



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council
FROM: Sherilyn Lombos, City Manager
DATE: August 22, 2008
SUBJECT: Work Session for August 25, 2008

Work Session will start at 5:45 p.m.

Councilors Barhyte, Maddux & Truax will be absent

There are four items for consideration at work session:

- 1) **5:45 p.m. (20 min) – Solid Waste Update.** Allied Waste is our franchised solid waste services provider. Due to increased cost of doing business, they are asking for a rate increase (even with the increase, we will be well below the regional average for everything except 30-yard drop boxes). We will be discussing the rate increase at the work session along with a proposal that Allied recently gave us for roll-cart recycling service. Attached are a couple of slides that will be used in the presentation. Kathy Kaatz from Operations who handles the franchise will make the presentation and Frank Longrian, the Allied representative will be available to answer questions you may have.

Action requested: Direction from Council regarding recycling roll-cart service.

- 2) **6:05 p.m. (20 min) – Partners for Sustainable Washington County.** Vision Action Network (VAN) convened a forum on the topic of sustainability in early 2007. A Sustainability Leadership Team, of which Tualatin was a part, was convened shortly thereafter to study the feasibility of establishing a sustainability effort in Washington County. That Team produced a proposal to set up an organization called the Partners for a Sustainable Washington County made up of Washington County, Special Districts, Cities, Educational Institutions and eventually private partners. At tonight's work session we will discuss in more detail the proposal and what is being asked of Tualatin. Attached is the proposal.

Action requested: Direction from Council whether to join the partnership.

- 3) **6:25 p.m. (20 min) – Stafford Basin Update.** The purpose of this briefing is to bring the Council up to speed on happenings in the Stafford Basin including what is happening with the Stafford Hamlet as well as other planning efforts relating to surrounding cities. Attached is a memo from Doug Rux regarding this issue.

Action requested: Direction from the Council on the Stafford Hamlet MOU.

- 4) **6:45 p.m. (10 min) – Council agenda review & Council communications.**

Action requested: Council review the agenda for the August 25th City Council and Development Commission meetings.

Other items of interest:

Food for Monday night: We will be enjoying salad and pasta from California Pizza Kitchen.

Presentations for Monday night: Attached is a powerpoint presentation that will be used on Monday night for the TEAM Tualatin update.

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. Some dates you may want to note:

- **August 27, Wednesday, 6pm:** Hazelbrook Ice Cream Social; opportunity to present information regarding the November 4th bond measure.
- **August 28, Thursday, 11:30am:** Chamber Luncheon to discuss the I-5 to 99W Connector project. If you would like to attend, please feel free to do so. It is held at the Country Club.
- **August 28, Thursday, 6pm:** Special Work Session to discuss the Central Urban Renewal District. We will be at the Police Department.
- **September 1, Monday, 4pm:** Heritage Center Patio Dedication Ceremony.
- **September 5, Friday, 5:30pm:** Bridgeport Back-to-School Night; opportunity to present information regarding the November 4th bond measure.
- **September 8, Monday, 3pm:** Tour of the Clean Water Services, Durham Treatment Plant.
- **September 10, Wednesday, 5pm:** Tualatin High School Ice Cream Social; opportunity to present information regarding the 11/4 bond measure.
- **September 11, Thursday, 6pm:** Tualatin Elementary Back-to-School night; opportunity to present information regarding the 11/4 bond measure.

- **September 18, Thursday, 5:00pm:** Volunteer Recognition BBQ in Community Park.
- **November 21 – 22, Friday – Saturday:** City Council Goal Setting Retreat

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

Attachments:

- A. Solid Waste Proposal Presentation
- B. Partners for a Sustainable Washington County Proposal
- C. Stafford Basin Memo
- D. Powerpoint presentations for Monday night
- E. Upcoming meeting and work session items (August – November)
- F. Tualatin Calendar of Events (August – November)

PROPOSAL

Partners for a Sustainable Washington County

Prepared for:

Sustainability Leadership Team

Bob Davis, Washington County
Greg DiLoreto, Tualatin Valley Water District
Rob Dixon, City of Hillsboro
Mayor Rob Drake, City of Beaverton
Bruce Roll, Clean Water Services
Michael Jordan, Metro
Sherilyn Lombos, City of Tualatin
Craig Prosser, City of Tigard

Prepared by:

Sustainability Operations Team

Ronda Chapman-Duer, Washington County
Bruce Cordon, Clean Water Services
Theresa Koppang, Washington County
Sia Lindstrom, Vision Action Network
Jan McGowan, Board of Directors, Vision Action Network
Liz Newton, City of Tigard
Patt Opdyke, OSU Extension Service
Douglas Tsoi, Vision Action Network
Cheryl Welch, Tualatin Valley Water District



Partners for a Sustainable Washington County

PROPOSAL

Background

In Washington County's Year 2000 community visioning process, called *VisionWest*, the community identified the environment as one of eight critical issue areas. Since then, many individuals and organizations have been working and making progress in this arena. In 2005 the Vision Action Network (VAN) created what was to become the Sustainability Operations Team and initiated a review of findings and recommendations from the VisionWest environmental issue paper, along with an assessment of progress made and current needs. Through this process, a survey of key stakeholders in 2006 identified sustainability as the key issue of concern.

Based on this input, a committee of the VAN convened a forum on the topic in early 2007. It was attended by more than 125 invited participants with a demonstrated interest or expertise in sustainability. Work groups met to discuss progress and current needs in a variety of issue areas. The overwhelming consensus was the need for coordination of efforts, including environmental, economic and social aspects. Within four months VAN had secured funding from several partners to undertake a study on the feasibility of establishing a sustainability organization or effort.

The study was completed by consultants and presented to the Leadership Team, comprised of leaders from partner organizations, in December. Following discussion in January, the Leadership Team directed the Operations Team to create a proposal for a sustainability clearinghouse based on their input.

Why Sustainability, Why Now?

Members of the Operations Team have been struck by the consistency of input regarding sustainability as a key issue facing the county. This view is reinforced by the growing awareness and body of information on the topic, and the willingness of partners to explore this opportunity. We embrace the view that sustainable practices are critical to the continued livability of our county and the planet, and recognize the environmental urgency of promoting such practices in balance with economic and social factors.

It is true that sustainability is a global issue, and that there are myriad resources available and initiatives started, locally, regionally (including Metro's proposed sustainability resolution), nationally and internationally. This proposal focuses on gathering and disseminating the best practices to partner organizations; on supporting partner organizations in their efforts to address sustainability; and on promoting sustainable practices to the public in Washington County.

Summary of Proposal

Partner organizations will be more effective in their sustainability efforts by leveraging resources, collaborating and using technology to reach a broad audience. A county-wide sustainability partnership will integrate existing expertise and provide access to existing knowledge. It will recognize the sustainability work being done in the county. It will be the “go to” place for information, and it will work to inspire and energize both leaders and constituents to strive for sustainability.

Proposed Name

Partners for a Sustainable Washington County (PSWC)

Mission Statement

The PSWC supports its partner organizations in their efforts to create and promote sustainable practices both within their operations and to the residents of Washington County.

Audiences

The PSWC will provide services to two primary audiences: partners and the public.

Partners – Partners are those organizations and individuals who contribute financially to the PSWC. A significant amount of resources will be dedicated to meeting their needs. The needs of founding partners, governmental agencies in Washington County, will be the primary focus as the effort launches. Educational, nonprofit, and private sector firms will be added as partners once the effort is off the ground.

Public – As awareness of the issue of sustainability continues to grow and gain importance, the PSWC will serve as a resource to the public at large, and will be the place to which agencies can direct inquiries from the public.

Functions

PSWC will be a repository for sustainability knowledge, a place where governments, organizations and residents of Washington County go to access comprehensive and up-to-date information. In addition, the PSWC will promote sustainability practices and educate the residents of Washington County about these practices as time allows.

Coordinate – The PSWC will identify opportunities for partners to collaborate in sustainability efforts such as cooperative purchasing agreements or minimum standards and metrics to be voluntarily undertaken by partners. Initiatives, such as those included in Appendix C, could be undertaken by Partner task groups willing to invest in a particular topic. The PSWC may also serve as a liaison for Partners when convening with agencies and organizations.

