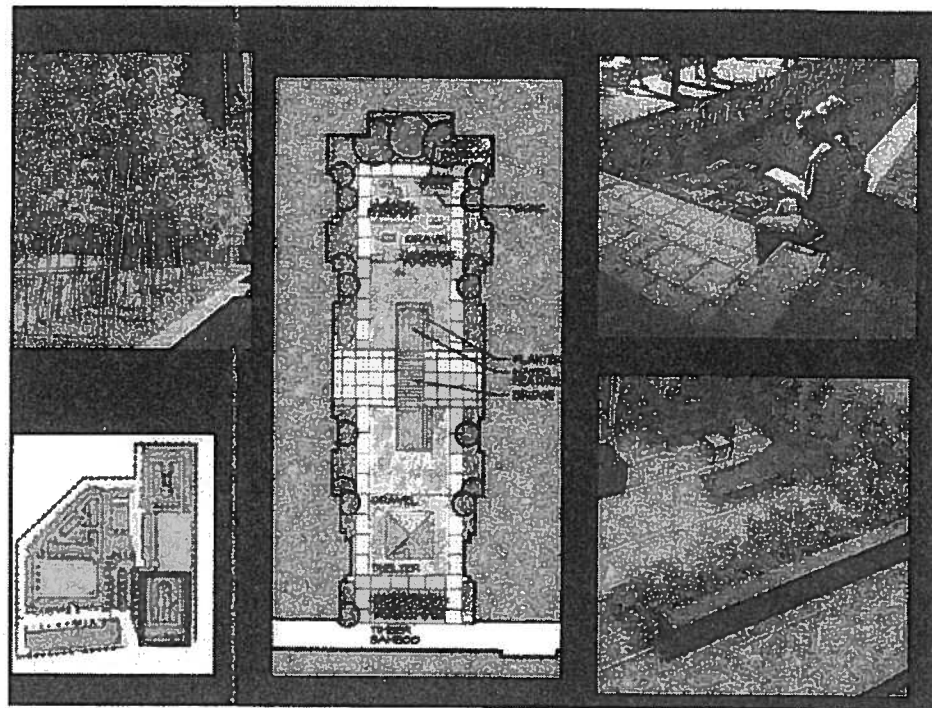


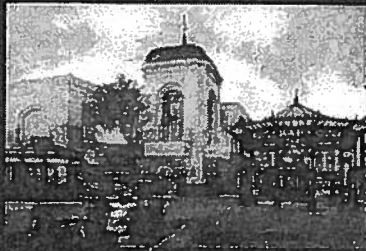
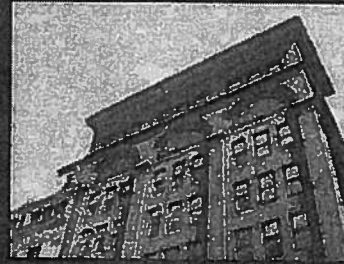




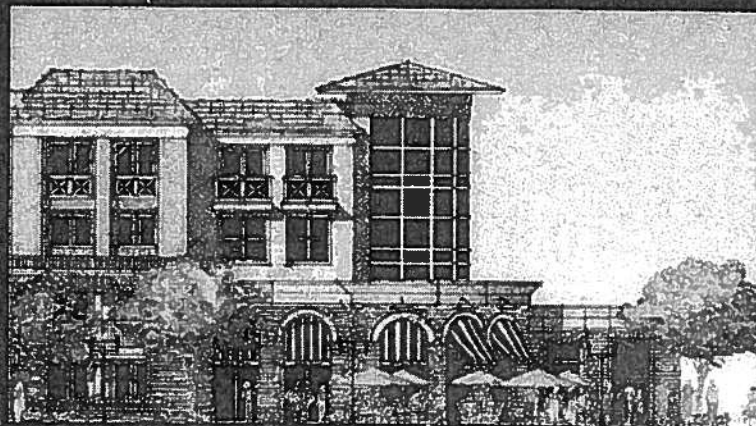


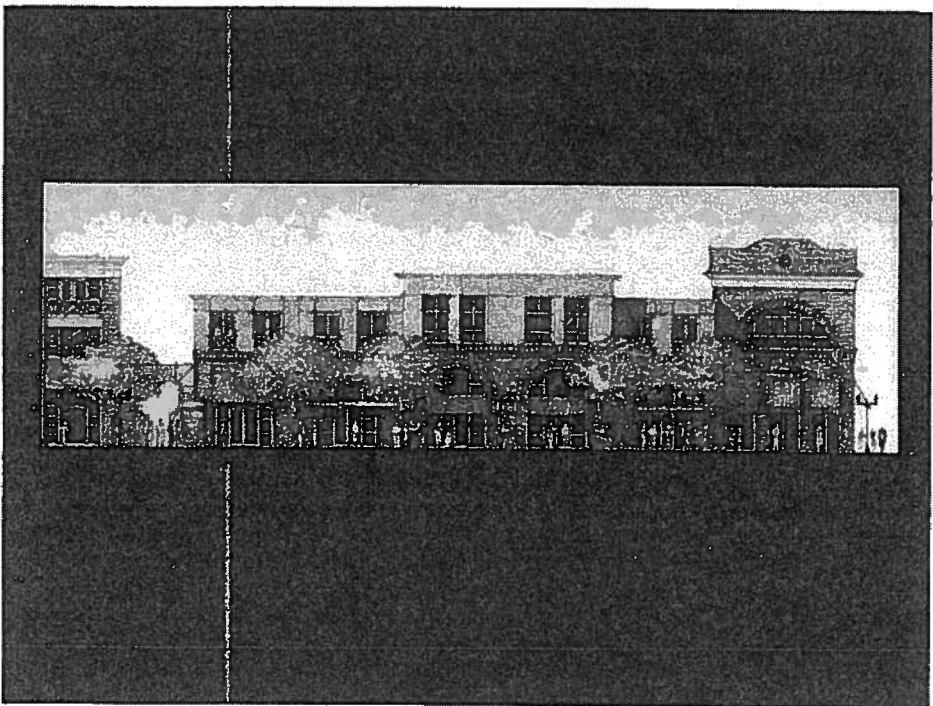
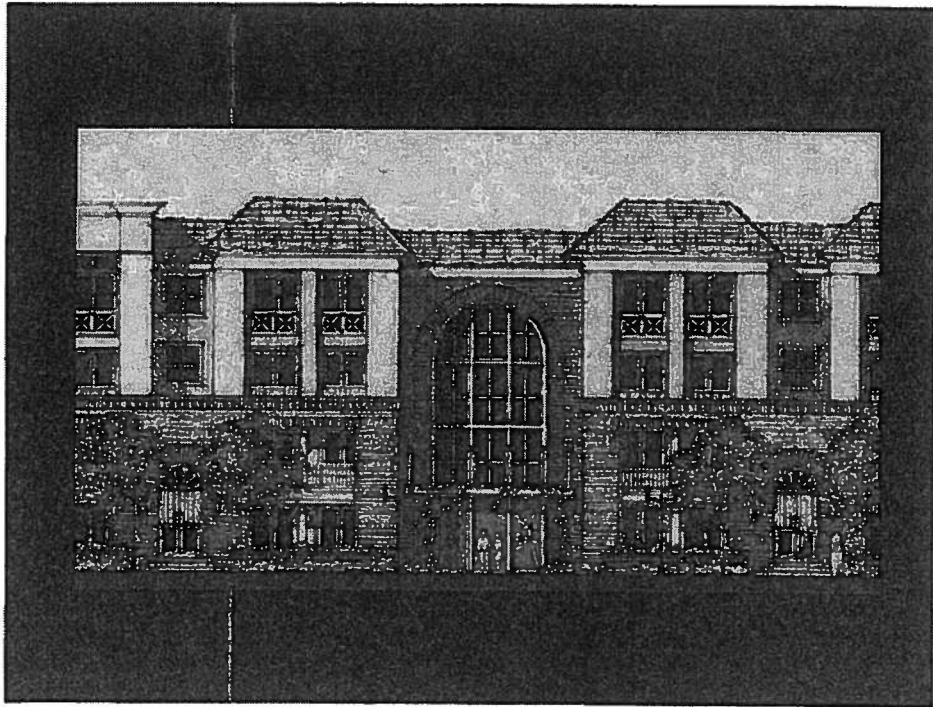




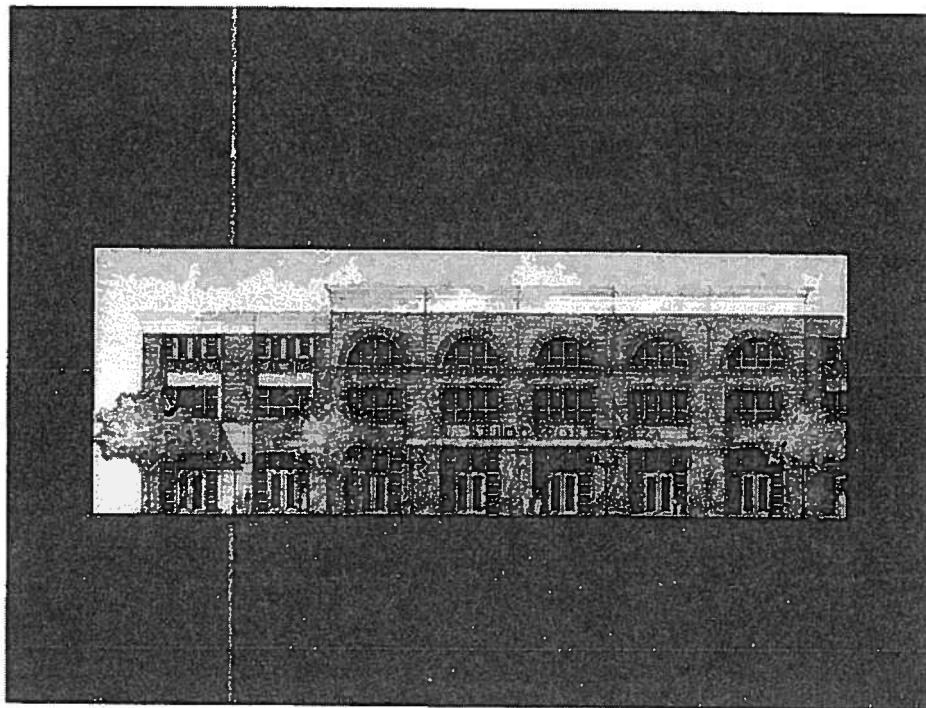
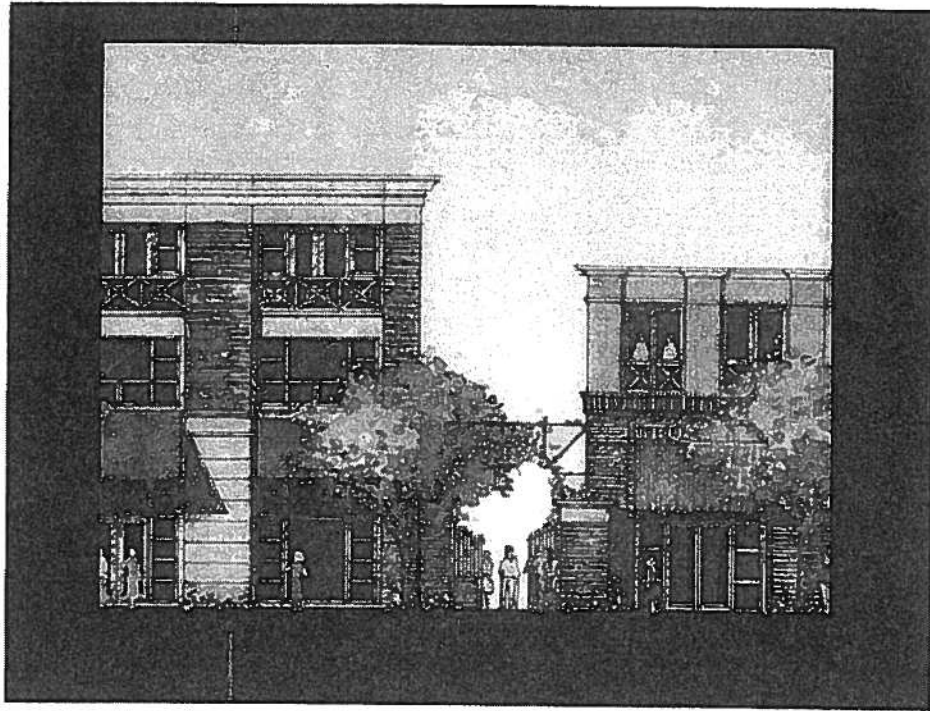


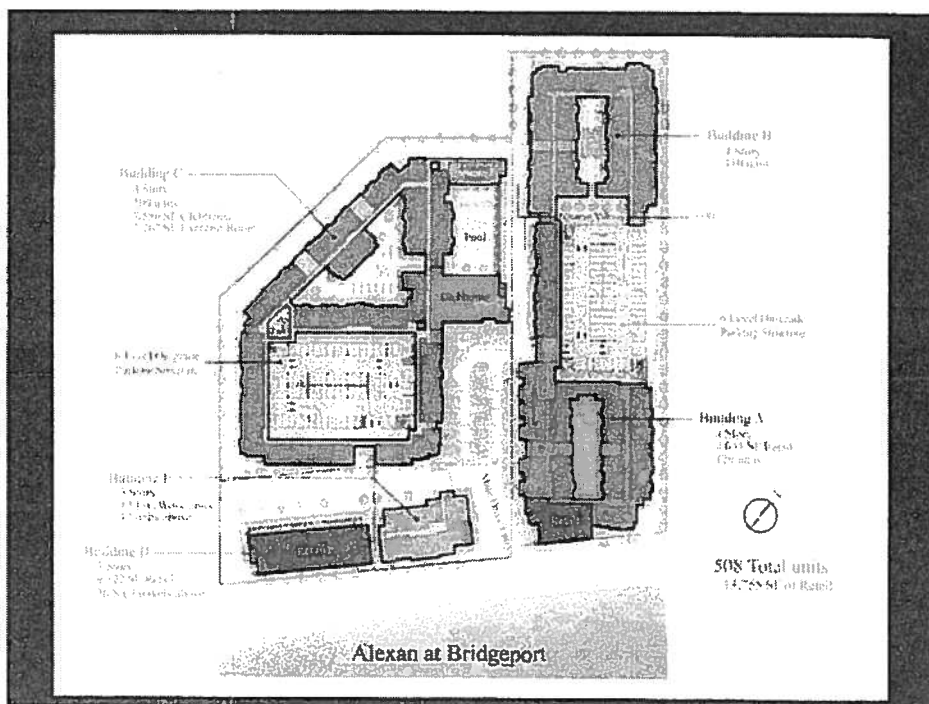
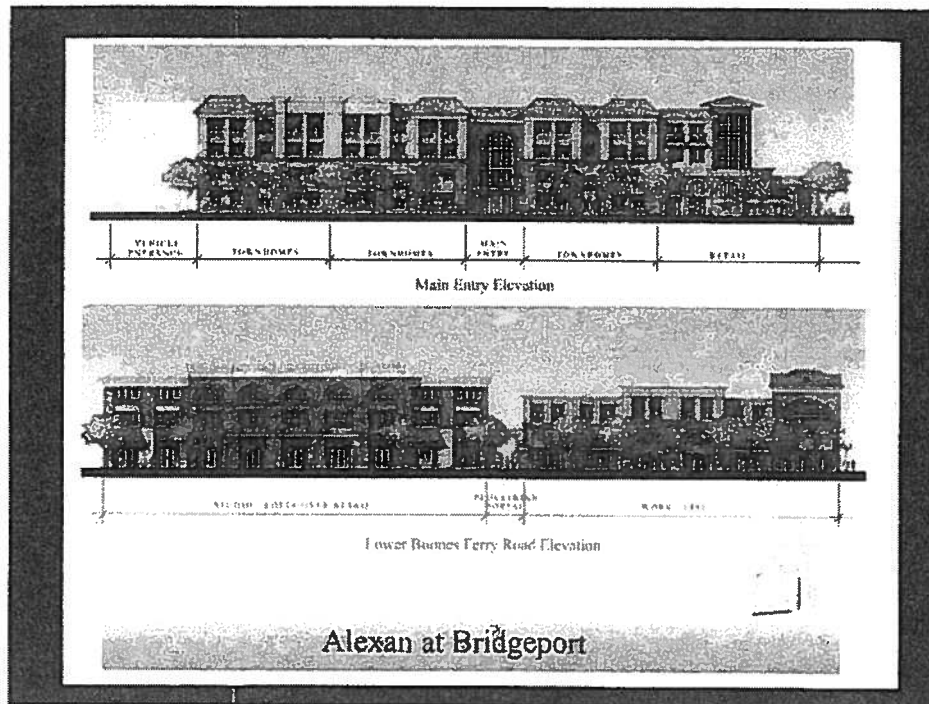
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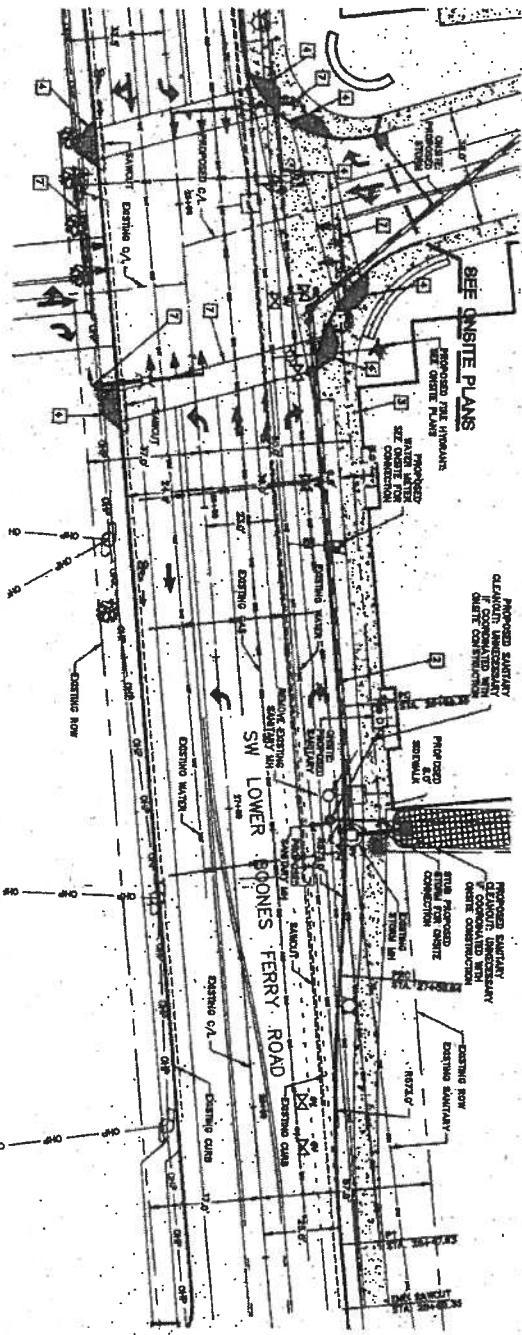












PRELIMINARY





# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager *SL*

**FROM:** Paul Hennon, Community Services Director *Paul Hennon*  
Abigail Elder, Library Manager *Abigail Elder*

**DATE:** July 26, 2010

**SUBJECT:** WCCLS LOCAL OPTION LEVY UPDATE AND VOTER INFORMATION MATERIALS

---

### ISSUE BEFORE THE COUNCIL:

Council will review the proposed Washington County Cooperative Library Services (WCCLS) 2010 Local Option Levy to maintain countywide library services and provide direction on Tualatin's voter information materials. Tualatin's share of the levy in FY10/11 is \$412,314.

### POLICY CONSIDERATIONS:

- Should the City provide voter information materials to supplement those produced by WCCLS to clarify the impacts to Tualatin rather than rely solely on the more general WCCLS resources, and if so, what should be the major themes, materials, costs, and funding sources?

### DISCUSSION:

#### Local Option Levy

#### Current Levy:

The current local option levy was approved by voters in November 2006 with a fixed property tax rate of \$.17 per \$1,000 of Assessed Value that is estimated to generate a net amount of \$28 million over the four-year period of FY2007-08 through FY2010-11. The levy started in July 2007 and expires in June 2011. The first-year estimated yearly cost was about \$32.60, or \$2.72 per month for a Washington County resident owning an average-priced home.

The levy represents about 33% of WCCLS funding with the County General Fund providing 66% of funding and 1% coming from miscellaneous resources. Tualatin's distribution of the levy in FY2010-11 is \$412,314 and represents about 25% of the Tualatin library's funding.

# MEMORANDUM: WCCLS LOCAL OPTION LEVY UPDATE AND VOTER INFORMATION MATERIALS

July 26, 2010

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## Proposed Levy:

If approved by voters, the proposed local option levy would replace the current levy and continue funding library services throughout Washington County. The proposed levy will be on the November 2, 2010 election ballot with a fixed property tax rate of \$.17 per \$1,000 of Assessed Value (AV) that is estimated to generate a net amount of \$44.2 million over the five-year period of FY2011-12 through FY2015-16. The proposed levy would start in July 2011 and expire in June 2016. The first-year estimated yearly cost is about \$36.50, or \$3.00 per month for a Washington County resident owning an average-priced home with an AV of \$215,089 in FY2011-12.

Tualatin's distribution of the levy in FY2011-12 is estimated to increase by 2% over the current year and equal \$420,560. This represents about 25% of the Tualatin library's funding.

For reference on the impact of reducing the library's operating budget by that amount, the entire FY2010-11 budget for materials and services is about \$363,000, and includes the collection development line item that is used to buy books and other items that are checked out and available inside the library, all the program costs, computer replacement, training, maintenance on the self-check equipment, and printing and postage. Clearly, the City could not operate the library at its current level of service without either replacing the lost funding, reducing service levels, or some combination of both.

See attachments A, B, and C for further information on the proposed levy, ballot title and explanatory statement.

## Voter Information

### WCCLS Communications Plan

Washington County has prepared a non-advocacy information plan to educate Washington County voters about the 2010 Cooperative Library Services Local Option Levy (Attachment D). Each library will receive a supply of levy educational resources (Talking Points, FAQ sheet, brochures, bookmarks, posters, etc.). Additional educational materials will be made available for individuals, community and civic groups. WCCLS will request review of all printed educational resources by the Elections Division prior to publication to assess compliance with Oregon statute.

### Tualatin Supplemental Voter Information Materials

In the past, voters have wanted to know the local impact of measures, such as:

1. What the tax rate would be and the cost to the average homeowner.
2. What services are currently provided and how would that change if the measure passes or if it fails.
3. How the funds would be used.
4. Who votes and where to obtain additional information.

If the Council chooses to provide supplemental voter education materials, it is important to determine at this time what the main message will be regarding what would happen if

MEMORANDUM: WCCLS LOCAL OPTION LEVY UPDATE AND VOTER  
INFORMATION MATERIALS

July 26, 2010

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the measure passes or fails. The key question is how detailed to be given decisions that have not yet been made. For example, while final verbiage is still to be determined, following are three types of statements with varying degrees of specificity that Council could choose from to provide staff guidance in preparing educational information.

1. GENERAL (NOT DETERMINED WHAT CITY SERVICES WILL BE IMPACTED)

The WCCLS levy is part of the funding mix for the Tualatin library and if the measure fails and library funding from Washington County is reduced by approximately \$412,000, the Council will determine if there will be impacts on library service levels and decide how to fund the desired service levels.

2. FOCUSED (IMPACT TO LIBRARY TO BE DETERMINED)

The WCCLS levy is part of the funding mix for the Tualatin library and if the measure fails and library funding from Washington County is reduced by approximately \$412,000, library service levels will change through some combination of reducing the number of days and hours the library is open, eliminating some programs, and purchasing fewer materials for the public to check out.

3. VERY SPECIFIC (EXACT LIBRARY REDUCTIONS)

The WCCLS levy is part of the funding mix for the Tualatin library and if the measure fails and library funding from Washington County is reduced by approximately \$412,000, library service levels will change by closing the library on (cite specific days and hours), eliminating (cite specific percent programs), and reducing (cite specific percent of materials budget) to purchase materials available for the public to check out.

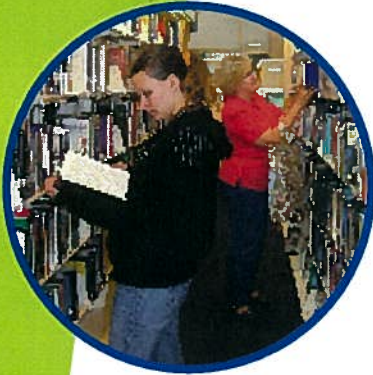
In 2006, the City provided non-advocacy supplemental voter education materials consisting of information in the City newsletter and web site, direct mail, newspaper inserts and advertisements, signs, presentations, and handouts at a cost of about \$14,000.

For this election, non-advocacy supplemental voter education materials with a simple Question and Answer format consisting of information in the City newsletter and web site, direct mail, presentations at local meetings, and handouts would cost about \$10,000.

Schedule

In order to have voter information available in September and October, the Council will need to provide staff direction either on July 26 or August 9.

- Attachments:**
- A. WCCLS Proposal for a Five-Year Library Local Option Levy
  - B. Library Levy Renewal Ballot Title
  - C. Library Levy Renewal Explanatory Statement
  - D. WCCLS Services 2010 Local Option Levy to Maintain Countywide Library Services Communications Plan



**Washington County**  
**Cooperative Library Services**

**Proposal for a Five-Year  
Library Local Option Levy  
FY2011-12 through FY2015-16**



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## EXECUTIVE SUMMARY

### OVERVIEW OF PROPOSAL

The purpose of this document is to provide background information for the Washington County Cooperative Library Services' (WCCLS) levy proposal to the Board of Commissioners on May 25, 2010. The proposal is for a five-year local option levy to support countywide library services for FY2011-12 through FY2015-16. The proposal is to renew the current library local option levy at the rate of \$0.17 per \$1000 of assessed value.

The current local option levy (Measure 34-126) was a new tax, approved by the Washington County voters in November 2006 with an approval rate of 57%. It contains a fixed property tax levy rate of \$.17 per \$1,000 of Assessed Value (A/V) that is estimated to generate a net amount of \$28 million over the four-year period FY2007-08 through FY2010-11, or an average of \$7 million per year. For a Washington County resident owning an average-priced home, Measure 34-126 had a first-year estimated yearly cost of about \$32.60, or \$2.72 per month.

The current levy supplements County General Fund support for WCCLS; levy resources provide approximately 33% of WCCLS funding, the General Fund provides 66% of funding, and 1% comes from miscellaneous resources. The goals of the current levy were to maintain countywide library service levels, restore and support the purchase of books and other materials, and fund library programs and services for children. About 85% of the levy proceeds are distributed to WCCLS member libraries to support operations.

Following the passage of the levy in 2006, WCCLS member libraries experienced significant increases in library use. Almost every measure of use increased at double-digit rates during the last two years, including checkouts (up 32%), annual visitors (up 23%), and youth program participation (up 27%). Member libraries were able to use levy funds to restore expenditures on collections, a primary levy goal, in order to meet growing user demands for materials. Some libraries also restored open hours that had previously been cut.

In response to usage increases, two libraries have opened, or are in the process of opening, branches that were not planned for in the 2006 levy. Cedar Mill Community Library @ Bethany opened in 2007 and moved to a larger, leased space just two years

later, in 2009. Beaverton City Library is in the process of opening a branch in the Murray Hill area with a target opening date of June 2010.

The current levy will expire on June 30, 2011. Based on discussions with WCCLS stakeholders, analysis of voter polling data, and assessment of the current economic climate, the WCCLS Executive Board unanimously recommends to the Board of Commissioners that a levy renewing the current rate of \$0.17, rather than an increase in the rate, be placed on the November 2, 2010 ballot. In addition, they recommend that the levy cover the five-year FY2011-12 through FY2015-16 time period, and that County Counsel be directed to prepare the necessary ballot title. Board of Commissioner meeting dates pertaining to formal consideration of this proposal are scheduled for May 25<sup>th</sup> and June 15<sup>th</sup> of 2010.

The proposed levy is estimated to total \$44.18 million dollars with an estimated first-year levy amount of \$8.2 million. Goals for the proposed levy would be to continue the current support for library operations, purchase books and other materials, and provide programs and services for children. For a resident owning an average-priced Washington County home, the tax impact equates to a first-year annual cost of approximately \$36.57 or \$3.05 per month.

	<b><u>Proposed Levy</u></b>
Total 5-yr estimated amount levied	\$44,175,818
Estimated 1st year levy amount	\$8,237,967
Cost per 1,000/AV	\$0.17
Est. first yr cost per avg home	\$36.57
Monthly 1st yr cost per avg home	\$3.05

In comparison, the chart below compares the current (expiring) levy to the proposed levy. It is important to note that the current levy is a four-year measure while the proposed is a five-year measure. Although the total levy amounts are not entirely comparable due to difference in terms, the first-year estimated annual levy amount, the levy tax rates per \$1,000/AV, the first-year estimated annual cost-per-average home and the first-year monthly cost-per-average home are comparable relationships.

	<b>Current Levy</b>	<b>Proposed Levy</b>	<b>Change</b>
Total estimated amount levied	\$29,508,193	\$44,175,818	
Estimated 1st year levy amount	\$6,897,586	\$8,237,967	\$1,340,381
Cost per 1,000/AV	\$0.17	\$0.17	No Chg
Est. first yr cost per avg home	\$32.60	\$36.57	\$3.97
Monthly cost per avg home	\$2.72	\$3.05	\$0.33



Although the tax rate for the current (expiring) levy is the same as the proposed levy, the actual dollars generated in the first year of the proposed levy is about \$1.3 million dollars more than the amount generated in the first year of the expiring levy. This increase is due to the cumulative effect of estimated annual increases in countywide assessed values (approximately 4.5% per year between FY2007-08 and FY2011-12).

## IMPORTANCE OF LEVY RENEWAL

The significance of the proposed library levy to the viability of countywide library services is highlighted by the following factors:

- **CRITICAL SUPPORT** Since passage in 2006, the WCCLS levy has provided critical support for the restoration of library open hours, maintenance of collections and services, support for programs that serve children (such as early literacy training and summer reading programs), and maintenance of central support and outreach services that link libraries together. Service levels eroded between 2002 and 2006 due to failure of a 2002 levy measure, lack of majority voter turnout for a 2004 levy measure, and subsequent depletion of WCCLS reserves. At one-third of WCCLS revenue, the current levy provides a critical level of support for countywide library services.
- **PUBLIC LIBRARY OPERATING SUPPORT** The current levy provides essential support for WCCLS member libraries that provide library service to all county residents. Member libraries are the “face” of library service, serving over 280,000 active patrons. In these tough economic times, people have turned to public libraries for assistance with formal or life-long education, for aid in training and job searches, as a source of entertainment, and as a way to stretch family budgets by borrowing materials, attending programs, and accessing digital resources.
- **INCREASES IN LIBRARY USE** Washington County residents love their libraries. In the last two years, almost every measure of library use has increased at double-digit rates. In calendar year 2009 checkouts topped 10.5 million, increasing an average of 16% per year over the last two years and 43% over a five-year period. By contrast, county population increased only 9.8% in the last five years. In the last fiscal year (FY2008-09), over 3.85 million people visited member libraries, an increase of 23% over the previous two years combined. Over 170,000 people participated in library-sponsored programs for children, such as the annual summer reading program,

regular storytimes at all libraries, and specialized literacy training programs that prepare children to enter school ready to read.

- **CENTRAL SUPPORT NEEDS** Levy proceeds also fund centralized support and outreach services that link member libraries together, providing economical and efficient ways to deploy library services to county residents. These include a shared library catalog, public computing and Internet resources, daily courier deliveries between libraries to facilitate sharing of materials, electronic subscriptions to research databases and downloadable materials, mail delivery to homebound residents, outreach to Spanish speaking families and to child care providers, countywide user education regarding library services, continuing education for library staff, and research and data analysis to maintain efficient and economical services.

### **LEVY RENEWAL 2010 CALENDAR**

Jan 28 <sup>th</sup>	Preliminary discussion with WCCLS Executive Board
Mar 17 <sup>th</sup>	Continued discussion with WCCLS Executive Board
April 15 <sup>th</sup>	Executive Board agreement on recommended proposal
May 11 <sup>th</sup>	Board of Commissioners' worksession (transmittal)
May 25 <sup>th</sup>	Board review/approval of proposal--direct County Counsel to draft ballot title
Jun 15 <sup>th</sup>	Board review/approval of ballot title
Sep 2 <sup>nd</sup>	Measure filing deadline
Nov 2 <sup>nd</sup>	<b>Election</b>

### **LEVY DOCUMENT HIGHLIGHTS**

In 2006 Washington County voters chose to invest in their libraries. Following is a detailed description of what happened as a result of that investment and an explanation of the levy renewal request. This includes more detailed analysis of WCCLS revenue sources, WCCLS expenditure distribution, how current levy funds have been used to successfully support library services, how proposed levy funds would be used, how the proposed levy was developed and its key assumptions, and a levy budget summary.

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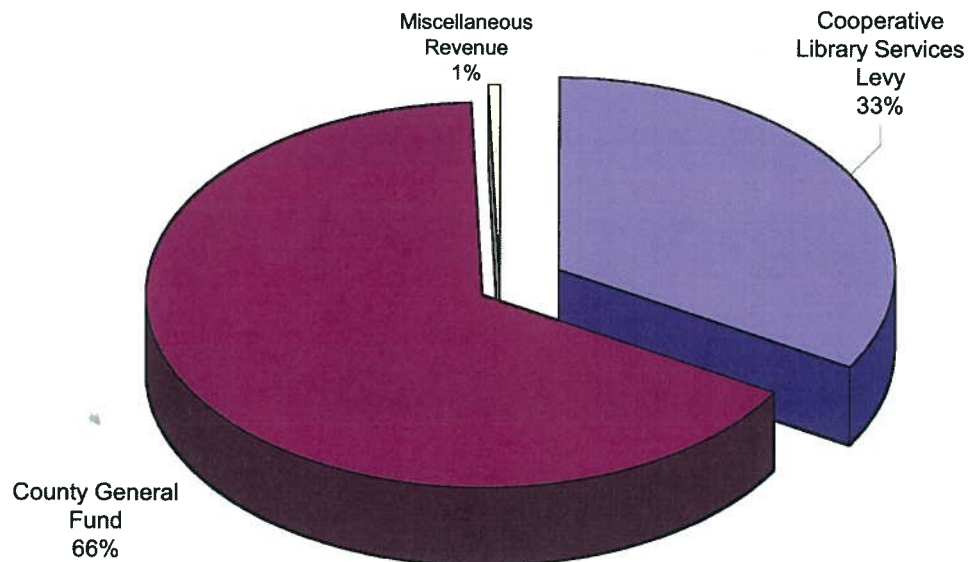
## LEVY CONTEXT AND JUSTIFICATION

### CURRENT LEVY PLAYS A KEY ROLE IN FINANCING COUNTYWIDE LIBRARY SERVICES

#### *Where Do Library Dollars Come From?*

In FY2009-10, the current levy accounts for approximately 33% of total WCCLS revenue; the County's General Fund transfer to WCCLS accounts for 66% of revenue. The County's General Fund transfer represents the vestigial WCCLS serial levy that was rolled into the County's permanent tax rate in 1998 by the passage of Ballot Measure 50. The levy rate for WCCLS at that time was \$0.36 per \$1000 of assessed value, or 16% of the County's permanent tax rate. Since that time, the Board of Commissioners has allocated General Fund resources to WCCLS with increases of 4% annually. Levy funds augment this General Fund transfer. As can be seen below, the current levy provides a significant and important level of support for library services to county residents.

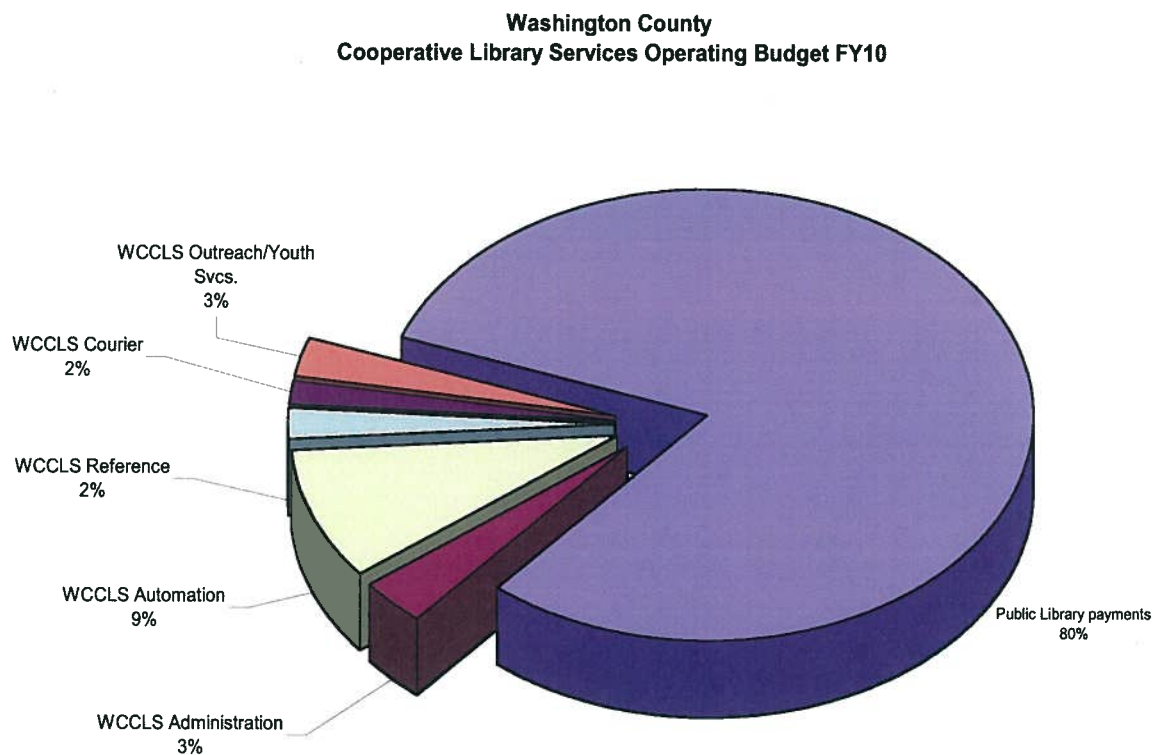
**Funding Sources - Cooperative Library Services FY10**



#### *Where Do Library Dollars Go?*

In FY2009-10, the operating expenditures for WCCLS total approximately \$26.6 million dollars. Of that, \$18.04 million will be distributed via Inter-Governmental Agreement to 12 library providers (operating 14 library outlets) to support public library operations. This is about 80% of total annual expenditures. Approximately \$4.7 million

dollars funds central support and outreach services (Administration, Automation, Reference, Courier, Outreach and Youth Services). The remaining \$3.9 million is held in contingency. The following chart provides an overview of WCCLS expenditures:



### THE CURRENT LEVY: HOW HAVE FUNDS BEEN USED?

As defined by Washington County's Strategic Plan, WCCLS has three functions. First, WCCLS is the primary funding source for public library operations. Second, WCCLS provides support services to member libraries, and third, WCCLS provides outreach to special populations. Accordingly, library levy funding supports the following programs and services:

#### *Public Library Operations*

Public library service for all county residents is provided through a partnership between the County, nine cities and two non-profit associations. Via Inter-Governmental Agreements, WCCLS distributes approximately 80% of its budget to

these partners to support operational expenses. In 2010, these partners operate 14 public libraries, with a 15<sup>th</sup> location scheduled to open. These libraries are:

- Banks Public Library
- Beaverton City Library
  - Beaverton -- Murray Scholls Branch (*projected to open in June 2010*)
- Cedar Mill Community Library
  - Cedar Mill @ Bethany Branch
- Cornelius Public Library
- Forest Grove City Library
- Garden Home Community Library
- Hillsboro Public Library
  - Hillsboro -- Shute Park Branch
- North Plains Public Library
- Sherwood Public Library
- Tigard Public Library
- Tualatin Public Library
- West Slope Community Library (*the only County-operated library facility*)

Currently an average of 65% of the annual operating expenditures for these libraries comes from WCCLS. The remainder is from local support, whether city or association funds, local fund-raising efforts, etc., and the percentage varies from one library to the next, as determined locally. It is also important to note that all facility costs, such as building bonds or other capital costs related to buying and constructing buildings, are borne at the local level and are not covered by WCCLS funds.

Member libraries use WCCLS funds to support library operations, including personnel, purchase of books and other materials, purchase of PCs for public and staff use, programming, utilities and other miscellaneous operational expenses. WCCLS member libraries have traditionally lagged behind Oregon and national averages for materials expenditures and volumes per capita. To rectify this, member libraries have invested current levy funds in their collections, increasing materials expenditures 49% over the last two years to restore materials budgets that diminished between 2002 and 2006, and to rebuild collections to meet the needs of our growing population.

*Central Support Services that link member libraries together*

WCCLS centrally provides services that are of benefit to all member libraries. These include a shared library catalog and the [www.wccls.org](http://www.wccls.org) website, technology support and Internet access, subscriptions to electronic resources, interlibrary borrowing, courier deliveries between libraries, youth services programming support, and central



coordination of services, publicity and public education activities. Services are provided centrally when it is more economical, more efficient, or provides greater public benefit than if each library provided the services locally.

In the Automation Program, levy funding supports the maintenance of essential hardware and software that connect libraries through the shared library catalog and serve as the primary work productivity tool for member library staff. It also supports continual technical and creative development of the [www.wccls.org](http://www.wccls.org) website. Automation staff provide training for member library staff on use of the system software, manage Internet and WiFi services, oversee wide area network and system security, and provide catalog database quality control. Major projects during the current levy cycle included implementing a managed wireless access network for the public at member libraries, upgrading and expanding central servers and telecommunications equipment, implementing a content management system for the wccls.org website, and expanding public access to electronic resources by augmenting catalog database information and adding social networking options. Use of electronic resources continues to grow. Comparing a sample one month period in 2009 to the same period in 2010, wccls.org website page views increased 83%; monthly visitors to the website exceed 171,000. Three FTE were added this levy cycle to address network security and website development needs.

In the Courier Program, levy funds help support daily courier deliveries between libraries to deliver materials for convenient patron pick up, and to return materials to their owning libraries. The popularity of patron-placed holds, coupled with the increase in library use, has contributed to significant increases in courier delivery volume. From FY2006-07 to FY2008-09, the total number of materials picked up and delivered between member libraries increased 52%, from 4.25 million to 6.47 million items. Two FTE Delivery Clerk positions were added during the current levy to address workload increases; a replacement delivery van with higher capacity is planned for FY2010-11.

In the Reference and Interlibrary Loan Program, levy funds have continued and expanded subscriptions to electronic research databases and downloadable content such as e-books, audiobooks and videos available to patrons in the library or from home computers. Through centrally arranged subscriptions, all library users have access to research data; career, job-training and test preparation materials; interactive language-learning tutorials; homework assistance, and other information not generally available to the public through the Internet. Databases are accessed through the wccls.org website from libraries, homes and schools. By participation in statewide cooperative

arrangements, WCCLS leverages funds to provide access to a greater array of electronic data than we could otherwise afford, including download able audio-books, e-books and videos. From FY2006-07 to FY2008-09 the number of electronic subscriptions increased 33%, while usage increased 66%. WCCLS Interlibrary Loan (ILL) staff locates and borrows materials from other libraries across the country and internationally to fill requests from our patrons. Over the last two fiscal years, the number of ILL borrowing requests from patrons increased 86%.