An annual event of key stakeholders and constituents around the topic of sustainability will also be coordinated by the PSWC. Playing off of the success of the 2007 summit, the event could serve as an opportunity to showcase the latest and best practices, and to re-invigorate those in Washington County working in this field. It might also serve as a forum to launch initiatives, report progress, assess the importance of the PSWC, and present awards.

Convene – PSWC will be the new home for the *Sustainability Network of Washington County*, which was formed under the auspices of the Vision Action Network in 2007. The PSWC will convene this network of business, educational and governmental sustainability professionals to identify county-wide sustainability needs as well as resources and opportunities.

Disseminate and Educate (information and referral) – The PSWC will monitor and collect the latest sustainability information and practices from a regulatory/governance perspective and for use by local residents. A comprehensive and user-friendly website containing contemporary, well-organized, and searchable articles and links to a wide variety of relevant information and resources will be the main educational tool of the PSWC. The site could be a stand-alone site or part of an existing portal or website such as myecoville.com. In addition to links to other websites, the website should contain information that is specific to the Washington County region.

The website may include:

- Sample projects from partner agencies/companies, including development of regulations and regulatory compliance
- Best practices from other jurisdictions/companies
- Question and answer section to address common issues and concerns
- Topical listservs
- Comprehensive archive of resources
- Publishable newsletter articles

- Educational resources for distribution to public or campaigns
- Key players in the public, private practice and nonprofit worlds
- Partner sustainability activities and links to partner organizations
- Surveys on current issues (county-wide or by jurisdiction when needed)
- Incentives and promotions (e.g. Energy Trust of Oregon incentives, Business Energy Tax Credits)

Depending on resources, the PSWC could also undertake public education through attendance at community meetings or by hosting sustainability fairs. At the least, educational materials will be made available to partner organizations willing to disseminate them through their participation in such events.

Structure

The Operations Team recommends the PSWC be principally funded through a Cooperative Agreement between the Cities, special districts (including Portland Community College) and Washington County. (See recommended budget in Appendix D and draft PSWC Cooperative Agreement in Appendix B.)

A Lead Administrative Agency will support the administrative, fiscal, and technical aspects of project operations. The services of the Lead Administrative Agency and other project expenses will be funded with annual membership dues paid by (and in-kind contributions from) Partner Organizations, grants, and other fundraising activities. The Lead Administrative Agency's responsibilities will include housing, audit responsibility (if required) and administrative support. The Operations Team recommends Portland Community College (PCC) function as Lead Administrative Agent, and that the Rock Creek Campus be the location. PCC has tentatively agreed in principle to act as Lead Administrative Agent for three years, with the biennial ability to renegotiate the service level in line with revenues from the state budget cycle. PCC would categorize the Coordinator position as a grant-funded position (position subject to funding) and serve as the employer-of-record with supervisory and disciplinary authority. PCC would also like to be included as a Partner Organization.

The Advisory Team recommends an initial agreement of three years, to ensure sufficient time to successfully start up this effort. A comprehensive benefits assessment will be completed during the third year of the agreement, to determine the need and value for each partner in continuing the agreement, and at what level.

Following the preliminary start-up phase, partners from the private sector will be engaged, both to support their efforts to become more sustainable and to make accessible their knowledge and expertise to the community.

A two-tiered structure will be established to oversee this project:

1. The **Governing Board (GB)** will be composed of the chief executive officer or designee from each Partner Organization (please see Budget in Appendix D for Partner Organization funding commitments, and Sample Cooperative Agreement in Appendix B for definition of Partner Organizations). Meeting once or twice a year, it will be responsible for high-level actions:
 - reviewing and approving strategic plans, goals, and objectives;
 - annual work plans;
 - staff oversight within constraints of Service Level Agreement with LAA,
 - budget, related fee schedules and other fiscal documents;
 - the addition of Partner Organizations; and
 - the selection of the Lead Administrative Agency and other related functions.

The GB will elect an **Executive Committee (EC)** that includes a chair and vice-chair.

2. The **Operations Team (OT)** will support the work of the Coordinator and provide technical advice/expertise to guide his/her work. It will have one representative appointed by each Partner Organization serving on the GB and will determine its operating structure at the time of its appointment. The OT is responsible for:
 - project operational issues;
 - the approval of contracts within budget authority;
 - recommendations to the GB regarding strategic plans, goals, and objectives;
 - policies and procedures; and,
 - work plan oversight and performance standards.

Timeline

| Timeline | Activity |
|----------------------|---|
| Year One | Start-up phase |
| | |
| July – August | Hire Coordinator |
| September | Decide on website solutions |
| | Engage with Sustainability Network |
| September – December | Meet with agency partners – research needs, gather web content |
| | Research and post resources for government partners |
| | Plan Sustainability Event |
| January – February | Launch website, perhaps at Sustainability Event |
| March – June | Research and meet with potential private sector partners |
| | Coordinate initiatives with partners as needed and time is available |
| June | Conduct first year assessment |
| Year 2 | |
| Ongoing | Identify and participate in opportunities to promote sustainability practices |
| | Support Sustainability Network involvement in selected initiative(s) |
| January - February | Sustainability Event |
| June | Conduct second year assessment |
| Year 3 | |
| Ongoing | Identify and participate in opportunities to promote sustainability practices |
| | Support Sustainability Network involvement in selected initiative(s) |
| January – February | Sustainability Event |
| March – April | Comprehensive benefits analysis |
| May – June | Plan for major adjustments, continuation or termination of PSWC |

Appendix – Sample Initiatives

Depending on time and resources available, the Coordinator and Sustainability Network may address a variety of issues, especially those that are the focus of partner organizations.

Following is a sampling of potential initiatives that have been identified through the 2007 Sustainability Summit and by the Operations Team.

- Awards and recognition for sustainability efforts
- Conferences, workshops, training programs
- Cross-jurisdiction campaigns to promote sustainable activities to the public
- Government Purchasing Coordination (best practices for existing purchasing networks)
- Green building (LEED or other) standards and information
- Green spaces
- Land use and stewardship
- Public outreach and education (events, materials)
- Recycling promotion
- Storm water management
- Sustainability benchmarks and performance targets
- Sustainable agriculture
- Transportation
- Trip reduction strategies and incentives
- Volunteer opportunities
- Water supply, quality and conservation

COOPERATIVE AGREEMENT FOR PARTNERS FOR A SUSTAINABLE WASHINGTON COUNTY COMMUNITY

This Cooperative Agreement (Agreement) establishes an organization to support the sustainability efforts of the signatories of this Agreement, and contains the terms and conditions for member organizations to share and leverage their sustainability resources in Washington County and beyond.

AGREEMENT

1. Partners for a Sustainable Washington County Community Established

- 1.1 This Agreement is entered into by the Partners that have, by executing this Agreement, manifested their intent to enter into an organization to support and enable sustainable practices both within their organizations and to residents of Washington County. The name of the organization is: PARTNERS FOR A SUSTAINABLE WASHINGTON COUNTY COMMUNITY (PSWCC). A List of all Partners is attached as Exhibit A.
- 1.2 Provisional Partners may also become affiliated with PSWCC by executing this Agreement. A List of all Provisional Partners is included in Exhibit A.

2. Purpose

- 2.1 Recognizing that it is more effective to pool resources and work cooperatively, the PSWCC is formed to gather and disseminate information and to support Partner and Provisional Partner organizations in their efforts to address sustainability, develop best management practices and share information about sustainable practices for the citizens of Washington County and beyond.

3. Authority

- 3.1 The parties hereby declare that they have the authority to enter into this Agreement pursuant to their Principal Act and Oregon Revised Statutes, Sections 190.003-190.030.

4. Definitions

- 4.1. As used in this Agreement, the following terms mean:
 - 4.1.1. Executive Committee (EC): The EC consists of 5 Partner Representatives including: (1) the Chair of the Governing Board (GB); (2) a Partner representative from Washington County; (3) a Partner representative of the special district Partners; (4) a representative of the municipal government Partners; and (5) one “at-large” Partner representative selected by majority

vote of the GB. The EC has the responsibilities set forth in Section 6 of this Agreement.