In the Outreach and Youth Services Program, levy funds support youth services programs that provide early literacy training for member library staff and the public, and for central publicity and coordination of programs such as the annual Summer Reading Program. Staff also creates kits of books, music, games and props on various themes that can be used by librarians for children's programming, or be checked out by parents or child care providers for incorporation into home child care activities. Youth participation in Summer Reading increased 27% over the last two years, with 24,783 children signing up to participate in summer 2009. The number of children reaching their reading goals increased 30% over those two years. WCCLS garners significant community support for Summer Reading programs. In 2009 the WCCLS Summer Reading Program partnered with community businesses to obtain over \$900,000 in cash and in-kind sponsorships, including newspaper and radio advertising, printing, and free or reduced price tickets to amusement parks and sporting events.

In the Administration Program, levy funds support the central coordination of countywide library services, planning, research, publicity, education and promotion of library services. WCCLS coordinates the evaluation of policies and procedures by member libraries in order to maintain a consistent patron experience across the system. The WCCLS Policy Group, including the directors of member libraries, meets regularly to review policies and develop operational guidelines. The WCCLS Executive Board, including the chief administrative officers of the county and nine cities, two non-profit agencies, and a representative of the one county-operated library, meets regularly to review funding and discuss long-range issues that affect the cooperative. In FY2008-09 both groups participated in a WCCLS-led evaluation of governance options and the development of a 10 year strategic plan for library service. Administrative staff coordinates the annual Hearing Voices Storytelling Festival to celebrate National Library Week and to highlight the ever-changing role of libraries. Administrative staff provides support functions for Central and Outreach programs and manages WCCLS financial resources.



### *Outreach Services to Special Populations*

The Outreach and Youth Services Program plays an important role in reaching county residents who might otherwise not have access to library services. Homebound residents who are confined to home or a care facility or who have physical difficulty using a public library may receive mail delivery of library materials free of charge. Receiving materials through the mail provides a vital connection to the world and allows people to remain intellectually active. Staff provides personalized telephone research and materials selection assistance to Homebound patrons. There are over 280 individuals, plus care facilities housing over 1300 people, served by Outreach. Circulation of materials to these Homebound patrons has increased 20.4% over the last two years.

Outreach efforts have also been directed at two other target populations: children in care, and Spanish-speaking families and children. WCCLS Youth Services staff coordinates early literacy training for library staff, for parents and for care-givers to increase the integration of literacy activities into the child care routines. Our goal is to increase the number of Washington County children who enter school ready to read by increasing the number of pre-school aged children who are exposed to books and literacy concepts. In 2009 Washington County piloted a statewide program in cooperation with the Commission on Children and Families called Reading for Healthy Families. Librarians and Healthy Start Family Support Workers were provided with early literacy training so that they possess the skills and resources to share reading readiness information with at-risk parents and families. The 16 Washington County librarians who participated in the Reading for Healthy Families initiative provided early literacy training to 409 families between October 2008 and November 2009. In addition, WCCLS and member library staff have made efforts to better serve children with special needs such as developmental disabilities and autism.

WCCLS staff also developed shared resources for member libraries, including storytelling resource kits to enhance local library children's programs, and theme bags that include books, props, games and resources notebooks on various topics. These can be checked out by child care providers and parents for home use. During FY2008-09, 770 member library storytimes took place using WCCLS resource kits, bringing in a total attendance of 23,294.

WCCLS has provided targeted outreach to Spanish-speaking residents for about eight years. Residents who move here from many Spanish-speaking countries do not have the same exposure to public libraries in their native countries as they do in the U.S. Our goal is to educate these new residents about the services offered by public libraries, and

how library resources can help families learn English and can help children succeed in school. Because the Spanish-language outreach is focused on children and families, it complements our English-language early literacy training and outreach by connecting with community partner organizations, such as Head Start, Virginia Garcia Clinic, school districts, and the New Parent Network, that provide education and outreach to Spanish-speaking children. Staff provides support to member library staff regarding services and materials they provide to Spanish-speaking patrons. Special efforts have been made to build relationships with Spanish-language media (radio and TV) to share information about library services and programs.

#### *Information Systems Replacement Fund*

In the current levy, WCCLS included \$1.2 million to set aside for an Information Systems (IS) replacement fund. The goal of this was to build an adequate, dedicated reserve fund to pay for the replacement of the shared library catalog hardware and software if needed, and/or to fund significant enhancements to the system. To date, approximately \$147,000 has been spent on significant, related technology projects. At the time of the current levy planning (2005), WCCLS and member libraries were not sure whether the current integrated library system software would continue to meet our growing needs. However, the system has stabilized and will adequately meet our needs for the foreseeable future. In addition, other industry options have dwindled, so there is no significant reason to consider changing systems at this time.

Looking forward, WCCLS does not anticipate the need to replace the entire system in the next five years (hardware is routinely upgraded out of the general central support operating budget). WCCLS estimates that maintaining an IS Replacement Fund of \$600,000 will be sufficient to assure our ability to implement change should it be necessary. On advice of County Counsel, WCCLS will include language in the 2010 ballot title requesting voter permission to repurpose the remainder of the fund to support other significant projects and library services.

#### **THE PROPOSED LEVY: HOW WILL FUNDS BE USED?**

The proposed levy will be used to continue funding for core library services, including support for local library operations for the purchase of books and other materials; to provide children's reading programs; to provide resources for job seekers; to support central services that link libraries together; and to provide outreach to special populations. Recognizing that a renewal of the current levy rate provides no significant change in funding over the term of the levy, no new large initiatives are planned and no

increases in FTE for Central or Outreach services are planned during the term of the proposed levy.

At their April 15, 2010 meeting the WCCLS Executive Board agreed on the following principles or assumptions for the proposed levy.

#### *Resources*

- A renewal of the current levy rate of \$0.17/\$1000 of assessed value for five years (FY2011-12 through FY2015-16)
- Estimated \$44,175,818 to be levied over term (est. \$42.6 million to be collected)
- Estimated 95.5% first-year tax collection rate
- Estimated 3.5% annual increase in assessed value
- Maintain a fund balance (contingency) of 8-10% of annual expenditures, plus \$600,000 in the Information Systems Replacement Fund
- Assume that annual increases in the transfer of County General Fund resources will mirror annual increases in assessed value (estimated at 3.5%)

#### *Expenditures*

- On an annual basis, WCCLS Executive Board will review anticipated resources and recommend expenditure levels to be included in the WCCLS annual budgeting process; this includes recommendations for central support and outreach services as well as funds to be distributed to public library providers.
- On an annual basis, expenditures will not generally exceed revenues (maintaining the fund balance as noted above); there will be flexibility on an annual basis to adjust to specific needs and changes.
- After the November 2010 election, WCCLS Executive Board and Policy Group will review the current public library funding formula and revise it, as necessary, for inclusion in the next Public Library Services Agreement to cover the term of the levy. The review process will also determine a method for adjusting operational funding to address the opening of any new branches or library expansions that occur during this five-year window.

#### *Core Services*

The WCCLS Executive Board agreed upon the following list of core library services to be supported by this proposal. Levy funds will:

- Be used to purchase books and other materials
- Support children's reading programs and services (currently serving over 170,000 people annually)
- Support resources and information for job-seekers

- Support local library operations
- Support central services that link libraries together such as a shared library catalog and website, deliveries between libraries, subscriptions to databases and downloadable content
- Support outreach to special populations, including homebound residents, children in care and Spanish-speaking families

## **HOW LIBRARY USE IS CHANGING**

Nationally, as the U.S. economy declined, public library use increased. This is true in Washington County as well. As has been described above, our member libraries experienced double-digit growth in almost every service measure over the last two years. In addition to that growth, however, libraries are experiencing changes in the types of services the public needs and in the resources libraries can offer.

In addition to serving as a source of books and other printed resources, our libraries now offer a variety of materials available electronically. This includes reference databases and full-text journals that support business, research, homework assignments and hobbies. We also offer audio-books, videos and e-books that can be downloaded to home computers or portable devices like iPods and MP3 players. Increasing options for patron access to library materials and services from wherever they are (home, school, or office) and whenever they need them (24 X 7) will continue to be a priority.

Library collections increasingly include materials in languages other than English that are spoken by Washington County's increasingly diverse population. Special efforts are made to provide materials for children to learn to read in their native languages in order to make a smooth transition to English-reading proficiency. Bilingual materials help families bridge the gap between old and new countries and cultures.

While WCCLS has provided public access to the Internet for many years, we have added wireless access at member libraries to accommodate the growing number of patrons who need access to the Internet. Providing hot spots to allow more people to use the Internet on their own laptops increases the service we can provide while limiting the fiscal impact of providing computers, wiring, desks, etc. for the local library. It allows libraries to better serve students, business professionals and others who need mobile access for work, school and play.

Providing training to residents on the use of computers and Internet technology is a growing service of libraries. As the unemployment rate rose, libraries responded to the ever-increasing number of people coming through the doors who had never used the Internet before and needed assistance in obtaining email addresses, creating resumes, completing online job applications and more.

More and more, our libraries are serving as community gathering places, the “front porches” of their communities. People gather at their neighborhood libraries as a way to connect with their communities. Libraries respond to this desire by offering friendly and convenient opportunities for learning and sharing. Toddlers learn the fundamentals of literacy through the magic of storytelling; children maintain their reading skills through fun summer reading activities; teens gather for movies and video-gaming parties in a safe and supervised environment; adults attend classes or participate in discussion groups. Our libraries host discussion groups that bring together residents desiring to learn English with residents desiring to learn Spanish or other languages. Library meeting spaces are used for community meetings, small and large, and as host to library-sponsored performances.



## KEY LEVY ELEMENTS & ASSUMPTIONS

### APPROACH TO LEVY DEVELOPMENT & ASSUMPTIONS

As can be seen in the following table of key levy development assumptions, a number of factors are taken into account as the local option levy is developed:

- The estimated beginning balance for the new levy is calculated based on the estimated ending balance for WCCLS as of the end of FY2010-11 (the last year of the expiring levy). The estimated beginning fund balance for the new levy period (FY2011-12 through FY2015-16) is approximately \$4.1 million dollars.
- An estimate of taxes to be generated by the new local option levy takes into account the recent downturn in the U.S. economy, and growth rates are accordingly reduced from the 4-5% range in the current levy to approximately 3.5% in the proposed levy.
- Determinations are then made of the approximate delinquent tax collections that are due from previous tax years. These are based on historic proportional relationships between taxes collected on time and taxes that are paid on a delinquent basis.
- An estimate of annual interest earnings on the levy fund balance is calculated based upon an estimate of the levy fund's average monthly balance for the new levy period. As with the tax revenue assumptions outlined above, interest rate earnings assumed for the proposed levy are significantly lower than the current levy due to economic conditions.
- Budget estimates were developed for the next five years using the assumptions highlighted on the following table. A key assumption is that each year's budget is expected to be expended at the 99% level. (Approximately 80% of the total budget is distributed to public library providers so is assumed to be a 100% expenditure; central support and outreach services expend at about the 95% level.) A \$100,000 contingency is budgeted annually. Each year's budget is calculated based on the cost increase assumptions listed on the following table (that is applied to the prior year's budget) and is then assumed to be under-spent by 1% each year.
- Finally, once all fund balance and revenue/expenditure assumptions are calculated over the life of the levy, the proposed tax rate is entered, and estimated taxpayer impacts are calculated using estimated assessed values for an average-priced county residence.

# WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

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	New LOL				
Assumptions	FY12 Est	FY13 Est	FY14 Est	FY15 Est	FY16 Est
Assessed value increase	3.50%	3.50%	3.50%	3.50%	3.50%
Assessed value	48,458,630,111	50,154,682,165	51,910,096,041	53,726,949,402	55,607,392,632
Prop tax collection rate	95.50%	95.50%	95.50%	95.50%	95.50%
Tax rate	0.17	0.17	0.17	0.17	0.17
Levy imposed	\$ 8,237,967	\$ 8,526,296	\$ 8,824,716	\$ 9,133,581	\$ 9,453,257
Estimated levy prop taxes collected	\$ 7,867,259	\$ 8,142,613	\$ 8,427,604	\$ 8,722,570	\$ 9,027,860
Del taxes as a % of curr yr taxes	1.00%	1.00%	1.00%	1.00%	1.00%
Annual interest earnings rate	2.00%	3.00%	3.00%	3.00%	3.00%
Departmental revenues collection rate					
Departmental revenues growth rate	2.00%	2.00%	2.00%	2.00%	2.00%
Annual Increase From County Gen Fund	3.50%	3.50%	3.50%	3.50%	3.50%
Annual expenditure rate	99.00%	99.00%	99.00%	99.00%	99.00%
Public Library payments annual increase	3.50%	3.50%	3.50%	3.50%	3.50%
Step Increases	2.47%	2.47%	2.47%	2.47%	2.47%
COLA Increase: Non-Reps	3.00%	3.00%	3.00%	3.00%	3.00%
Annual M&S expenditures growth rate	3.00%	3.00%	3.00%	3.00%	3.00%
Annual other expenditures growth rate	1.00%	1.00%	1.00%	1.00%	1.00%
Annual interdept expenditures growth rate	5.00%	5.00%	5.00%	5.00%	5.00%
Annual capital expenditures growth rate	3.00%	3.00%	3.00%	3.00%	3.00%
<b>Benefits Calculations</b>					
FICA	6.20%	6.20%	6.20%	6.20%	6.20%
Medicare (above salaries of 102k)	1.45%	1.45%	1.45%	1.45%	1.45%
Workers compensation	\$761	\$837	\$921	\$1,013	\$1,114
Employer paid work day tax	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%
Pers contribution	18.00%	18.00%	19.00%	19.00%	19.00%
Health insurance	\$12,837	\$14,121	\$15,533	\$17,086	\$18,795
Disability insurance	0.2652%	0.2679%	0.2706%	0.2733%	0.2760%
Life insurance					
Non-MAPPS	\$26	\$27	\$27	\$27	\$27
MAPPS	\$197	\$199	\$201	\$203	\$205
Unemployment insurance	\$222	\$224	\$227	\$229	\$231
Tri-Met tax	0.6960%	0.7001%	0.7043%	0.7086%	0.7128%



## TAXPAYER IMPACTS

The following highlights the taxpayer impacts of the current levy versus the proposed levy. All impacts are based on an estimate of the assessed value of an average-priced home in Washington County.

### WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

Current Levy	Countywide Assessed Value	Annual AV Growth	WCCLS Levy	Levy Rate
2007-08 Actual	\$41,561,762,522		\$7,065,500	\$0.17
2008-09 Actual	\$43,715,557,048	5.2%	\$7,431,645	\$0.17
2009-10 Actual	\$45,236,649,734	3.5%	\$7,690,230	\$0.17
2010-11 Estimate	\$46,819,932,475	3.5%	\$7,959,389	\$0.17
<b>Four Yr Avg</b>	<b>\$44,333,475,445</b>	<b>4.1%</b>	<b>\$7,536,691</b>	<b>\$0.17</b>

#### *Impact of Current Levy for Average Home*

	Average Home Assessed Value	Annual Cost	Monthly Cost
2007-08 Actual	\$187,557	\$31.88	\$2.66
2008-09 Actual	\$193,975	\$32.98	\$2.75
2009-10 Actual	\$200,788	\$34.13	\$2.84
2010-11 Estimate	\$207,816	\$35.33	\$2.94
<b>Four Yr Avg</b>	<b>\$197,534</b>	<b>\$33.58</b>	<b>\$2.80</b>

Proposed Levy	Countywide Assessed Value	Annual AV Growth	WCCLS Levy	Levy Rate
2011-12 Estimate	\$48,458,630,111	3.5%	\$8,237,967	\$0.17
2012-13 Estimate	\$50,154,682,165	3.5%	\$8,526,296	\$0.17
2013-14 Estimate	\$51,910,096,041	3.5%	\$8,824,716	\$0.17
2014-15 Estimate	\$53,726,949,402	3.5%	\$9,133,581	\$0.17
2015-16 Estimate	\$55,607,392,632	3.5%	\$9,453,257	\$0.17
<b>Five Yr Avg</b>	<b>\$51,971,550,070</b>	<b>3.5%</b>	<b>\$8,835,164</b>	<b>\$0.17</b>

#### *Impact of Proposed Levy for Average Home*

	Average Home Assessed Value	Annual Cost	Monthly Cost
2011-12 Estimate	\$215,089	\$36.57	\$3.05
2012-13 Estimate	\$222,617	\$37.84	\$3.15
2013-14 Estimate	\$230,409	\$39.17	\$3.26
2014-15 Estimate	\$238,473	\$40.54	\$3.38
2015-16 Estimate	\$246,820	\$41.96	\$3.50
<b>Five Yr Avg</b>	<b>\$230,682</b>	<b>\$39.22</b>	<b>\$3.27</b>

#### *Current Levy Cost for Average Home Compared to Proposed Levy Cost*

Change	Annual Cost	Monthly Cost
Current Levy Average Cost	\$33.58	\$2.80
Proposed Levy Average Cost	\$39.22	\$3.27
<b>Change</b>	<b>\$5.64</b>	<b>\$0.47</b>

## APPENDIX A – LEVY BUDGET DETAIL

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# WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

Budget Summary		Proposed Local Option levy					5/5/10 1:30 PM
Prog	Program Name	FY12 Est	FY13 Est	FY14 Est	FY15 Est	FY16 Est	5 Yr Total
<b><u>Resources</u></b>							
	Fund Balance	4,100,801	4,077,198	4,043,158	3,914,841	3,700,707	\$ 4,100,801
<b>Revenues</b>							
<i>Non-Operating Program Revenues</i>							
971010	Coop Lib- Admin. & Contracts	23,805,017	24,690,171	25,547,669	26,432,551	27,345,855	\$ 127,821,264
<i>Operating Program Revenues</i>							
971005	Reference	10,200	10,404	10,612	10,824	11,041	\$ 53,081
971010	Coop Lib- Admin. & Contracts	21,180	21,604	22,036	22,477	22,926	\$ 110,223
971020	Automation	1,224	1,248	1,273	1,299	1,325	\$ 6,370
971025	Outreach	48,889	49,866	50,864	51,881	52,919	\$ 254,418
971030	Courier	1,166	1,189	1,213	1,237	1,262	\$ 6,067
	Total operating program revenue	82,659	84,312	85,998	87,718	89,473	\$ 430,160
	Grand total program revenues	23,887,676	24,774,483	25,633,667	26,520,269	27,435,328	\$ 128,251,423
<b>Total Resources</b>		<b>27,988,477</b>	<b>28,851,681</b>	<b>29,676,825</b>	<b>30,435,111</b>	<b>31,136,035</b>	<b>\$ 132,352,224</b>
<b><u>Expenditures</u></b>							
971005	Reference	529,904	551,790	576,170	600,337	625,708	\$ 2,883,909
971010	Coop Lib- Admin. & Contracts	20,015,841	20,725,382	21,464,077	22,226,126	23,015,823	\$ 107,447,248
971020	Automation	2,231,799	2,338,019	2,459,570	2,578,374	2,703,823	\$ 12,311,584
971025	Outreach	655,147	689,227	728,709	767,168	807,952	\$ 3,648,203
971030	Courier	478,588	504,105	533,458	562,399	593,179	\$ 2,671,729
<b>Total Program Expenditures</b>		<b>23,911,279</b>	<b>24,808,523</b>	<b>25,761,984</b>	<b>26,734,404</b>	<b>27,746,485</b>	<b>\$ 128,962,675</b>
	Gross Ending fund balance	4,077,198	4,043,158	3,914,841	3,700,707	3,389,550	\$ 3,389,550
<b>IS Replacement Fund Reserve</b>							<b>\$ 600,000</b>
<b>Net Ending Fund Balance (minus IS Reserve)</b>						10%	<b>\$ 2,789,550</b>



# WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

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## Budget Line Item Detail

## Proposed Local Option Levy

Prog	Prog Name	Acct	Account Name	FY12 Est.	FY13 Est.	FY14 Est.	FY15 Est.	FY16 Est.	5 Yr Total
<b>Resources</b>									
971010	Coop Lib- Admin. & Contrs	30110	Fund balance	4,100,801	4,077,198	4,043,158	3,914,841	3,700,707	4,100,801
<b>Revenues</b>									
<u>Non-Operating Revenues</u>									
971010	Coop Lib- Admin. & Contrs	41005	Current property tax	7,867,259	8,142,613	8,427,604	8,722,570	9,027,860	42,187,906
971010	Coop Lib- Admin. & Contrs	41010	Delinquent property tax	78,673	81,426	84,276	87,226	90,279	421,879
971010	Coop Lib- Admin. & Contrs	48105	Invest interest income	110,506	166,352	165,516	162,023	155,859	760,255
971010	Coop Lib- Admin. & Contrs	49005	Transfer from general fund	15,748,580	16,299,781	16,870,273	17,460,732	18,071,858	84,451,224
				23,805,017	24,690,171	25,547,669	26,432,551	27,345,855	127,821,264
<u>Departmental Revenues</u>									
971005	Reference	48225	Other miscellaneous revenue-operat	10,200	10,404	10,612	10,824	11,041	53,081
971010	Coop Lib- Admin. & Contrs	44315	Non-Resident Library Card fee	8,430	8,599	8,771	8,946	9,125	43,872
971010	Coop Lib- Admin. & Contrs	48225	Other miscellaneous revenue-operat	12,750	13,005	13,265	13,530	13,801	66,352
971020	Automation	48195	Reimbursement of expenses (opera	1,224	1,248	1,273	1,299	1,325	6,370
971025	Outreach	43385	Other Local revenue-operating	48,277	49,242	50,227	51,232	52,256	251,233
971025	Outreach	48215	Gifts and donations-operating	306	312	318	325	331	1,592
971025	Outreach	48225	Other miscellaneous revenue-operat	306	312	318	325	331	1,592
971030	Courier	48225	Other miscellaneous revenue-operat	1,166	1,189	1,213	1,237	1,262	6,067
	Total departmental revenues			82,659	84,312	85,998	87,718	89,473	430,160
	Grand total revenues			23,887,676	24,774,483	25,633,667	26,520,269	27,435,328	128,251,423
	<b>Total Resources</b>			<b>27,988,477</b>	<b>28,851,681</b>	<b>29,676,825</b>	<b>30,435,111</b>	<b>31,136,035</b>	<b>132,352,224</b>
<b>Expenditures</b>									
<u>Permanent Salaries</u>									
971005	Reference	51105	Wages and salaries	128,029	135,029	142,413	150,200	158,413	714,084
971010	Coop Lib- Admin. & Contrs	51105	Wages and salaries	312,458	329,543	347,563	366,567	386,611	1,742,743
971020	Automation	51105	Wages and salaries	852,687	899,312	948,486	1,000,350	1,055,049	4,755,883
971025	Outreach	51105	Wages and salaries	303,235	319,816	337,304	355,747	375,200	1,691,302
971030	Courier	51105	Wages and salaries	201,511	212,529	224,150	236,407	249,333	1,123,930
	Total Permanent Salaries			1,797,920	1,896,230	1,999,916	2,109,271	2,224,606	10,027,942
<u>Temporary Salaries</u>									
				5.5%	5.5%	5.5%	5.5%	5.5%	
971020	Automation	51110	Temporary salaries	28,785	29,648	30,538	31,454	32,397	152,822
971025	Outreach	51110	Temporary salaries	42,964	44,253	45,580	46,948	48,356	228,101
971030	Courier	51110	Temporary salaries	35,563	36,630	37,729	38,861	40,027	188,810
	Total Temporary Salaries			107,312	110,531	113,847	117,263	120,780	569,733
<u>Overtime</u>									
				3.0%	3.0%	3.0%	3.0%	3.0%	
971010	Coop Lib- Admin. & Contrs	51115	Overtime and other pay	621	640	659	679	699	3,297
971020	Automation	51115	Overtime and other pay	527	543	559	576	593	2,797
971030	Courier	51115	Overtime and other pay	730	752	775	798	822	3,877
	Total Overtime			1,878	1,934	1,992	2,052	2,114	9,971
	Total All Salary Categories			1,907,109	2,008,695	2,115,755	2,228,586	2,347,500	10,607,646
<u>Employee Benefits-FICA</u>									
971005	Reference	51125	FICA	9,794	10,330	10,895	11,490	12,119	54,627
971010	Coop Lib- Admin. & Contrs	51125	FICA	23,903	25,210	26,589	28,042	29,576	133,320
971020	Automation	51125	FICA	65,231	68,797	72,559	76,527	80,711	363,825
971025	Outreach	51125	FICA	23,197	24,466	25,804	27,215	28,703	129,385
971030	Courier	51125	FICA	15,416	16,258	17,147	18,085	19,074	85,981
	Total FICA			137,541	145,062	152,994	161,359	170,182	767,138
<u>Employee Benefits-Worker's Comp</u>									
				5.5%	5.5%	5.5%	5.5%	5.5%	
971005	Reference	51130	Workers compensation	1,507	1,658	1,823	2,006	2,206	9,200
971010	Coop Lib- Admin. & Contrs	51130	Workers compensation	2,826	3,108	3,419	3,761	4,137	17,250
971020	Automation	51130	Workers compensation	9,479	10,427	11,469	12,616	13,878	57,869
971025	Outreach	51130	Workers compensation	4,672	5,139	5,653	6,218	6,840	28,520
971030	Courier	51130	Workers compensation	4,559	5,014	5,516	6,067	6,674	27,830
	Total Worker's Comp			23,041	25,346	27,880	30,668	33,735	140,670
<u>Employee Benefits-EPWDTax</u>									
971005	Reference	51135	Employer paid work day tax	64	68	71	75	79	357
971010	Coop Lib- Admin. & Contrs	51135	Employer paid work day tax	156	165	174	183	193	871
971020	Automation	51135	Employer paid work day tax	426	450	474	500	528	2,378
971025	Outreach	51135	Employer paid work day tax	152	160	169	178	188	846
971030	Courier	51135	Employer paid work day tax	101	106	112	118	125	562
	Total EPWDTax			899	948	1,000	1,055	1,112	5,014
<u>Employee Benefits-PERS</u>									
971005	Reference	51140	Pers contribution	23,045	24,305	27,058	28,538	30,098	133,045
971010	Coop Lib- Admin. & Contrs	51140	Pers contribution	56,242	59,318	66,037	69,648	73,456	324,701
971020	Automation	51140	Pers contribution	153,484	161,876	180,212	190,066	200,459	886,098
971025	Outreach	51140	Pers contribution	54,582	57,567	64,088	67,592	71,288	315,117
971030	Courier	51140	Pers contribution	36,272	38,255	42,589	44,917	47,373	209,406
	Total PERS			323,626	341,321	379,984	400,762	422,675	1,868,368
<u>Employee Benefits-Health Insurance</u>									
971005	Reference	51150	Health insurance	25,417	27,959	30,755	33,830	37,213	155,175
971010	Coop Lib- Admin. & Contrs	51150	Health insurance	47,657	52,423	57,665	63,432	69,775	290,953
971020	Automation	51150	Health insurance	152,504	167,754	184,529	202,982	223,280	931,049
971025	Outreach	51150	Health insurance	63,543	69,897	76,887	84,576	93,034	387,937
971030	Courier	51150	Health insurance	63,543	69,897	76,887	84,576	93,034	387,937
	Total Health Insurance			352,664	387,931	426,724	469,396	516,336	2,153,052



# WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

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## Budget Line Item Detail

## Proposed Local Option Levy

Prog	Prog Name	Acct	Account Name	FY12 Est.	FY13 Est.	FY14 Est.	FY15 Est.	FY16 Est.	5 Yr Total
<b><u>Employee Benefits-Life &amp; Long Term Disability</u></b>									
971005	Reference	51155	Life and long term disability insura	395	418	442	468	496	2,219
971010	Coop Lib- Admin. & Contr	51155	Life and long term disability insura	935	990	1,049	1,112	1,179	5,266
971020	Automation	51155	Life and long term disability insura	2,596	2,748	2,910	3,083	3,266	14,604
971025	Outreach	51155	Life and long term disability insura	974	1,028	1,086	1,148	1,214	5,450
971030	Courier	51155	Life and long term disability insura	692	734	773	815	859	3,877
Total Life and Long-term Disability				5,597	5,919	6,261	6,626	7,013	31,415
<b><u>Employee Benefits-Unemployment</u></b>									
971005	Reference	51160	Unemployment insurance	440	444	449	453	458	2,244
971010	Coop Lib- Admin. & Contr	51160	Unemployment insurance	825	833	841	850	858	4,208
971020	Automation	51160	Unemployment insurance	2,767	2,795	2,823	2,851	2,880	14,116
971025	Outreach	51160	Unemployment insurance	1,364	1,378	1,391	1,405	1,419	6,957
971030	Courier	51160	Unemployment insurance	1,331	1,344	1,358	1,371	1,385	6,789
Total Unemployment				6,727	6,794	6,862	6,931	7,000	34,314
<b><u>Employee Benefits-Tri-Met Tax</u></b>									
971005	Reference	51165	Tri-Met tax	891	945	1,003	1,064	1,129	5,033
971010	Coop Lib- Admin. & Contr	51165	Tri-Met tax	2,175	2,307	2,448	2,597	2,756	12,283
971020	Automation	51165	Tri-Met tax	5,934	6,296	6,680	7,088	7,520	33,519
971025	Outreach	51165	Tri-Met tax	2,110	2,239	2,376	2,521	2,674	11,920
971030	Courier	51165	Tri-Met tax	1,402	1,488	1,579	1,675	1,777	7,921
Total Tri-Met Tax				12,513	13,276	14,086	14,945	15,857	70,677
				6.1%	6.1%	6.1%	6.1%	6.1%	
Total All Benefits				862,607	926,596	1,015,791	1,091,742	1,173,911	5,070,648
Total Personal Services				2,769,717	2,935,292	3,131,546	3,320,327	3,521,412	15,678,294
				7.6%	6.0%	6.7%	6.0%	6.1%	
<b><u>Materials and Supplies</u></b>									
971005	Reference	51205	Supplies-office, general	1,039	1,070	1,103	1,136	1,170	5,518
971005	Reference	51270	Postage and freight	108	111	115	118	122	574
971005	Reference	51275	Books, subscriptions, and publicati	247,279	254,698	262,339	270,209	278,315	1,312,839
971005	Reference	51280	Svs -contract, government, other pr	29,074	29,946	30,844	31,770	32,723	154,357
971005	Reference	51285	Svs -professional Svs	0	0	0	0	0	0
971005	Reference	51295	Advertising and public notice	0	0	0	0	0	0
971005	Reference	51300	Printing and duplicating	433	446	459	473	487	2,297
971005	Reference	51305	Communications-Svs	13,122	13,516	13,921	14,339	14,769	69,668
971005	Reference	51335	Repair & maint Svs-computer softw	2,163	2,228	2,295	2,364	2,434	11,484
971005	Reference	51340	Lease and rentals - space	14,291	14,720	15,162	15,616	16,085	75,874
971005	Reference	51350	Dues and membership	366	377	388	400	412	1,941
971005	Reference	51355	Training and education	309	318	328	338	348	1,641
971005	Reference	51360	Travel expense	206	212	219	225	232	1,094
971005	Reference	51365	Private mileage	1,648	1,697	1,748	1,801	1,855	8,749
971005	Reference	51460	Office Supplies- Internal	1,061	1,093	1,126	1,159	1,194	5,632
971005	Reference	51465	Postage and freight- Internal	12,875	13,261	13,659	14,069	14,491	68,355
971005	Reference	51470	Mail Messenger Svs- Internal	2,070	2,132	2,196	2,262	2,330	10,992
971005	Reference	51475	Printing- Internal	2,060	2,122	2,185	2,251	2,319	10,937
971005	Reference	51495	Telephone monthly- internal	1,195	1,231	1,268	1,306	1,345	6,343
971005	Reference	51500	Telephone long-distance- Internal	144	149	153	158	162	766
971005	Reference	51535	Software licenses	5,758	5,930	6,108	6,292	6,480	30,568
971010	Coop Lib- Admin. & Contr	51205	Supplies-office, general	567	583	601	619	638	3,008
971010	Coop Lib- Admin. & Contr	51210	Supplies- general	1,648	1,697	1,748	1,801	1,855	8,749
971010	Coop Lib- Admin. & Contr	51215	Supplies-computer	2,652	2,732	2,814	2,898	2,985	14,081
971010	Coop Lib- Admin. & Contr	51216	Supplies-furniture, fixture & work	1,000	1,030	1,061	1,093	1,126	5,309
971010	Coop Lib- Admin. & Contr	51270	Postage and freight	22,050	22,712	23,393	24,095	24,817	117,066
971010	Coop Lib- Admin. & Contr	51275	Books, subscriptions, and publicati	37,023	38,134	39,278	40,456	41,670	196,562
971010	Coop Lib- Admin. & Contr	51280	Svs -contract, government, other pr	18,441,628	19,087,085	19,755,133	20,446,563	21,162,192	98,892,600
971010	Coop Lib- Admin. & Contr	51285	Svs -professional Svs	34,196	35,222	36,279	37,367	38,488	181,551
971010	Coop Lib- Admin. & Contr	51295	Advertising and public notice	25,905	26,682	27,482	28,307	29,156	137,531
971010	Coop Lib- Admin. & Contr	51300	Printing and duplicating	45,000	46,350	47,741	49,173	50,648	238,911
971010	Coop Lib- Admin. & Contr	51320	Repair & maint Svs-general	1,030	1,061	1,093	1,126	1,159	5,468
971010	Coop Lib- Admin. & Contr	51350	Dues and membership	397	408	421	433	446	2,105
971010	Coop Lib- Admin. & Contr	51355	Training and education	979	1,008	1,038	1,069	1,101	5,195
971010	Coop Lib- Admin. & Contr	51360	Travel expense	0	0	0	0	0	0
971010	Coop Lib- Admin. & Contr	51365	Private mileage	2,704	2,785	2,868	2,954	3,043	14,355
971010	Coop Lib- Admin. & Contr	51460	Office Supplies- Internal	1,622	1,671	1,721	1,773	1,826	8,613
971010	Coop Lib- Admin. & Contr	51465	Postage and freight- Internal	206	212	219	225	232	1,094
971010	Coop Lib- Admin. & Contr	51470	Mail Messenger Svs- Internal	1,035	1,066	1,098	1,131	1,165	5,496
971010	Coop Lib- Admin. & Contr	51475	Printing- Internal	9,682	9,972	10,272	10,580	10,897	51,403
971010	Coop Lib- Admin. & Contr	51525	Fleet-Internal (non-capital)	206	212	219	225	232	1,094
971020	Automation	51205	Supplies-office, general	1,442	1,485	1,530	1,576	1,623	7,656
971020	Automation	51210	Supplies- general	25,338	26,098	26,881	27,688	28,518	134,523
971020	Automation	51215	Supplies-computer	71,621	73,770	75,983	78,262	80,610	380,246
971020	Automation	51270	Postage and freight	50,594	52,111	53,675	55,285	56,944	268,608
971020	Automation	51275	Books, subscriptions, and publicati	29,149	30,023	30,924	31,852	32,807	154,756
971020	Automation	51280	Svs -contract, government, other pr	178,190	183,536	189,042	194,713	200,554	946,035
971020	Automation	51285	Svs -professional Svs	0	0	0	0	0	0
971020	Automation	51305	Communications-Svs	185,282	190,840	196,565	202,462	208,536	983,685
971020	Automation	51310	Utilities	288	297	306	315	325	1,531
971020	Automation	51330	Repair & maint Svs-computer hard	15,090	15,542	16,008	16,489	16,983	80,112
971020	Automation	51335	Repair & maint Svs-computer softw	126,999	130,809	134,733	138,775	142,938	674,255
971020	Automation	51350	Dues and membership	1,030	1,061	1,093	1,126	1,159	5,468
971020	Automation	51355	Training and education	40,000	41,200	42,436	43,709	45,020	212,365
971020	Automation	51360	Travel expense	5,847	6,023	6,203	6,390	6,581	31,044
971020	Automation	51365	Private mileage	3,090	3,183	3,278	3,377	3,478	16,405



# WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

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## Budget Line Item Detail

## Proposed Local Option Levy

Prog	Prog Name	Acct	Account Name	FY12 Est.	FY13 Est.	FY14 Est.	FY15 Est.	FY16 Est.	5 Yr Total
971020	Automation	51460	Office Supplies- Internal	1,133	1,167	1,202	1,238	1,275	6,015
971020	Automation	51465	Postage and freight- Internal	206	212	219	225	232	1,094
971020	Automation	51470	Mail Messenger Svs- Internal	1,035	1,066	1,098	1,131	1,165	5,496
971020	Automation	51475	Printing- Internal	1,082	1,114	1,147	1,182	1,217	5,742
971020	Automation	51480	Photocopy machine- Internal	1,545	1,591	1,639	1,688	1,739	8,203
971020	Automation	51520	Facilities charges- Internal	618	637	656	675	696	3,281
971020	Automation	51525	Fleet -Internal (non-capital)	309	318	328	338	348	1,641
971020	Automation	51535	Software licenses	20,000	20,600	21,218	21,855	22,510	106,183
971025	Outreach	51205	Supplies-office, general	1,442	1,485	1,530	1,576	1,623	7,656
971025	Outreach	51210	Supplies- general	9,347	9,628	9,916	10,214	10,520	49,626
971025	Outreach	51215	Supplies-computer	2,000	2,060	2,122	2,185	2,251	10,618
971025	Outreach	51275	Books, subscriptions, and publicati	23,175	23,870	24,586	25,324	26,084	123,039
971025	Outreach	51280	Svs -contract, government, other pr	17,726	18,258	18,806	19,370	19,951	94,111
971025	Outreach	51285	Svs -professional Svs	22,918	23,605	24,313	25,043	25,794	121,672
971025	Outreach	51300	Printing and duplicating	2,060	2,122	2,185	2,251	2,319	10,937
971025	Outreach	51340	Lease and rentals - space	29,074	29,946	30,844	31,770	32,723	154,357
971025	Outreach	51350	Dues and membership	1,391	1,432	1,475	1,519	1,565	7,382
971025	Outreach	51355	Training and education	1,612	1,660	1,710	1,761	1,814	8,558
971025	Outreach	51360	Travel expense	206	212	219	225	232	1,094
971025	Outreach	51365	Private mileage	515	530	546	563	580	2,734
971025	Outreach	51460	Office Supplies- Internal	1,751	1,804	1,858	1,913	1,971	9,296
971025	Outreach	51465	Postage and freight- Internal	21,630	22,279	22,947	23,636	24,345	114,837
971025	Outreach	51470	Mail Messenger Svs- Internal	3,624	3,732	3,844	3,960	4,078	19,238
971025	Outreach	51475	Printing- Internal	3,090	3,183	3,278	3,377	3,478	16,405
971025	Outreach	51495	Telephone monthly- internal	2,200	2,266	2,334	2,404	2,476	11,680
971025	Outreach	51500	Telephone long-distance- Internal	515	530	546	563	580	2,734
971025	Outreach	51525	Fleet -Internal (non-capital)	3,550	3,657	3,767	3,880	3,996	18,850
971025	Outreach	51545	Department vehicle damage deduc	1,545	1,591	1,639	1,688	1,739	8,203
971030	Courier	51205	Supplies-office, general	5,871	6,047	6,229	6,415	6,608	31,170
971030	Courier	51210	Supplies- general	3,296	3,395	3,497	3,602	3,710	17,499
971030	Courier	51215	Supplies-computer	361	371	382	394	406	1,914
971030	Courier	51270	Postage and freight	0	0	0	0	0	0
971030	Courier	51280	Svs -contract, government, other pr	6,154	6,339	6,529	6,725	6,927	32,674
971030	Courier	51300	Printing and duplicating	4,192	4,318	4,447	4,581	4,718	22,256
971030	Courier	51304	Communications-equipment	155	159	164	169	174	820
971030	Courier	51305	Communications-Svs	3,286	3,384	3,486	3,590	3,698	17,444
971030	Courier	51310	Utilities	2,678	2,758	2,841	2,926	3,014	14,218
971030	Courier	51315	Repair & maint Svs-automotive	2,575	2,652	2,732	2,814	2,898	13,671
971030	Courier	51320	Repair & maint Svs-general	206	212	219	225	232	1,094
971030	Courier	51340	Lease and rentals - space	18,571	19,128	19,702	20,293	20,902	98,596
971030	Courier	51365	Private mileage	206	212	219	225	232	1,094
971030	Courier	51460	Office Supplies- Internal	191	196	202	208	214	1,012
971030	Courier	51495	Telephone monthly- internal	1,442	1,485	1,530	1,576	1,623	7,656
971030	Courier	51525	Fleet -Internal (non-capital)	60,255	62,063	63,925	65,842	67,818	319,902
971030	Courier	51545	Department vehicle damage deduc	2,575	2,652	2,732	2,814	2,898	13,671
Total Materials and Supplies - Org 9710				19,986,000	20,677,788	21,393,557	22,134,139	22,900,396	107,091,881
<u>Capital Expenditures</u>									0
971020	Automation	57155	Computer equipment- over \$5,000	133,900	137,917	142,055	146,316	150,706	710,893
971030	Courier	57120	Vehicles	0	0	0	0	0	0
Total Capital Expenditures - Org 9710				133,900	137,917	142,055	146,316	150,706	710,893
<u>Inter-Departmental Expenditures</u>									
971020	Automation	53010	Interdpt chg-indirect charges	62,332	65,449	68,721	72,157	75,765	344,425
971020	Automation	53015	Interdpt chg-legal Svs	1,260	1,323	1,389	1,459	1,532	6,962
971010	Coop Lib- Admin. & Contrs	53010	Interdpt chg-indirect charges	139,880	146,874	154,218	161,929	170,025	772,925
971010	Coop Lib- Admin. & Contrs	53015	Interdpt chg-legal Svs	9,975	10,474	10,997	11,547	12,125	55,118
971010	Coop Lib- Admin. & Contrs	53040	Interdpt chg-facilities capital	1,050	1,103	1,158	1,216	1,276	5,802
971010	Coop Lib- Admin. & Contrs	53055	Interdpt chg-general	6,350	6,668	7,001	7,351	7,718	35,088
971030	Courier	53010	Interdpt chg-indirect charges	5,451	5,723	6,009	6,310	6,625	30,118
971025	Outreach	53010	Interdpt chg-indirect charges	7,986	8,386	8,805	9,245	9,707	44,129
971025	Outreach	53015	Interdpt chg-legal Svs	263	276	289	304	319	1,450
971025	Outreach	53055	Interdpt chg-general	735	772	810	851	893	4,061
971005	Reference	53010	Interdpt chg-indirect charges	2,968	3,117	3,273	3,436	3,608	16,402
971005	Reference	53015	Interdpt chg-legal Svs	1,575	1,654	1,736	1,823	1,914	8,703
971005	Reference	53055	Interdpt chg-general	578	606	637	669	702	3,191
Total Inter-dept. Expenditures - Org 4010				240,402	252,422	265,044	278,296	292,211	1,328,375
<u>Transfers</u>									
971010	Coop Lib- Admin. & Contrs	54340	Transfer to West Slope Fund	681,260	705,104	729,782	755,325	781,761	3,653,232
Total Transfers - Org 9710				681,260	705,104	729,782	755,325	781,761	3,653,232
<u>Contingency</u>									
971010	Coop Lib- Admin. & Contrs	59010	Contingency	100,000	100,000	100,000	100,000	100,000	500,000
Total Contingency - Org 9710				100,000	100,000	100,000	100,000	100,000	500,000
<b>Total Expenditures</b>				<b>23,911,279</b>	<b>24,808,523</b>	<b>25,761,984</b>	<b>26,734,404</b>	<b>27,746,485</b>	<b>128,962,675</b>
Ending Balance				4,077,198	4,043,158	3,914,841	3,700,707	3,389,550	3,389,550
				3.3%	3.8%	3.8%	3.8%	3.8%	

# WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

## FTE Summary

## Proposed Local Option Levy

Program	Position	FY 12	FY 13	FY 14	FY 15	FY 16
WCCLS Administration	Cooperative Library Services Manager	1.00	1.00	1.00	1.00	1.00
	Management Analyst II	1.00	1.00	1.00	1.00	1.00
	Senior Program Educator	1.00	1.00	1.00	1.00	1.00
	Administrative Assistant	0.75	0.75	0.75	0.75	0.75
	<b>Total WCCLS Administration</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>
WCCLS Automation	Library Automation Systems Supervisor	1.00	1.00	1.00	1.00	1.00
	Database Administrator	1.00	1.00	1.00	1.00	1.00
	Network Analyst II	2.00	2.00	2.00	2.00	2.00
	Librarian II	4.00	4.00	4.00	4.00	4.00
	Web Administrator	1.00	1.00	1.00	1.00	1.00
	Web Specialist	1.00	1.00	1.00	1.00	1.00
	Sr. Library Assistant	2.00	2.00	2.00	2.00	2.00
	Extra Help Sr. Library Assistant	0.58	0.58	0.58	0.58	0.58
	<b>Total WCCLS Automation</b>	<b>12.58</b>	<b>12.58</b>	<b>12.58</b>	<b>12.58</b>	<b>12.58</b>
WCCLS Reference & Interlibrar	Sr. Librarian	1.00	1.00	1.00	1.00	1.00
	Sr. Library Assistant	1.00	1.00	1.00	1.00	1.00
	<b>Total Reference and Interlibrary Loan</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
WCCLS Outreach & Youth	Sr. Librarian	1.00	1.00	1.00	1.00	1.00
	Librarian II	2.00	2.00	2.00	2.00	2.00
	Librarian I	1.00	1.00	1.00	1.00	1.00
	Library Assistant	1.00	1.00	1.00	1.00	1.00
	Extra Help Library Assistant	0.80	0.80	0.80	0.80	0.80
	Extra Help Library Clerk	0.40	0.40	0.40	0.40	0.40
	<b>Total WCCLS Outreach &amp; Youth Services</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>
WCCLS Courier	Sr. Library Assistant	1.00	1.00	1.00	1.00	1.00
	Delivery Clerk	4.00	4.00	4.00	4.00	4.00
	Extra Help Delivery Clerk	1.05	1.05	1.05	1.05	1.05
	<b>Total WCCLS Courier</b>	<b>6.05</b>	<b>6.05</b>	<b>6.05</b>	<b>6.05</b>	<b>6.05</b>
<b>Total FTE</b>		<b>30.58</b>	<b>30.58</b>	<b>30.58</b>	<b>30.58</b>	<b>30.58</b>

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# WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES

5/3/10 1:30 PM

## Estimated Cash Flow

		Proposed Local Option Levy							
		FY10 EF	FY11 Req	FY12 Est	FY13 Est	FY14 Est	FY15 Est	FY16 Est	
July	Beginning balance	4,478,210	4,227,907	4,101,496	4,078,259	4,044,601	3,916,682	3,702,963	7
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	3,657,697	3,804,005	3,937,145	4,074,945	4,217,568	4,365,183	4,517,965	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	7,445,481	7,307,807	7,298,160	7,386,006	7,460,361	7,445,218	7,347,537	
August	Beginning balance	7,445,481	7,307,807	7,298,160	7,386,006	7,460,361	7,445,218	7,347,537	8
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	0	0	0	0	0	0	0	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	6,755,054	6,583,703	6,557,679	6,618,807	6,658,554	6,608,570	6,474,146	
September	Beginning balance	6,755,054	6,583,703	6,557,679	6,618,807	6,658,554	6,608,570	6,474,146	9
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	0	0	0	0	0	0	0	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	6,064,628	5,859,599	5,817,198	5,851,608	5,856,747	5,771,922	5,600,755	
October	Beginning balance	6,064,628	5,859,599	5,817,198	5,851,608	5,856,747	5,771,922	5,600,755	10
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	3,657,697	3,804,005	3,937,145	4,074,945	4,217,568	4,365,183	4,517,965	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	9,031,898	8,939,500	9,013,862	9,159,355	9,272,507	9,300,458	9,245,329	
November	Beginning balance	9,031,898	8,939,500	9,013,862	9,159,355	9,272,507	9,300,458	9,245,329	11
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	0	0	0	0	0	0	0	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	8,341,472	8,215,396	8,273,380	8,392,156	8,470,700	8,463,810	8,371,938	
December	Beginning balance	8,341,472	8,215,396	8,273,380	8,392,156	8,470,700	8,463,810	8,371,938	12
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	5,508,128	5,700,912	5,900,444	6,106,999	6,320,703	6,541,928	6,770,895	
	GF Transfers In	0	0	0	0	0	0	0	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	11,152,116	11,403,519	11,802,642	12,215,734	12,643,285	13,085,800	13,543,803	
	Ending balance	2,007,057	1,788,686	1,630,701	1,516,183	1,346,311	1,083,290	725,640	
January	Beginning balance	2,007,057	1,788,686	1,630,701	1,516,183	1,346,311	1,083,290	725,640	1
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	3,657,697	3,804,005	3,937,145	4,074,945	4,217,568	4,365,183	4,517,965	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	4,974,328	4,868,587	4,827,365	4,823,929	4,762,071	4,611,826	4,370,213	
February	Beginning balance	4,974,328	4,868,587	4,827,365	4,823,929	4,762,071	4,611,826	4,370,213	2
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	918,021	950,152	983,407	1,017,827	1,053,451	1,090,321	1,128,483	
	GF Transfers In	0	0	0	0	0	0	0	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	5,201,923	5,094,635	5,070,292	5,074,557	5,013,714	4,865,499	4,625,305	
March	Beginning balance	5,201,923	5,094,635	5,070,292	5,074,557	5,013,714	4,865,499	4,625,305	3
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	0	0	0	0	0	0	0	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	4,511,496	4,370,531	4,329,811	4,307,359	4,211,907	4,028,852	3,751,914	
April	Beginning balance	4,511,496	4,370,531	4,329,811	4,307,359	4,211,907	4,028,852	3,751,914	4
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	3,657,697	3,804,005	3,937,145	4,074,945	4,217,568	4,365,183	4,517,965	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	2,788,029	2,850,880	2,950,660	3,053,934	3,160,821	3,271,450	3,385,951	
	Ending balance	4,690,738	4,599,552	4,575,814	4,561,171	4,466,847	4,285,937	4,010,537	
May	Beginning balance	4,690,738	4,599,552	4,575,814	4,561,171	4,466,847	4,285,937	4,010,537	5
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	918,021	950,152	983,407	1,017,827	1,053,451	1,090,321	1,128,483	
	GF Transfers In	0	0	0	0	0	0	0	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	4,918,333	4,825,600	4,818,740	4,811,799	4,718,490	4,539,611	4,265,629	
June	Beginning balance	4,918,333	4,825,600	4,818,740	4,811,799	4,718,490	4,539,611	4,265,629	6
	One twelfth of regular revenues	15,910	16,687	22,653	27,674	27,982	28,081	27,967	
	Property taxes (current only)	0	0	0	0	0	0	0	
	GF Transfers In	0	0	0	0	0	0	0	
	Expenditures (1/12th of total exp)	706,336	740,791	763,134	794,873	829,790	864,728	901,358	
	Transfers to Cities	0	0	0	0	0	0	0	
	Ending balance	4,227,907	4,101,496	4,078,259	4,044,601	3,916,682	3,702,963	3,392,238	
Avg Monthly bal		5,701,718	5,556,792	5,526,208	5,548,433	5,523,568	5,410,140	5,207,659	
Monthly Interest Earned		9,503	4,631	9,210	13,871	13,809	13,525	13,019	
Annual Interest Earned		114,034	55,568	110,524	166,453	165,707	162,304	156,230	

**Washington County  
Measure 34-xxx**

**Library Levy Renewal  
Ballot Title**

**Caption:**

Renewal of Local Option Levy to Support Countywide Library Services *(10/10 words)*

**Question:**

Shall Washington County support library services countywide by levying 17¢ per \$1,000 assessed value for five years, beginning 2011-2012? *(19/20 words)*

This measure renews current local option taxes.

**Summary:**

This measure would renew a levy that expires June 2011. It supports Washington County Cooperative Library Services (WCCLS) libraries in Banks, Beaverton, Cedar Mill, Cornelius, Forest Grove, Garden Home, Hillsboro, North Plains, Sherwood, Tigard, Tualatin and West Slope. Approximately 80% of funds would be distributed to these libraries. The remainder would support central services linking libraries together. The expiring levy provides 1/3 of total WCCLS funding.

Funds would support operations at 15 libraries by:

- Supporting children's programs including summer reading and literacy programs for preschoolers;
- Purchasing books and materials;
- Providing information and resources for job-seekers;
- Maintaining daily book deliveries among libraries;
- Maintaining shared library catalog and WCCLS website;
- Supporting services and technology designed to increase efficiency, in combination with reserve funds.

A five-year levy is proposed to replace the expiring four-year levy. A fixed rate of 17¢ per \$1,000 assessed value would be unchanged from the current rate. Typical homeowners would pay about \$37 in 2011-2012. Assumes average assessed value (not market value) of \$215,089.

Estimated revenues for each year of levy:

\$8,238,000 in 2011-12

\$8,526,000 in 2012-13

\$8,825,000 in 2013-14

\$9,134,000 in 2014-15

\$9,453,000 in 2015-16

*(171/175 words)*

## Washington County Measure 34-xxx

### Library Levy Renewal Explanatory Statement

Washington County Cooperative Library Services (WCCLS) has provided funding for public library operations, central support and outreach programs linking together city and community libraries for 34 years.

Measure 34-XXX would continue support for public library services countywide. A five-year local option levy is proposed to replace a four-year levy which will expire June 2011. This measure would run from July 2011 through June 2016. The 17¢ rate per \$1,000 of assessed value would remain unchanged from the current rate. The expiring levy provides approximately 1/3 of funding for WCCLS.

#### **What would renewal of this levy do?**

##### **Continue support for countywide library operations:**

- The levy would continue support for WCCLS public libraries in Banks, Beaverton, Cedar Mill, Cornelius, Forest Grove, Garden Home, Hillsboro, North Plains, Sherwood, Tigard, Tualatin, and West Slope.
- Approximately 80% of levy funds would be distributed to these libraries.
- These libraries have responded to increased use from residents over the last two years including increased checkouts (32%) and library visitors (23%).

##### **Support reading programs for children:**

- Funds would continue support for children's programs such as the annual summer reading program and literacy programs that help prepare preschoolers to enter school "ready to read."
- Over 170,000 residents participated in children's library programs last year, and participation has increased 27% in two years.
- About 25,000 children participate in summer reading activities designed to sustain reading retention between school years.

##### **Purchase books:**

- Levy funds would be used to purchase books and other materials that are available to residents through all WCCLS libraries.

##### **Provide information and resources for job-seekers:**

- Funds would continue library services that provide information, resources and instruction to assist those looking for jobs.

##### **Support central and outreach services that link libraries together and serve all residents:**

- Funds would maintain daily book deliveries among libraries to fill patron requests. Deliveries have increased 52% in two years as library use has increased.
- Funds would maintain the WCCLS website and shared library catalog used by all public libraries countywide.
- Funds would provide outreach services to special populations such as mail delivery of books to homebound residents, and literacy training in English and Spanish to instruct child care providers and parents on reading activities that can be incorporated into child care routines.
- In combination with existing technology reserves, funds would continue supporting services and technologies designed to increase library efficiency.

**How would this renewal affect a homeowner's taxes?**

The levy would continue a fixed-rate of 17¢ per \$1,000 of assessed value, which would be unchanged from the current rate. Owners of a home with an average assessed value of \$215,089 (not market value) would pay about \$37 in 2011-2012, or an average of about \$3 per month.

**What happens if the levy renewal does not pass?**

The expiring levy provides approximately 1/3 of WCCLS funding. If it is not renewed, reductions in library hours, book purchases and service levels would likely occur.

491/500 words



**Washington County**

**Cooperative Library Services**

# 2010 Local Option Levy to Maintain Countywide Library Services

## Communications Plan

June 24, 2010



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## Introduction

Each library will receive a supply of Library Levy educational resources (Talking Points, FAQ sheet, brochures, bookmarks, posters, sample articles, etc.). Additional educational materials will be made available for individuals, community and civic groups.

As you will see, the focus of this Communications Plan is informational, not advocacy. For more information on restrictions on political activity by public employees, consult the Secretary of State's Elections Division website, including the quick reference guide available at:

[http://www.sos.state.or.us/elections/publications/260.432\\_quickref.pdf](http://www.sos.state.or.us/elections/publications/260.432_quickref.pdf) . WCCLS will request review of all printed educational resources by the Elections Division prior to publication to assess compliance with Oregon statute. The following note will be included on all such publications: *Information reviewed by the Oregon Secretary of State, Elections Division, for compliance with ORS 260.432*. These steps will not guarantee, however, that no complaints will be lodged; it only will give us a measure of assurance that the Elections Division response to a complaint will favor our position.

If you have any questions or need additional information or statistics, please feel free to give me a call at 503-846-3233.

Thank you,

Eva Calcagno, Manager

Washington County Cooperative Library Services

## **Overall Goal:**

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To effectively communicate the core message of the 2010 Cooperative Library Services Local Option Levy to Washington County voters.

## **Overall Objectives:**

- The core messages of the communications effort will be succinct, five basic points, and will be the same for all audiences, it will be integrated into every aspect of the public outreach effort and will be repeated at every opportunity throughout the communications plan.
- A core message refers to the most important information the communication effort seeks its audiences to remember. Therefore including the core message in all materials and presentations, and repeating them at every reasonable opportunity will be critical. Stay on message.
- The five core messages are in alignment with the levy package and were identified based on survey results.
- WCCLS will provide supporting documentation, such as statistical reports, which provide evidence of effectiveness to back up core messages.
- All aspects of the WCCLS communications effort will maintain compliance with Oregon statutes restricting the political activities of public employees. (ORS 260.432)

## **Coordination with County Public Safety Levy renewal:**

Washington County will present two renewal levies on the November 2010 ballot – the

- WCCLS local option library operations levy
- Washington County Public Safety levy

Washington County has contracted with Pac/West to assist with the coordination of the public education efforts for the two levies, including activities such as:

- Stakeholders briefings
- Speaker bureau calendar
- Website and social media
- Staging of levy service fairs

## Levy Public Outreach

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**Timeline:** June 2010 to November 2010

**Objectives:**

- Deploy Library Local Option Levy educational effort.

**Stakeholders:**

- It supports Cooperative Library Services' member libraries in Banks, Beaverton, Cedar Mill, Cornelius, Forest Grove, Garden Home, Hillsboro, North Plains, Sherwood, Tigard, Tualatin and West Slope.
- Approximately 80% of funds would be distributed to these libraries. The remainder would support central services that link libraries together.
- The current levy accounts for 1/3 of total Cooperative Library Services' funding.

**Core Messages:**

- This continues a library operating levy that is scheduled to expire June 30, 2011.
  - The current levy represents 1/3 of the total WCCLS funding resources.
- Purchase books and materials.
  - Levy funds would purchase books and other materials that are available to residents through all WCCLS libraries.
  - Currently residents have access to 1.5 million items in the combined collection.
  - Circulation per capita (per total population) in Washington County is higher than the national average.
- Support literacy programs for children.
  - Over 24,000 children participate in the annual countywide summer reading program designed to sustain reading retention between school years.
  - Library-based literacy programs for preschoolers increase the number of children entering school "ready to read."
  - The library literacy programs reach over 170,000 patrons every year.
- Continue to support local library services. The levy would provide local library operations through FY 2015-16
  - In the past 5 years population has increased 9.8% in Washington County, while use of the WCCLS member libraries has increased 43%. Circulation of materials has increased over 16% in the last year alone.
  - Provide information and resources for job-seekers.
  - In the last 2 years (FY06-07 compared to FY08-09) library service increased in:
    - Circulation 32%
    - Library visitors 23%
    - Kids' program participation 27%
    - Use of electronic databases 66%
    - Deliveries between libraries 52%
    - Investment in collections 49%
  - The levy would also maintain central services that link libraries together, such as the shared [www.WCCLS.org](http://www.WCCLS.org) website/catalog, and daily book deliveries between libraries to fill user requests.
  - Support implementation of services and technology to increase library efficiency (in combination with technology reserve funds).

**Levy Rate:**

- This is a proposed five-year local option levy to support countywide library services for FY 2011-12 through FY 2015-16.
- It is to renew the current library local option levy rate of 17 cents per \$1,000 of assessed value.
- This is about the same as the cost of two hardback books - a home with average assessed value (not market value) of \$215,000 would pay \$37 in 2011-12.

**Environmental factors:**

General Election Activity: Campaign activity by other jurisdictions, state ballot measure campaigns and candidates will occur simultaneously and could affect voter sentiments and election turnout.

Multnomah County Library is considering a charter amendment that may be on the November 2010 ballot – nothing is concrete at this time.

## Target Audience

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The following analysis is rooted in the findings from a voter survey about the Library and Public Safety levies conducted in November 2009 by Campbell DeLong Resources, Inc. For purposes of strategic outreach, three audiences are identified in this plan: Primary – General Voters, Secondary-Leadership and Tertiary - Employees. Although the news media will not be considered an audience unto themselves, news organizations will be considered conduits of important information for voters.

### **Primary Audience - General Voters**

The primary audience for the WCCLS Library Levy education effort will be Washington County voters in the General Election of November 2010. As of May 19<sup>th</sup>, the number of registered voters was 262,036; roughly 12 percent (approximately 31,000 voters based on Campbell DeLong) of whom could be new residents to the county when compared with 2006. The number of registered voters has increased by nearly 16,000 since 2006.

### **Profile**

*Likely voters in Washington County are typically older than residents as a whole and are more likely to be homeowners and not have children at home.*

A typical voter:

- 55 years of age (an increase from 51 years of age in 2006),
- No children living at home (66% currently, 11% points more than reported in 2006),
- Lived in the county an average of 21 years (nearly two years longer than the average in 2006),
- Owns their home (86 percent currently, similar to the 84 percent in 2006),

*Likely voters in Washington County are typically well educated*

*Likely voters think they live in a city (roughly two-thirds, a similar finding to 2006).*

- As many as 29,000 voters who live in unincorporated Washington County may believe they are city residents, with Beaverton as the most-often mentioned jurisdiction.
- Jurisdictional confusion may be even more pronounced when voters are asked about library services.

*The majority of likely voters use Washington County's library system on a regular basis*

- Over 80 percent of voting households indicated possession of a library card.
- Of these respondents, about two-thirds say they visit a library at least monthly.
- These measurements are consistent with findings from 2006.

*The majority of voters cite statements and endorsements in the voters' pamphlet as the most important source of information about local ballot measures.*

- Generally speaking, these voters will begin to pay attention to matters related to the November election after the Labor Day holiday.
- Information preferences vary only somewhat by voter location in cities as opposed to unincorporated areas of the county.
- Both cohorts cite statements and endorsements in the voters' pamphlet (59 percent) as the most important source of information about local ballot measures.
- Conversations with family, friends and neighbors came next (37 percent).
- An array of traditional media sources (26 to 23 percent) round out the preferences.
- Social media sources (Facebook, Twitter, etc.) ranked at the bottom (6 percent).

When planning for communications about the Library levy, the first priority is to create quality statements about information the voters find useful for this publication. Huh? The voters' pamphlet?

Working with local newspapers and *The Oregonian* is next in importance. The data shows that newspapers still play a role in many voters' information gathering process, especially "very confident yes" voters.

Despite this strict ranking of information sources provided by survey respondents, Campbell DeLong suggests that the overlapping information sources of word-of-mouth, farmers' markets and Web and social media were cited as being important to voters 35 years old and younger. Social media in particular was cited as somewhat more important to voters under 35, renters and women.

### **Secondary Audience - Leadership**

The secondary audience for the Library Levy education effort is the leadership audience which includes opinion leaders throughout the community, including city, special district and county appointed officials.

Library Directors should be networking with and scheduling presentations for their local:

- City council
- Library board
- Friends group
- Civic/service clubs – Rotary, Elks, Lyons, Optimists, Soroptimist, etc.
- Neighborhood associations
- Parent Teacher Associations (PTA's)
- Community Participation Organizations (CPO's)
- City Chamber of Commerce – and their member businesses
- Community groups
- Faith community, etc.

Members of the Leadership Audience frequently seek out information of higher volume and finer detail than the larger Primary Audience. The attention of the Leadership Audience is also likely to turn to matters related to the general election much sooner than the Primary Audience, beginning just after the May 2010 primary.

### **Tertiary Audience - Employees**

Finally, the city, non-profit and county employees will serve as an important, but tertiary audience. Employees living throughout each community and the county may be asked by friends, family and/or neighbors about issues affecting library services, as well as city and county governments. Neutral, non-partisan information about the library levy would assist the overall outreach effort.

Library Directors need to arrange for their staff and volunteers education on levy issues by scheduling a presentation from the WCCLS management staff.

Similar to the Primary Audience, employees of departments not funded with library levy dollars are likely to focus on the November general election in the days following Labor Day.