- 4.1.2. Fiscal Year: The PSWCC fiscal year shall be July 1 to June 30 of each calendar year.
- 4.1.3. Governing Board (GB): The GB is made up of one representative from each Partner (Partner Representative) with the responsibilities set forth in section 5 of this Agreement.
- 4.1.4. Lead Administrative Agency: The agency that houses and maintains PSWCC physical assets and handles PSWCC administrative and financial functions.
- 4.1.5. Operations Team (OT): The OT is made up of one representative from each Partner (Partner Representative) with the operating responsibilities set forth in section 7 of this Agreement.
- 4.1.6. Partner: Partners are local governments that have executed this Agreement, desire to further their sustainable practices and agree to contribute financially to PSWCC. Partners shall make payments to the PSWCC as provided in the Standard Schedule attached as Exhibit B to this Agreement. Partners have representation (Partner Representatives) on the GB and the OT. Partner Representatives are eligible to serve on the EC and any other committee created by the GB, OT or EC. Each Partner Representative serving on the GB, OT, EC or any other committee established by PSWCC shall have one vote and may vote on PSWCC matters.
- 4.1.7. Partners for a Sustainable Washington County Community (PSWCC): The organization created under this Agreement to support the sustainable practices of Partner organizations in Washington County.
- 4.1.8. Provisional Partner: Provisional Partners are entities that desire to be affiliated with PSWCC but lack the financial ability, internal support, resources or authority to become a Partner. Provisional Partners shall make payments to the PSWCC as stated in the Special Schedule attached as Exhibit C to this Agreement. Provisional Partners are not eligible to serve on the EC or OT but may attend and participate in GB and OT meetings. Provisional Partners may not vote on PSWCC matters.
- 4.1.9. PSWCC Sustainability Coordinator: The PSWCC Sustainability Coordinator is a full time position responsible for coordinating the activities of Partners and Provisional Partners, disseminating information and educational materials, making presentations on sustainable practices, overseeing the PSWCC budget, recruiting new Partners and Provisional Partners and other activities deemed appropriate by the GB, OT and EC. The PSWCC Sustainability Coordinator shall be supervised by the Lead Administrative Agency in consultation with the OT.

5. Governing Board

- 5.1. A Governing Board (GB) is established to organize and maintain the PSWCC. The GB shall be composed of one representative from each Partner (Partner Representative). The GB has the power to vote on PSWCC matters. Each Partner Representative shall have one vote.
- 5.2. The GB is responsible for:
 - 5.2.1. Reviewing and approving PSWCC strategic plans, goals and objectives and annual work plans recommended by the EC and prepared by the OT;
 - 5.2.2. Reviewing and approving the annual budget, the Standard Schedule (Exhibit B), the Special Schedule (Exhibit C), and other fiscal documents and expenditure decisions recommended by the EC and prepared by the OT;
 - 5.2.3. Approving the addition of Partners and Provisional Partners;
 - 5.2.4. Approving the selection of the Lead Administrative Agency;
 - 5.2.5. Approving the Service Level Agreement that governs the rights and obligations of the Lead Administrative Agency; and
 - 5.2.6. Electing five Partner Representatives to serve on the EC as provided in Section 6.1.
- 5.3. GB meetings are open to the public and must conform to the open meeting rules and laws.
- 5.4. A majority of the GB constitutes a quorum at any special or regular meeting. A majority of a quorum is required to take official action.
- 5.5. The GB will adopt rules governing its procedures including but not limited to the time, regularity, and place of its regular meetings, and a procedure for calling special meetings.
- 5.6. The GB will elect a Chair and Vice Chair by a simple majority vote of the Partner Representatives; however, neither the Chair nor the Vice Chair may be the chief executive officer or representative of the Lead Administrative Agency. The Term of the Chair and Vice Chair will be for two years, with elections held at the first meeting in even numbered fiscal years. The Vice-Chair will preside and act in the absence of the Chair. Any permanent vacancy in the positions of Chair or Vice-Chair shall be filled by a special election of the GB held at a regular or special meeting of the GB.

- 5.7. The Lead Administrative Agency will act as the Secretary for the GB and is responsible for providing meeting notices, taking meeting minutes and other tasks deemed appropriate by the GB.
- 5.8. The GB may establish committees as it deems necessary and desirable. Such committees will be advisory committees to the GB.
- 5.9. The GB may delegate any PSWCC matter to the EC, OT or any other PSWCC committee deemed appropriate by the GB.
- 6. **Executive Committee.** At any time, the GB may establish an Executive Committee.
 - 6.1. The EC shall consist of 5 Partner Representatives. These Partner Representatives shall include:
 - 6.1.1. The Chair of the GB;
 - 6.1.2. A Partner Representative from Washington County;
 - 6.1.3. A Partner Representative from the special district representatives;
 - 6.1.4. A Partner Representative from the municipal government representatives; and
 - 6.1.5. An “at-large” Partner Representative selected by majority vote of the GB.
 - 6.2. The EC shall be elected by a majority vote of the GB.
 - 6.3. At no time shall any Partner have more than one representative on the EC. Except for the GB Chair serving on the EC, all other EC representatives shall be appointed to serve for one fiscal year. EC representatives may serve more than one term.
 - 6.4. The EC is responsible for:
 - 6.4.1. Reviewing, revising and recommending to GB strategic plans, goals and objectives and annual work plans prepared by the OT;
 - 6.4.2. Reviewing, revising and recommending to GB approval of the annual budget, the Standard Schedule (Exhibit B), the Special Schedule (Exhibit C) and other fiscal documents prepared by the OT;
 - 6.4.3. Recommending to GB the addition of new Partners or Provisional Partners;
 - 6.4.4. Recommending to GB any changes to the Lead Administrative Agency;
 - 6.4.5. Reviewing regular OT updates regarding status and issues related to PSWCC operations and recommend to GB required action if appropriate; and

- 6.4.6. Reviewing, negotiating and recommending to the GB the Service Level Agreement with the Lead Administrative Agency.
- 6.5. A majority of the EC constitutes a quorum at any special or regular meeting. A majority of the quorum is required to take official action.
- 6.6. The EC will adopt rules governing its procedures including but not limited to the time and place of its regular meetings, and a procedure for calling special meetings.
- 6.7. EC meetings are open to the public and must conform to the open meeting rules and laws.
- 6.8. The EC may make, establish and alter rules and regulations for its procedure consistent with generally recognized principles of parliamentary procedure. Except as otherwise reserved for the GB or OT, the EC shall have the power to carry out the purposes of this Agreement, including but not limited to the power to: create bylaws for approval and adoption by the GB; enter into contracts with approval of the GB; organize meetings; operate a website; disseminate information; create informational brochures; create subcommittees; maintain membership lists; maintain equipment and supply inventory lists; and deal with membership issues. The EC may delegate any PSWCC matter to the GB, OT or any other PSWCC committee deemed appropriate by the EC.

7. Operations Team

- 7.1. The OT shall have one representative appointed by each Partner (Partner Representative), and each Partner Representative has one vote.
- 7.2. The OT will nominate and elect a Chair, Vice Chair, and Secretary for two year terms. The Vice Chair will preside and act in the absence of the Chair.
- 7.3. A majority of the OT members constitutes a quorum.
- 7.4. The OT will meet at least quarterly at a time and place designated by the Chair. All meetings require at least seven days written notice to all OT members. Special meetings of the OT may be called by the Chair or any two Partner Representatives upon at least seven days prior written notice to all OT members. Email notification is acceptable for quarterly and special meetings.
- 7.5. OT meetings are open to the public and must conform to the open meeting rules and laws.

7.6. The OT is responsible for:

- 7.6.1. Consulting with the Lead Administrative Agency supervisor on operational issues such as hiring, performance appraisals, and any termination of the PSWCC Sustainability Coordinator;
- 7.6.2. Providing technical assistance to the PSWCC Sustainability Coordinator;
- 7.6.3. Approving contracts within budget authority so long as contract is within the scope of authority delegated to the OT from the GB or EC;
- 7.6.4. Recommending strategic plans, goals, objectives and work plan to the EC and GB;
- 7.6.5. Recommending changes to the annual budget, the Standard Schedule (Exhibit B), the Special Schedule (Exhibit C) and other fiscal documents to the EC and GB;
- 7.6.6. Creating policies and procedures for EC review and GB approval;
- 7.6.7. Overseeing the work plan and performance standards; and
- 7.6.8. Such other activities deemed appropriate by the GB or EC.

8. Lead Administrative Agency

- 8.1. The Lead Administrative Agency will support the administrative, fiscal, and technical aspects related to PSWCC operations as provided in the Service Level Agreement. The Lead Administrative Agency shall be the Portland Community College (PCC) and the PSWCC will be housed at PCC's Rock Creek campus. The GB may change the Lead Administrative Agency at any time by majority vote of the GB, consistent with the terms of the Service Level Agreement.
- 8.2. The Lead Administrative Agency will be the employer of record of PSWCC staff, including the PSWCC Sustainability Coordinator. It will be responsible for:
 - 8.2.1. Employing and paying staff, including benefits;
 - 8.2.2. Supervising PSWCC staff with disciplinary authority;
 - 8.2.3. Interviewing, hiring, and terminating staff in consultation with the OT;
 - 8.2.4. Conducting annual reviews in consultation with the OT; and
 - 8.2.5. Such other activities deemed appropriate by the GB, EC or OT as agreed to by the Lead Administrative Agency in the Service Level Agreement or subsequent amendments.

- 8.3. The Lead Administrative Agency will provide technical support for all PSWCC assets. The Lead Administrative Agency's responsibilities in this role will be defined by an annual Service Level Agreement between the Lead Administrative Agency and PSWCC.

9. Partner and Provisional Partner Duties and Rights

- 9.1 Partners shall make payments to the PSWCC as provided in the Standard Schedule attached as Exhibit B to this Agreement, as amended from time to time. Payments shall be made within 45 days of the start of the Fiscal Year (August 15). Partners shall have representation on the GB and the OT. Partner Representatives are eligible to serve on the EC and any other committee created by PSWCC. Each Partner Representative serving on the GB, OT, EC or any other committee established by PSWCC shall have one vote and may vote on PSWCC matters. Partner Representatives may propose items for any GB or OT meeting agenda.
- 9.2 Provisional Partners shall make payments to the PSWCC as stated in the Special Schedule attached as Exhibit C to this Agreement, as amended from time to time. Payments shall be made within 45 days of the start of the Fiscal Year (August 15). Provisional Partners may not vote on PSWCC matters and are not eligible to serve on the EC or OT. Provisional Partners may attend and participate in all GB and OT meetings.

10. Funding PSWCC Expenses

- 10.1. The services of the Lead Administrative Agency, the PSWCC Sustainability Coordinator and other PSWCC expenses will be funded with dues and in-kind contributions from Partners and Provisional Partners as provided on the Standard Schedule (Exhibit B) and Special Schedule (Exhibit C).

11. Procedures Manual

- 11.1. The OT will create procedures for the PSWCC and will incorporate them into a Procedures Manual. The GB has oversight authority, final editorial control and must approve the Procedures Manual.

12. Additional Partners and Provisional Partners

- 12.1. The GB will develop methods for extending participation to additional local governments and agencies. New Partners and Provisional Partners will be accepted into the PSWCC only upon recommendation of the EC and approval of a majority of the GB.

13. Duration, Withdrawal, Termination, and Ownership

- 13.1. Each Partner owns an undivided common interest in PSWCC assets and in all unexpended and unencumbered funds held by the Lead Administrative Agency for PSWCC, in the same proportion as the Partner pays current annual fees. Provisional Partners shall have no ownership interest in PSWCC assets or funds.
- 13.2. The initial Term of the Agreement is three (3) years from the Effective Date. The GB may commission a benefits assessment to be completed during the third year of the Agreement.
- 13.3. A Partner may withdraw from the PSWCC by giving to the GB Chair written notice at least six months in advance of the subsequent fiscal year. The written notification (on official letterhead, not email) must include a transition plan developed by the withdrawing Partner to allow the orderly and coordinated ending of all applicable PSWCC related services. Upon withdrawal, the former Partner forfeits any claims to PSWCC assets. Provisional Partners may withdraw by giving 60 days written notice (on official letterhead, not email) to the GB Chair.
- 13.4. A Partner may withdraw from the PSWCC without written notice as provided in section 13.3 only by unanimous vote of the GB.
- 13.5. The PSWCC and this Agreement may be terminated by mutual agreement of all Partners. At the time of termination, all Partners are entitled to a share of the proceeds of sale of PSWCC assets including equipment and software and any unexpended and unencumbered funds held for use by PSWCC in the same proportion as their ownership interests. Provisional Partners are not entitled to any share of PSWCC assets.

14. Remedies and Attorneys' fees

- 14.1. If a Partner attempts to withdraw from the PSWCC but fails to follow the notice process required by section 13.3 or to obtain the authorization under section 13.4, the Partners recognize that each has relied upon the other's contributions for the budget in place for the applicable fiscal year. Therefore, the withdrawing Partner shall forfeit that amount paid and attributed to it for the PSWCC annual operation costs for the next fiscal year, as determined by the current PSWCC Fee Schedule to keep the remaining Partners whole.

15. Liability and Indemnification

- 15.1. Subject to the Oregon Constitution, the limits imposed under the Oregon Tort Claims Act, and laws of the state of Oregon applicable to local governments, each Partner and Provisional Partner agrees to be responsible for the consequences of the acts of its board, representatives, officers, employees and agents that may affect any other Partner, Provisional Partner, PSWCC or person or entity that is not a party to this Agreement. Each such Partner or Provisional Partner agrees to

hold harmless, defend and indemnify each other Partner, Provisional Partner and PSWCC, including their board, representatives, officers, employees and agents against all claims, demands, actions or suits (including all attorneys' fees and costs) arising from this Agreement where the claim, suit, action, loss, damage, injury or liability is attributable to the acts or omissions of the Partner or Provisional Partner, its board, representatives, officers, employees and agents.

- 15.2. Subject to the Oregon Constitution, the limits imposed under the Oregon Tort Claims Act, and laws of the state of Oregon applicable to local governments, PSWCC shall assume the defense of, fully indemnify, save and hold harmless, the Partner Representatives and Provisional Partner Representatives, their board, representatives, officers, employees and agents from all claims, suits, actions, loss, damage, injury, and liability of every kind, nature, and description, directly or indirectly arising from the duties, actions, inaction, or otherwise arising from any Partner Representative's or Provisional Partner Representative's position on the GB, EC, OT or any other committee established by PSWCC.

16. Disputes

- 16.1. If a dispute arises between the parties to this Agreement, the disputing parties shall first attempt to resolve the dispute by negotiation, followed by mediation and finally by filing an action in a court of competent jurisdiction.
- 16.2. Step One: The disputing parties shall authorize a person ("Authorized Official") to negotiate on their behalf. If the dispute is resolved at this step, there shall be a written determination of such resolution, signed by the parties' Authorized Official and ratified by each governing body, if required. Step One will be completed when written notice is delivered to all disputing parties.
- 16.3. Step Two: If the dispute cannot be resolved within fifteen (15) business days at Step One, the disputing parties shall submit the matter to mediation. The disputing parties shall attempt to agree on a mediator. If they cannot agree, the disputing parties shall request a list of five (5) mediators from an entity or firm providing mediation services. The disputing parties will mutually agree on a mediator from the list provided. If the disputing parties cannot mutually agree upon a mediator, the disputing parties shall alternatively strike one name from the list until one mediator remains. The remaining mediator shall be the mediator for the dispute. Any common costs of mediation shall be borne equally by the disputing parties who shall each bear their own costs and fees. If the issue is resolved at this step, a written determination of such resolution shall be signed by each Authorized Official and ratified by their respective governing bodies, if necessary.
- 16.4. Step Three: If the disputing parties are unsuccessful at Steps One and Two, the dispute shall be resolved by a State of Oregon court of competent jurisdiction. Venue shall be in the Circuit Court for Washington County.

17. Notice

17.1. A Partner or Provisional Partner that becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Partners or Provisional Partners to this Agreement shall provide prompt and timely notice to the Partners and Provisional Partners that may be affected by the suit or claim. Each Partner and Provisional Partner reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

18. Insurance

18.1. Partners and Provisional Partners of this Agreement shall maintain an appropriate insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of membership in the PSWCC.