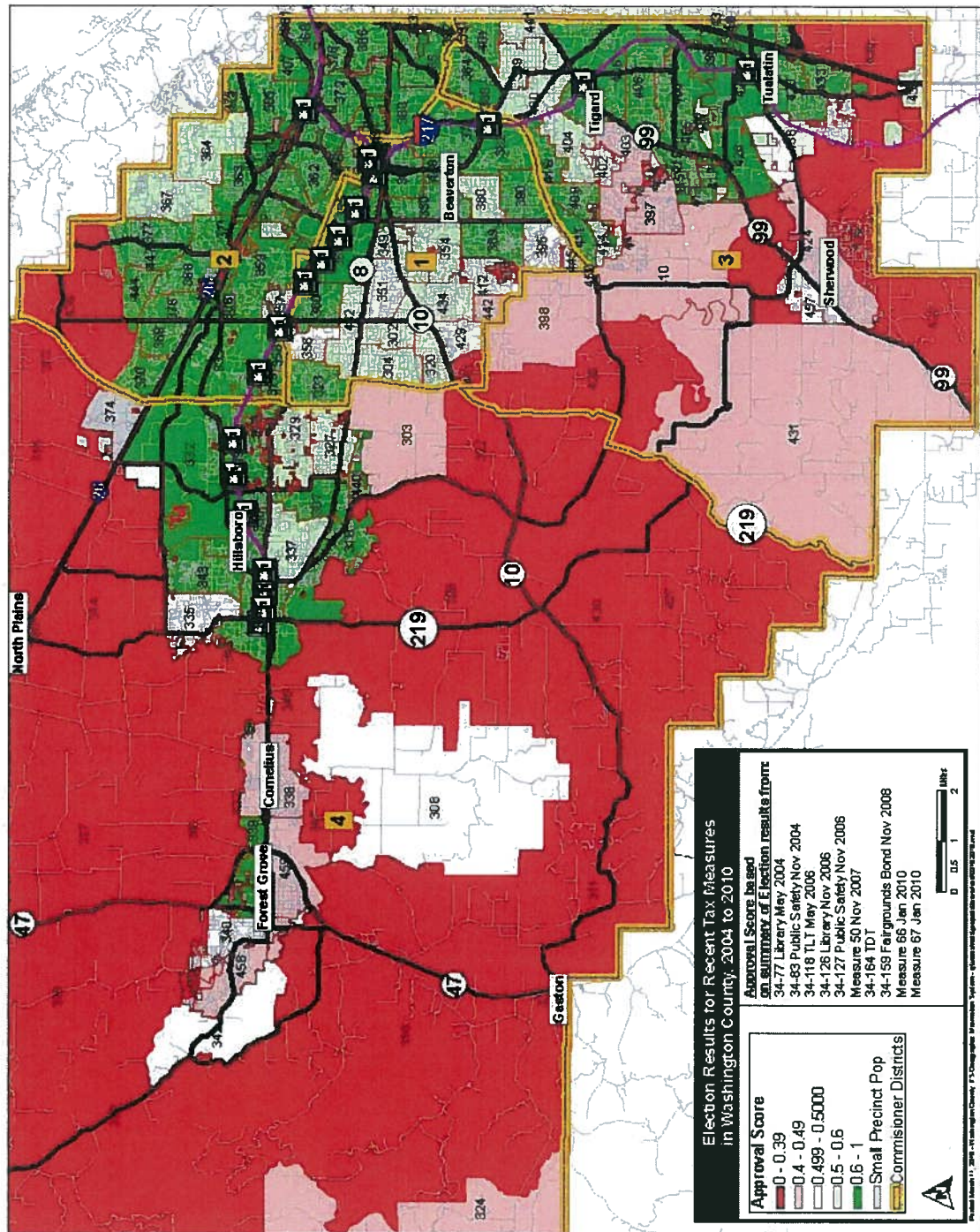


## **Resources WCCLS can provide each member library**

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- Ballot title
- Explanatory Statement
- Flyer (8 ½ x 11) English one side – Spanish the other
- Small Poster (11”x 17”) -
- Large Poster (24” x 36” – mounted on foam core)
- Plastic brochure holder to mount on large poster
- Rack Card/broadside
- Brochure
- Table tents
- Mailed newsletter to all county residents (approx. 215,000 homes)
- Frequently Asked Question’s sheet
- Levy article templates: 300 and 500 word count
- Talking points
- Website with pdf materials
- Speakers bureau calendar
- Pens with WCCLS name and url
- @ clips with WCCLS name and url
- Opportunity to schedule use of the WCCLS Outreach van, logo table cloths, logo aprons, and the 10’ x 10’ logo tent for local levy education efforts.
- WCCLS will make staff available to accompany you to make presentations to local boards, library staff, city council, community groups, etc.
- Other - per request: if your library or city wants to do local newsletter or water bill inserts, WCCLS can provide either the pdf or printed material. Call to discuss details, deadlines and quantities, etc.

## Election Results from Recent Tax Measures



**Washington County  
Measure 34-XXX**

**Library Levy Renewal  
Ballot Title**

**Caption:**

Renewal of Local Option Levy to Support Countywide Library Services *(10/10 words)*

**Question:**

Shall Washington County support library services countywide by levying 17¢ per \$1,000 assessed value for five years, beginning 2011-2012? *(19/20 words)*

This measure renews current local option taxes.

**Summary:**

This measure would renew a levy that expires June 2011. It supports Washington County Cooperative Library Services (WCCLS) libraries in Banks, Beaverton, Cedar Mill, Cornelius, Forest Grove, Garden Home, Hillsboro, North Plains, Sherwood, Tigard, Tualatin and West Slope. Approximately 80% of funds would be distributed to these libraries. The remainder would support central services linking libraries together. The expiring levy provides 1/3 of total WCCLS funding.

Funds would support operations at 15 libraries by:

- Supporting children's programs including summer reading and literacy programs for preschoolers;
- Purchasing books and materials;
- Providing information and resources for job-seekers;
- Maintaining daily book deliveries among libraries;
- Maintaining shared library catalog and WCCLS website;
- Supporting services and technology designed to increase efficiency, in combination with reserve funds.

A five-year levy is proposed to replace the expiring four-year levy. A fixed rate of 17¢ per \$1,000 assessed value would be unchanged from the current rate. Typical homeowners would pay about \$37 in 2011-2012. Assumes average assessed value (not market value) of \$215,089.

Estimated revenues for each year of levy:

\$8,238,000 in 2011-12

\$8,526,000 in 2012-13

\$8,825,000 in 2013-14

\$9,134,000 in 2014-15

\$9,453,000 in 2015-16

*(171/175 words)*

## **WASHINGTON COUNTY Measure 34-XXX**

### **Library Levy Renewal - Explanatory Statement**

Washington County Cooperative Library Services (WCCLS) has provided funding for public library operations, central support and outreach programs linking together city and community libraries for 34 years.

Measure 34-XXX would continue support for public library services countywide. A five-year local option levy is proposed to replace a four-year levy which will expire June 2011. This measure would run from July 2011 through June 2016. The 17¢ rate per \$1,000 of assessed value would remain unchanged from the current rate. The expiring levy provides approximately 1/3 of funding for WCCLS.

#### **What would renewal of this levy do?**

##### **Continue support for countywide library operations:**

- The levy would continue support for WCCLS public libraries in Banks, Beaverton, Cedar Mill, Cornelius, Forest Grove, Garden Home, Hillsboro, North Plains, Sherwood, Tigard, Tualatin, and West Slope.
- Approximately 80% of levy funds would be distributed to these libraries.
- These libraries have responded to increased use from residents over the last two years including increased checkouts (32%) and library visitors (23%).

##### **Support reading programs for children:**

- Funds would continue support for children's programs such as the annual summer reading program and literacy programs that help prepare preschoolers to enter school "ready to read."
- Over 170,000 residents participated in children's library programs last year, and participation has increased 27% in two years.
- About 25,000 children participate in summer reading activities designed to sustain reading retention between school years.

##### **Purchase books:**

- Levy funds would be used to purchase books and other materials that are available to residents through all WCCLS libraries.

##### **Provide information and resources for job-seekers:**

- Funds would continue library services that provide information, resources and instruction to assist those looking for jobs.

##### **Support central and outreach services that link libraries together and serve all residents:**

- Funds would maintain daily book deliveries among libraries to fill patron requests. Deliveries have increased 52% in two years as library use has increased.
- Funds would maintain the WCCLS website and shared library catalog used by all public libraries countywide.
- Funds would provide outreach services to special populations such as mail delivery of books to homebound residents, and literacy training in English and Spanish to instruct child care providers and parents on reading activities that can be incorporated into child care routines.
- In combination with existing technology reserves, funds would continue supporting services and technologies designed to increase library efficiency.

**How would this renewal affect a homeowner's taxes?**

The levy would continue a fixed-rate of 17¢ per \$1,000 of assessed value, which would be unchanged from the current rate. Owners of a home with an average assessed value of \$215,089 (not market value) would pay about \$37 in 2011-2012, or an average of about \$3 per month.

**What happens if the levy renewal does not pass?**

The expiring levy provides approximately 1/3 of WCCLS funding. If it is not renewed, reductions in library hours, book purchases and service levels would likely occur.

491/500 words



[www.co.washington.or.us/levies](http://www.co.washington.or.us/levies)

Election • November 2nd



## Washington County 2010 Library and Public Safety Levies

### Stakeholder Briefings

From May through November 2010 Washington County will host a series of Stakeholder Briefings about the Washington County Public Safety and the Cooperative Library Services levies. Both levies are scheduled for the November 2, 2010 General Election ballot. An agenda for each Briefing will be emailed out to interested parties prior to each date.

**WHAT:** Washington County Community Stakeholders  
Briefings on Public Safety and Library Levies

**WHEN:** Thursday: May 27, June 17, July 22, August 5 & 26, Sept. 9 & 23, Oct. 7 & 28  
All meetings are at 3:30 p.m.

**WHERE:** 155 North First Ave., Hillsboro, OR  
Washington County Public Services Building Cafeteria

**WHY:** To hear directly from County staff on the public outreach  
efforts associated with both anticipated levies

To RSVP for these events send an email to [lengwenus@pacwestcom.com](mailto:lengwenus@pacwestcom.com) or call Liz Lengwenus at (503) 685-9400. We look forward to your participation.

The purpose of the Stakeholder Briefings and email updates are to provide citizens or representatives of organizations who may be interested in the Library or Public Safety Local Option Levies, or both, with non-advocacy information about the County's educational outreach effort between now and November. The entire educational outreach effort is meant to be in compliance with Oregon laws restricting political activity among public employees. The County has contracted with Pac/West to assist with this outreach effort.





## **Call to Citizens**

### **CITIZEN INVOLVEMENT & COMMUNICATIONS WORK GROUP**

ESTIMATED TIME COMMITMENT:	January 2011- July 2011
ELIGIBILITY:	All residents over the age of 18
APPLICATION DEADLINE:	<b>October 15, 2010 – 5:00 pm</b>
FOR MORE INFORMATION:	Carina Christensen <a href="mailto:cchristensen@ci.tualatin.or.us">cchristensen@ci.tualatin.or.us</a> 503.691.3065 <a href="http://www.ci.tualatin.or.us/CityGovernment/Departments/Administration">http://www.ci.tualatin.or.us/CityGovernment/Departments/Administration</a>

## **A. PURPOSE**

Tualatin seeks residents to join a work group that will make a recommendation to the City Council about ways to enhance citizen involvement.

Recently there has been discussion about how the city can further encourage communication with residents and define a more active citizenry in neighborhoods. The City Council has been discussing neighborhood associations and how they can enhance two-way communication between the residents and the city.

Tualatin currently has eight advisory committees, nine counting Tualatin Tomorrow. None of these committees focus specifically on communications between the city and the public. Rather, they advise on subjects such as planning projects and art in the city. The City Council is looking for recommendations on utilizing the existing committees, in addition to, perhaps, a new committee focused on citizen involvement and broad communications. The work group will define the detail of any proposed citizen involvement committee. It will also provide recommendations on broad city communications and ways to enhance communication with residents.

## **B. SCOPE OF WORK**

1. Research Citizen Involvement in other cities.
  - a. How do they utilize their advisory committees?
  - b. Do they have a Citizen Involvement Committee?
    - i. If so, define purpose of such a committee.
  - c. Provide a recommendation on the establishment of a committee.
    - i. If recommendation is yes, define the committees' responsibilities.
    - ii. Define the committee membership requirements.
2. Research neighborhood associations and provide recommendations on the city's role, including staff time.
  - a. Provide recommendations on the roles of the neighborhood associations.
3. Research general communications in a broad aspect and provide recommendations.

## **C. MEMBERSHIP**

The work group will consist of 12-15 members who currently reside within the City of Tualatin boundaries or in a non-incorporated area with a Tualatin address.

## **D. SELECTION**

Council will select the work group members. This process will include review of applications submitted, interviews and final selection. Council is looking for a diverse group of residents as reflected in the demographic and household questions in the application.

## **E. TIMELINE**

- October 15, 2010: Application submission deadline.
- December 15, 2010: Member selection complete.
- January 2011: Target starting date for work group.
- July 1, 2011: Target completion date.

## **F. SUBMISSION REQUIREMENTS**

Interested applicants should submit a complete application (attached) to the **City of Tualatin administrative offices, attention Carina Christensen**:

**In person:** 18861 SW Martinazzi Ave. Suite 200

**Mail:** 18880 SW Martinazzi Ave., Tualatin, OR 97062

**Fax:** 503.692.5421

**E-Mail:** [cchristensen@ci.tualatin.or.us](mailto:cchristensen@ci.tualatin.or.us)

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## **FOR FURTHER INFORMATION, CONTACT:**

Carina Christensen  
Assistant to the City Manager  
18880 SW Martinazzi Ave.  
Tualatin, OR 97062  
Phone: 503.691.3065  
Fax: 503.692.5421  
[cchristensen@ci.tualatin.or.us](mailto:cchristensen@ci.tualatin.or.us)  
<http://www.ci.tualatin.or.us/departments/administration>



*City of Tualatin*

## APPLICATION FOR SPECIAL WORK GROUP

### REGARDING CITIZEN INVOLVEMENT AND COMMUNICATIONS

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**Name:**

---

**Home Address:**

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**Mailing Address:**

---

**Phone Number(s) HOME:**

**WORK:**

**CELL:**

---

**E-mail Address:**

---

**Occupation:**

---

**Employed by:**

---

**Resident of Tualatin:** ☐ YES ☐ NO

YOU MUST BE A RESIDENT TO APPLY

---

**How long have you lived in Tualatin?**

---

**In which category is your age?**

☐ 18-24 years

☐ 55-64 years

☐ 25-34 years

☐ 65-74 years

☐ 35-44 years

☐ 45-54 years

---

**What is your gender?**

☐ Female

☐ Male

---

**Do any children 17 or under live in your household?**

☐ No

☐ Yes

---

---

***Are you involved in any local organizations? i.e. sports groups, HOA groups, block parties such as National Night Out, etc.***

---

***Have you ever applied for a city committee position before?*** ☐ YES ☐ NO

***IF YES, WHEN?***

***WHAT COMMITTEE?***

---

***Please state the reasons you wish to be involved as a member of this work group.***  
***(ATTACH ADDITIONAL MATERIALS IF YOU WISH)***

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---

***SIGNATURE***

***DATE***

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concern is what outcomes would those not in favor like to see. Discussion continued with Community Services Director Paul Hennon and what may or may not be allowed if this amendment were to pass. He said that some of the group thought "issues" could possibly be dealt with at the back end vs. assisting with the crafting of the language.

Mayor Ogden didn't think this is in the best interest of the community. Councilor Maddux asked why we would put out something like this when some Councilors would actively campaign against it. Councilor Barhyte felt it is bad policy to not amend this; he believes it will pass. Brief discussion followed and it was decided not to work on language for a City-referred amendment at this time. Councilor Truax reiterated that the "short" timeline isn't the only timeline; that is for the November ballot; it could wait and go May 2011.

### ***Citizen Involvement***

Mayor Ogden reminded everyone that this subject has been discussed on various occasions throughout the past few years. The City has a formalized process; TPAC and other advisory committees address issues as they arise. The City is now involved with Facebook, Twitter, etc. The citizen involvement issue has now been brainstormed and researched as to what other cities are doing. Mayor Ogden stated he is interested in finding out from Council if they feel there are ways in which the City could improve the established way to communicate with neighborhoods.

Councilor Beikman feels there is an interest; but doesn't agree with forming ad hoc committees as there are processes already in place. Enough committees currently in place to gain feedback (Tualatin Tomorrow, TPAC, etc). Councilor Davis noted that there should be a method to solicit ideas from citizens who don't currently serve on a City committee to voice their opinions, such as an open house or a specific time at a City Council meeting. Councilor Maddux agreed with Councilor Beikman; we don't need to create a new committee. However, the way staff and committees currently work may need to be modified. There needs to be a mechanism for early citizen involvement on projects/issues. Mayor Ogden said he realizes how it feels from the Council's point of view; they see issues from early on, but at times the citizens do not feel they hear as early as they would wish. Council doesn't always see how things look from the citizen side.

Councilor Truax didn't want to get lost in the semantics of what we call the group. He feels we have spent so much time and money on Tualatin Tomorrow and feels we could use that structure and build upon it. He suggested we have a staff person involved and get people from every neighborhood. Possibly the Governance portion of the Tualatin Tomorrow group could deal with this issue of citizen involvement. Mayor Ogden expressed concern about the Governance section of Tualatin Tomorrow; it is only a couple of people and that couldn't transcend into a working group. He reiterated that his thought was that you still go out and recruit from all established homeowner's groups, neighborhood associations, etc.

Councilor Barhyte had concerns about forming an ad hoc committee to deal with citizen involvement. He thought that possibly citizen involvement could be pulled back out of TPAC and have a committee that looks at citizen involvement.



It was then discussed if a working group were to be established and with the 10 goals listed, in six months they have to come up with solutions for those goals and that could be nearly impossible within that time frame. Councilor Maddux expressed her concern that we are going down the same path we've been on before. We need to stop and do a bit more empowerment of the citizens to find solutions and bring them to Council.

After further brief discussion, Council agreed they do want a working group. Councilor Truax asked what exactly the working group would do. Councilor Beikman thought the working group needs to look to other cities to see what models exist and would work; don't reinvent the wheel. Councilor Davis felt there are citizens that have experience with citizen involvement working groups and would want to be involved. Councilor Beikman feels that we need to figure out a way to overcome the potential apathetic attitude of citizens when an issue doesn't directly affect their neighborhood. Councilor Maddux said we need to make sure those who wish to be involved and informed are involved and informed. Discussion followed.

Councilors Barhyte, Truax, and Maddux volunteered to serve on the committee/working group; Councilor Davis agreed to be an alternate. Brief discussion followed on how to get citizens to serve on the committee.

*Kathy Newcomb, SW Cheyenne Way, Tualatin*, asked if the committee membership could be set up to represent geographic locations of the City. Ms. Newcomb asked if we are supposed to stick with existing ordinance (how neighborhood associations are formed). Mayor Ogden said for this working group, we would start with a clean slate, not following the current neighborhood association process. He said to begin with, a working group would be formed and potentially a standing committee may be established. Councilor Truax thought it could be advertised as the City does for other committees. We could solicit applications and then map out where they are in the City and recruit if needed from locations not represented after a review of locations; Councilor Maddux concurred. Mayor Ogden suggested that the solicitation message for the working group could be worked on by staff and then brought back to Council at the next meeting. The "word" can start to get out to the public that Council will be bringing this to the citizens.

**[A 10 minute BREAK was taken at 5:36 p.m.]**

#### ***Tualatin Planning Advisory Committee (TPAC) Discussion on a Transportation Committee***


Community Development Director Doug Rux stated that he and Mike Riley, TPAC representative, are here at Council's request. Two meetings have been held regarding formation of a transportation committee. Mr. Riley said most of the discussion at the two meetings had been about how TPAC did not want to give up TSP. After lengthy discussion during the two meetings, it was recommended that TPAC would serve as a technical (not engineering) advisor. Also discussed was TPAC's historical role as outreach in the City. It was recognized that there is a mechanism to disseminate the information. It was realized that they haven't done general citizen outreach; they didn't feel it was their charge. He said the new working group could help with feedback from citizenry and feedback on how they are doing. They also had discussed how to have an emphasis on publicity. TPAC understands this is a large undertaking. They would look to other stakeholders, such as Tigard-Tualatin School District, TVF&R, etc.; those people have a role to play in most projects and need to be involved early on.





# MEMORANDUM

## TUALATIN DEVELOPMENT COMMISSION

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, Administrator 

**FROM:** Doug Rux, Community Development Director   
Eric Underwood, Development Coordinator 

**DATE:** July 26, 2010

**SUBJECT:** AUTHORIZING APPOINTMENT OF A SELECTION COMMITTEE  
AS PART OF THE TUALATIN-SHERWOOD ROAD LANDSCAPE  
AND PEDESTRIAN IMPROVEMENT PROJECT

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### ISSUE BEFORE THE COMMISSION:

Proposed selection committee membership for the purpose of selecting the gateway feature artist/artist team associated with the Tualatin-Sherwood Road Landscape and Pedestrian Improvement project. It is requested that the Tualatin Development Commission review the memorandum and appoint a selection committee.

### POLICY CONSIDERATIONS:

Should the Tualatin Development Commission appoint a selection committee for purposes of reviewing and selecting a gateway feature artist/artist team for the Tualatin-Sherwood Road Landscape and Pedestrian Improvements project?

### BACKGROUND:

The Fiscal Year 09/10 and Fiscal Year 10/11 Central Urban Renewal District Project Fund contains a capital project to design landscape and pedestrian improvements for the Tualatin-Sherwood Road Landscape and Pedestrian Improvement Project.

The project area will begin at the Fred Meyer intersection on SW Tualatin-Sherwood Road and continue on to approximately the Outback Steak House (Attachment A, Vicinity Map). The project consists of two parts that will occur simultaneously and are described as follows (Attachments B & C; Project Schedules):

- Part one of the project will consist of the design of landscape and pedestrian improvements on SW Tualatin-Sherwood Road from the Fred Meyer entrance continuing across SW Boones Ferry Road to the Outback Steakhouse restaurant.

- Part two of the project will consist of the design and installation of a gateway feature to be located at the eastern most point of Tualatin Commons Park between SW Tualatin-Sherwood Road and SW Nyberg Street.

A Call to Artists Request for Proposals (RFP) (Attachment D) was issued on June 14, 2010 to solicit proposals from artists for design and construction of the gateway feature and the application deadline is September 27, 2010. The RFP has been broadly advertised in the Portland and Seattle Daily Journal of Commerce and through numerous arts-based organizations in the Pacific Northwest. Inquiries have begun coming in.