19. Amendments

19.1. No provision of this Agreement may be modified, altered, or rescinded by individual Partners or Provisional Partners. This Agreement may only be changed, modified, or amended in writing by Vote of at least three-quarters of the GB.

20. Effective Date

20.1. This Agreement becomes effective when it has been authorized and executed by each of the Partners' governing bodies or representatives identified in Exhibit A.

21. Severability

21.1. The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

22. Governing Law; Jurisdiction; Venue.

22.1. This Agreement shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Venue shall lie in the Circuit Court of the State of Oregon for Washington County.

23. No Third Party Beneficiaries

23.1. The signatories to this Agreement are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is

intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

24. Execution in Counterparts

24.1. This Agreement may be executed in counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

APPROVED AND SIGNED by the appropriate officers who are authorized to execute this Agreement on behalf of the governing body of each Partner.

Dated this _____ day of _____, 2008

COUNTY

APPROVED AS TO FORM

WASHINGTON COUNTY

By: _____
City Attorney

By: _____
Tom Brian, Chair

By: _____
Dan Olsen, County Counsel

CITIES

CITY OF BEAVERTON

By: _____
Rob Drake, Mayor

APPROVED AS TO FORM:

By: _____
City Attorney

CITY OF CORNELIUS

By: _____
Bill Brash, Mayor

CITY OF FOREST GROVE

By: _____
Richard G. Kidd, Mayor

APPROVED AS TO FORM

By: _____
City Attorney

CITY OF HILLSBORO

By: _____
Tom Hughes, Mayor

APPROVED AS TO FORM

By: _____
City Attorney

CITY OF TIGARD

By: _____
Craig E. Dirksen, Mayor

APPROVED AS TO FORM

By: _____
City Attorney

CITY OF TUALATIN

By: _____
Lou Ogden, Mayor

APPROVED AS TO FORM

By: _____
City Attorney

CITY OF SHERWOOD

By: _____
Virginia Hillman, Mayor

APPROVED AS TO FORM

By: _____
City Attorney

SPECIAL DISTRICTS

CLEAN WATER SERVICES

By: _____
Tom Brian, Chair

APPROVED AS TO FORM

By: _____
Gerald Linder, Attorney

TUALATIN VALLEY WATER DISTRICT

By: _____
Richard Burke, Chair

APPROVED AS TO FORM

By: _____
Clark Balfour, Attorney

TUALATIN VALLEY FIRE & RESCUE

By: _____
Clark Balfour, President

APPROVED AS TO FORM

By: _____
Richard Blackmore, Attorney

PORTLAND COMMUNITY COLLEGE,
ROCK CREEK

By: _____
_____, _____

APPROVED AS TO FORM

By: _____
_____ Attorney

TUALATIN HILLS PARKS &
RECREATION DISTRICT

By: _____
Joe Blowers, Chair

APPROVED AS TO FORM

By: _____
_____ Attorney

EXHIBIT A
Partners and Provisional Partners

EXHIBIT B
Standard Schedule for Partners

The GB will approve the annual PSWCC budget in accordance with section 5 no later than December 15th of each year.

Partner payments will be due and payable on August 15th of each year of the Agreement.

EXHIBIT C
Special Schedule for Provisional Partners

The Special Schedule for Provisional Partners will follow the Standard Schedule in Exhibit B unless modified by the GB in accordance with this Agreement.

**Estimated Budget
Partners for a Sustainable Washington County
18-Aug-08**

| | | | Year 1 | Year 2* | Year 3* |
|---|-------------------------|-----|--------------------------|--------------------------|--------------------------|
| <u>REVENUES</u> | | | | | |
| | <i>percent of total</i> | | | | |
| County Share | 33% | | <u>\$ 52,800</u> | <u>\$ 52,800</u> | <u>\$ 52,800</u> |
| Five Cities Share | | | <u>\$ 35,200</u> | <u>\$ 35,200</u> | <u>\$ 35,200</u> |
| <i>City Name</i> | <i>Population</i> | | | | |
| Banks | 1,435 | 0% | \$ 238 | \$ 238 | \$ 238 |
| Cornelius | 10,895 | 1% | \$ 1,807 | \$ 1,807 | \$ 1,807 |
| Hillsboro | 88,300 | 9% | \$ 14,646 | \$ 14,646 | \$ 14,646 |
| Beaverton | 85,560 | 9% | \$ 14,192 | \$ 14,192 | \$ 14,192 |
| Tualatin | 26,025 | 3% | \$ 4,317 | \$ 4,317 | \$ 4,317 |
| | 212,215 | 22% | \$35,200 | \$35,200 | \$35,200 |
| Special District's Share @ 45% | | | <u>\$ 72,000</u> | <u>\$ 72,000</u> | <u>\$ 72,000</u> |
| <i>Participating Special Districts:</i> | 5 | | | | |
| CWS | | 9% | \$ 14,400 | \$ 14,400 | \$ 14,400 |
| TVWD | | 9% | \$ 14,400 | \$ 14,400 | \$ 14,400 |
| PCC- Rock Creek | | 9% | \$ 14,400 | \$ 14,400 | \$ 14,400 |
| THPRD | | 9% | \$ 14,400 | \$ 14,400 | \$ 14,400 |
| TVF&R | | 9% | \$ 14,400 | \$ 14,400 | \$ 14,400 |
| | | 45% | \$ 72,000 | \$ 72,000 | \$ 72,000 |
| <u>TOTAL REVENUE</u> | | | <u>\$ 160,000</u> | <u>\$ 160,000</u> | <u>\$ 160,000</u> |
| <u>EXPENSES</u> | | | | | |
| Personnel: | | | | | |
| Salaries | | | \$65,000 | \$66,950 | \$68,959 |
| FICA and benefits (est. 50%) | | | \$32,500 | \$33,475 | \$34,479 |
| Direct supervision | | | <u>\$7,000</u> | <u>\$7,210</u> | <u>\$7,426</u> |
| | | | <u>\$104,500</u> | <u>\$107,635</u> | <u>\$110,864</u> |
| Materials and Services: | | | | | |
| Computer/Printer | | | \$1,500 | \$0 | \$0 |
| Food Expenses | | | \$3,000 | \$3,090 | \$3,183 |
| Mileage | | | \$1,200 | \$1,236 | \$1,273 |
| Postage | | | \$600 | \$618 | \$637 |
| Prof Organization Mbrships | | | \$400 | \$412 | \$424 |
| Professional Services | | | \$15,000 | \$2,500 | \$2,500 |
| Subscriptions | | | \$600 | \$618 | \$637 |
| Training & Travel | | | <u>\$4,000</u> | <u>\$4,120</u> | <u>\$4,244</u> |
| | | | <u>\$26,300</u> | <u>\$12,594</u> | <u>\$12,897</u> |

Administrative Costs Provided by PCC as Partnership Contribution **

| | | | |
|---------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Meeting Expenses (not including food) | \$2,160 | \$2,225 | \$2,292 |
| Office Supplies | \$1,200 | \$1,236 | \$1,273 |
| Phone (includes long distance) | \$200 | \$206 | \$212 |
| Printing | \$1,200 | \$1,236 | \$1,273 |
| Space | \$1,200 | \$1,236 | \$1,273 |
| Web Hosting/Maintenance | \$6,000 | \$6,180 | \$6,365 |
| | <u>\$11,960</u> | <u>\$12,319</u> | <u>\$12,688</u> |
| Contingency | \$17,240 | \$27,452 | \$23,551 |
| <u>TOTAL EXPENSES</u> | <u>\$160,000</u> | <u>\$160,000</u> | <u>\$160,000</u> |

*Cost of Living Adjustment for all expenses except for Professional Services

** Does not include supervision



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager *SL*

FROM: Doug Rux, Community Development Director *DR*
Aquilla Hurd-Ravich, Senior Planner *Aquilla Hurd-Ravich*

DATE: August 25, 2008

SUBJECT: MEMORANDUM OF UNDERSTANDING WITH THE STAFFORD
HAMLET TO ESTABLISH AND SECURE OPEN
COMMUNICATIONS.

BACKGROUND

In November 2006, the Stafford Hamlet adopted by laws which included a provision to:

"[D]evelop and maintain active, two-way communication with the local Community Planning Organization, Cities, Clackamas County, Metro, the State of Oregon and other groups and districts as appropriate."