#### **GOALS:**

1. Broaden the scope of community involvement in selecting a gateway feature for Tualatin.
2. Enable the Commission to gather an array of opinions and recommendations for the gateway feature.
3. Enhance the potential of selecting a gateway feature that is the best possible fit for the community.
4. Allow the Tualatin-Sherwood Road Landscape and Pedestrian Improvements Project to maintain its current timeline.
5. Have a selection committee established before the August 11, 2010 pre-proposal meeting.

#### **DISCUSSION:**

The next step in the gateway feature process is to establish a selection committee to gain a broad range of opinions on the gateway proposals and assist in selecting the gateway artist or artist team and their proposed gateway piece. The charge to the committee will be to review the proposals and forward recommendations on the preferred artist or team. In addition to this charge, the committee will be responsible for recommending a course of action for the creation and installation of the gateway feature and monument sign. The committee will continue to work with staff, artist, and related consultants to monitor progress of the project and to address any significant changes to the scope, material, or design after the original concept is approved. The committee will review and recommend the preferred landscape plan for the east end of the Tualatin Commons Park where the art will be installed to ensure that it is complimentary to the gateway feature and sign and consistent with the roadway landscape and park designs. Appropriate interaction will occur with the original Ad Hoc Committee, which will be monitoring the larger project that includes streetscape, lights and traffic signals.

The selection criteria for the gateway feature is based on criteria from the adopted On-Site Art policy as amended for this project by the Ad Hoc Committee and included in the request for proposals as follows:

The City's objective is to welcome people to Tualatin in a manner that reflects Tualatin's unique characteristics and creates a sense of place for people entering the City. Specifically, the criteria that will be used in the selection process include the following:

- Quality
- Style
- Nature
- Permanence
- Elements of Design
- Public Safety and liability
- Diversity
- Range
- Experience completing projects of similar complexity and scale

The selection process will be as follows:

1. The Gateway Selection Committee will review all proposals.
2. Short-listed artists or teams may be invited to provide additional information and/or participate in an interview to assist the committee in completing the selection process.
3. All artists/teams will be notified of the Committee's recommendation to the Commission for award. Staff will prepare an artist contract for execution by the selected artist/team and include the document in the staff report recommending the award.
4. The Tualatin Development Commission will award the contract.

The following project timeline is shown in the Request for Proposals (A more detailed project schedule is attached; Attachment C):

First Artist pre-proposal meeting .....	July 15, 2010, 2:00 pm
Second Artist pre-proposal meeting .....	August 11, 2010, 2:00 pm
RFP responses due .....	<b>September 27, 2010, 5:00 pm</b>
Committee review .....	September 30 – October 13, 2010
Finalists determined .....	October 18, 2010
Interviews .....	October 27, 2010
Award notification .....	November 23, 2010
Final installation .....	July 18 - 22, 2011

This schedule has been established to provide adequate time for artists and artist teams to develop their concepts and create the gateway feature and monument sign and coordinates with the timeline for the streetscape/lights/signals project. By establishing the committee now, the members will be able to attend the 8/11 pre-proposal meeting. The selection committee members should expect to attend three to four meetings in total. The following is the proposed selection committee membership:

- Tualatin Development Commission member
- Tualatin Development Commission member
- Tualatin Development Commission member
- Richard Hagar – Arts Advisory Committee member
- Buck Braden – Arts Advisory Committee member
- Gary Thompson – Arts Advisory Committee member
- Art Barry – Arts Advisory Committee member

- Dennis Wells - Parks Advisory Committee member
- Connie Ledbetter - Parks Advisory Committee member
- David Benedict - Urban Renewal Committee member
- Skip Stanaway
- Robert Perron
- Terry Novak
- John Medvec
- Christine N. Tunstall

The gateway feature and monument sign budget is \$500,000 as previously determined by the Tualatin Development Commission and funded in the FY 09/10 and FY 10/11 budgets. The RFP cites an estimated budget for the artist or artist team of \$320,000 to \$375,000, which is the amount of funding to be available after costs are deducted for conceptual design, related permits, utilities, request for proposals advertising, and contingency. At this point, the project budget appears to be adequate for the scope of work. The RFP cites a funding range to increase flexibility so proposers may offer variations on theme or alternative materials and/or elements.

Before proceeding with the next stage of this project, the Commission needs to authorize a selection committee. There are no criteria to apply to this request.

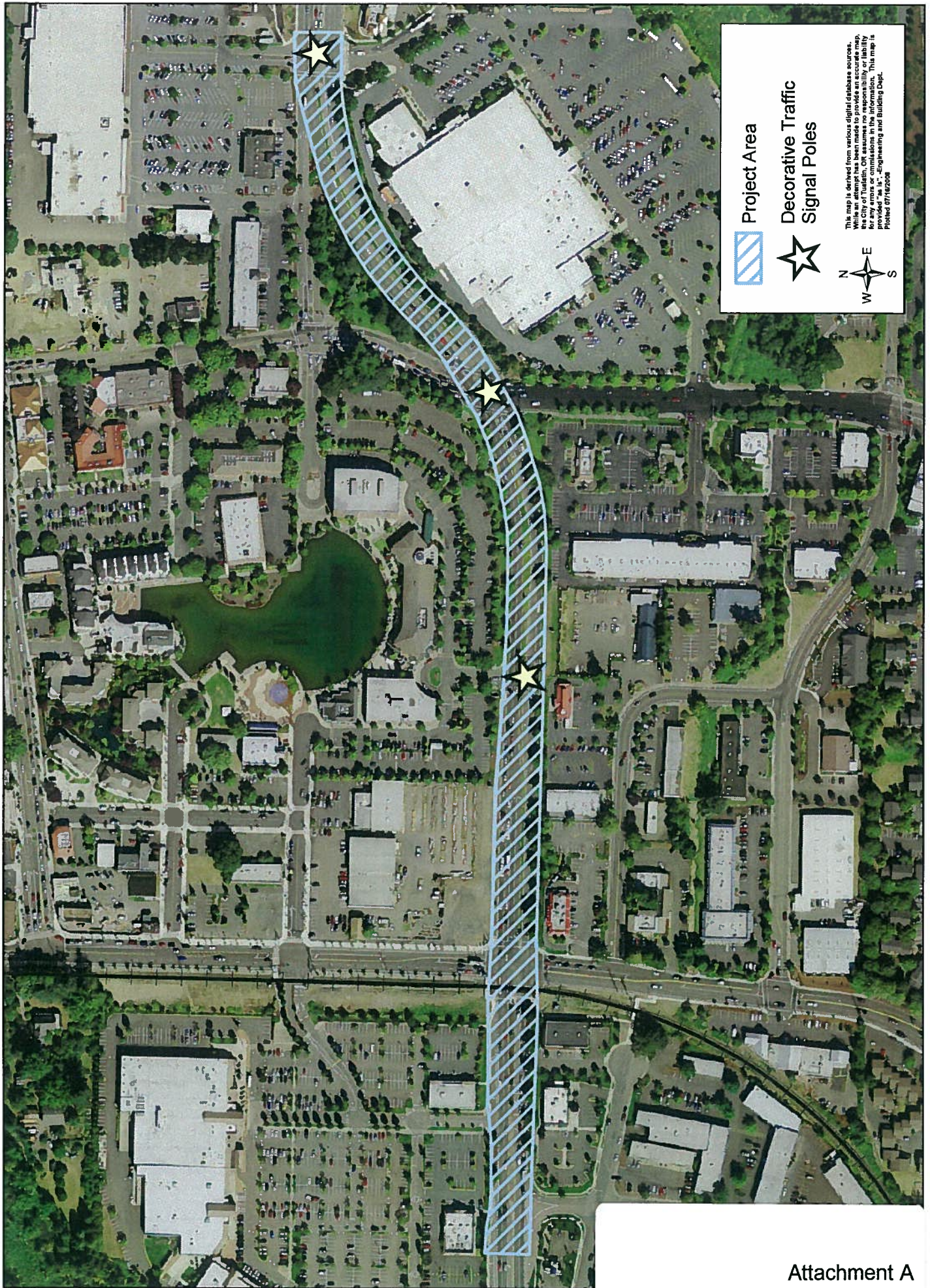
**RECOMMENDATION:**

Staff recommends that the Commission authorize the appointment of a selection committee as noted above.

**Attachments:**

- A. Vicinity Map
- B. Landscape Design and Construction Schedule
- C. Gateway Design and Construction Schedule
- D. Gateway Feature RFP

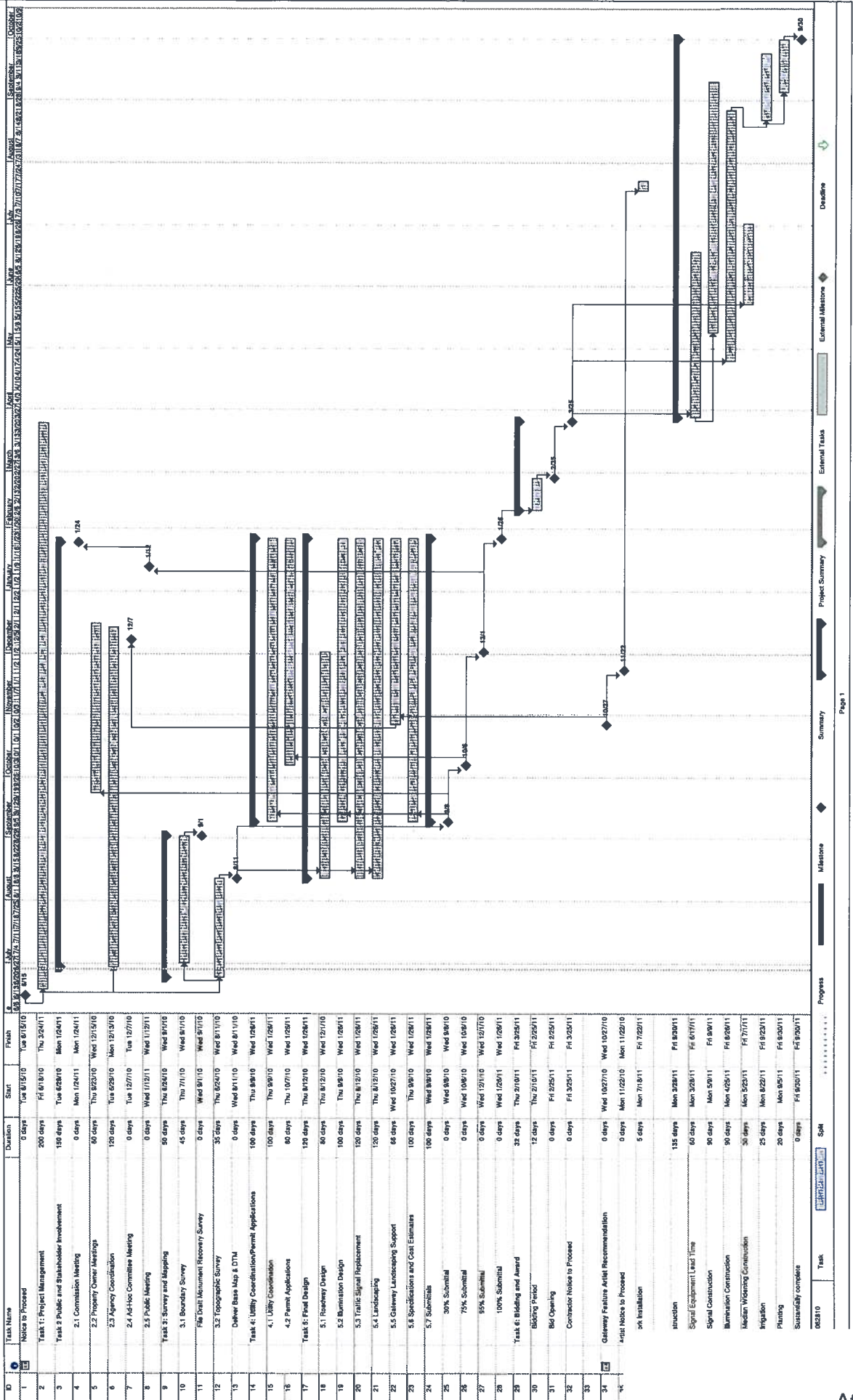








# Tualatin-Sherwood Landscape and Pedestrian Improvements Design and Construction Schedule





6/16/10

**DRAFT**

**GATEWAY FEATURE AND MONUMENT SIGN  
PROJECT SCHEDULE**

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June 17, 2010	Issue RFP Advertise RFP - Direct mail - Email - RACC web and all other major NW regional arts and culture organizations - Landscape architects - State, city, county art organizations - Americans for the Arts
July 15, 2010	First Artist pre-proposal meeting
August 11, 2010	Second Artist pre-proposal meeting
August 23, 2010	Commission appoint Selection Committee
September 23, 2010	Selection Committee meets to review selection process and criteria
September 27, 2010	<b>Proposals due</b>
September 30, 2010	Proposals to Selection Committee
October 13, 2010	Selection process: First cut
October 18, 2010	Selection process: Second cut
October 27, 2010	Selection process: Artist interview(s)/recommendations
Oct. 28 – Nov. 9, 2010	Complete artist agreement for staff report
November 10, 2010	Staff report due for 11/22/10 meeting
November 22, 2010	<b>Commission award artist contract</b>
November 23, 2010	Notice to Proceed issued (90 day completion) and landscape design starts

## GATEWAY/ENTRY FEATURE PROJECT SCHEDULE

Page 2

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TBD	Ad Hoc Committee meeting - Artwork design development review
TBD	Artwork 25% progress review – on site
TBD	Installation requirements (base)
TBD	Artwork 50% progress review – on site
TBD	Artwork 75% progress review
TBD	Landscape plan complete – contractor proposal requested
TBD	Landscape contractor proposal submitted
TBD	Utilities and basework for art complete and ready for installation
July 8, 2011	<b>Artwork 100% progress review – on site</b>
July 18 - 22, 2011	<b>Artwork Installation</b>
July 25, 2011	Install landscaping
July 27, 2011	Ad Hoc Committee Meeting - Recommend Artwork acceptance
August 10, 2011	Staff Report due for 8/22 meeting for Artwork acceptance
August 10, 2011	Landscape installation completed
August 22, 2011	Commission Meeting - Final Artwork acceptance
August 23, 2011	Final payment to artist authorized
September 2011	Transfer ownership from Commission to City



*Tualatin Development Commission*

## **Call to Artists Request for Proposals**

### **TUALATIN GATEWAY FEATURE AND MONUMENT SIGN PROJECT**



**ESTIMATED BUDGET:** \$325,000 to \$375,000 (maximum available funds)

**ELIGIBILITY:** Artists/artist teams in the greater Pacific Northwest

**PRE-PROPOSAL MEETINGS:** July 15, 2:00 pm and August 11, 2:00 pm  
Tualatin Council Building, 18880 SW Martinazzi Avenue

**APPLICATION DEADLINE:** **September 27 - 5:00 pm**

**FOR MORE INFORMATION:** Becky Savino, [bsavino@ci.tualatin.or.us](mailto:bsavino@ci.tualatin.or.us)  
503.691.3062  
<http://www.ci.tualatin.or.us/business/index.cfm>



## A. PROJECT DESCRIPTION

Tualatin seeks an artist or collaborative team to design, create, and install a gateway feature with either a separate or integrated monument sign at Tualatin's main entrance on Tualatin-Sherwood Road. The gateway feature will welcome people to Tualatin in a manner that reflects Tualatin's unique characteristics and creates a sense of place for people entering the city. The challenge will be to capture the essence of Tualatin in the gateway and monument sign project.

The Gateway and Monument Sign Project is part of a larger Tualatin-Sherwood Road Landscape Beautification Project and coordination in design and timing between the two is essential.

### Project Location

#### Gateway Feature and Monument Sign

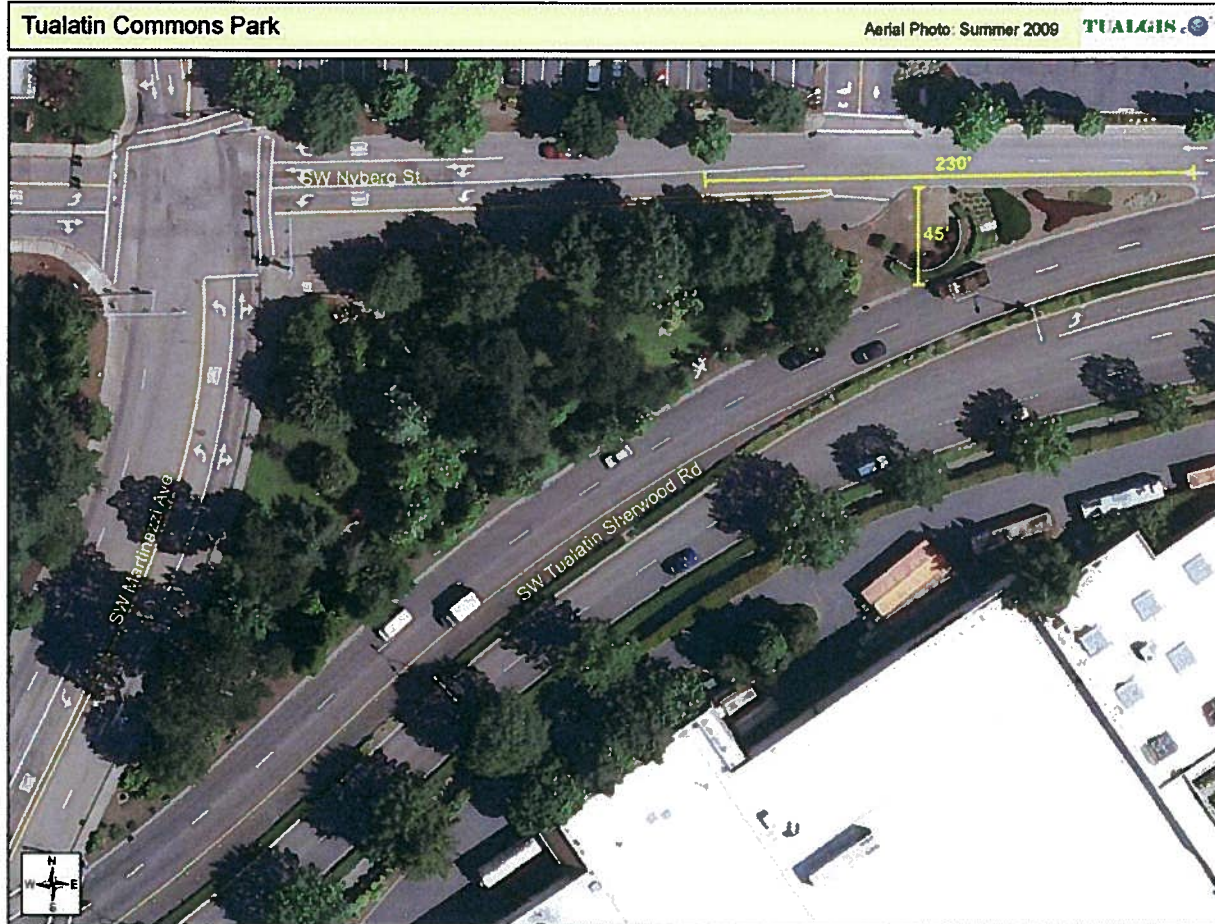
The project site is located at the east end of Tualatin Commons Park on Tualatin-Sherwood Road just west of I-5, exit 289, where Tualatin-Sherwood Road and Nyberg Street divide.



Tualatin Commons Park (project site) on left, Interstate 5, exit 289 on right

Gateway Feature and Monument Sign RFP  
Page 3 of 9

Tualatin Commons Park is .64 acres and is located at 7880 SW Nyberg Street. The area for the gateway feature and monument sign includes the eastern tip of the park where the existing concrete sign and perennial plantings are located. The area is about 4,700 square feet in size. The approximate number of cars passing by this location each day heading westbound is 18,677 and eastbound is 20,136.



Project Area on Right



Project Site: East to West



Project Site: North to South



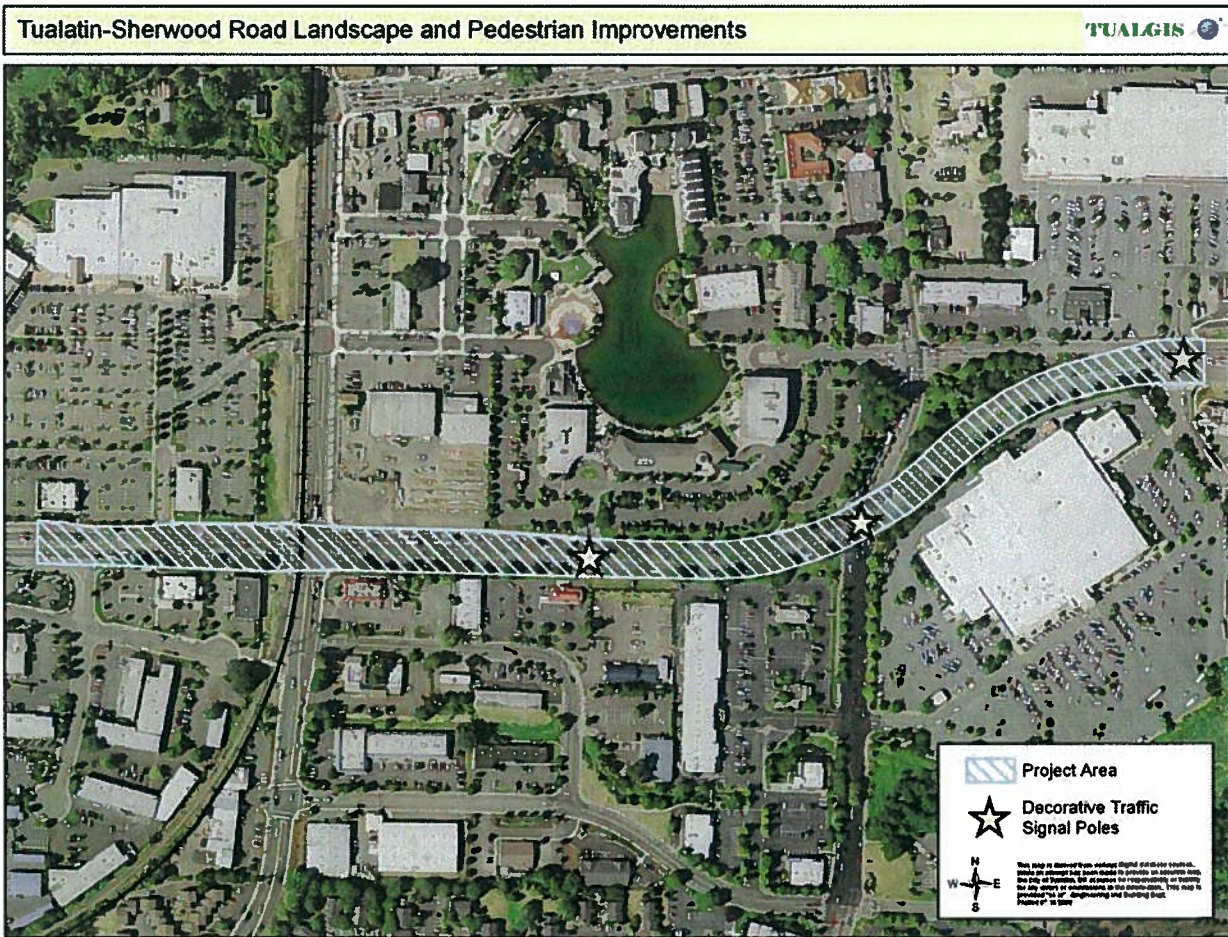
Project Site: South to North



## Tualatin-Sherwood Road Beautification Project

The project includes installation of landscape trees and shrubs and decorative traffic signal poles and street lights within the right of way of the Tualatin-Sherwood Road corridor between the east boundary of Tualatin Commons Park and Mohave Court (west of Boones Ferry Road). The street landscape design theme will be like a nature greenway featuring an informal expression of riparian and wetland landscape including:

- Multi-level continuous conifer and broadleaf tree canopy
- Native, native-adapted and diverse plant palette
- Stormwater treatment and habitat potential
- Large and medium shrubs and stormwater plants



**Tualatin-Sherwood Road Beautification Project boundary**

### **Design Objectives and Considerations**

- The gateway installation must be boldly prominent, warmly inviting and highly visible both day and night on a site primarily viewed by those driving in vehicles at a “Y” intersection that splits left and right of the site for the gateway installation, and yet not be unduly distracting to motorists.
- The gateway installation must be artistically relevant and uniquely reflect the essence of Tualatin.
- The gateway must include highly readable signage that is visible day and night and clearly announces the entrance to the City of Tualatin to west bound traffic.
- The gateway may use natural materials as well as other materials that have relevance to the area, and include water (real or represented) in a form to represent the Tualatin River.
- The gateway installation must have low operating and maintenance costs and be vandal resistant.

### **Background Information on Tualatin**

Tualatin shares its name with the peaceful river that meanders along its northern edge. It takes pride in its history and in identifying with a rich natural environment that offers its 27,000 residents an unusually wide range of recreational choices only 12 freeway miles south of busy Portland.

Parks, greenways and walking paths abound, as do opportunities for birdwatching, canoeing, kayaking and fishing. Natural areas weave throughout the city, which is framed by open spaces and adjoins the expansive Tualatin River National Wildlife Refuge.

Its seven square miles are a mix of residential, commercial and industrial development. The center of town is home to businesses, restaurants, a new library, and a man-made lake that serves as a recreational centerpiece, gathering spot and venue for concerts and special events. There is an ArtWalk for residents and visitors to explore and learn about Tualatin’s public art, natural, and cultural history. Tualatin’s Visual Chronicle paintings are on display along the ArtWalk. The Visual Chronicle is a collection of art documenting the historical and current life of the Tualatin community.

With tree-lined streets creating a leafy green environment, Tualatin has been designated a Tree City USA for the past 23 years. It enhances this honor by giving special trees or stands a Tualatin Heritage Tree designation.

The City also has gained national recognition for the annual Tualatin Crawfish Festival, which draws thousands to the main community park for entertainment, food, displays and a crawfish-eating contest. And Tualatin’s West Coast Giant Pumpkin Regatta was recently named “Best Festival in Oregon” by Oregon Festival and Events Association.

Today, Tualatin is looking to the future with its Town Center Vision, adopted by the City Council to guide the redevelopment of the downtown area. It emphasizes a mixed-use living, working and playing environment that integrates the Tualatin River and other natural features. It also calls attention to a full-service community with civic, social, commercial and cultural functions — all within walking distance — while encouraging safe bicycle and pedestrian activity and identifying public transit options.

In the future, the City intends to develop a consistent appearance for each of the city's entrances. This could be accomplished in a manner that may be similar, smaller and/or simplified forms of the Tualatin-Sherwood Road gateway feature and/or monument sign. The secondary gateways could be scaled depending on the type and functional use of the roadways. The current project does not involve creation of proposals or concepts for the secondary gateways and this information is provided solely so the proposers can be aware of the potential relationship between the projects.

Tualatin openly treasures its cultural history. In early years, the Atfalati tribe of the Kalayapua Native Americans used the river for transportation. Oregon Trail settlers later built ferries and plied the waters with steamships. There was a brick factory and a sawmill as well. Incorporated in 1913, Tualatin grew slowly, claiming less than 1,000 residents only 40 years ago. Today, it is nearing its maximum capacity of 30,000 and includes a growing Latino population, now about 12 per cent of the total. Tualatin focuses on its youth who are active in the community, benefit from involved parents, and are educated through an excellent school system.

Names of early settlers adorn natural areas and city streets, and the community logo combines the look of a tree with a Native American theme. A new pedestrian and bicycle bridge over the Tualatin River, uniting more than 200 acres of parks and open space owned by the city and its neighboring communities, was named for Ki-a-Kuts, the last leader of the Atfalati tribe.

Prehistory, too, is celebrated in Tualatin. Within one mile of the Gateway site, a 13,000-year-old mastodon ribcage was excavated and bones of a giant ground sloth were found.

## **B. SCOPE OF PROJECT**

The artist or team selected for the work will be expected to perform the following tasks:

1. Design, create and install the gateway feature and monument sign in a professional manner within budget and schedule.
2. Communicate regularly with City staff and consultants on the project which includes coordination with the landscape design and general contractor on utilities and base.
3. Return the proposal for review and approval, if any significant changes occur in the scope, material or design of the work after original approval under City procedures.

4. Complete Design Phase Conservation Evaluation form specifying materials and sources; methods of fabrication; installation specifications; method and frequency of maintenance; desired appearance; estimated life of work and guarantee work as provided for in the Contract.
5. Complete Conservation Record Form when the artwork is completed, to provide the City with all the information needed to maintain the gateway feature and monument sign.

### C. SUBMISSION REQUIREMENTS

Artist(s) shall provide the following material in order for their proposal to be reviewed:

1. Letter of Interest
  - a. Conceptual intent for the Gateway Feature and Monument Sign. Drawings must be included.
  - b. Proposed budget including a breakdown of major cost elements.
  - c. A statement that design, production, and installation can be achieved on the proposed timeline or propose an alternative schedule.
  - d. Letter of interest must be submitted in a printed 8-1/2 x 11 format.
2. Artist's Qualifications
  - a. Resume no greater than 2-page length, submitted in a printed 8-1/2 x 11 format.
  - b. Detail of experience with large scale artwork and signage.
3. List of Images of previous work
  - a. Submit a list of the provided images in a printed 8-1/2 x 11 format.
  - b. Number images as follows:  
01[Artistname].jpg  
02[Artistname].jpg
  - c. Describe each image including the title of each work, its dimensions, media, year created, and conceptual information.
4. Digital Images
  - a. Up to 10 images of recent work. If applying as a team, submit up to 10 images for each member including any collaborative work previously created by this team.
  - b. Images must be saved in JPG format in highest or maximum quality (or at 300 dpi).
  - c. File name must include .jpg file extension (e.g. "01smith.jpg" vs. "01smith").
  - d. If video is submitted, it must be viewable on Windows Media Player or Quick Time applications with appropriate file extension.
  - e. Digital images may be submitted on CD's, DVD's or USB thumbdrive and labeled with artist's last name and address.



5. Return of Materials

- a. A self-addressed, stamped envelope for return of electronic media, if desired.

6. Hard Copies Only

- a. Email submissions and snapshots will not be accepted.  
b. Personal websites will not be viewed in lieu of submitting printed resumes or images.

**D. SCHEDULE AND REVIEW PROCESS**

**Submit fifteen (15) copies of the proposal by September 27, 2010, 5:00 pm to:**

Becky Savino  
Community Services Program Manager  
Tualatin Development Commission

By Mail at:

18880 SW Martinazzi Avenue  
Tualatin, OR 97062

In Person at:

8515 SW Tualatin Road  
Tualatin, OR

Project Timeline

The Commission reserves the right to modify the schedule listed below. Changes will be posted no later than August 30, 2010.

- First Artist pre-proposal meeting ..... July 15, 2010, 2:00 pm
- Second Artist pre-proposal meeting ..... August 11, 2010, 2:00 pm
- RFP responses due ..... **September 27, 2010, 5:00 pm**
- Committee review ..... September 30 – October 13, 2010
- Finalists determined ..... October 18, 2010
- Interviews ..... October 27, 2010
- Award notification ..... November 23, 2010
- Final installation ..... July 18 - 22, 2011

Pre-Proposal Meetings

Artists interested in responding to this RFP are invited to attend one or both of the non-mandatory pre-proposal meetings at the City Council Building. Both sessions will be held at the City Council Building, 18880 SW Martinazzi Avenue, Tualatin, OR. The Council Building is located across the access driveway from the Tualatin Public Library.

Selection Criteria

The Commission's objective is to welcome people to Tualatin in a manner that reflects Tualatin's unique characteristics and creates a sense of place for people entering the City. Specifically, the criteria that will be used in the selection process include the following:

- Quality
- Style
- Nature
- Permanence
- Elements of Design
- Public Safety and liability
- Diversity
- Range
- Experience completing projects of similar complexity and scale

Selection Process

1. The Gateway Selection Committee will review all proposals.
2. Short-listed artists or teams may be invited to provide additional information and/or participate in an interview to assist the committee in completing the selection process.
3. All artists/teams will be notified of the Committee's recommendation to the Commission for award. Staff will prepare an artist contract (see attached) for execution by the selected artist/team and inclusion in the staff report recommending the award.
4. The Tualatin Development Commission will award the contract.

**E. FOR FURTHER INFORMATION, CONTACT:**

Becky Savino  
Community Services Program Manager  
Tualatin Development Commission  
18880 SW Martinazzi Ave.  
Tualatin, OR 97062  
Phone: 503.691.3062  
Fax: 503.691.9786  
bsavino@ci.tualatin.or.us  
<http://www.ci.tualatin.or.us/business/bidsrfps/index.cfm>



**WORK SESSION ITEMS****PowerPoint?**

1. Sustainability Update
2. Service Levels Overview (Finance)
3. Southwest Concept Plan / Tonquin Trail Master Plan Briefings
- 4.

**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS****PowerPoint?**

1. YAC Update
2. Commuter/High Speed Rail Update
3. Award for Excellence in Environmental Design Library – Skip Stanaway, SRG
4. "Recycle at Work" Award – presented by Washington Co.

**CONSENT CALENDAR ITEMS**

1. Meeting Minutes
2. Reso – UASI Grant Amendment #4 (Police)
3. Reso – Authorizing IGA for Durham Police Services
4. Reso – MOU re Basalt Creek between Wilsonville & WashCo (Comm Dev)
5. Bid Award – Trailer Park of Portland project (Eng)

**PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other****PowerPoint?**

- 1.
- 2.

**GENERAL BUSINESS ITEMS (not consent)****PowerPoint?**

- 1.
- 2.
- 3.
- 4.
- 5.

**EXECUTIVE SESSION ITEMS**

- 1.

**WORK SESSION ITEMS**

**PowerPoint?**

1. CUP list of residential uses

2. Poultry ordinance discussion

3.

4.

5.

**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1.

2.

3.

**CONSENT CALENDAR ITEMS**

1. Meeting Minutes

2.

3.

4.

**PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other**

**PowerPoint?**

1. PMA-10-01 Marquis RL to RML (*Quasi*) (Comm. Dev.)

2. PTA-10-02 Marquis Access Management (Comm. Dev.)

3.

**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

1. Reso - Accepting Southwest Concept Plan (Comm Dev)

2. Resolution Approving Development Agreement Marquis (Comm. Dev.)

3.

4.

5.

**EXECUTIVE SESSION ITEMS**

1.

**WORK SESSION ITEMS**

**PowerPoint?**

1.

2.

3.

4.

5.

**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1. Commuter Rail Update

2. YAC Update

3.

**CONSENT CALENDAR ITEMS**

1. Meeting Minutes

2.

3.

4.

**PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other**

**PowerPoint?**

1. PTA-09-08 Mitigation Impacts – Sewer, Water, Storm (**Legislative**) (Comm. Dev.)

2. PMA-09-03 Zone Change from RL to MC [cont'd from July 12, 2010]

3.

**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

1. Ordinance – TMC re Poultry

2. Development Agreement for Legacy Health Systems [cont'd from July 12, 2010]

3.

4.

5.

**EXECUTIVE SESSION ITEMS**

1.



**WORK SESSION ITEMS**

**PowerPoint?**

1.

2.

3.

4.

5.

**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1.

2.

3.

**CONSENT CALENDAR ITEMS**

1. Meeting Minutes

2.

3.

4.

**PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other**

**PowerPoint?**

1.

2.

3.

**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

1.

2.

3.

4.

5.

**EXECUTIVE SESSION ITEMS**

1.

**WORK SESSION ITEMS**

**PowerPoint?**

1.

2.

3.

4.

5.

**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1. Commuter Rail Update

2.

3.

**CONSENT CALENDAR ITEMS**

1. Meeting Minutes

2.

3.

4.

**PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other**

**PowerPoint?**

1. PTA-09-03 Historic Regs **(Legislative)** (Comm. Dev.) *(tentative)*

2.

3.

**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

1.

2.

3.

4.

5.

**EXECUTIVE SESSION ITEMS**

1.

**WORK SESSION ITEMS**

**PowerPoint?**

1. Initial Discussion East Tualatin Area Urban Renewal (Comm. Dev.)

2.

3.

4.

5.

**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1.

2.

3.

**CONSENT CALENDAR ITEMS**

1. Meeting Minutes

2.

3.

4.

**PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other**

**PowerPoint?**

1.

2.

3.

**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

1.

2.

3.

4.

5.

**EXECUTIVE SESSION ITEMS**

1.

# July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b> 6:45p Clackamas County C-4 Meeting @ County Develop. Services Bldg.	<b>2</b> 4:00-8:00p Farmers' Market, Tualatin Commons 6:30p Concerts on the Commons - Jacob Merfin (LO, JD)	<b>3</b> 9:00p Movies on the Commons - Astro Boy
<b>4</b>	<b>5</b> Independence Day Holiday <b>CITY OFFICES CLOSED</b>	<b>6</b> 6:00p TLAC @ Council Chambers 7:00p TPAC Meeting, Council Chambers	<b>7</b>	<b>8</b>	<b>9</b> 7:30a Chamber Networking @ Banner Bank 4:00-8:00p Farmers' Market, Tualatin Commons 6:30p Concerts on the Commons-Cloverdayle (ET, LO, JD)	<b>10</b> 1p-2:30p "2nd Saturday" @ Library (DM, LO, JH, MB) 2p-4p Pohl Ctr BBQ Fundraiser for MoWheels \$10 9:00p Movies on the Commons - The Spy Next Door
<b>11</b>	<b>12</b> 5:00p Work Session 7:00p Council/TDC Mtg	<b>13</b> 11:30a EcoDevo w/ Mayors of Tualatin and Wilsonville, Holiday Inn 6:00p TPARK @ Council Chambers	<b>14</b>	<b>15</b> 11:30a Groundbreaking, Healing Garden, Legacy Meridian Park Medical Center 7:00p Urban Renewal Advisory Committee, Council Chambers	<b>16</b> 7:30a Chamber Networking Sponsored by Oregon Heat @ Hert. Ctr. 6:30p Concerts on the Commons-Swingline Cubs 4:00-8:00p Farmers' Market Tualatin Commons	<b>17</b> 7a-5p Electric Radio Controlled Unlimited (boats) - Lake of Commons 10p-10p Relay for Life @ TuHS artificial turf field 9:00p Movies on the Commons - Shark Tale
<b>18</b> 8a-12p Relay for Life @ TuHS artificial turf field	<b>19</b>	<b>20</b> 6:00p TAAC @ Library Conf Room	<b>21</b> 8:00 Chamber New Member Breakfast @ Claim Jumper 5:30p Multi-Chamber Alive After Five @ Meridian Park Medical Center	<b>22</b> 11:30a Chamber Luncheon @ Hayden's 6p Mayor's Challenge Race - Cook Park 5:30-7:30p SW Concept Plan Open House, Council Chambers	<b>23</b> 7:30a Chamber Speed Networking: HBA 15555 SW Bangy Road, LO 12pm-9pm Artsplash - Tualatin Commons 6:30p Concerts on the Commons-Patrick Lamb (DM) 4:00-8:00p Farmers' Market, Tualatin Comm	<b>24</b> 10a-8p Artsplash-Tualatin Commons 9:00p Movies on the Commons - Monsters vs. Aliens
<b>25</b> 10a-4p ArtSplash 10a-3p Chalk it Up - Tualatin Commons	<b>26</b> 5:00p Work Session 7:00p Council/TDC Mtg	<b>27</b> 6:30p Tualatin Tomorrow VIC Steering Committee @ Council Chambers	<b>28</b>	<b>29</b>	<b>30</b> 7:30a Chamber Networking@ Heritage 4:00-8:00p Farmers' Market @ Tualatin Commons 6:30p Concerts on the Commons-Craigmore	<b>31</b> 9:00p Movies on the Commons - Where the Wild Things Are

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>  6:00p CIC Meeting	<b>3</b> 5:30p National Night Out - Police (LO, CB) 6:00p TLAC @ Lib Comm Rm 7:00p TPAC Meeting, Council Chambers	<b>4</b>	<b>5</b>  6:45p ClackCo C-4 Mtg @ County Dev Svcs Bldg.	<b>6</b> Willowbrook Camp Ends 6:30p Concerts on the Commons-Norman Sylvester 4:00-8:00p Farmers' Market, Tualatin Commons	<b>7</b> 9:00p Movies on the Commons - Cloudy With a Chance of Meatballs
<b>8</b>	<b>9</b>  5:00p Work Session 7:00p Council/TDC Mtg	<b>10</b> 6:00p TPARK @ Council Chambers	<b>11</b>	<b>12</b>	<b>13</b> 4:00-8:00p Farmers' Market @ Tualatin Commons 6:30p Concerts on the Commons-Hit Machine (LO)	<b>14</b> Crawfish Festival - Community Park and Tualatin Commons
<b>15</b> Crawfish Festival - Car Show @ Haggen's	<b>16</b>	<b>17</b> 6:00p TAAC @ Council Chambers	<b>18</b> 12:00p Core Area Parking District Board, Council Chambers	<b>19</b>	<b>20</b> 6:30p Concerts on the Commons-Intervision 4:00-8:00p Farmers' Market, Tualatin Commons	<b>21</b> 9:00p Movies on the Commons - Up  TBD am Crawfish Crawl 9:00p Movies on the Commons - The Goonies
<b>22</b>	<b>23</b>  5:00p Work Session 7:00p Council/TDC Mtg	<b>24</b> 6:30p Tualatin Tomorrow VIC Steering Committee @ Council Chambers	<b>25</b>	<b>26</b> 11:30a Chamber Luncheon	<b>27</b> 4:00-8:00p Farmers' Market, Tualatin Commons 6:30p Concerts on the Commons-Aquamel	<b>28</b> 8a-5p American Kennel Club Obedience Trial (TCP)
<b>29</b>	<b>30</b>	<b>31</b>				

2010

# September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6 Labor Day Holiday <b>CITY OFFICES CLOSED</b> 6:00p C/C Meeting	7 6:00p TLAC @ Lib Comm Rm 7:00p TPAC Meeting, Council Chambers	8	9	10 4:00-8:00p Farmers' Market @ Tualatin Commons	11 1p-2:30p "2nd Saturday" @ Haggen's Food Court
12	13 5:00p Work Session 7:00p Council/TDC Mtg	14 6:00p TPARK @ Council Chambers	15	16 C-4 Retreat (LO, JH)	17 4:00-8:00p Farmers' Market @ Tualatin Commons	18
19	20 5:00p Work Session 7:00p Council/TDC Mtg	21 6:00p TAAC @ Council Chambers	22	23 11:30a Chamber Luncheon	24 4:00-8:00p Farmers' Market @ Tualatin Commons	25
26	27 5:00p Work Session 7:00p Council/TDC Mtg	28 6:30p Tualatin Tomorrow Vision Implementation Committee @ Library Community Room	29	30		

2010



# October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4 6:00p CIC Meeting	5 6:00p TLAC @ Lib Comm Rm 7:00p TPAC Meeting, Council Chambers	6	7 6:45p ClackCo C-4 Mtg @ County Dev Svcs Bldg.	8	9
10	11 5:00p Work Session 7:00p Council/TDC Mtg	12 6:00p TPARK @ Council Chambers	13	14	15	16
17	18	19 6:00p TAAC @ Council Chambers	20	21 7:00p Urban Renewal Advisory Committee Council Chambers 18880 SW Martinazzi Avenue	22	23 8a-5p - 7th Annual Giant Pumpkin Regatta; Tualatin Commons
24	25 5:00p Work Session 7:00p Council/TDC Mtg	26 6:30p Tualatin Tomorrow VIC Steering Committee @ Council Chambers	27	28 11:30a Chamber Luncheon	29	30
31						

2010