The Memorandum of Understanding (MOU), Attachment A, is intended to formalize communication between the City of Tualatin and the Stafford Hamlet. The Stafford Hamlet is working with the Cities of West Linn and Lake Oswego to establish similar MOUs. The purpose of formalizing communication is to provide a means for ensuring that each entity has the opportunity to comment on activities that may affect each other. Formalized communication creates a policy of open dialogue that is crucial when planning for areas associated with the Stafford Basin. As the Stafford Hamlet is a grassroots organization providing input to the Clackamas County Board of Commissioners it is in the interest of Tualatin to maintain the ability to review and comment on their processes and issues of concern on potential urbanization of the Stafford Basin. This policy gives the Stafford Hamlet an opportunity to review and comment on the City's activities in regard to the Stafford Basin. Adopting the MOU establishes a willingness on the part of the City to communicate in good faith with the Stafford Hamlet when considering matters that affect the Stafford Basin area.

MEMORANDUM: Memorandum of Understanding with the Stafford Hamlet to establish and secure open communication.

Date August 25, 2008

Page 2 of 2

POLICY CONSIDERATIONS

The policy considerations for the City Council are if this MOU will serve to improve and formalize communication between the Stafford Hamlet and the City.

Attachments: A. Draft Memorandum of Understanding

Memorandum of Understanding (MOU)

Between the Stafford Hamlet and the City of Tualatin

Purpose:

The purpose of this memorandum is to establish and secure open communications between the Stafford Hamlet and the City of Tualatin. Collaboration between the parties will serve to enhance understanding of the desires of the City and the residents of the Stafford Hamlet.

The Stafford Hamlet, being recognized as an advisory body by the Clackamas County Board of Commissioners under Chapter 2.10 of the County Code, for the purpose of considering and making advisory recommendations to the County concerning a broad range of issues affecting the livability and quality of life, does hereby request this Memorandum of Understanding between the City of Tualatin and the Stafford Hamlet Board of Directors for the mutual benefit of open two-way communications on issues concerning the future of both parties.

The activities of the Hamlet are as follows:

- Develop a conceptual plan conceived within a grassroots effort from the community.
- Address in this conceptual plan preliminary considerations regarding, but not limited to traffic flow, water, sewer, residential and office/commercial development, parks, open spaces and schools.
- Creation of an approval process, within the Hamlet for the Community Vision plan that recognizes the interests of, residents, property owners, and business owners within the Stafford Hamlet that will be approved in an equitable manner by residents in the Stafford Hamlet.
- Fundraising and budgeting for the completion of the Visioning process.
- Hold community, Town Hall and Stakeholder meetings.

The Stafford Hamlet has the following objectives and goals with regard to communications with the City of Tualatin:

- Effective and open communications between designated leadership within the City and the Stafford Hamlet Board of Directors.
- Defined points of contact between the City and the Stafford Hamlet.
- General information sharing between the Stafford Hamlet and the City through meeting attendance.
- Open invitation to all public meetings held by either the City or the Stafford Hamlet concerning the Stafford Basin.

- Provide notification of City Council meetings concerning the Stafford Basin to the Stafford Hamlet Board of Directors and notification of all Stafford Hamlet Board Meetings to the City.
- Invitation to sit on committees formed by either the Stafford Hamlet or the City associated with planning for the Stafford Basin.
- Ability for the City to review and comment on the Hamlet Visioning process.

Limitations

- This MOU does not establish any formal relationship between the parties either present or future.
- No commitments for future services between the parties shall be allowed either verbally or in any written form under this MOU by any individual on the Board of Directors or City representative.

Points of Contact

To be determined by each city or that city, and for the Stafford Hamlet by the Hamlet Board of Directors.

Modification/duration/termination

This MOU shall take effect upon signature of each participant and remain in effect until terminated by mutual written agreement of both parties. This MOU may be amended at any time by the mutual written consent of the participants. Either party may terminate its participation in this MOU by providing at least thirty (30) days written notice to the other party.

Board of County Commissioners

For the City of Tualatin

Lynn Peterson, Chair

Lou Ogden, Mayor

For Stafford Hamlet

David Halseth, Chair

David Coles, Vice Chair



T.E.A.M. Tualatin 2008

Summer Youth Volunteer Program

City Council Update

August 25, 2008

T.E.A.M Tualatin Background

- ✦ Program initiated in 2001
- ✦ Began with a three-week program that first summer
- ✦ 36 youth participated the first summer
- ✦ Each summer, we have added weeks to the program
- ✦ 2002 - we hired our first T.E.A.M. leader

T.E.A.M. Tualatin 2008

- ✦ Currently, the program is eight weeks long
- ✦ Increased capacity from six youth to ten youth per week
- ✦ Some youth participate multiple weeks, if space available
- ✦ 72 youth participated this year
- ✦ 61% increase in participants over 2007
- ✦ 2,160 volunteer contact hours generated
- ✦ Program is two parts work to one part fun

Randy King T.E.A.M. Leader



- ✦ Leader for three years
- ✦ Holds a Masters Degree in Education
- ✦ Teaches first grade during the school year
- ✦ Hard worker
- ✦ Great with the youth
- ✦ Plans to return next year

T.E.A.M. Tualatin

Works Hard

✿ Painting fire hydrants



✿ Watering newly-planted trees so they can survive the summer

✿ Picking up litter



T.E.A.M. Tualatin Works Hard

✦ Serving lunch at
the Senior
Center

✦ Washing fleet
and police cars

✦ Washing city
building windows



T.E.A.M. Tualatin

Helping at the Food Pantry



T.E.A.M. Tualatin Works Hard



✦ Cleaning reverse
frontage areas
around town

✦ Weeding the fish run
at Jurgens Park

✦ Removing non-
native invasive
plants.

T.E.A.M. Tualatin

One time projects

✦ Painted all of the picnic tables at Tualatin Community Park

✦ Assisted the Heritage Center with the new patio planter beds



T.E.A.M. Tualatin

One-time projects

✦ Assisted with the
Library move

✦ Assisted with Art
Splash set-up

✦ Assisted with
Crawfish set-up



Sweepstakes in the Crawfish Parade



EXEMPTION FROM PUBLIC BIDDING

August 25, 2008

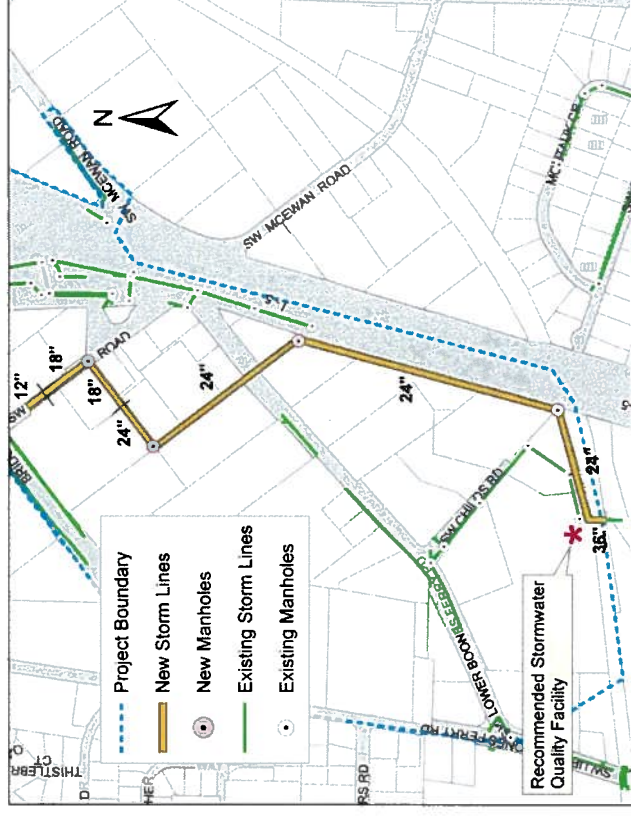


LOCAL CONTRACT REVIEW BOARD

- Public Hearing
- Required by Tualatin Purchasing Rules identified in the Tualatin Municipal Code

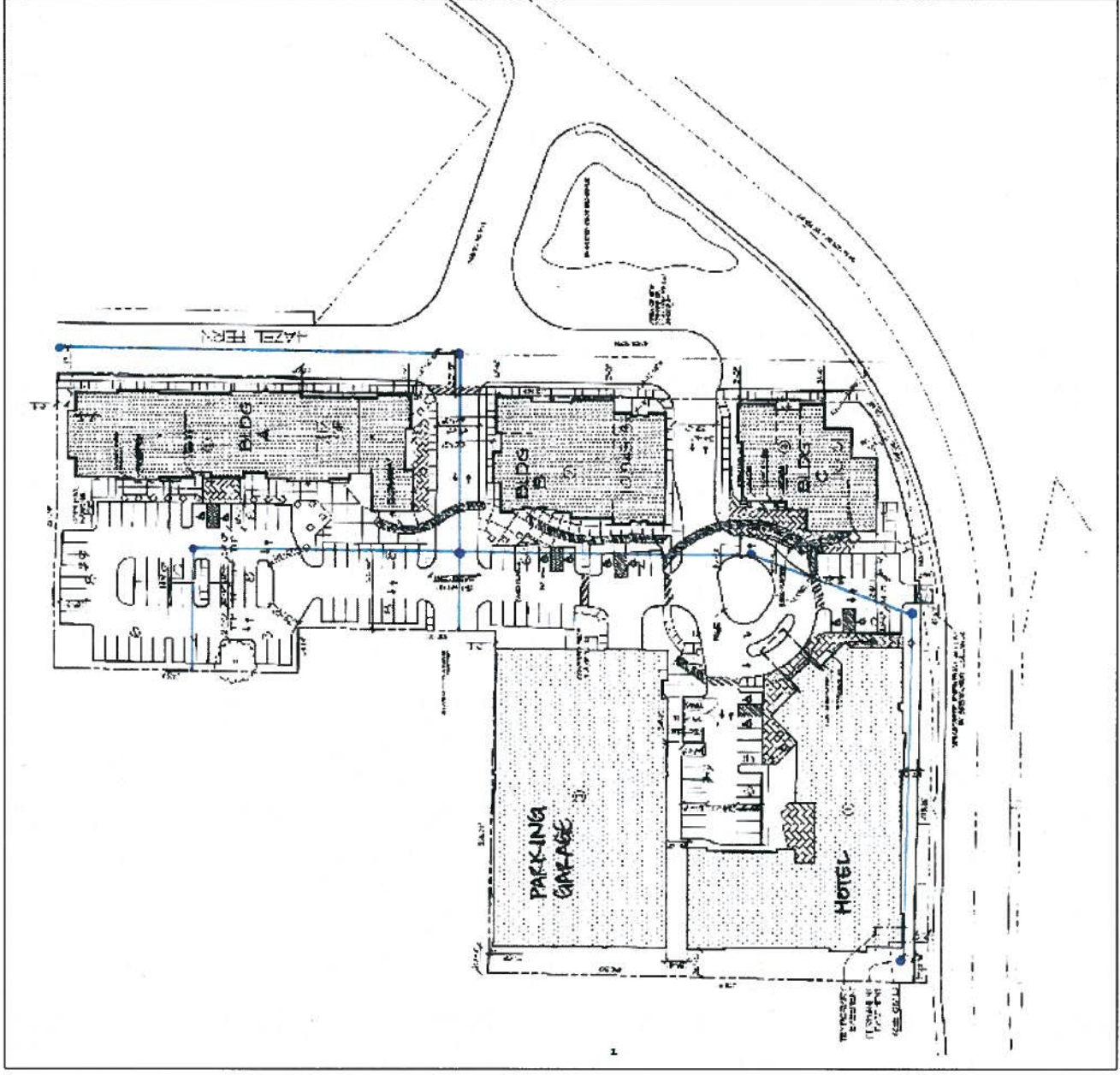
STORM DRAIN MASTER PLAN

- Bridgeport Area Stormwater Master Plan was accepted by City Council on February 13, 2006
- Phase 1 construction was completed in April 2007
- Phase 2 is ready to go



SITE PLAN

Shoppes at Bridgeport



ADVANTAGES

- Timing of the two projects
- Coordination between the two projects
- \$ saved by both parties
- Opportunity for a positive public/private partnership

RECOMMENDATION

Staff recommends that the City Council, sitting as the Local Contract Review Board:

- Adopt the resolution authorizing an exemption from the public bidding process
- Direct the City Engineer to enter into an agreement with the developer to complete the Phase 2 storm drain work

MEETING DATE: Monday, August 25, 2008

start time: 5p
(Barhyte, Maddux Truax absent)

WORK SESSION ITEMS

PowerPoint?

1. Partners for Sustainable Washington County discussion (30m)

yes

2. Solid Waste Update (*tentative for this date*)

3. Stafford MOU on Communications (*Comm Dev*)

4. Street Tree Replacement Policy (*Comm Dev*)

yes

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Tualatin Tomorrow – PRN Update

2. TEAM Tualatin Program Wrap-up (Ops)

yes

CONSENT CALENDAR ITEMS

1.

2. Reso – Fee Schedule Update (*tentative for this date*)

3. ~~Street Name Changes (*tentative for this date*) (Eng)~~ – moved to Sept 8

4. Reso – Revocable Permit – Blue Lot Construction Staging (Comm Dev) **TDC**

5. Change Order No. 1 – 124th Avenue (Comm Dev) **TDC**

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. M37-06-01 ZIAN Limited Partnership cont. from 2/25/08 (**Other**) (*Comm. Dev*)

2. Supplemental Budget for Municipal Court, etc.

3. Exemption from Formal Public Bidding - BP Storm Phase 2 (Contract Review Board) (Eng) **yes**

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

3.

4.

5.

EXECUTIVE SESSION ITEMS

1. City Manager's Annual Performance Evaluation

MEETING DATE: Thursday, August 28

Time: 6-8pm

Location: Police Training Room

SPECIAL WORK SESSION ITEMS

PowerPoint?

-
1. Central Urban Renewal – Maximum Indebtedness (*Comm. Dev.*)
-

MEETING DATE: Monday, September 8, 2008

start time:
Maddux absent

Pre-Session @ 3:00pm at Clean Water Services Durham Plant

WORK SESSION ITEMS

PowerPoint?

1. Urban / Rural Reserves Update (10m)
2. Gas tax/road fund prioritization (Eng) (20m)
3. **Underground utilities policy (on hold)**
4. Code enforcement policy discussion (Police) (30m)
5. Library Policies (Comm Svcs) (30m)

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Youth Advisory Council Update
2. Swearing-in of Police Officers
3. New Employee Introductions – Three Library staff, possibly Court Administrator

CONSENT CALENDAR ITEMS

1. Resolution – solid waste rate increase (?)
2. Reso Approving Commuter Rail Project TriMet and City Maintenance Agr (Comm Dev)
TENTATIVE
3. Street Name Changes (Eng)
4. Resolution Stafford Communications MOU (Comm Dev)
5. Resolution Agreement City/Commission Project Management Herman Road (City/ & TDC)
(Comm Dev)

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. CUP-08-03 – NW Education Service District (Quasi-Judicial)
- 2.
- 3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

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

EXECUTIVE SESSION ITEMS

- 1.

MEETING DATE: Monday, September 22, 2008

start time:
Lombos out

WORK SESSION ITEMS

PowerPoint?

1. Reverse Frontage Future Planning Discussion (Ops) *(tentative for this date)*

2.

3.

4.

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Presentation of Visual Chronicle Acquisitions

2. Proclamation for National Arts and Humanities Month in October

3.

CONSENT CALENDAR ITEMS

1. Resolution CUP-08-03 NWESD (Legal)

2.

3.

4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. Street Name Changes (Eng)

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

3.

4.

5.

EXECUTIVE SESSION ITEMS

1.

WORK SESSION ITEMS

PowerPoint?

1. Fence Standard Review Phase 2 (Comm Dev)
2. Outside Agencies Allocation of Funds (Admin)
3. Accepting Credit Cards Policy (Finance)
- 4.
- 5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Youth Advisory Council Update
- 2.
- 3.

CONSENT CALENDAR ITEMS

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

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. PTA-08-04 Street Trees Regulations (Legislative) (Comm Dev)
2. CUP-08-04 – Reservoir/Cell Site – Norwood Road (Quasi-Judicial) (Comm Dev)
3. PTA-08-05 – Eighty Percent Density Rule (Legislative) (Comm Dev)

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

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

EXECUTIVE SESSION ITEMS

- 1.

MEETING DATE: Monday, October 27, 2008

WORK SESSION ITEMS

PowerPoint?

1. Rental Housing Additional Information

2. Legislative Program (Admin)

3.

4.

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1.

2. Tualatin Tomorrow – HSS Update

3.

CONSENT CALENDAR ITEMS

1. Resolution CUP-08-04 – Reservoir/Cell Site – Norwood Road (Legal)

2. Award of Bid – Herman Road TDC (Comm Dev)

3.

4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1.

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. ORD PTA-08-04 Street Trees Regulations

2. ORD PTA-08-05 – Eighty Percent Density Rule

3.

4.

5.

EXECUTIVE SESSION ITEMS

1.

MEETING DATE: Monday, November 10, 2008

start time:
Ogden, Lombos out

WORK SESSION ITEMS

PowerPoint?

1. Franchise Fee / Privilege Tax Discussion (Fin)

2.

3.

4.

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Youth Advisory Council Update

2.

3.

CONSENT CALENDAR ITEMS

1.

2.

3.

4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1.

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

3.

4.

5.

EXECUTIVE SESSION ITEMS

1.

MEETING DATE: Monday, November 24, 2008

WORK SESSION ITEMS

PowerPoint?

1. Leveton Maximum Indebtedness (Comm Dev)

2.

3.

4.

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1.

2.

3.

CONSENT CALENDAR ITEMS

1.

2.

3.

4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1.

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

3.

4.

5.

EXECUTIVE SESSION ITEMS

1.

August

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--|---|--|--|--|--|
| | | | | | 1 7:30a Chamber Networking AM @ Library 6:30p Concerts on the Commons | 2 9a-12p Police Meet & Greet (Jurgens Park) 10p-7p (Sat/Sun) Kayak and Canoe rentals at BFP (through 9/21) 9p Movies on the Commons |
| 3 | 4 | 5 3-6p Darrel Condra's Retirement Open House 6p National Nite Out-Police Dept. in Neighborhoods 6:30p TLAC 7p Summer Reading Event on the Commons "Juggling w/ Tom Question" | 6 12p-7p (W-F) Kayak and Canoe rentals at BFP (through 8/29) 1:15p Tualatin Historical Soc 5:30p Chamber Alive After 5 @ Mortgage Express, 18662 SW Boones Ferry (north end of lake) | 7 7p Special URAC Meeting, Council Chambers | 8 7:30a Multi-Chamber Networking @ Hayden's 6-9pm Tualatfest (teen battle of the bands), Comm. Park 6-10p Crawfish Cook-off at Tualatin Commons 6:30p Concerts on the Commons put on by Crawfish Festival | 9 8:00a-Crawfish Crawl 10k 10:00a-Crawfish Parade 11:30a-Library Grand Opening 10a-9p Crawfish Festival @ Community Park 9p Movies on the Commons |
| 10 All Day - Crawfish Car Show at Haggen's | 11 5:00p Work Session 7:00p Council/TDC Mtg | 12 6:00p TPARK 7m Summer Reading Finale Event on the Commons "Creature Feature" | 13 1:00p Oregon Outpatient Surgery Center Open House, 7300 SW Childs Road 6:30p Tualatin Tomorrow VIC Steering Committee Meeting, Chambers | 14 7:00p TPAC | 15 7:30a Chamber Networking AM @ Kelly Moore Paint 2-4p Teen Library Open House 6:30p Concerts on the Commons | 16 9p Movies on the Commons |
| 17 8a-5p Electric Radio Controlled Unlimited Boat Races - Lake of the Commons | 18 | 19 6:30p TAAC | 20 12pm Core Area Parking District Board, Council Chambers 7:00p ARB (if necessary) | 21 12pm Friends of Library Mtg | 22 7:30a Chamber Networking AM Location TBA 6:30p Concerts on the Commons | 23 9p Movies on the Commons |
| 24 | 25 5:00p Work Session 7:00p Council/TDC Mtg | 26 7-9p Teen Library Open House | 27 6pm - Hazelbrook Ice Cream Social (Bond Measure Presentation) 7p ARB (if necessary) | 28 11:30a Chamber Luncheon @ Country Club 6:00p Special Work Session (CURD) | 29 7:30a Chamber Networking AM @ Oregon Comm. Credit Union | 30 |

2008

September

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|---|--|-------------------------|---|---|--|--|
| | 1 Labor Day Holiday CITY OFFICES CLOSED 4:00p-5:00p Heritage Center Patio Dedication | 2 6:30p TLAC | 3 1:15p Tualatin Historical Soc 7p ARB (if necessary) | 4 | 5 5:30p Bridgeport Back-to-School Night (Bond Measure Presentation) | 6 10p-7p (Sat/Sun) Kayak and Canoe rentals at BFP (through 9/21) |
| 7 | 8 3:00p CWS/Durham Plant Tour 5:00p Work Session 7:00p Council/TDC Mitg | 9 6:00p TPARK | 10 5p High School Social (Bond Presentation) 6:30p Tualatin Tomorrow Vision Implementation Committee, Library Community Room | 11 6p Tualatin Elementary Back-to-School (bond presentation) 7p TPAC | 12 | 13 |
| 14 5:00p-7:00p Horizon Community Church concert at Tualatin Commons | 15 | 16 6:30p TAAC | 17 7p ARB (if necessary) | 18 5p Volunteer BBQ Community Park | 19 | 20 |
| 21 | 22 5:00p Work Session 7:00p Council/TDC Mitg | 23 | 24 7p ARB (if necessary) | 25 11:30a Chamber Luncheon @ Country Club | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |

2008

October

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|--|--------------------------|--|--|---|---|
| | | | 1 1:15p Tualatin Historical Soc | 2 | 3 | 4 |
| 5 | 6 | 7 6:30p TLAC | 7p ARB (if necessary) 8 6:30p Tualatin Tomorrow VIC Steering Committee Meeting, Council Chambers | 9 7:00p TPAC | 10 | 11 |
| 12 | 13 5:00p Work Session 7:00p Council/TDC Mtg | 14 6:00p TPARK | 15 7p ARB (if necessary) | 16 4-7p WES VIP Reception (Commons) 7p Urban Renewal Advisory Committee Mtg | 17 tentative WES Grand Opening 7p-10p YAC Haunted House at Van Raden Community Center | 18 7p-10p YAC Haunted House at Van Raden Community Center |
| 19 | 20 | 21 6:30p TAAC | 22 7p ARB (if necessary) | 23 11:30a Chamber Luncheon @ Country Club | 24 7p-10p YAC Haunted House at Van Raden Community Center | 25 10:00a - 2:00p 5 th Annual West Coast Giant Pumpkin Regatta 7p-10p YAC Haunted House at Van Raden Community Center |
| 26 | 27 5:00p Work Session 7:00p Council/TDC Mtg | 28 | 29 7p ARB (if necessary) | 30 | 31 | |

2008

November

| <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 Election Day 6:30p TLAC | 5 1:15p Tualatin Historical Soc 7p ARB (if necessary) | 6 | 7 | 8 |
| 9 | 10 5:00p Work Session 7:00p Council/TDC Mtg | 11 Veterans Day Holiday CITY OFFICES CLOSED 6:00p TPARK | 12 6:30p Tualatin Tomorrow VIC Steering Committee Mtg, Council Chambers | 13 7p TPAC | 14 | 15 |
| 16 | 17 | 18 6:30p TAAC | 19 12p Core Area Parking District Board, Council Chambers 7p ARB (if necessary) | 20 | 21 City Council Goal Setting Retreat | 22 City Council Goal Setting Retreat |
| 23 | 24 5:00p Work Session 7:00p Council/TDC Mtg | 25 | 26 11:30a Chamber Luncheon @ Country Club?? 7p ARB (if necessary) | 27 Thanksgiving Day Holiday CITY OFFICES CLOSED | 28 Thanksgiving Holiday CITY OFFICES CLOSED | 29 |
| 30 | | | | | | |

2008